



**South Texas Community College  
1996 - 1997**

**FRONT COVER:**

Sparks from a welder's torch signify South Texas Community College's commitment to enlightening and broadening the educational opportunities available to Rio Grande Valley residents.

Cover photo furnished by the Office of Public Relations.



# **South Texas Community College**

"The College of Choice"

## **1996 - 1997 CATALOG**

3201 W. Pecan Blvd.  
McAllen, Texas 78501

(210) 631-4922



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# South Texas Community College

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## **Accreditation**

South Texas Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate of Applied Science degrees. Approval to offer the Associate of Art and Associate of Science degrees is pending at the time of this catalog's printing.

## **Affiliations**

American Association of Community and Junior Colleges  
American Association of Community College Trustees  
Asociacion Regional de Maquiladoras de Reynosa, S.A.  
Board of Licensed Vocational Nurses  
Hidalgo County Library System  
McAllen Chamber of Commerce  
National Association of College and University Business Offices  
National Coalition of Advanced Technology Centers  
Paisano Library Consortium  
Rio Grande Manufacturing Center  
South Texas Manufacturers' Association  
Southern Association of Colleges and Schools  
Tech Prep of the Rio Grande Valley  
Texas Administrators of Continuing Education for Community/  
Junior Colleges  
Texas Association of Community Colleges

South Texas Community College's offerings are approved by the Texas Higher Education Coordinating Board and the Texas Education Agency.

This catalog is a publication of the Office of Public Relations and Marketing.  
South Texas Community College.  
3201 W. Pecan Blvd., McAllen, TX 78501 (210) 618-8344



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## **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.

## **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 Counseling and Advising Office.

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.

## **CREATION**

The 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 prior to a taxing district being approved by local voters. 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.

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 degree as well as certificates, and is approved for veteran's educational training in certificate and Associate of Applied Science degree programs by the Texas Education Agency. The College presently is pursuing approval by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Art and the Associate of Science degrees.

An enrollment of 1,000 students in 1993 has increased to more than 4,000 by Spring 1996.



*Rene Montalvo, President and CEO of Mission Economic Development Corporation; Alberto Ros, Plant Manager, Security Plastics, and Mike Allen, President and CEO of McAllen Economic Development Corporation confer with Dr. Shirley Reed about STCC's commitment to provide a quality trained workforce for local business and industry.*



## *A Message From The President*

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South Texas Community College soon will celebrate its third birthday. In this brief period of time, the College has begun a tradition of strength, tenacity, caring and commitment.

Our accomplishments are many. In August 1995, Hidalgo and Starr county voters confirmed the College's creation and established a taxing district to support it. In December 1995, the Southern Association of Colleges and Schools granted STCC independent accreditation. By January 1995, the College's enrollment had exceeded 4,000 students. In the beginning, there were those who said not even one - let alone three - of these things could be achieved so quickly.

We are pursuing excellence because we believe it is the best way to show that we care about our students and that we are committed to the communities we serve. We have created a Student Success Center to provide academic assistance and that extra support that is sometimes needed. Beginning Fall 1996, we plan to offer Associate of Art and Associate of Science degrees in addition to new certificate and Associate of Applied Science programs.

We are developing strong alliances with local business and industry to respond to the economic opportunities afforded this region by the North American Free Trade Agreement (NAFTA). By Fall 1996, the College will establish a Center for Advanced and Applied Technology in McAllen's Southwest Industrial Park, and which will house the Partnership for Business and Industry Training. This state-of-the-art facility will initiate a new concept in technical education by placing trainers and students in an industrial setting. Such close interaction will facilitate customized job training and placement and will ensure that the College's curriculum is consistent with the needs of business and industry.

South Texas Community College, then, stands poised to assist this vibrant and growing area with workforce training and the development of its greatest resource - you, our student.

Welcome to STCC!

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



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Representing Edinburg,  
San Juan,  
and  
Northeast Pharr  
(Term expires May 1996)

## *A Message From The Board Of Trustees*

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As Chairman of the Board of Trustees of South Texas Community College,  
I welcome you!

Like you, our founding Board is intent upon building a secure foundation for the future. Since the College's creation in 1993, we have established policies to provide the institution with a strong sense of direction. A taxing district has been put in place to give the College sound financial support. A campus master development plan has been formulated, and construction of additional buidings will begin soon.

We are pleased with the alliances that we have forged with business and industry and the medical community, and look forward to the opening of the College's Center for Advanced and Applied Technology. We also seeek to expand our course offerings in the numerous communities which we already serve in Hidalgo and Starr counties.

We congratulate you upon your decision to continue your education and are especially gratified that you are taking this step at South Texas Community College.

Sincerely yours,

Gary Gurwitz, Chairman  
South Texas Community College Board of Trustess



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# Introduction



*"We see the need to train local talent for the growing number of health jobs in the community. We think STCC provides the opportunity for that training."*

Harold Siglar  
CEO, McAllen Medical Center

# Mission Statement

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**South Texas Community College (STCC)** is a comprehensive public community college established to address the diverse educational 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.

**South Texas Community College** seeks to achieve its 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 associates degrees or planning to transfer to a senior institution;
- *Encourage Life-Long Learning* by offering adult continuing education courses to those interested in changing careers, upgrading their skills, or seeking personal enrichment;
- *Facilitate Students Development* 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 mission, **South Texas Community College** is also 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; and
- *Partnering with Business and Industry* to provide close linkages in order to facilitate achievement of desired outcomes and to help secure resources.

To advance its institutional goals, South Texas Community College aspires to create a supportive collegial work environment which rewards excellence, provides opportunities for professional and personal growth, and encourages meaningful involvement in the decision-making process.



# CALENDAR 1996-97

## FALL SEMESTER 1996

July 1.....		Fall 96 Financial Aid Priority Deadline
August 14.....	6:00 PM.....	Mercedes Pre-TASP
August 15.....	6:00 PM.....	Rio Grande City Pre-TASP
August 19.....		Fall 96 Admission Application Priority Deadline
August 19.....	5:30 PM - 7:00 PM.....	Mercedes - Orientation/Advising
August 20.....	5:30 PM - 7:00 PM.....	Rio Grande City - Orientation/Advising
August 21.....	5:00 PM - 7:00 PM.....	Mercedes Registration
August 21.....		New Faculty Orientation
August 22.....	5:00 PM - 7:00 PM.....	Rio Grande City Registration
August 22.....		Faculty Resumes Work & In-Service
August 26.....	8:30 AM - 4:00 PM.....	Registration - Returning Students
August 26.....	4:00 PM - 6:00 PM.....	Registration for Evening & Saturday Classes Only
August 27.....	8:30 AM - 6:00 PM.....	Registration-Returning Students
August 28-29.....	8:30 AM - 6:00 PM.....	New Student Registration By Alphabet
August 30.....	9:00 AM - 5:00 PM.....	Late Registration - Open
September 2.....		Labor Day
September 3.....		Classes Begin
September 6.....		Last Day to Add a Class
September 18.....		Twelfth Class Day
September 20.....		Student Notification to Instructors of Planned Absence on a Religious Holy Day
October 2.....		Last Day to Change to Non-Credit Status
October 14-15.....		Faculty/Staff Development
		Non regular classes for students except for A.C.E.
November 16-18.....	9:00 AM - 6:00 PM.....	Priority Registration for Returning Students
November 27.....		Last Day to Drop/Withdraw
November 28-December 1.....		Thanksgiving Holidays
December 1.....		Admission Application Priority Deadline
December 2.....		Spring 1997 Financial Aid Priority Deadline
December 14-19.....		Final Exams
December 16.....	6:00 PM.....	Mercedes - Pre-TASP
December 17.....	6:00 PM.....	Pre-TASP - Rio Grande City
December 18.....	5:00 PM - 7:00 PM.....	Mercedes - Orientation/Advising
December 19.....	5:00 PM - 7:00 PM.....	Rio Grande City - Orientation/Advising
December 19.....		Semester Ends
December 20.....		Grade Reports Due by Noon
December 21 - January 5.....		Christmas Holidays
January 6.....		Faculty & Staff Resume Work

## SPRING SEMESTER 1997

January 7.....	5:00 PM - 7:00 PM.....	Mercedes Registration
January 8.....	5:00 PM - 7:00 PM.....	Roma Registration
January 9.....	4:00 PM - 8:00 PM.....	Registration - Evening & Saturday Students
January 13-14.....	8:30 AM - 6:00 PM.....	Registration - Returning Students
January 13-14.....	8:30 AM - 6:00 PM.....	Registration - New Student by Alphabet
January 15.....	9:00 AM - 5:00 PM.....	Late Registration
January 16.....		Classes Begin/Schedule Changes
January 21.....	5:30 PM - 7:30 PM.....	Orientation
January 21.....		Last Day to Add a Class
January 31.....		Twelfth Class Day
February 4.....		Student Notification to Instructors of Planned Absence on Religious Holy Days
February 14.....		Last Day to Change to Non-Credit Status
February 17.....		President's Day
February 27-28.....		Faculty/Staff Development
		No regular classes for students except for A.C.E.



March 10-15.....	Spring Break
March 28-29.....	Easter Holidays
April 19-21..... 9:00 AM - 6:00 PM.....	Returning Students - Priority Registration for Summer Sessions
April 25.....	Last Day to Drop or Withdraw
April 25.....	Summer 1997 Admission Application Priority Deadline
May 1.....	Summer 1997 Financial Aid Priority Deadline
May 12-15.....	Final Exams
May 15.....	Spring Semester Ends
May 16.....	Grade Reports Due by Noon
May 16.....	Graduation

**SUMMER SESSION I - 1997**  
**(1st Six Weeks - May 30 - July 2)**

May 12..... 6:00 PM.....	Mercedes Pre-TASP
May 13.....	Roma Pre-TASP
May 14.....	Mercedes - Orientation/Advising
May 15.....	Roma - Orientation/Advising
May 19..... 5:00 PM - 7:00 PM.....	Mercedes - Registration for Summer I, II, and III
May 20..... 5:00 PM - 7:00 PM.....	Roma - Registration for Summer I, II and III
May 21..... 9:00 AM - 6:00 PM.....	McAllen - Priority Registration
May 22..... 9:00 AM - 6:00 PM.....	McAllen - New Student Regular Registration
May 23..... 9:00 AM - 12:00 PM.....	McAllen - New Student Regular Registration
May 28.....	Summer I Classes Begin
May 30.....	Last Day to Add a Class
June 2.....	Fourth Class Day
June 5.....	Deadline for Student Notification to Instructors of Planned Absence on Religious Holy Days
June 25.....	Last Day to Drop/Withdraw
July 2.....	Final Exams
July 1.....	Fall 1997 Financial Aid Priority Deadline
July 2.....	Final Exams/ Summer I Session Ends
July 3.....	Grade Reports Due by Noon

**SUMMER SESSION II - 1997**  
**(2nd Six Weeks - July 10 - August 12)**

July 3..... 9:00 AM - 6:00 PM.....	Summer II Registration
July 4.....	Independence Holiday
July 7.....	Classes Begin for Summer II
July 8.....	Last Day to Drop/Withdraw for Summer II
July 9.....	Last Day to Add a Class for Summer II
July 10.....	Fourth Class Day
July 15.....	Deadline for Student Notification to Instructors of Planned Absence on Religious Holy Days
August 15.....	Final Exams/Summer II Session Ends
August 18.....	Grade Reports Due by Noon

**SUMMER SESSION III - 1997**  
**(12 Week Session - May 30 - August 12)**

May 12..... 6:00 PM.....	Mercedes Pre-TASP
May 13.....	Roma Pre-TASP
May 14.....	Orientation/Advising - Mercedes
May 15.....	Orientation/Advising - Roma
May 19..... 5:00 PM - 7:00 PM.....	Registration for Summer I, II, and III - Mercedes - Med High
May 20..... 5:00 PM - 7:00 PM.....	Registration I, II and III - Roma High
May 21..... 9:00 AM - 6:00 PM.....	Priority Registration - McAllen Campus
May 22..... 9:00 AM - 6:00 PM.....	New Student Regular Registration - McAllen Campus
May 23..... 9:00 AM - 12:00 PM.....	New Student Regular Registration - McAllen Campus
May 28.....	Summer III Classes Begin
May 30.....	Last Day to Add a Class
June 2.....	Fourth Class Day
June 5.....	Deadline for Student Notification to Instructors of Planned Absence on Religious Holy Days
July 4.....	Independence Holiday
July 30.....	Last Day to Drop or Withdraw
August 14-15.....	Final Exams/Summer III Session End
August 18.....	Grade Reports Due by Noon

# Admissions Guidelines



*"This office is the gateway to STCC. Our students are the sole reason we exist. Our mission is to provide students with services to help them make their time with us as productive and satisfying as possible."*

Ruben D. Vela  
Director, Admissions and Enrollment Management



# REQUIREMENTS

## ADMISSIONS

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

The College is committed to student success and to quality education for all. South Texas Community College does not discriminate on the basis of race, color, national origin, religion, age, veteran status, or disability in admission or access to, or treatment or employment in its educational programs or activities. Anybody meeting any one of the following conditions may be admitted to the College:

1. **By High School Graduation.** A copy of the official high school transcript showing the date of graduation must be submitted to the Office of Admissions prior to registration.
2. **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 GED scores or Certificate of High School Equivalency must be submitted to the Office of Admissions. 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 STCC 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.
3. **By Individual Approval.** People who do not qualify for admission under either of the above conditions may be admitted if they submit an application and any supporting documentation to the Office of Admissions and are at least eighteen years of age. An Admissions Review Committee will assess the applicant's record and admit the applicant provided the Committee determines the applicant's records indicate ability to complete the college work assigned. People admitted on Individual Approval will be under scholastic probation for the initial semester of enrollment.

Federal legislation requires that a student admitted under provisions such as these pass a designated "Ability to Benefit" exam to be eligible to receive financial aid.

4. **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. Residents of the district who are on academic or disciplinary suspension from the last institution attended will be considered for admission to South Texas Community College on an individual approval basis only. Transfer students must comply with the Standards of Scholastic Progress.

### THE FOLLOWING CONDITIONS APPLY:

- a. An official transcript from each institution previously attended must be submitted to the Office of Admissions.
- b. Transfer students who have declared a major and are seeking a degree will have their transcripts evaluated on a course by course basis and appropriate credit will be awarded.

- c. Credits for courses in which a passing grade of "D" or better was earned and the student's overall grade point average was 2.0 or higher on a 4.0 scale ("C" average or above) may be transferred from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Credits will only be transferred from regionally accredited colleges and universities. Developmental, remedial, or other non-degree credit courses are not transferable and may not be used in the calculation of the transfer grade point average.
  - d. 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 will be evaluated and considered for transfer on an individual, case by case basis.
  - e. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute, Texas Education Code, 51.929. If the applicant informs the admissions office in writing of his or her election under this statute, the institution will not grant academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute cannot receive any course credit for courses taken 10 or more years prior to enrollment.
5. **By Concurrent Enrollment.** Concurrent enrollment allows high school students to enroll in college courses while attending high school and permits students to take courses in place of, or in addition to, the normal course load at high school. High school students must be eligible to participate in 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 is available at the Office of Admissions.
6. **International Student.** An applicant from a foreign country must provide additional documentation as outlined in the *Foreign Student Admission Policy*.

## MANDATORY ASSESSMENT

In order to ensure the maximum potential for success for students, the College requires mandatory assessment on the basic skills areas of writing, reading, and mathematics for all new students. Assessment results will not be used for general admissions purposes except as applicable to the completion of specialized requirements for selected programs.

South Texas Community College complies fully with the state mandated Texas Academic Skills Program (TASP) as specified in Section 51.306 of the Texas Education Code. While TASP may not be used for admission to the College, all students pursuing an Associate's degree and/or Academic Transfer Credits must furnish TASP scores prior to completing nine (9) semester credit hours, and any student who has taken but not yet passed all sections of TASP must be continuously in remediation.



# TEXAS ACADEMIC SKILLS PROGRAM (TASP) AND MANDATORY PLACEMENT TESTING

The Texas Academic Skills Program (TASP) is required by Texas law to ensure that students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level course work. TASP includes a testing component designed to identify skill levels and to provide diagnostic information about the reading, mathematics and writing skills of each student.

## WHO MUST TAKE THE TEST

The requirements for taking the TASP test apply to students who are entering or enrolled in a Texas public institution of higher education (i.e./ a college, university or technical institute), and teacher education students at both public and private institutions in Texas. Full-time or part-time students who did not earn at least three semester credit hours of college-level work prior to Fall, 1989, must take the TASP test if they are in one of the following categories:

- Students enrolling in associate or baccalaureate degree programs;
- Students entering a certificate program that contains (9) or more semester credit hours, or the equivalent, of general education courses as defined by the Southern Association of Colleges and Schools;
- Students transferring from out-of-state institutions or from private Texas colleges or universities;
- Students seeking admission to a Texas upper-level institution or program that requires the TASP test as a condition of admission.

## WHO IS EXEMPT FROM TAKING THE TASP TEST

- Students who have received credit for at least three (3) semester hours of college-level work prior to Fall, 1989;
- Students who are not teacher education candidates (EXCEPTION: teacher education candidates who are governed by a different provision of Texas law. 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 have taken and passed three or more semester credit hours or the equivalent prior to September 1995;
- Students who meet the legal definition of deaf but have not taken and passed three or more semester credit hours or the equivalent prior to September 1995 must take the Stanford Achievement Test normed for hearing impaired students in lieu of the TASP;
- Students who possess a Baccalaureate Degree;
- Students who have achieved a sufficiently high score on the ACT, SAT, or TAAS. Please check with the Office of Counseling and Advising for more information.
- Students 55 years of age or older that are non-degree-seeking or non-certificate-seeking (SB 1491) is intended to allow Texas Public Institutions of higher education the option to waive TASP requirements for older students who wish to take college courses for enrichment purposes but who are not seeking a degree or certificate. Should such students decide to seek a degree or certificate, the TASP test must be taken prior to the end of the first academic term following the student's declaration for a degree or certificate and all TASP requirements under section 51.306 of the Education Code must be met.



## WHO IS WAIVED FROM TAKING THE TASP TEST

Students entering or currently enrolled in a certificate program that contains fewer than nine (9) semester credit hours, or the equivalent, of general education courses as defined by the Southern Association of Colleges and Schools.

## WHEN A STUDENT MUST TAKE THE TEST

Students must take the TASP test before accumulating nine (9) or more college-level semester credit hours. A student who has enrolled in course work which, when completed, will take him/her over the "nine hour" rule must take the TASP test before the end of the semester in which the student has accumulated nine (9) or more college-level semester credit hours.

Students who have transferred from out-of state or private institutions who have not previously taken the TASP test must take the test prior to accumulating nine (9) college-level semester credit hours at the institution to which they have transferred.

## PLACEMENT TESTING

The TASP test is required prior to the completion of 9 college-level semester credit hours. Precollegiate courses, such as remedial or developmental courses, are not counted in calculating the credit hours for meeting the testing requirements. Students who do not pass a portion(s) of the TASP or the Pre-TASP must participate in remediation in at least one deficient area in order to be enrolled in college-level course work. Even though a section of the TASP test is passed, developmental course work will still be required until institutional requirements are completed. Prospective students of South Texas Community College who are not exempted from the TASP test requirement are strongly encouraged to take the TASP prior to enrollment for placement purposes only. Students who have not taken the TASP test prior to enrollment will be required to take the college placement exam (Pre-TASP test) during the admission process and prior to registration.

## TAKING AND PASSING THE TASP TEST

To pass the TASP test, 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 again and take only the section(s) of the test that he/she has not passed. A student must be in continuous remediation for any section of the test not passed. A student is not required to remediate in all areas he/she failed at the same time, but must be in remediation for at least one. Students not passing all sections of the TASP test prior to completing fifty-five (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 nine (9) or more semester credit hours of general education courses, an associate degree program, or a baccalaureate degree program until they have passed all three sections of the test.

To obtain a copy of the TASP Registration Bulletin, contact the Counseling Department at South Texas Community College or the academic or student affairs office at the Texas college or university you are currently attending or are planning to attend.

## THE TASP TEST

Each section of the TASP test is designed to measure a student's academic skills 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. Scores are not related to how well students have performed on the same section.

The TASP test consists of the following sections:

### *Reading*

The reading section includes reading selections similar to those found in course materials (e.g., text books, 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 student's 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 four 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 four hours. However, an additional hour, for a total of five hours, will be provided if needed.

# ADMISSION PROCEDURES

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

1. Obtain an Application for Admission from the Office of Admissions, complete, and return to the same office.
2. Provide a copy of an official transcript from your high school, or if you are a transfer student, from the last college you attended, and have it submitted to the Office of Admissions.
3. Submit test scores from one of the following: Pre-TASP, TASP, ACT, SAT.
  - a. Students should submit these test scores which are used for placement and guidance purposes only. TASP Test scores do not determine general admission to the college.
  - 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 Office of Counseling and Guidance at 618-8372.
4. Notification of admission - Students who complete all admissions requirements listed above before the established deadlines will be notified of their acceptance to the College.
5. Students must visit with their advisor prior to initial enrollment and each semester thereafter. Advisors will be assigned by the Office of Counseling and Advising for students who have not declared a major or by a student's major department for those who have declared a major. The advisor will assist the student in program planning and selection of appropriate courses and will be available for advice and assistance throughout the student's attendance at STCC.
6. Registration for classes will be held on the official registration dates as outlined in the school calendar. Payment of tuition and fees is due at the time of registration to complete the enrollment process.
7. Falsification of admission records will result in permanent suspension from the college.



## 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 only during late registration. Course tuition and fees will be charged for auditing a course.

## 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 may be earned upon successful completion of the course. Students must submit an application form and an official high school transcript and must have permission in writing from their high school principal or counselor, their parent or legal guardian, and the STCC Admissions Director. They also must have appropriate scores on Pre-TASP or TASP. Please check with the Office of Admissions or the Counseling and Advising Office for further details. All students are required to take the TASP test before completing nine (9) college credit hours. Concurrently enrolled students are limited to two courses per semester or per summer session.

## CONTRACT INSTRUCTION

School districts, agencies, businesses, and employees may contract with the college for instruction on an individualized, contractual basis for offerings designed to meet specified needs. The college is currently offering technical coursework through its Business, Nursing/Allied Health, Technology, and Adult Education divisions. As part of these offerings, high school students may earn both high school and STCC credit. STCC credit will be awarded to the student when he or she is admitted to STCC and makes a formal request for credits earned in prior contract instruction. For more information about contract instruction, call the college's curriculum office or talk to your high school counselor.

## INTERNATIONAL STUDENTS

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

1. Submit an Application for Admission and an official transcript of graduation from high school (translated into English). It is recommended that this be done **at least 90 days** before enrolling to allow time for processing the necessary immigration forms.
2. 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.)
3. 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.



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 M-1 student visa.

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.

## STUDENT RECORDS

### 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 a change of information form completed. Students will not be excused from penalties on grounds of not receiving communications mailed from the College if the new address was not reported.

### CHANGE OF NAME

College records of students' names are based upon the application for admission. Subsequent changes of name should be promptly reported to the Office of Admissions.

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.

### CONFIDENTIALITY OF RECORDS

The College's policy regarding confidentiality of student records is outlined in the following section, "Family Educational Rights and Privacy Act."

### 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 to 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 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;

7. In compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance;
8. In an emergency situation if the information is necessary to protect the health or safety of the student or other persons; or
9. To an alleged victim of any crime of violence, the results of the alleged perpetrator's disciplinary proceeding may be released.

A record of request for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by the Office of Admissions for each student and will also be made available for inspection pursuant to this policy. Records no longer subject to audit nor presently under request for access may be purged according to regular schedules.

## **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 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 non-disclosure 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.



# Tuition and Fees

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*"It costs money to go to school. The government provides assistance for those interested in a post-secondary education. The whole process begins with filling out the financial aid application."*

Jaime Saldaña  
Director, Financial Aid

# IN DISTRICT TUITION

Number of Credit Hours	Tuition	Student Support Services Fee	Building Use Fee	Equipment Technology Fee	Total
1	\$100.00	\$6.00	\$6.00	\$6.00	\$118.00
2	\$100.00	\$12.00	\$12.00	\$12.00	\$136.00
3	\$100.00	\$18.00	\$18.00	\$18.00	\$154.00
4	\$133.00	\$24.00	\$24.00	\$24.00	\$205.00
5	\$151.00	\$30.00	\$30.00	\$30.00	\$241.00
6	\$169.00	\$36.00	\$36.00	\$36.00	\$277.00
7	\$187.00	\$42.00	\$42.00	\$42.00	\$313.00
8	\$205.00	\$48.00	\$48.00	\$48.00	\$349.00
9	\$223.00	\$54.00	\$54.00	\$54.00	\$385.00
10	\$241.00	\$60.00	\$60.00	\$60.00	\$421.00
11	\$259.00	\$66.00	\$66.00	\$66.00	\$457.00
12	\$277.00	\$72.00	\$72.00	\$72.00	\$493.00
13	\$295.00	\$78.00	\$78.00	\$78.00	\$529.00
14	\$313.00	\$84.00	\$84.00	\$84.00	\$565.00
15	\$331.00	\$90.00	\$90.00	\$90.00	\$601.00
16	\$349.00	\$96.00	\$96.00	\$96.00	\$637.00
17	\$367.00	\$102.00	\$102.00	\$102.00	\$673.00
18	\$385.00	\$108.00	\$108.00	\$108.00	\$709.00
19	\$403.00	\$114.00	\$114.00	\$114.00	\$745.00
20	\$421.00	\$120.00	\$120.00	\$120.00	\$781.00
21	\$439.00	\$126.00	\$126.00	\$126.00	\$817.00

Prices are per semester and are subject to change by the Board of Trustees.



# OUT OF DISTRICT TUITION

Number of Credit Hours	Tuition	Student Support Services Fee	Building Use Fee	Equipment Technology Fee	Total
1	\$150.00	\$6.00	\$6.00	\$6.00	\$168.00
2	\$150.00	\$12.00	\$12.00	\$12.00	\$186.00
3	\$150.00	\$18.00	\$18.00	\$18.00	\$204.00
4	\$186.00	\$24.00	\$24.00	\$24.00	\$258.00
5	\$211.00	\$30.00	\$30.00	\$30.00	\$301.00
6	\$236.00	\$36.00	\$36.00	\$36.00	\$344.00
7	\$261.00	\$42.00	\$42.00	\$42.00	\$387.00
8	\$286.00	\$48.00	\$48.00	\$48.00	\$430.00
9	\$311.00	\$54.00	\$54.00	\$54.00	\$473.00
10	\$336.00	\$60.00	\$60.00	\$60.00	\$516.00
11	\$361.00	\$66.00	\$66.00	\$66.00	\$559.00
12	\$386.00	\$72.00	\$72.00	\$72.00	\$602.00
13	\$411.00	\$78.00	\$78.00	\$78.00	\$645.00
14	\$436.00	\$84.00	\$84.00	\$84.00	\$688.00
15	\$461.00	\$90.00	\$90.00	\$90.00	\$731.00
16	\$486.00	\$96.00	\$96.00	\$96.00	\$774.00
17	\$511.00	\$102.00	\$102.00	\$102.00	\$817.00
18	\$539.00	\$108.00	\$108.00	\$108.00	\$860.00
19	\$561.00	\$114.00	\$114.00	\$114.00	\$903.00
20	\$586.00	\$120.00	\$120.00	\$120.00	\$946.00
21	\$611.00	\$126.00	\$126.00	\$126.00	\$989.00

Prices are per semester and are subject to change by the Board of Trustees.

## FEES 1996-97

Student Support Services Fee.....	6.00 per credit hour
Building Use Fee.....	6.00 per credit hour
Equipment and Technology Fee.....	6.00 per credit hour
Adult Continuing Education.....	3.00 per contact hour
Drop/Add Fee.....	10.00 per transaction
Late Registration Fee.....	25.00
New Student Registration Fee.....	25.00
Campus Placement Test Fee.....	4.00
ABLE Exam (Ability to Benefit).....	4.00
Non-Course Based TASP Remediation Fee.....	75.00
Career Assessment-Full Battery Fee.....	15.00
Nursing Aptitude Testing Fee.....	8.00
Audit Fee.....	Tuition and Fees
Credit by Examination.....	Tuition only
Returned Check.....	20.00
Graduation Application Fee.....	30.00
Transcripts Fee - (First one free - additional copies).....	3.00
Student Photo I.D.....	10.00
Student I.D. validation per semester.....	5.00
Replacement Student Identification.....	20.00
Parking Permit per semester.....	15.00
Per Additional Vehicle.....	5.00
Parking Permit Violations	
First.....	10.00
Second.....	15.00
Third.....	20.00
Moving Traffic Violations	
First.....	15.00
Second.....	20.00
Third.....	25.00
Vehicle Boot Removal Fee.....	50.00
Lost Library Book Fee - Cost of book plus.....	20.00 processing fee
Installment Plan Fee.....	20.00
Late Payment Fee.....	20.00
Emergency Loan Processing Fee.....	20.00
Lab Fee ---(refer to listing of lab fees)	
Physical Education Special Facilities Fee.....	50.00 per course

Tuition and fees are per semester and are subject to change upon approval by the Board of Trustees.



# RESIDENT STATUS FOR STUDENTS

Proof of residency must be provided at the time of application to STCC. 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 purpose of determining residency, STCC complies with Vernon's Texas civil Statutes, Article 2654C, in accordance with guidelines adopted by the 61st Texas Legislature in 1969, and by Texas Higher Education Coordinating Board. Students from out of state as defined by the above-cited guidelines must pay non-resident tuition. Some expectations apply to Indo-chinese refugee students. All guidelines are available for students' review in the Office of Admissions.

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;
- Cancelled checks for the last 12 months;
- Utility bills for the last 12 months;
- Other third party documentation

The same document(s) will be required to prove in-district residency.

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

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.

# REFUNDS

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

## TUITION AND FEE REFUNDS

### FALL OR SPRING SEMESTER

Prior to the first class day.....	100 percent
During the first 5 class days.....	80 percent
During the second 5 class days.....	70 percent
During the third 5 class day.....	50 percent
During the fourth 5 class days.....	25 percent
After the fourth 5 class days.....	None

### SUMMER TERM

Prior to the first class day.....	100 percent
During the first, second, or third class day.....	80 percent
During the fourth, fifth, or sixth class day.....	50 percent
Seventh day of class and thereafter.....	None

# 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:**

Students will not receive credit for coursework completed at South Texas Community College until they have discharged all financial obligations to the college. Registration is not complete until all accounts for the semester are paid or proper financial arrangements are made. Unpaid financial obligations may result in dismissal from the college and denial of future registration until all financial obligations have been met.

## **REGISTRATION:**

A time period will be set aside each term or semester to permit students to register. All tuition and fees will be paid at this time unless the student is a financial aid recipient or paying under the installment plan.

## **ADMITTANCE TO CLASS:**

Students will not be allowed to attend classes until all tuition and fees have been paid or arrangements for payments have been made with the Business Office.

## **RETURNED CHECKS:**

A \$20 handling charge will be assessed any person who writes a check to the college that will not clear the payee's bank for any reason other than bank error.

## **INSTALLMENT PAYMENTS:**

Check with the Business Office to make arrangements to participate in the installment payment plan.

## **BOOKSTORE REFUNDS:**

Bookstore services are contracted with Follett College Stores which determines the bookstore refund policy. The policy listed below is, therefore, subject to change at the discretion of Follett:

100% Refund with the following:

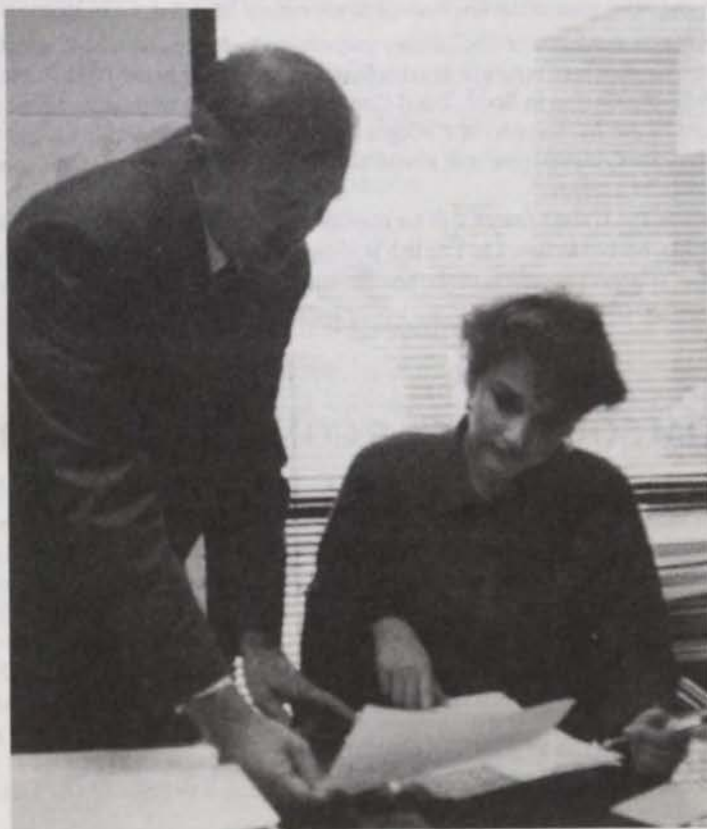
- Sales receipt
- Unmarked, if new
- Within first 15 calendar days after the first class day of the fall or spring semester
- Within first 7 calendar days after the first class day of each summer session
- Within 2 calendar days after the first class day for courses starting at times not consistent with the regular semester or summer sessions

Texts purchased the last week of classes or during exams are ineligible for refunds. The bookstore charges a \$20 fee for returned checks.



# Scholastic Regulations

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*"What we are doing today can change the future not just for our students but for their children, their children's children and for us all."*

Michael Metke, Ed.D.  
Dean, Instruction/Student Development

# ACADEMIC INFORMATION

## TRANSFER OF CREDIT TO SOUTH TEXAS COMMUNITY COLLEGE

Students in good standing academically and otherwise at the last college or university attended are welcome to apply for admission to South Texas Community College. Those on academic or disciplinary suspension from the last school attended will be considered for admission on an individual basis only. Credits for courses in which a passing grade (D or better if the student's overall grade average is 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. College policy is not to transfer credits received from any U.S. institution not so accredited. Developmental, remedial or any other non-degree credit course cannot be used for transfer or in determining the 2.0 (C) transfer average.

Course work completed at a college outside the United States will be considered for transfer on an individual basis. 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 not be posted to the student's South Texas Community College transcript.

## 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.

## COURSES FULFILLING GENERAL EDUCATION REQUIREMENTS AT THE UNIVERSITY OF TEXAS - PAN AMERICAN

The following STCC courses meet general education requirements at the University of Texas - Pan American (as per UT-PA 1994-1996 Catalog):



# Academic Courses

<u>STCC Course</u>			<u>UTPA Course</u>		
ACCT	2302	Principles of Accounting II	(3-0-3)	ACCT	2329
	2401	Principles of Accounting I	(3-2-4)	ACCT	2421
ANTH	2302	Physical Anthropology/Archeology	(3-0-3)	ANTH	2342
	2346	General Anthropology	(3-0-3)	ANTH	1323
ARTS	1301	Art Appreciation	(3-0-3)	ART	1301
	1303	Art History I	(3-0-3)	ART	2351
	1304	Art History II	(3-0-3)	ART	2352
BIOL	1108	Biological Evolution Laboratory	(0-3-1)		
	1308	Biological Evolution	(3-0-3)		
	1408	General Biology I	(3-3-4)	BIOL	1401
	1409	General Biology II	(3-3-4)	BIOL	1402
	1411	Economic Botany	(3-3-4)		
	2106	Environmental Biology	(0-3-1)		
	2306	Environmental Biology	(3-0-3)		
BIOL	2401	Anatomy and Physiology I	(3-3-4)	BIOL	2403
	2402	Anatomy and Physiology II	(3-3-4)	BIOL	2404
	2421	Microbiology	(3-3-4)	BIOL	2000
BUSI	1301	Introduction to Business	(3-0-3)	GENB	1331
BUSI	2301	Business Law I	(3-0-3)	GENB	2000
CHEM	1411	General Chemistry I	(3-3-4)	CHEM	1401
	1412	General Chemistry II	(3-3-4)	CHEM	1402
COSC	1301	Introduction to Computing	(2-2-3)	CS	1300
	1418	Computer Science Prog. Pascal	(3-3-4)		
	2418	Advanced Computer Science Prog.	(3-3-4)		
ECON	2301	Principles of Economics I - Macro	(3-0-3)	ECO	2354
	2302	Principles of Economics II - Micro	(3-0-3)	ECO	2353
ENGL	70	Reading Skills I	(3-0-3)		
	71	Writing Skills I	(3-0-3)		
	72	ESOL-Reading Skills I	(2-2-3)		
	73	ESOL-Reading Skills II	(2-2-3)		
ENGL	74	ESOL-Writing Skills I	(3-0-3)		
	75	ESOL-Writing Skills II	(3-0-3)		
ENGL	80	Reading Skills II	(3-0-3)		
	81	Writing Skills II	(3-0-3)		

	85	Language Arts Review	(3-0-1)		
	90	Reading Skills III	(3-0-3)	ENGL	1310
	91	Writing Skills III	(3-0-3)	ENGL	1320
	1312	Business Writing	(3-0-3)		
	2311	Technical Writing	(3-0-3)	ENGL	2309
	2316	Business Report Writing	(3-0-3)		
ENGL	2322	English Literature	(3-0-3)	ENGL	2305
	2326	American Literature	(3-0-3)	ENGL	2303
ENGL	1301	Composition	(3-0-3)	ENGL	1301
	1302	Rhetoric	(3-0-3)	ENGL	1302
	2300	Introduction to Literature	(3-0-3)	ENGL	2300
	2331	World Literature	(3-0-3)	ENGL	2307
ENGL	2314	Technical and Business Writing I	(3-0-3)		
	2315	Technical and Business Writing II	(3-0-3)		
ENGR	1304	Engineering Graphics I	(3-3-3)	ENGR	1221
GEOL	1403	General Geology I	(3-3-4)	GEOL	1401
	1404	General Geology II	(3-3-4)	GEOL	1402
GOVT	2301	American Government I	(3-0-3)	POLS	2313
	2302	American Government II	(3-0-3)	POLS	2314
HIST	1301	U.S. History I	(3-0-3)	HIST	2313
	1302	U.S. History II	(3-0-3)	HIST	2314
MATH	80	Developmental Math	(3-0-3)	MATH	1300
	85	Introductory Algebra	(3-0-3)	MATH	1334
	90	Introductory Algebra & Geometry	(3-0-3)		
MATH	1324	Finite Math	(3-0-3)	MATH	1321
	1325	Business Calculus	(3-0-3)	MATH	1332
	1342	Statistics	(3-0-3)	MATH	2330
MATH	1314	College Algebra	(3-0-3)	MATH	1340
	1316	Plane Trigonometry	(3-0-3)	MATH	1356
	1321	Mathematics of Finance	(3-0-3)		
	1332	College Mathematics	(3-0-3)		
	1335	Math For Elementary Teachers I	(3-0-3)	MATH	2306
	1336	Math For Elementary Teachers II	(3-0-3)	MATH	2307
	1348	Analytic Geometry	(3-0-3)		
MATH	2312	Precalculus	(3-0-3)	MATH	1357
MATH	2413	Calculus I	(4-0-4)	MATH	1360
	2414	Calculus II	(4-0-4)	MATH	1370
	2415	Calculus III	(4-0-4)		
MUSI	1306	Music Appreciation	(3-0-3)	MUS	1307
ORIN	101	College Success	(0-2-1)		
PHIL	1310	Intorduction to Philosophy	(3-0-3)	PHIL	1310



PHIL	1320	Introduction to Logic	(3-0-3)	PHIL	1320
PHYS	1310	Fundamentals of Physics	(3-0-3)		
	1401	College Physics I	(3-3-4)	PHYS	1401
	1402	College Physics II	(3-3-4)	PHYS	1402
	1415	Physical Science I	(3-3-4)	PHYS	1421
	1417	Physical Science II	(3-3-4)	PHYS	1422
	2425	University Physics I	(3-3-4)		
PSYC	2301	General Psychology	(3-0-3)	PSY	1323
	2307	Adolescent Psychology	(3-0-3)		
	2308	Child Psychology	(3-0-3)		
	2314	Life Span Growth & Development	(3-0-3)	PSY	2337
	2315	Psychology of Human Adjustment	(3-0-3)		
SOCI	1301	Introduction to Sociology	(3-0-3)	SOC	1313
	1306	Contemporary Social Problems	(3-0-3)	SOC	1323
	2301	Marriage and the Family	(3-0-3)	SOC	2333
	2319	Minority Studies	(3-0-3)	SOC	2000
SOCW	2361	Introduction to Social Work	(3-0-3)	SOCW	1313
	2362	Social Warfare as a Social Institution	(3-0-3)		
SPAN	1313	Beginning Spanish	(3-0-3)		
	2311	Intermediate Spanish	(3-0-3)	SPAN	2307
	1300	Spanish Conversation I	(3-0-3)	SPAN	1301
	1310	Spanish Conversation II	(3-0-3)	SPAN	1302/04
	2306	Spanish Conversation III	(3-0-3)	SPAN	2308
	2313	Spanish Conversation I (For Native Speakers)	(3-0-3)	SPAN	1303
	2315	Spanish Conversation II (For Native Speakers)	(3-0-3)	SPAN	1304
SPCH	1311	Introduction to Speech Communication	(3-0-3)	COMM	1313
	1315	Public Speaking	(3-0-3)	COMM	1303
	1318	Interpersonal Communications	(3-0-3)	COMM	2315
	1321	Business and Professional Speaking	(3-0-3)	COMM	1303
	2333	Discussion and Small Group Comm.	(3-0-3)		
	2335	Argumentation and Debate	(3-0-3)		
PHED	1101	Physical Activities	(0-2-1)		
ROTC	1201	Marksmanship and First Aid	(2-15-2)	ROTC	1201
	1202	Survival and Land Navigation Training	(2-15-2)		
	2201	Basic Leadership and Army Org.	(2-15-2)		
	2202	Basic Operations and Tactics	(2-15-2)		

## 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.

## COLLEGE SUCCESS 101

South Texas Community College has implemented a student success program to assist students to improve their academic achievement. College Success 101 is a course recommended for all students entering college for the first time, returning after an absence from school, or desiring to improve class performance. Topics covered include:

- Test-taking tips
- Managing time
- Utilizing tutoring services
- Developing effective study habits

A variety of class projects will be assigned which include developing a personal career plan and setting academic goals. Consult the counseling staff or your advisor for more information about this course.

## CHANGE OF SCHEDULE

Students must use a drop/add form for all schedule changes. If the request originates with the student, the change must be completed within the time specified in the college calendar. A fee of \$10.00 will be charged for each transaction. The college reserves the right to make changes in a student's schedule; when this occurs, no fee is charged.

With the consent of the instructor and the Director of Admissions, a student may drop a course. A grade of "W" (Withdraw) 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 Counseling and Advising. Upon re-enrollment, the student must enroll in developmental courses as approved by the Office of Counseling and Advising.

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

Students who find it necessary to withdraw from a class or classes should obtain the approval of the Office of Admissions and sign an add/drop form. Merely discontinuing class attendance does not constitute a drop or withdrawal. All students must notify the Office of Admissions in writing before they will be officially withdrawn from class. Failure to withdraw properly may result in a grade of "F" in the course. **It is the student's responsibility to officially withdraw through the Office of Admissions.**

Also, failure to comply with this regulation will subject the student to losing all refunds which would normally be available. Such failure may also jeopardize the privilege of readmission to this or any other college.

Students who are mandated to attend a developmental course(s) must remain in at least one such course unless they are withdrawing from college.

All college property in the student's possession must be returned and all debts to the college must be paid before the student can withdraw in good standing and be eligible for a transcript of credit from the college.



## 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 6 to 8 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 with 9 semester hours or more of general education course work are required to take the test. For more information about placement testing and TASP, refer to the TASP section located in the Admission Guidelines chapter of this catalog.

Students scoring below college level in their basic skills (reading, writing, mathematics) must be continuously enrolled in remediation for deficient areas until they demonstrate college-level competency by passage of all sections of the TASP test. Non-course based TASP remediation is available for students who have successfully completed remediation course work but who have yet to pass all sections of the TASP test. Students who register for non-course based TASP remediation must spend a minimum of 16 clock hours per semester in the tutoring lab.

Students with 0-8 credit hours who have not taken the TASP test prior to registration must take a Campus Placement Test. Students may be required to take one or more remedial classes based on test results.

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

## CREDIT BY EXAMINATION

Credit by examination may be earned by departmental examination. 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.

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 further credit.

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 certification of credit form must be submitted to the Office of Admission by the instructor.

# SCHOLASTIC STANDARDS

## SYSTEM OF GRADING

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

<u>GRADE MARK</u>	<u>GRADE MEANING</u>	<u>GRADE POINT PER SEMESTER HOUR</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing	0
CR	Credit by Examination	Not computed
I*	Incomplete	Not computed
W	Withdrew	Not computed
Aud	Audit	Not computed
N	Non-credit	Not computed

***For Developmental Courses Only***

P	Pass	Not computed
NP	No Pass	Not computed

\* The instructor may assign an "I" because of student illness or other unavoidable circumstances. The student must complete work within one semester after the end of the semester in which the grade was issued or received an "F" for the course.

## 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

### GPA Criteria

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 Admissions Office. Removal from suspension can be most effectively accomplished by re-enrolling for courses in which the student has a low or failing grade.

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

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

The Developmental Studies Program is designed to assist in acquiring the necessary skills required for college-level study. The program is designed to serve students who:

- Did not have adequate exposure to these skills
- Have been out of the academic setting for some time
- Feel their skills in these areas are not so strong as needed
- Score below the designated percentile on the Pre-TASP Test
- Score below the passing level on the TASP Test



The curriculum of the program is centered around the basic abilities to write, read, do fundamental mathematics, and study effectively. The courses available are:

- College Success 101
- COTP 090      Basic Typing
- ENGL 70      Reading Skills I
- ENGL 80      Reading Skills II
- ENGL 90      Reading Skills III
- ENGL 71      Writing Skills I
- ENGL 81      Writing Skills II
- ENGL 91      Writing Skills III
- MATH 80      Developmental Mathematics
- MATH 85      Elementary Algebra
- MATH 90      Introductory Algebra and Geometry

## ATTENDANCE POLICY

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

The South Texas Community College policy states:

Regular and punctual attendance in class and laboratories is expected of all students. It is the student's responsibility to communicate with the faculty member concerning any absence as soon as the student is aware that he/she will be absent or as soon as the student returns to class. Make-up work for class absences will be permitted only for sickness, serious emergency, or college-sponsored activities. The student must take the initiative and assume the responsibility for making up any missed work. In some 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 15th day of the fall or spring semester and the 5th 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.

# ACADEMIC HONORS

## THE DEAN'S LIST

South Texas Community College recognizes students with high academic achievement by naming them to the dean's list. This document is published soon after the close of each semester. To receive this honor, a student must be enrolled in 12 or more semester hours and must have earned a grade point average (GPA) of at least 3.5 on a 4.0 scale for the semester.

## 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 thirty (30) semester hours at STCC with a grade point average of 3.5 or above will graduate with honors.

## PRESIDENT'S INSPIRATIONAL 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.

# GRADUATE GUARANTEE

If an Associate of Applied Science (A.S.S.) graduate is judged by his/her employer to be lacking in technical skills identified as exit competencies of his/her specific degree program, the graduate will be provided up to twelve tuition free credit hours of additional skill training by STCC under the conditions of the guarantee policy. Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned the Associate of Applied Science degree beginning September, 1994, or thereafter in a Technical/Vocational/Occupational program identified in the college catalog.
2. The graduate must have completed the Associate of Applied Science degree with STCC (with 75% of credits earned at STCC) and must have completed the degree within a five year time span.
3. Graduate must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate program chair.
4. Employment must commence within twelve (12) months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by STCC as the exit level program competencies and must specify the areas of deficiency within ninety (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 twelve 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. Students' sole remedy against STCC and its employees for skills deficiencies shall be limited to twelve (12) credit hours of tuition-free conditions described above.
12. Activation of the "Graduate Guarantee program" may be initiated by the graduate through contact with the appropriate administrator within ninety (90) days of the graduate's initial employment.

# GRADUATION 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, provided that the student is continuously enrolled and graduates within 1 year (certificate program) or 2 years (associate degree program). However, a student must complete all requirements contained in the catalog selected for the associate degree or certificate program chosen.



**Graduation Ceremony:** The ceremony for graduation is held in May. An application for graduation must be submitted to the Office of Admissions twelve 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 participate:

### **ASSOCIATE OF APPLIED SCIENCE DEGREE**

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

- A. Complete a course of study for a two-year Associate of Applied Science program as listed in this catalog.
- B. Complete a minimum of 60-72 total semester hours depending upon the degree requirements. At least one-half of the required specialized courses for an A.A.S. degree and the last 15 hours of credit must be taken at South Texas Community College unless a formalized articulation agreement is in place.
- C. 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-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.
- D. Maintain a minimum average of C (2.0 GPA) for all courses in the area of specialization.
- E. Pay all debts to the College prior to graduation.

### **ASSOCIATE OF ART DEGREE**

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

- A. Complete a course of study for a two-year Associate of Science program as listed in this catalog.
- B. Complete a minimum of 60-72 total semester hours depending upon the degree requirements. At least one-half of the required courses in an area of emphasis or specialization for an A.A. degree and the last 15 hours of credit must be taken at South Texas Community College.
- C. 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-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.
- D. Maintain a minimum average of C (2.0 GPA) for all courses in the area of emphasis or specialization.
- E. 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:

- A. Complete a course of study for a two-year Associate of Art program as listed in this catalog.
- B. Complete a minimum of 60-72 total semester hours depending upon the degree requirements. At least one-half of the required courses in an area of emphasis or specialization for an A.S. degree and the last 15 hours of credit must be taken at South Texas Community College.
- C. 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-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.
- D. Maintain a minimum average of C (2.0 GPA) for all courses in the area of emphasis or specialization.
- E. 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:

- A. Complete a course of study for a 1-4 semester Certificate of Completion program as listed in this catalog.
- B. Complete a minimum of 16-59 total semester hours depending upon program requirements. At least one-half of the required specialized courses for a certificate and the last 15 hours of credit must be taken at South Texas Community College.
- C. Achieve specified minimum score on the Campus Placement Test or complete appropriate remedial courses designated for each program.
- D. Maintain a minimum average of C (2.0 GPA) for all courses in the area of specialization.
- E. Pay all debts to the college prior to graduation.



# Support Services

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*"The Support Service Staff cares and is committed to you."*

Lydia Ortiz  
Director, Student Support Services

# STUDENT SUPPORT SERVICES

South Texas Community College recognizes the importance of professional advisement and assistance for students and prospective students. As a result, the Student Support Services Office offers a variety of cost-free services designed to enhance student development and success. All services are confidential and may be arranged by contacting the Student Support Services Office in Building A of the McAllen Campus or by calling 618-8372.

The following are services available through the Student Support Services Office:

## COURSE ADVISING

Students with declared college majors are advised by the faculty in their major area. Those individual students who have not chosen a major are advised by the Student Support Services Staff. The staff will assist every student with information related to college orientation, curriculum and degree planning, pre-registration, specific transfer information as well as assisting students who are placed on academic probation or suspension status.

## CAREER COUNSELING

Career guidance, as offered through the Student Support Services Office, helps students establish a direction and achieve objectives established by their chosen field. Available resources include a computerized guidance system called DISCOVER, a growing library of brochures and other publications, individual assessment tools designed to reveal areas of interest, video tapes on career and self-improvement, and selected catalogs from other institutions of higher learning.

## PERSONAL COUNSELING

Counselors are available to help students understand and deal with social, behavioral, and personal problems which might interfere with future college success. Appointments may be made by calling 618-8372 or by stopping by the Student Support Services Office. No appointment is necessary, and walk-ins are welcome.

## REFERRALS

Counseling staff may recommend referral to other appropriate community and college resources when necessary and with the agreement of the student.

## TESTING SERVICES

Counselors may use scores from various standardized test to assist the students in career selection, course selection, and to meet a variety of other needs as expressed by the student. Please consult the Student Support Services Office for more information concerning required tests.

## GENERAL

Counselors are available for individualized presentations about South Texas Community College programs, enrollment procedures, course placement, and other topics of general interest to student and parents.



## NEW STUDENT ORIENTATION

The New Student Orientation program is designed to welcome and introduce new students to STCC. Students will receive information about student organizations, campus activities, and student support services. Academic advisement and course placement may be included in this program and are mandatory for all students seeking to attend South Texas Community College.

## SERVICES FOR SPECIAL NEEDS STUDENTS

STCC can provide a variety of support services to individual students with special needs. These individuals, as described by State guidelines, are students who are disabled, displaced homemakers, academically or economically disadvantaged, in correctional institutions, or enrolled in programs that are not traditional for their gender. These services include the following:

- For students with disabilities, accommodations may be made that would allow the individual student to be successful at STCC. Each student will be provided accommodations appropriate to his/her needs, dependent upon the disability described by the individual student. *Before services may be provided the student must submit appropriate documentation regarding the disability from a professional evaluator outside of STCC.* See Roy Sheneman in the Student Support Services Office for more details or call 618-8372.
- For information regarding South Texas Community College's compliance with Title IX (sex equity) of the Americans with Disability Act (ADA)/Section 504 of the Rehabilitation Act of 1973, contact Shirley Olivarez at the Student Support Services Office or call 618-8372.

## STUDENT I.D. CARDS

All students are required to purchase 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, 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 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 Student Support Services office for additional information or call (210) 618-8372.

## CLINICAL REQUIREMENTS OF THE NURSING/ALLIED HEALTH PROGRAMS

Before enrolling in the 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 liability and needle stick insurance of at least \$1 million (available through STCC)
- \* 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 (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.

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

## STUDENT HEALTH AND ACCIDENT 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 9th class day of each semester. Coverage terminates at the end of every semester. As with most insurance coverage, the policy will not cover 100% 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 incurred from an accident and/or sickness.

For further information please contact Student Activities office at (210) 618-8363.



# FINANCIAL AID

The Financial Aid Office at South Texas Community College is available to assist those students who have difficulty in meeting the cost of attending College. Although the primary responsibility for financing and education rests with the student and the immediate family, it is recognized that many students will require additional assistance in order to finance their educational goals. Therefore, South Texas Community College, through the Financial Aid Office, offers financial assistance based on documented financial need to those students who would otherwise not be able to attend College.

Awards from financial aid programs funded by the federal and state government are administered according to the laws and guidelines governing those programs. Priority is given to students with the greatest documented need whose complete applications are received by the deadline dates.

## THE APPLICATION PROCESS

To be considered for financial assistance, a student must file a Free Application for Federal Student Aid (FAFSA) each year that the student seeks financial help. Each person of a family applying for financial aid must file a separate set of application materials. As soon as the application is processed (4 to 6 weeks), a Student Aid Report (SAR) will be mailed to the applicant. The SAR must immediately be submitted to the Financial Aid Office to determine eligibility. The Financial Aid Office will review the SAR and provide additional forms or advise the student of any problem that might exist with the application. If selected for verification, the student must provide signed copies of Income Tax Returns and W2s for the person(s) whose income is reported on the SAR (student's, parent's, guardians's). Verification of other income tax may be requested. Information obtained from the SAR is used to determine the student financial need and the types of awards for which he/she qualifies.

The free application for Federal Student Aid is available through most high schools and area colleges.

The South Texas Community College code number, 031034, must be included on the application.

All applicants who have attended other colleges, trade schools, or universities are required to submit a financial aid transcript of all aid received at the other institution(s). This is required whether or not financial aid was received from the prior institution. An application for aid will not be considered until the required number of financial aid transcripts have been received. Transcripts forms may be obtained from the STCC Financial Aid Office.

## ELIGIBILITY REQUIREMENTS

To receive Financial Aid, a student must:

- be a citizen or an eligible non-citizen
- have a high school diploma, a GED certificate or meet eligibility to benefit criteria
- be registered with Selective Service if required to do so
- have financial need as demonstrated by supporting documents
- be enrolled in a certificate or associate degree program
- be in good standing and maintain satisfactory progress in the course of study he or she is pursuing
- **not owe a refund** on any federal or state grant program received at any institution previously attended
- **not be in default** on any Title-IV federal student loan or any other Higher Education Act Loan Program received at any institution previously attended
- sign a statement of educational purpose indicating that all funds received from financial aid programs will be used solely for educational or educationally related purposes.

## DEADLINE DATES

TERM	DEADLINE TO RESERVE CONSIDERATION FOR FINANCIAL AID
Fall Term	July 1
Spring Term	December 1
Summer Term	May 1

Completed applications received **by deadline date** will receive priority consideration of all available funds, subject to student's eligibility.

Completed applications received **after deadline date** will be processed on a funds available basis.

## GRANTS

### *Pell Grant*

The pell grant is an entitlement program that provides a federally funded grant for every student who applies and is eligible. It is a form of gift aid and does not have to be repaid. The student must be enrolled full-time to receive the maximum amount for which eligible under the Pell Grant program. Part-time students will receive prorated amounts for three quarter-time, half-time or less than half-time enrollment. A student who has earned a bachelor's degree is not eligible to receive a Pell Grant.

### *Supplemental Educational Opportunity Grant (SEOG)*

The Supplemental Educational Opportunity Grant is also a form of gift aid and is used to supplement the Pell Grant for those students who demonstrate financial need above the amount of Pell Grant. The amount of the SEOG will vary according to a student's financial need, the amount he/she is provided from other financial assistance programs, and the amount of funds available in the SEOG program. For the SEOG, priority is given to full-time students with low family contributions.

### *Texas Public Education Grant (TPEG)*

The TPEG program is a state financial aid program designed to assist students attending state supported colleges. Students must show financial need and be making satisfactory progress toward their educational goals. The actual amount of the grant will vary depending on the availability of funds to the college, the student's family financial condition and other financial aid the student may be receiving.

### *State Student Incentive Grant (SSIG)*

The SSIG is a state program that bases grants upon the financial need of the applicant. Eligibility is determined by the college based upon financial need and availability of funds.

## FEDERAL WORKSTUDY PROGRAM

The Federal Work-Study Program (FWS) provides jobs for students who have great financial need and who must earn a part of their educational expenses. The financial aid office arranges and places students on jobs on-campus as well as off-campus. Student placement will depend on: (1) Need of financial assistance; (2) Class schedule and; (3) Academic progress.

The amount of FWS award will vary according to the student's financial need, the amount he/she is provided from other financial assistance programs, and the amount of funds available in the FWSP.

For the FWSP, priority consideration is given to full-time students. If the student has a compelling reason for attending less than full-time but at least half-time, he or she may petition to be considered for the FWSP.



## STUDENT FINANCIAL AID STANDARDS ON ACADEMIC PROGRESS

### A. PURPOSE AND SCOPE

Federal regulations mandate that a student receiving financial aid assistance must maintain satisfactory progress in his or her course of study. The following standards are adopted for the purpose of determining continuing student eligibility for financial aid. These provisions apply only to students who apply and are awarded financial aid.

#### 1. ACADEMIC STANDARDS:

Students will be expected to maintain a semester Grade Point Average (GPA) minimum requirement of 2.0 at the end of each semester for all credit hours attempted.\*

\*NOTE: - GPA will be calculated based on all course work, including courses in which a student receives a W, I, DP, DF and FA.

#### 2. ENROLLMENT STATUS:

During the academic year, a student who receives financial aid must successfully complete a minimum expected number of hours according to the following table:

<u>STATUS</u>	<u>SEMESTER HOURS ATTEMPTED</u>	<u>SEMESTER HOURS TO BE COMPLETED</u>
Full-time	12 or more	10
Three-Quarter	9 to 11	9
Half-time	6 to 8	6
Less than Half-time	1 to 5	Attempted Hours

#### 3. MAXIMUM TIME FRAMES:

Students are expected to complete their degree/certificate program within the following time frame:

<u>NORMAL PROGRAM LENGTH</u>	<u>FULL-TIME MAXIMUM TIME FRAME</u>	<u>PART-TIME MAXIMUM TIME FRAME</u>
2 Semesters	3 Semesters	4 Semesters
3 Semesters	4.5 Semesters	6 Semesters
4 Semesters	6 Semesters	8 Semesters

### B. FAILURE TO MEET THE STANDARDS OF ACADEMIC PROGRESS

- Following the first semester in which the above standards of academic progress are not met, the student will be placed on financial aid probation for the next semester of funding.
- The student may be allowed to receive financial aid funds while on probation, but is required to complete at least 6 credits hours and earn at least a 2.0 GPA for the following semester.
- The student who fails to meet the Standards of Academic Progress during the semester of attendance while on probation will be placed on financial aid suspension and denied further funding for one semester.
- During the first period of suspension, the students must enroll at half-time (6 credit hours) for one semester, pay the expenses related to that enrollment and pass the semester with a GPA of 2.0 or better.
- If failure to meet satisfactory progress results in a second (or any subsequent) suspension from financial aid, the student must enroll in at least 6 credit hours, complete the semester with a GPA of 2.0 or better, and will be responsible for all related expenses.
- 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.

7. Students placed on financial aid probation or suspension will be notified in writing of their status at the end of the semester.
8. If failure to meet Satisfactory Progress results in a third suspension from Financial Aid, no additional aid will be awarded.

### C. APPEAL PROCESS

Students who are placed on financial aid suspension and have extenuating circumstances which were a factor in not making satisfactory progress, have the right to appeal.

1. A Student Petition Form must be obtained from the Financial Aid Office.
2. The student must complete the top portion of the petition form, present a copy of his/her transcript (including the most recent grades) and set up an appointment with the Financial Aid Office.
3. Documentation supporting the extenuating circumstances must be presented at the time of appointment.
4. Petitions will be approved/disapproved by the Financial Aid Director (or Designated Representative).
5. Students who are not satisfied with the decision of the Financial Aid Director have the right to request a hearing before the Financial Aid Committee.

### Additional Information:

- A. Financial Aid will not be provided for:
  - courses taken by audit;
  - credit hours earned by placement tests;
  - non-credit course work
- B. Grades of "W", "I", "DP", "DF", or "FA" will not be treated as completed course work.
- C. An "F" grade is a completed grade and **will be calculated for GPA purposes.**
- D. Developmental remedial course work may receive funding up to a minimum of "30 credit hours" according to Federal Regulations.
- E. Change of Program (for financial aid purposes) - Students will be allowed to change programs once, by completing a "**Change of Program**" form. The maximum time frame will be adjusted based on the new program. Should it be necessary to change programs again, students will have to follow the appeal process. Changing programs due to scholastic suspension does not waive financial aid suspension.
- F. Students may receive financial assistance for a maximum of two programs of study. The appeal process would have to be followed to receive approval for financial assistance for a third program of study.
- G. Satisfactory progress is monitored each semester, regardless of whether or not financial aid is awarded each semester.
- H. Students on Academic Suspension will automatically be placed on Financial Aid Suspension.
- I. Students who withdraw from STCC or reduce their course load by dropping a course may be required to repay financial aid received.



## **METHOD OF PAYMENT**

### **Grants and Scholarships**

As soon as the student's eligibility has been determined, the Financial Aid Office will set up a student account and credit to his/her account the amount of financial aid that the student has been awarded. During early, regular or late registration, the student may charge all tuition, fees, tools, books, and supplies to his/her account. If the charges are less than the amount awarded, a check for the balance will be issued to the student by the Business Office. Checks will be disbursed a few weeks after the start of the semester.

### **College Workstudy**

If employed under the Federal Workstudy Program, a student may pick up his/her check at the cashier's station (Building A) approximately every two weeks as scheduled by the Personnel Office. A student must be sure that his **Attendance-Leave-Pay Report (ALP)** is completed and submitted in order to receive a pay check. Only hours actually worked should be reported.

### **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 the time. Information is available from the Financial Aid Office and from the Program Chairperson.

### **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 \$1,000. Dates when scholarships will be available will be posted on bulletin boards in each building and at the Financial Aid Office.

### **Valedictorial Scholarships**

The valedictorian of each high school accredited by the Texas Education Agency receives a scholarship that may be applied at any-state-supported college or university, including STCC. The scholarship provides exemption from payment of tuition and fees for the first year after graduation from high school. The recipient must remain in good standing for renewal of the award each year.

### **Emergency Tuition and Fees Loans**

A limited amount of funds is available through the Business Office for students who are unable to pay for their tuition and mandatory registration fees and are unable to obtain assistance from other sources. Funds are lent to resident and non-resident students, including foreign students, on the basis of the order in which applications are received. The loan amount, plus a processing fee of \$20.00, must be paid within 60 days.

### **Veterans' 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 Financial Aid Office. Students receiving V.A. educational benefits must adhere to V.A. Satisfactory Progress Standard. More information on these standards is available from the Veterans Affairs Office.

## **OTHER ASSISTANCE PROGRAMS**

### ***Texas Rehabilitation Commission***

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.

### ***Job Training Partnership Act (JTPA)***

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

### ***The Hazlewood Act for Texas Veterans***

The State of Texas provides a tuition and fee exemption for any veteran who:

- was a resident of the state of Texas at the time of entry into active duty, and
- was honorably discharged from the military, and
- has exhausted, or is not entitled to any VA or federal educational benefits, and
- is classified as a Texas resident for tuition purposes.

Students who wish to apply for this program must:

- have completed a Hazlewood application
- submit VA form DD214
- submit a non-entitlement letter from the VA
- submit a financial aid SAR

All the above documents must be on file prior to registration for that term.  
Applications are available at the STCC Financial Aid Office.

### ***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 Financial Aid Office.

## **CAMPUS SECURITY**

Campus Security makes every effort to maintain a safe environment for everyone at the College by patrolling on a 24-hour basis daily.

The following are statistics concerning numbers and types of crimes committed on the STCC campus for the period from 1993 to 1995.

<b>CRIME</b>	<b>1993</b>	<b>1994</b>	<b>1995</b>
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Liquor Law Violations	0	1	0
Drug Abuse	0	0	0
Weapons Possession	0	1	1
Aggravated Assault	1	1	0
Burglary	12	9	3
Auto Theft	1	3	2

To report a crime at the STCC Campus call (210) 631-4922 or your local police.

## **CAMPUS PARKING**

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



# STUDENT ACTIVITIES

## STUDENT ORGANIZATIONS

A varied program of student activities is provided through student organizations. The college feels that students should have the opportunity to supplement classroom work by choosing activities which meet needs for recognition or growth, desires for companionship, civic involvement, and creative effort. Student activities afford recreation, opportunity for leadership development, and effective group participation. The various student organizations are sponsored by faculty and staff members and are responsible to the administration.

## STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is the representative organization of the student body. Through this organization students are given an opportunity to promote student government and to develop and manage a well-rounded program of student activities.

## INTRAMURAL AND RECREATIONAL SPORTS

The Intramural Recreational Sports Department sponsors a variety of team and individual sports. This exposure and involvement in healthful activities is designed to promote friendship and to develop lifetime sport skills that will be beneficial to participating students. More information is available through the Office of Student Activities located in Building C.

# SPECIAL PROGRAMS

## ADULT BASIC EDUCATION

Students over 18 years of age or young people under 18 with parental or guardian and public school permission may pursue studies in the following: English as a Second Language (ESL) and/or Spanish as a Second language (SSL) at the introductory, intermediate, and advanced level; Pre-General Educational Development (Pre-GED), and GED in English and/or Spanish.

## ADULT CONTINUING EDUCATION (ACE)

Lifelong learning is provided in the following;

- Personal and family development in courses such as creative airbrush, floral design, jewelry making, photography, mathematics for parenting, tennis, aerobics, home improvement (interior design and decorating), landscaping, gardening, and psychology of adjustment.
- Certification for entry, recertification, and advancement in the job market as required by state, federal, and professional regulatory bodies.
- Business, industry, and medical courses and seminars for employment, retention, or advancement.

## COMMUNITY EDUCATIONAL SERVICES

Courses, seminars, workshops, conferences, exhibits, and shows are provided by traditional and non-traditional delivery modes such as satellite for the disabled, disadvantaged, displaced employees, minorities, youth, men, women, senior citizens, Winter Texans, civic, professional, and other groups.

## CORPORATE EDUCATION

The College provides special training programs designed to help meet the manpower needs of existing business, industry, governments, and medical institutions, as well as those considering plant expansions in South Texas. These programs include new plant start-ups and customized training, re-training for displaced workers and disadvantaged youth, specialized contract training, and workplace literacy, plus other forms of employee training designed to produce a skilled work force. Regular college credit, C.E.U. credit, certificates, certification, and consultation are also available.

Maintaining a competitive edge requires a well-trained workforce. All training programs are customized to meet specific needs as identified by the contracting industry. STCC's commitment is to provide business and industry with high quality, affordable and accessible training to ensure the economic health and growth of our community.

STCC works in conjunction with the Texas Economic Development Commission; Chambers of Commerce; Texas Department of Commerce; Economic Development Corporations; Texas Employment Commission; Industrial Foundations; Texas "Smart Jobs"; Office of Employment and Training (OET); JTPA; Motivation, Education and Training (MET); Texas Rehabilitation Commission (TRC), and Trade Readjustment Assistance (TRA) to provide Classroom Training (CRT) and On-the-Job Training (OJT).

For more information on all of the above, see the College course schedule or leaflets at the Office of Adult Continuing Education in Building A, or call (210) 668-6432 or 668-6433, FAX 618-8321, or write to: 3201 W. Pecan Blvd. McAllen, Texas 78501.

## OFF - CAMPUS SITES

### Mid-Valley Site

The Mid-Valley site offers academic, adult and developmental classes at the South Texas Independent School District High School for Health Professions and at The Science Academy in Mercedes. Classes are also offered in Weslaco.

### Starr County Site

The Starr County site offers academic, adult and developmental classes at Rio Grande City High School and Roma High School.

### Other Sites

Additionally, classes are offered in the following communities:

- Edcouch-Elsa
- Edinburg
- Hidalgo
- La Joya
- Mission
- Pharr, San Juan, Alamo
- Sharyland

## LEARNING RESOURCES CENTER

The Learning Resources Center functions as an integral part of South Texas Community College's instructional support services for students, faculty and community and contributes to the effectiveness of instruction and to the academic success of all students.



The LRC is organized around a comprehensive learning resources center concept with equal emphasis on the collection and organization of information and the provision of state-of-the-art facilities and services. It provides access to information in support of the educational needs of both traditional and non-traditional learners. The LRC provides materials, equipment, and services necessary to implement the mission of South Texas Community College. Services include access to growing book, periodical, and audiovisual collections covering most basic curriculum areas; access to in-house and other collections through provision of electronic databases such as University Microfilm's Periodical Abstracts; instruction in how to use the library, and inter-library loan services.

The South Texas Community College Learning Resources Center is a member of the Hidalgo County Library System and the Paisano Library Consortium. As such, the LRC provides students and faculty with access through inter-library loan to the collection of more than thirty area and local libraries.

The Sam and Bea Lack Alternative Learning Center, an integral part of the STCC LRC, provides open access computers for word processing, database, and spread sheet functions, Internet access, and equipment for self-paced, individualized instruction.

## **STUDENT SUCCESS CENTER**

In the Student Success Center, students will get assistance from a tutor, a counselor, other students, and/or an instructor regarding their academic needs. The purpose of the Student Success Center is to help students achieve academic and professional success. Housed in Portable Building 6, the Student Success Center provides a computer tutoring lab, peer tutoring, and opportunities to meet with instructors and other students to study specific subjects.

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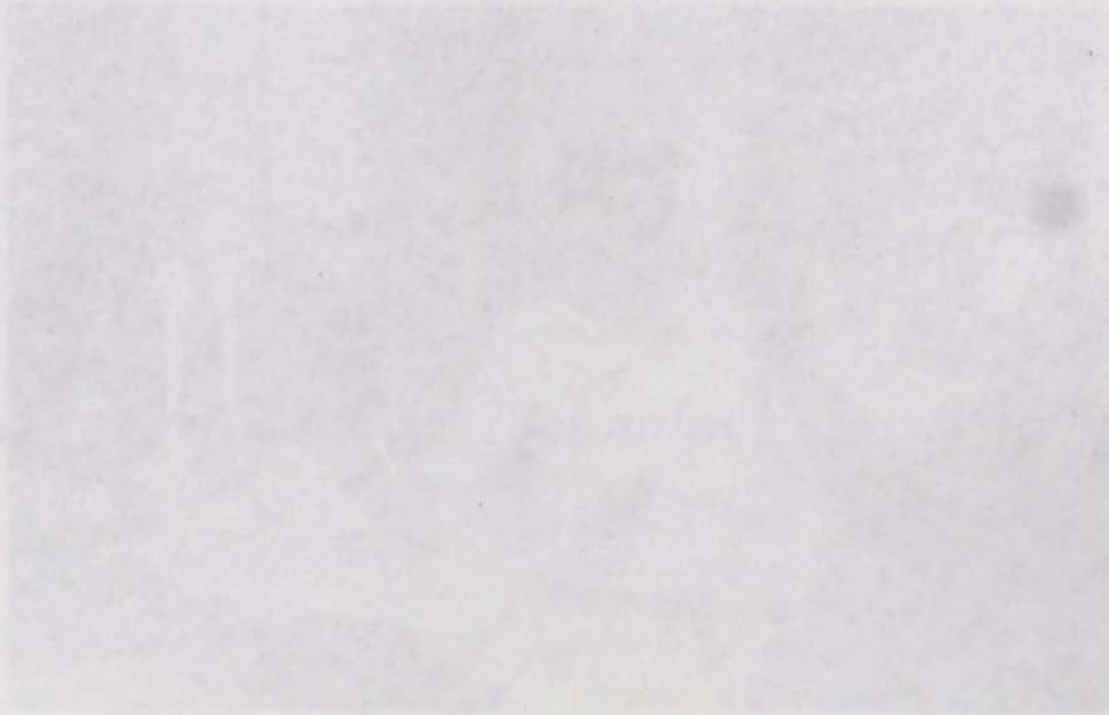
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# Curriculum

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William K. Jones, Ph.D.  
Division Director, Business Technology

# DIVISION OF BUSINESS



*"Our programs prepare students to work in local industry or to transfer to a four-year university if they so choose. We're very proud of the students we graduate."*

William K. Spence, Ph.D.  
Division Director, Business/Technology



The Division of Business offers training designed to transition students into more specialized, advanced study and/or to provide them with highly marketable skills to meet the needs of local business and industry.

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***Business Technology.....58***

<i>Accounting</i>	<i>Certificate</i>
<i>Accounting</i>	<i>Associate of Applied Science</i>
<i>General Business Supervision</i>	<i>Associate of Applied Science</i>

***Computerized Office Technology.....62***

<i>Secretary Science</i>	<i>Certificate</i>
<i>Word Processing Clerk</i>	<i>Certificate</i>
<i>Administrative Assistant</i>	<i>Associate of Applied Science</i>
<i>Legal Secretary</i>	<i>Associate of Applied Science</i>
<i>Legal Assistant (Paralegal)</i>	<i>Associate of Applied Science</i>

***Import/Export Management.....68***

*Associate of Applied Science*

***Information Management Technology.....70***

<i>Computer Information Systems</i>	<i>Associate of Science</i>
<i>Computer Science</i>	<i>Associate of Science</i>
<i>Computer Specialist</i>	<i>Associate of Applied Science</i>
<i>Networking Specialist</i>	<i>Associate of Applied Science</i>

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# Business Technology

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***Accounting Certificate*** – The Accounting Certificate prepares students for entry-level positions with duties concentrating on Accounts Receivable, Accounts Payable, or Payroll. Since the curriculum provides for computer and clerical training, the Accounting Certificate graduate will be able to perform light typing, filing, answering the telephone, and using the computer in the performance of office duties. Upon completion of this certificate, students may transfer up to 24 credit hours towards an A.A.S. Degree in Accounting.

***Accounting Associate of Applied Science Degree*** – 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. Upon completion of this degree, students will have earned up to 24 semester credit hours of college transferable coursework.

***General Business Supervision Associate of Applied Science Degree*** – The Associate of Applied Science Degree in General Business Supervision prepares students for careers in supervisory or lower management positions in business, industry, or a service field requiring skills in business technologies. Upon completion of this degree, students will have earned up to 21 semester credit hours of college transferable coursework.

PROGRAM CHAIR.....Rudolfo Perez

## ADVISORY COMMITTEE

**Tony Aguirre**

Owner, McAllen Bolt and Screw, Inc., McAllen

**Stephen Austin**

Hidalgo County Auditor, Hidalgo County Courthouse, Edinburg

**Ricardo Cantu**

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**Patricia Garza Almendarez**

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Payroll Manager, City of Mission

**Larry Gonzalez**

Executive Vice-President, First National Bank, Rio Grande City

**Mario A. Lopez**

Accountant, Johnson, Ewing, Hinojosa, Cron & Co PC, Rio Grande City

**Marsha Marino**

Owner, Marsha's Hallmark, Pharr

**Irene Morin**

Teacher, Sharyland High School, Mission

**Yolanda Ozuna**

Legal Assistant, Ricardo Ramos Law Office, McAllen

**Diana Rodriguez**

Executive Director, Port of Hidalgo Customs Brokers Association, Hidalgo

**Jess E. Valdez**

Import Manager, Zenith Electronics Corp. of Texas, McAllen

**Joe Vasquez**

Director of Human Resources, Knapp Medical Center, Weslaco

**Lois Wahl**

Vocational Department Chair, Weslaco



## ACCOUNTING CERTIFICATE

			CONT			
<u>FIRST SEMESTER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
ACCT	1301	Introduction to Accounting	3	0	48	3
IMGT	1312	Intro. to Computer Applications	2	4	96	3
BUSI	1340 >	Business Math using Elec. Calculators	2	2	64	3
ENGL	1312 >	Business Writing or ENGL 1301	3	0	48	3
COTP	1314 >	Word Processing I	<u>2</u>	<u>3</u>	<u>80</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>9</b>	<b>336</b>	<b>15</b>
<u>SECOND SEMESTER</u>						
ACCT	1302 >	Accounting	3	0	48	3
ACCT	1372 >	Computerized Accounting	1	4	80	3
ACCT	1374 >	Payroll Accounting	2	2	64	3
IMGT	2312 >	Electronic Spreadsheets	2	2	64	3
BUSI	1390	Human Relations or PSYC 2301	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>11</b>	<b>8</b>	<b>304</b>	<b>15</b>
<u>THIRD SEMESTER</u>						
ACCT	2315	Accounting CO-OP *	1	10	176	3
<b>Total Credit Hours :</b>		<b>33</b>				
<b>Total Contact Hours:</b>		<b>816</b>				

**NOTE:** > Indicates Prerequisite needed—see course description at end of catalog  
 \* Last semester standing required

## ACCOUNTING

### ASSOCIATE OF APPLIED SCIENCE

			CONT			
<u>FIRST SEMESTER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
ACCT	1301	Introduction to Accounting	3	0	48	3
IMGT	1312	Intro. to Computer Applications	2	4	96	3
SPCH	1321 *	Business & Professional Speaking	3	0	48	3
BUSI	1340 >	Business Math Using Elect. Calculators	2	2	64	3
ENGL	1301 *	Composition I	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>13</b>	<b>6</b>	<b>304</b>	<b>15</b>
<u>SECOND SEMESTER</u>						
ACCT	1372 >	Computerized Accounting	1	4	80	3
MATH	1314 *	College Algebra	3	0	48	3
COTP	1314 >	Word Processing I	2	3	80	3
BUSI	1359 >	Business Communications	3	0	48	3
BUSI	1302	Principles of Management	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>7</b>	<b>304</b>	<b>15</b>
<u>THIRD SEMESTER</u>						
ACCT	2401 >*	Principles of Accounting I	3	2	80	4
BUSI	2301 *	Business Law (transfers as elective)	3	0	48	3
ACCT	1374 >	Payroll Accounting	2	2	64	3
IMGT	2312 >	Electronic Spreadsheets	2	2	64	3
ACCT	2378 >	Income Tax Procedures	<u>2</u>	<u>2</u>	<u>64</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>8</b>	<b>320</b>	<b>16</b>
<u>FOURTH SEMESTER</u>						
ACCT	2402 >*	Principles of Accounting II	3	2	80	4
ACCT	2376 >	Manufacturing Accounting	3	0	48	3
ECON	2301 *	Principles of Economics-Macro	3	0	48	3
PSYC	2301 *	General Psychology	3	0	48	3
ACCT	2315 >	Accounting CO-OP **	<u>1</u>	<u>10</u>	<u>176</u>	<u>3</u>
<b>Totals</b>			<b>13</b>	<b>12</b>	<b>400</b>	<b>16</b>
<b>Total Credit Hours:</b>		<b>62</b>				
<b>Total Contact Hours:</b>		<b>1328</b>				

NOTE: \* Identifies courses to fulfill minimum 15 hours general education requirement.  
 These are college transferable courses.

> Indicates prerequisite needed—see course description at the end of catalog.  
 \*\* Last semester standing required.



## GENERAL BUSINESS SUPERVISION

### ASSOCIATE OF APPLIED SCIENCE

			CONT			
<u>FIRST SEMESTER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
ACCT	1301	Introduction to Accounting	3	0	48	3
IMGT	1312	Intro. to Computer Applications	2	4	96	3
BUSI	1340 >	Business Math Using Elect. Calculators	2	2	64	3
ENGL	1301 *	Composition I	3	0	48	3
BUSI	1302	Principles of Management	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>13</b>	<b>6</b>	<b>304</b>	<b>15</b>
<u>SECOND SEMESTER</u>						
ACCT	1374 >	Computerized Accounting	2	2	64	3
COTP	1314 >	Word Processing I	2	3	80	3
BUSI	1359 >	Business Communications	3	0	48	3
BUSI	1390	Human Relations	3	0	48	3
BUSI	1305 >	Personnel Management	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>13</b>	<b>5</b>	<b>288</b>	<b>15</b>
<u>THIRD SEMESTER</u>						
BUSI	2301 *	Business Law (transfers as elective)	3	0	48	3
SPCH	1321 *	Business & Professional Speaking	3	0	48	3
IMGT	2312 >	Electronic Spreadsheets	2	2	64	3
MATH	1314 *	College Algebra	3	0	48	3
BUSI	2320	Small Business Management	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>14</b>	<b>2</b>	<b>256</b>	<b>15</b>
<u>FOURTH SEMESTER</u>						
BUSI	2330	Principles of Marketing	3	0	48	3
IMGT	1302 >	Operating Systems	2	2	64	3
ECON	2301 *	Principles of Economics--Macro	3	0	48	3
PSYC	2301 *	General Psychology	3	0	48	3
BUSI	2315 >	Business CO-OP **	<u>1</u>	<u>10</u>	<u>176</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>12</b>	<b>384</b>	<b>15</b>

**Total Credit Hours: 60**

**Total Contact Hours: 1232**

**NOTE: \* Identifies courses to fulfill minimum 15 hours general education requirement.**

**These are college transferable courses.**

**> Indicates prerequisite needed--see course description at the end of catalog.**

**\*\* Last semester standing required.**

# Computerized Office Technology

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The curriculum in the computerized office technology program is designed to train students for employment as information managers in the automated business offices of today and the future.

Leading-edge technology is emphasized with the latest software being used in microcomputers to perform word processing, spreadsheets, and database functions. The computerized office technology student will also train in refining communication skills, applying problem-solving techniques, and enhancing decision-making skills.

PROGRAM CO-CHAIRS.....Rosemary Reich-Hildebrandt  
Iris Rios

## ADVISORY COMMITTEE

### **Margaret Allison**

Assistant Professor, School of Business Administration,  
UTPA, Edinburg

### **Walter Baxter**

President, Baxter Seed Company, Inc., Weslaco

### **Margaret Brooks**

Administrative Secretary, District Learning Resources  
Center, Mission CISD

### **Rita Flores**

Vocational Director, La Joya High School  
Texas Employment Commission, McAllen

### **Toni Flores**

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

### **Humberto Garcia**

Assistant General Manager, Starr Produce

### **Robert V. Garcia**

Coordinator, Career & Technology Education, Donna  
High School

### **Robert C. Goodwin**

Vice President, McAllen National Bank, McAllen

### **Martha Myatt**

Employment Supervisor, Te

### **Walter Passmore**

Attorney, Passmore, Walker, and Twenhafel, McAllen

### **Santos Porras**

Administrator, Career & Technology Education, Rio  
Grande City High School

### **Joaquin Sanchez**

Instructor, Office Education, PSJA High School, Pharr

### **Nancy Schultz**

Senior Vice President, Texas State Bank, McAllen

### **Mana Serna**

Instructor, Business Department, PSJA-North High  
School

### **Melanie Villarreal**

Legal Assistant, Neil Norquest, Attorney, McAllen



## SECRETARY SCIENCE CERTIFICATE

<u>FIRST SEMESTER</u>			CONT			
			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
COTP	1311	Intermediate Typing	2	3	80	3
ENGL	1312	Business Writing or ENGL 1301	3	0	48	3
BUSI	1390	Human Relations	3	0	48	3
MATH	106	Technical Business Math	3	0	48	3
		DIRECTED ELECTIVE	<u>2</u>	<u>3</u>	<u>80</u>	<u>3</u>
		<b>Totals</b>	<b>13</b>	<b>6</b>	<b>304</b>	<b>15</b>

<u>SECOND SEMESTER</u>						
COTP	1321	Advanced Typing	2	2	64	3
COTP	1314	Word Processing	2	3	80	3
COTP	1313	SpeedWrite	2	3	80	3
COTP	2311	Machine Transcription	2	3	80	3
COTP	1323	Office Procedures	<u>2</u>	<u>3</u>	<u>80</u>	<u>3</u>
		<b>Totals</b>	<b>10</b>	<b>14</b>	<b>384</b>	<b>15</b>

**Total Credit Hours :           30**  
**Total Contact Hours:       688**

**NOTE: Proofreading and ethics taught throughout core curriculum.**

**DIRECTED ELECTIVES:**

- COTP       2324   Word Processing II
  - COTP       2312   Business Correspondence
  - IMGT       1312   Intro to Computer Applications
  - COSC       1301   Intro to Computing
  - IMGT       1302   Operating Systems
  - IMGT       2312   Electronic Spreadsheets
  - IMGT       1321   Database I
  - IMGT       1313   Intro to Desktop Publishing
  - IMGT       1314   Management of Windows Applications
- FOREIGN LANGUAGE

## WORD PROCESSING CLERK CERTIFICATE

			CONT			
<u>FIRST SEMESTER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
COTP	1311	Intermediate Typing	2	3	80	3
ENGL	1312	Business Writing or ENGL 1301	3	0	48	3
COTP	1314	Word Processing I	2	3	80	3
IMGT	1302	Operating Systems	2	2	64	3
		DIRECTED ELECTIVE	<u>2</u>	<u>3</u>	<u>80</u>	<u>3</u>
		<b>Totals</b>	<b>11</b>	<b>11</b>	<b>352</b>	<b>15</b>
<u>SECOND SEMESTER</u>						
IMGT	2312	Electronic Spreadsheets	2	2	64	3
COTP	2324	Word Processing II	2	3	80	3
IMGT	1314	Management of Windows Applications	2	2	64	3
COTP	1324	Work Center Management	2	3	80	3
IMGT	1321	Database I	<u>2</u>	<u>2</u>	<u>64</u>	<u>3</u>
		<b>Totals</b>	<b>10</b>	<b>12</b>	<b>352</b>	<b>15</b>

**Total Credit Hours :            30**  
**Total Contact Hours:           704**

**NOTE: Proofreading and ethics taught throughout core curriculum.**

**DIRECTED ELECTIVES:**

COTP        1321    Advanced Typing  
 COTP        2312    Business Correspondence  
 IMGT        1312    Intro to Computer Applications  
 COSC        1301    Intro to Computing  
 IMGT        1313    Intro to Desktop Publishing  
                                  FOREIGN LANGUAGE



## ADMINISTRATIVE ASSISTANT ASSOCIATE OF APPLIED SCIENCE

<u>FIRST SEMESTER</u>			CONT			
			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
COTP	1311	Intermediate Typing	2	3	80	3
ENGL	1301	Composition I or ENGL 1312	3	0	48	3
COTP	1313	SpeedWrite	2	3	80	3
MATH	1314*	College Algebra	3	0	48	3
IMGT	1302	Operating Systems	<u>2</u>	<u>2</u>	<u>64</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>8</b>	<b>320</b>	<b>15</b>

<u>SECOND SEMESTER</u>						
COTP	1321	Advanced Typing	2	2	64	3
COTP	1314	Word Processing I	2	3	80	3
IMGT	1314	Management of Windows Applications	2	2	64	3
COTP	1323	Office Procedures	2	3	80	3
	*	BEHAVIORAL SCIENCE ELECTIVE	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>11</b>	<b>4</b>	<b>336</b>	<b>15</b>

<u>THIRD SEMESTER</u>						
COTP	2324	Word Processing II	2	3	80	3
COTP	2311	Machine Transcription	2	3	80	3
COTP	2312	Business Correspondence	2	3	80	3
SPCH	1311 *	Intro to Speech Communication	3	0	48	3
	*	GENERAL EDUCATION ELECTIVE	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>9</b>	<b>336</b>	<b>15</b>

<u>FOURTH SEMESTER</u>						
ACCT	2401	Principles of Accounting	3	2	80	4
COTP	2344	Adv. Office Technology/Management	1	8	144	3
		DIRECTED ELECTIVE	2	3	80	3
		DIRECTED ELECTIVE	2	3	80	3
	*	HUMANITIES ELECTIVE	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>11</b>	<b>16</b>	<b>432</b>	<b>16</b>

**Total Credit Hours: 61**  
**Total Contact Hours: 1424**

**DIRECTED COURSES:**

COTP	2334	Word Processing III
IMGT	2312	Electronic Spreadsheets
IMGT	1313	Intro to Desktop Publishing
BUSI	2301	Business Law I
IMGT	1321*	Database I
SPCH	1318*	Interpersonal Communication
FOREIGN LANGUAGE		

**NOTE: Proofreading and ethics taught throughout Core Curriculum**

**\* Identifies courses to fulfill minimum 15 hours general education requirement.**

## LEGAL SECRETARY ASSOCIATE OF APPLIED SCIENCE

			CONT			
<u>FIRST SEMESTER</u>	<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>		
COTP 1311	Intermediate Typing	2	3	80	3	
ENGL 1301	Composition I or ENGL 1312	3	0	48	3	
COTP 1312	Intro to Law Office	2	3	80	3	
MATH 1314*	College Algebra	3	0	48	3	
COTP 1313	SpeedWrite or IMGT 1302	<u>2</u>	<u>3</u>	<u>80</u>	<u>3</u>	
	<b>Totals</b>	<b>12</b>	<b>9</b>	<b>336</b>	<b>15</b>	
<u>SECOND SEMESTER</u>	<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>		
COTP 1321	Advanced Typing	2	2	64	3	
COTP 1314	Word Processing I	2	3	80	3	
COTP 1322	Survey of Legal Systems & Docs. I	2	3	80	3	
COTP 1331	Litigation Support Procedures	2	3	80	3	
	BEHAVIORAL SCIENCE ELECTIVE	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>	
	<b>Totals</b>	<b>11</b>	<b>11</b>	<b>352</b>	<b>15</b>	
<u>THIRD SEMESTER</u>	<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>		
COTP 2324	Word Processing II	2	3	80	3	
COTP 2311	Machine Transcription	2	3	80	3	
COTP 2312	Business Correspondence	2	3	80	3	
COTP 2332	Survey of Legal Systems & Docs. II	2	3	80	3	
SPCH 1311 *	Intro to Speech Communication	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>	
	<b>Totals</b>	<b>11</b>	<b>12</b>	<b>368</b>	<b>15</b>	
<u>FOURTH SEMESTER</u>	<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>		
ACCT 2401	Principles of Accounting I	3	2	80	4	
COTP 2423	Adv Office Technology/Management	1	8	144	3	
	GENERAL EDUCATION ELECTIVE	3	0	48	3	
	DIRECTIVE ELECTIVE	2	3	80	3	
	HUMANITIES ELECTIVE	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>	
	<b>Totals</b>	<b>12</b>	<b>13</b>	<b>400</b>	<b>16</b>	

Total Credit Hours: **61**  
 Total Contact Hours: **1456**

**DIRECTED COURSES:**

- COTP 2334 Word Processing III
- IMGT 2312 Electronic Spreadsheets
- IMGT 1313 Intro to Desktop Publishing
- BUSI 2301 Business Law I
- IMGT 1321\* Database I
- SPCH 1318\* Interpersonal Communication
- FOREIGN LANGUAGE

**NOTE: Proofreading and ethics taught throughout Core Curriculum**  
 \* Identifies courses to fulfill minimum 15 hours general education requirement.



**\*LEGAL ASSISTANT (PARALEGAL)  
ASSOCIATE OF APPLIED SCIENCE**

<u>FIRST SEMESTER</u>			CONT			
			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
COTP	1312	Introduction to the Law Office	2	3	80	3
ENGL	1301 **	Composition I	3	0	48	3
MATH	1314 **	College Algebra	3	0	48	3
COTP	1314	Word Processing I	2	3	80	3
PSYC	2301 **	General Psychology	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>13</b>	<b>6</b>	<b>304</b>	<b>15</b>

<u>SECOND SEMESTER</u>						
COTP	1331	Litigation Support Procedures	2	3	80	3
COTP	1333	Real Property Transactions	2	3	80	3
COTP	1334	Principles of Family Law	2	3	80	3
COTP	2324	Word Processing II	2	3	80	3
GOVT	2301 **	American Government I	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>11</b>	<b>12</b>	<b>368</b>	<b>15</b>

<u>THIRD SEMESTER</u>						
COTP	2335	Wills, Trusts, & Probate Administration	2	3	80	3
COTP	2336	Tort & Insurance Law & Procedures	2	3	80	3
COTP	2337	Contracts, Sales, & Secured Trans.	2	3	80	3
SPCH	1311 **	Introduction to Speech Communication	3	0	48	3
	**	General Education elective	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>9</b>	<b>336</b>	<b>15</b>

<u>FOURTH SEMESTER</u>						
COTP	2338	Texas Criminal Law Procedure	2	3	80	3
COTP	2339	Law Office Practice & Procedure	2	3	80	3
COTP	2340	Legal Research & Writing	2	3	80	3
		Behavioral Science elective	3	0	48	3
		Directed Elective	<u>2</u>	<u>3</u>	<u>80</u>	<u>3</u>
<b>Totals</b>			<b>11</b>	<b>12</b>	<b>368</b>	<b>15</b>

**Total Credit Hours: 60**  
**Total Contact Hours: 1376**

**Directed Electives:**  
COTP 2334 Word Processing III  
COTP 2341 Special Studies in Legal Assisting  
COTP 2342 Legal Business Organization  
COTP 2312 Electronic Spreadsheets

NOTE: Proofreading and ethics taught throughout core curriculum  
\* Pending approval by the Texas Higher Education Coordinating Board.  
\*\* Identifies courses to meet academic, general ed. requirements, min. credit hrs.

# Import-Export Management

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The Import-Export Management Program is designed to train capable management personnel in import-export operations. It is designed to give students a basic knowledge of foreign trade definitions, payment terms and financing, commercial terms in foreign languages, understanding drafts and letters of credit, government foreign trade controls, export shipping documents, export invoices and packing lists, export traffic procedures, insurance, calculating prices, and other activities related to the total operation in import-export management. Included in these courses is the internship (on-the-job) training program. The student will be awarded an Associate in Applied Science degree upon completion of the course requirements. Students not presently employed are eligible to enroll in the practicum. Students now working will enroll in an approved related course in place of the practicum.

## ADVISORY COMMITTEE

**Carlos Molina**

Ray Molina Firm, Hidalgo

**Kenneth Crumpler**

Crumpler & Son Brokerage, Inc., Pharr

**Alida Hernandez**

AAA Personnel, Inc., McAllen

**George Masso**

International Imports, McAllen

**Richard Martinez**

U.S. Inter-Mex Transportation, Inc., McAllen

**Robert Barnes**

Judge, McAllen



**\*IMPORT-EXPORT MANAGEMENT**  
**ASSOCIATE OF APPLIED SCIENCE**

			CONT			
<u>FIRST SEMESTER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
ENGL	1301	Composition I	3	0	48	3
MATH	1314	College Algebra	3	0	48	3
MGMT	1301	Principles of Management	3	0	48	3
MIEP	1300	Intro to Import-Export	3	0	48	3
MIEP	1311	Principles of Transportation	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>15</b>	<b>0</b>	<b>240</b>	<b>15</b>
<u>SECOND SEMESTER</u>						
BUSI	1390	Human Relations	3	0	48	3
IMGT	1312	Intro to Computer Applications	2	4	96	3
ACCT	2401	Principles of Accounting I	3	2	80	4
MIEP	1321	Principles of Import-Export I	3	0	48	3
MIEP	1302	Intro to International Marketing	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>14</b>	<b>6</b>	<b>320</b>	<b>16</b>
<u>SUMMER SESSION</u>						
ENGL	1302 OR	Rhetoric	3	0	48	3
ENGL	1312	Business Writing				
GOVT	2301	American Government I	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>6</b>	<b>0</b>	<b>96</b>	<b>6</b>
<u>THIRD SEMESTER</u>						
SPAN	1300	Spanish Conversation I	3	0	48	3
MIEP	2321	Principles of Import-Export II	3	0	48	3
MIEP	2301	Fund. of Commodity Classification	3	0	48	3
MIEP	2401	Management Practicum	3	0	368	5
MIEP	2330	Basics of Inventory Control	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>15</b>	<b>0</b>	<b>560</b>	<b>17</b>
<u>FOURTH SEMESTER</u>						
BUSI	2301	Business Law I	3	0	48	3
MIEP	2331	Materials Management	3	0	48	3
MIEP	2341	Import-Export Manag. Info. System	3	0	48	3
MIEP	2402	Management Practicum	3	0	368	3
SPAN	1310	Beginning Spanish II	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>15</b>	<b>0</b>	<b>560</b>	<b>17</b>

**Total Credit Hours: 71**

**Total Contact Hours: 1776**

**NOTE:** MIEP 2401, 2402 each requires 20 ext.hours

**\* Pending approval by the Texas Higher Education Coordinating Board**

# Information Management Technology

***Computer Information Systems*** – This program is designed for students who plan to specialize in business computer applications at a four-year college. Students who wish to declare this transfer major should ask for program planning assistance from a business technology program advisor. Transfer institutions vary in lower division (first two years of college) major department requirements. Meeting the STCC associate degree major requirements does not necessarily mean a given transfer institution's major requirements have been met.

***Computer Science*** – This program is designed for students who plan to specialize in computer programming at a four-year college. Students who wish to declare this transfer major should ask for program planning assistance from a business technology program advisor. Transfer institutions vary in lower division (first two years of college) major department requirements. Meeting the STCC associate degree major requirements does not necessarily mean a given transfer institution's major requirements have been met.

***Computer Specialist*** – In this program, students will learn Business Applications and demonstrate fluency in database, spreadsheets, word processing, and desktop publishing. Also 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. The students will be equipped for entry into the workforce in small business, local companies, hospitals, departments, etc.

***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 a network, and manage and upgrade the network. Employment opportunities will be available with businesses that use or anticipate setting up a network.

PROGRAM CHAIR.....Ric Kube

## ADVISORY COMMITTEE

**Ed Beatty**  
NASA, International Business Machines, TSTC (retired), McAllen

**James Page**  
International Plant Foods, Inc., McAllen

**Willie Cantu**  
International Data Sales, McAllen

**Herb Sanchez**  
Electronic Data Systems De Mexico, S.A. de C.V., McAllen

**Juan Bolet**  
Electronic Data Systems De Mexico, S.A. de C.V., McAllen

**Joe Salinas**  
Advanced Coputer Experts, McAllen

**Johnny Vela**  
American Computer Consultants, McAllen

**Cam Henry**  
Cook Data Solutions, McAllen

**Thomas Perez**  
McAllen ISD

**Mike Crews**  
UTPA, School of Business Administration, Edinburg

**Les Rydl**  
UTPA, School of Business Administration, Edinburg

**Nick Morales**  
UTPA, Computer Center, Edinburg

**Diana Berger**  
Weslaco ISD

**Sonia Perez**  
Area Manager/External Affairs, Southwestern Bell Telephone, McAllen

**Steve Wingert**  
The Monitor, McAllen

**George Herrera**  
McAllen ISD

**Sonia Mata-Lozano**  
McAllen ISD



## COMPUTER INFORMATION SYSTEMS ASSOCIATE OF SCIENCE

**ENGLISH – 6 Hours**

ENGL 1301.....Composition  
ENGL 1302.....Rhetoric

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**HISTORY – 6 Hours**

HIST 1301.....United States History I  
HIST 1302.....United States History II

**LAB SCIENCE – 8 Hours as determined by  
area of emphasis**

BIOL 1408.....General Biology I  
BIOL 1409.....General Biology II  
BIOL 2401.....Anatomy & Physiology I  
BIOL 2402.....Anatomy & Physiology II  
CHEM 1411.....General Chemistry I  
CHEM 1412.....General Chemistry II  
PHYS 1415.....Physical Science I  
PHYS 1417.....Physical Science II  
PHYS 1401.....College Physics I  
PHYS 1402.....College Physics II  
GEOL 1403.....General Geology I  
GEOL 1404.....General Geology II

**HUMANITIES – 6 Hours**

(Choose 1 course from each subdivided area)

SPCH 1311..Intro to Speech Communication  
SPCH 1321...Business & Professional Speaking

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ARTS 1301.....Art Appreciation  
MUSI 1306.....Music Appreciation  
DRAM 1310.....Intro to Theater  
PHIL 1310.....Intro to Philosophy  
PHIL 1320.....Intro to Logic

**MATHEMATICS – 6 Hours**

MATH 1314.....College Algebra  
MATH 1325.....Business Calculus

**OR**

MATH 1324.....Finite Math  
MATH 1325.....Business Calculus

**COMPUTER LITERACY – 3 Hours**

COSC 1301.....Intro to Computing

**GOVERNMENT – 6 Hours**

GOVT 2301.....American Government I  
GOVT 2302.....American Government II

**SOCIAL SCIENCES – 3 Hours (Choose 1 Course)**

PSYC 2301.....General Psychology  
SOCI 1301.....Intro to Sociology

**BUSINESS FOUNDATION – 6 Hours**

ECON 2301.....Principals of Economics Macro I  
ECON 2302.....Principals of Economics Macro II

**PHYSICAL EDUCATION – 4 Hours**

(Choose 4 hours of activity courses (PE) or 2 ROTC Classes)

**Recommended major courses – 12 credit hours minimum**

COSC 1332.....Cobol Programming  
COSC 2332.....Advanced Programming Cobol  
COSC 1309.....Programming Methodology  
COSC 1407.....Micro Systems & Their Applications

General Education Core **49 Credit Hours**

Area of Emphasis **12 Credit Hour Min.**

Total Credit Hours **61 Credit Hour Min.**

## COMPUTER SCIENCE ASSOCIATE OF SCIENCE

**ENGLISH – 6 Hours**

ENGL 1301.....Composition  
ENGL 1302.....Rhetoric

**HISTORY – 6 Hours**

HIST 1301.....United States History I  
HIST 1302.....United States History II

**LAB SCIENCE – 8 Hours as determined by area of emphasis**

BIOL 1408.....General Biology I  
BIOL 1409.....General Biology II  
BIOL 2401.....Anatomy & Physiology I  
BIOL 2402.....Anatomy & Physiology II  
CHEM 1411.....General Chemistry I  
CHEM 1412.....General Chemistry II  
PHYS 1415.....Physical Science I  
PHYS 1417.....Physical Science II  
PHYS 1401.....College Physics I  
PHYS 1402.....College Physics II  
GEOL 1403.....General Geology I  
GEOL 1404.....General Geology II

**HUMANITIES – 6 Hours**

(Choose 1 course from each subdivided area)  
SPCH 1311...Intro to Speech Communication  
SPCH 1321...Business & Professional Speaking

ARTS 1301.....Art Appreciation  
MUSI 1306.....Music Appreciation  
DRAM 1310.....Intro to Theater  
PHIL 1310.....Intro to Philosophy  
PHIL 1320.....Intro to Logic

**MATHEMATICS – 6 Hours**

MATH 1314...College Algebra or higher math  
MATH 1316.....Plane Trigonometry

**COMPUTER LITERACY – 3 Hours**

COSC 1301.....Intro to Computing

**GOVERNMENT – 6 Hours**

GOVT 2301.....American Government I  
GOVT 2302.....American Government II

**SOCIAL SCIENCES – 3 Hours (Choose 1 Course)**

PSYC 2301.....General Psychology  
SOCI 1301.....Intro to Sociology  
ECON 2302....Principles of Economics Macro II

**PHYSICAL EDUCATION – 4 Hours**

(Choose 4 hours of activity courses (PE) or 2 ROTC Classes)

**Recommended major courses – 15 credit hours minimum**

COSC 1318.....Computer Science Programming I  
COSC 2318.....Computer Science Programming II  
COSC 2320....Computer Programming in a Second Language  
COSC 2325.....Computer Organization & Machine Language  
COSC 2317.....Survey of Elementary Scientific Programming

General Education Core **46 Credit Hours**  
Area of Emphasis **15 Credit Hour Min.**  
Total Credit Hours **61 Credit Hour Min.**



## COMPUTER SPECIALIST ASSOCIATE OF APPLIED SCIENCE

<u>FIRST SEMESTER</u>			CONT			
			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
COSC	1301	Introduction to Computing	2	2	64	3
ENGL	1312 *	Business Writing	3	0	48	3
BUSI	1301	Introduction to Business	3	0	48	3
IMGT	2421	Networking Concepts	3	2	80	4
IMGT	1302	Operating Systems	<u>2</u>	<u>2</u>	<u>64</u>	<u>3</u>
<b>Totals</b>			<b>13</b>	<b>6</b>	<b>304</b>	<b>16</b>
<u>SECOND SEMESTER</u>						
IMGT	1321	Database I	2	2	64	3
MATH	1314 *	College Algebra	3	0	48	3
IMGT	1412	Program Design & Development	3	2	80	4
PHIL	1320 *	Logic OR	3	0	48	3
ENGL	1301 *	Composition I	3	0	48	3
IMGT	1331	Intro to Data Communication	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>14</b>	<b>4</b>	<b>288</b>	<b>16</b>
<u>THIRD SEMESTER</u>						
SPCH	1311 *	Intro to Speech Communication	3	0	48	3
IMGT	2313	Adv Microcomputer Applications	2	2	64	3
IMGT	2431	Intro to Client/Server	3	2	80	4
IMGT	2342	System Administration	2	2	64	3
		Approved Elective	<u>2</u>	<u>2</u>	<u>64</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>8</b>	<b>320</b>	<b>16</b>
<u>FOURTH SEMESTER</u>						
IMGT	2423	Database II	3	2	80	4
	*	Social Behavioral (elective)	3	0	48	3
IMGT	2341	Software Integration	3	0	48	3
ELEC	1320	Basic Computer System Repair	2	4	96	3
IMGT	2343	Systems Management	<u>2</u>	<u>2</u>	<u>64</u>	<u>3</u>
<b>Totals</b>			<b>13</b>	<b>8</b>	<b>336</b>	<b>16</b>

Approved Electives:

- COTP 1301 Intermediate Keyboarding
- IMGT 1314 Management of Windows Applications
- IMGT 1313 Introduction to Desktop Publishing
- IMGT 2312 Electronic Spreadsheets
- ELCT 2421 Advanced Computer Repair

**Total Credit Hours:           64**  
**Total Contact Hours:       1232**

NOTE: \* Identifies courses to fulfill minimum 15 hours general education requirement.

## NETWORKING SPECIALIST ASSOCIATE OF APPLIED SCIENCE

			CONT			
<u>FIRST SEMESTER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
COSC	1301	Introduction to Computing	2	2	64	3
ENGL	1312 *	Business Writing	3	0	48	3
BUSI	1301	Introduction to Business	3	0	48	3
IMGT	2421	Networking Concepts	3	2	80	4
IMGT	1302	Operating Systems	<u>2</u>	<u>2</u>	<u>64</u>	<u>3</u>
<b>Totals</b>			<b>13</b>	<b>6</b>	<b>304</b>	<b>16</b>
<u>SECOND SEMESTER</u>						
IMGT	1321	Database I	2	2	64	3
PHIL	1320 *	Logic OR	3	0	48	3
ENGL	1301 *	Composition I	3	0	48	3
IMGT	1412	Program Design & Development	3	2	80	3
IMGT	2431	Intro. to Client/Server	3	2	80	4
IMGT	1331	Intro. to Data Communication	<u>3</u>	<u>0</u>	<u>48</u>	<u>4</u>
<b>Totals</b>			<b>14</b>	<b>6</b>	<b>320</b>	<b>17</b>
<u>THIRD SEMESTER</u>						
SPCH	1311 *	Intro to Speech Communication	3	0	48	3
	*	Approved Elective	2	2	64	3
MATH	1314 *	College Algebra	3	0	48	3
IMGT	2322	Network Design & Development	3	0	48	3
IMGT	2342	System Administration	<u>2</u>	<u>2</u>	<u>64</u>	<u>3</u>
<b>Totals</b>			<b>13</b>	<b>4</b>	<b>272</b>	<b>15</b>
<u>FOURTH SEMESTER</u>						
IMGT	2323	Network Tech & Troubleshooting	2	2	64	3
	*	Social Behavioral (elective)	3	0	48	3
IMGT	2332	Advanced Data Communication	2	4	96	3
IMGT	2422	Network Project	<u>2</u>	<u>4</u>	<u>96</u>	<u>4</u>
<b>Totals</b>			<b>9</b>	<b>10</b>	<b>304</b>	<b>13</b>

**Total Credit Hours: 61**

**Total Contact Hours: 1184**

Approved Electives:

COTP 1301 Intermediate Keyboarding

IMGT 1314 Management of Windows Applications

IMGT 1313 Introduction to Desktop Publishing

IMGT 2312 Electronic Spreadsheets

ELCT 2421 Advanced Computer Repair

**NOTE: \* Identifies courses to fulfill minimum 15 hours general education requirement.**



# THE JOURNAL OF COMMUNITY DEVELOPMENT

Volume 1, Number 1, Spring 1970

"We have signed to help students with their oral and written communication as well as to provide them with a background in humanities and fine arts."

John Rogers Swartz  
Acting Director  
Communications, Arts & Humanities  
and Acting Associate Dean of Instruction

## DIVISION OF COMMUNICATIONS, ARTS & HUMANITIES



*"We have classes designed to help students with their oral and written communication as well as to provide them with a background in humanities and fine arts."*

Jean Rogers Swartz  
Acting Division Director,  
Communications, Arts & Humanities  
and Acting Associate Dean of Instruction



**The Division of Communications, Arts, and Humanities presently offers courses in English, Speech, Spanish and Art, all of which form a portion of the general education core required in associate and baccalaureate degree programs at Texas public colleges and universities. Developmental and certificate courses in English are also available.**

---

***Liberal Arts Associate of Art*** – The Associate of Art Degree in Liberal Arts fulfills core curriculum requirements for transfer to the University of Texas - Pan American. It offers an array of courses which meet requisites at other Texas public colleges and universities as well.

***Teacher Preparation Associate of Art*** – The Associate of Art Degree in Teacher Preparation allows students the opportunity to take the first 60 hours of general education courses at STCC and then transfer into a four-year university's school of education.

***Liberal Arts.....78***

*Associate of Art*

***Teacher Preparation.....79***

*Associate of Art*

## LIBERAL ARTS\*

### ASSOCIATE OF ART

#### ENGLISH – 12 Hours

ENGL 1301.....Composition  
 ENGL 1302.....Rhetoric

#### Literature (Choose 2)

ENGL 2300.....Introduction to Literature  
 ENGL 2326.....American Literature  
 ENGL 2322.....English Literature  
 ENGL 2331.....World Literature  
 ENGL 2399.....Special Topics in Literature

#### HISTORY – 6 Hours

HIST 1301.....United States History I  
 HIST 1302.....United States History II

#### LAB SCIENCE – 8 Hours in same discipline

BIOL 1408.....General Biology I  
 BIOL 1409.....General Biology II  
 BIOL 2401.....Anatomy & Physiology I  
 BIOL 2402.....Anatomy & Physiology II  
 CHEM 1411.....General Chemistry I  
 CHEM 1412.....General Chemistry II  
 PHYS 1415.....Physical Science I  
 PHYS 1417.....Physical Science II  
 PHYS 1401.....College Physics I  
 PHYS 1402.....College Physics II  
 GEOL 1403.....General Geology I  
 GEOL 1404.....General Geology II

#### HUMANITIES – 6 Hours

(Choose 1 course from each subdivided area)  
 SPCH 1311..Intro to Speech Communication  
SPCH 1321...Business & Professional Speaking  
 ARTS 1301.....Art Appreciation  
 MUSI 1306.....Music Appreciation  
 DRAM 1310.....Intro to Theater  
 PHIL 1310.....Intro to Philosophy  
 PHIL 1320.....Intro to Logic

#### MATHEMATICS – 3 Hours

MATH 1314..College Algebra or higher math

#### COMPUTER LITERACY – 3 Hours

COSC 1301.....Intro to Computing

#### GOVERNMENT – 6 Hours

GOVT 2301.....American Government I  
 GOVT 2302.....American Government II

#### FOREIGN LANGUAGE – 6 Hours

(Choose 1 language for 2 semesters)

#### SOCIAL SCIENCES – 6 Hours (Choose 2

courses-no more than 1 course from each subdivided area)

ANTH 2301.....Physical Anthropology/Archeology  
 ANTH 2351.....Cultural Anthropology  
 -----  
 ECON 2302.Principles of Economics II (Micro)  
 -----  
 PSYC 2301.....General Psychology  
 -----  
 SOCI 1301.....Intro to Sociology  
 SOCI 2301.....Marriage & Family  
 SOCI 1306.....Contemporary Social Problems

#### PHYSICAL EDUCATION – 4 Hours

(Choose 4 hours of activity courses or two ROTC courses)

### TOTAL 60 CREDIT HOURS

\* Fulfills core curriculum requirements for the University of Texas Pan American



## TEACHER PREPARATION\*

### ASSOCIATE OF ART

#### ENGLISH – 12 Hours

ENGL 1301.....Composition  
 ENGL 1302.....Rhetoric

#### Literature (Choose 2)

ENGL 2300.....Introduction to Literature  
 ENGL 2326.....American Literature  
 ENGL 2322.....English Literature  
 ENGL 2331.....World Literature

#### HISTORY – 6 Hours

HIST 1301.....United States History I  
 HIST 1302.....United States History II

#### LAB SCIENCE – 8 Hours in same discipline

BIOL 1408.....General Biology I  
 BIOL 1409.....General Biology II  
 PHYS 1415.....Physical Science I  
 PHYS 1417.....Physical Science II

#### HUMANITIES – 6 Hours

(Choose 1 course from each subdivided area)  
 SPCH 1311..Intro to Speech Communication

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ARTS 1301.....Art Appreciation  
 MUSI 1306.....Music Appreciation

#### MATHEMATICS – 3 Hours

MATH 1314.....College Algebra

#### COMPUTER LITERACY – 3 Hours

COSC 1301.....Intro to Computing

#### GOVERNMENT – 6 Hours

GOVT 2301.....American Government I  
 GOVT 2302.....American Government II

#### FOREIGN LANGUAGE – 6 Hours

(Choose 1 language for 2 semesters)

#### SOCIAL SCIENCES – 6 Hours (Choose 2

courses-no more than 1 course from each subdivided area)

ANTH 2301.....Physical Anthropology/Archeology  
 ANTH 2351.....Cultural Anthropology

-----  
 ECON 2302.Principles of Economics II (Micro)

-----  
 PSYC 2301.....General Psychology

-----  
 SOCI 1301.....Intro to Sociology  
 SOCI 2301.....Marriage & Family  
 SOCI 1306.....Contemporary Social Problems

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#### PHYSICAL EDUCATION – 4 Hours

(Choose 4 hours of activity courses)

### TOTAL 60 CREDIT HOURS

\* Fulfills the core curriculum requirements for entrance to the School of Education at the University of Texas - Pan American

# DIVISION OF MATH & SCIENCES



*"The Mathematics and Science Division at STCC provides students with fundamental course work which will enable them to matriculate successfully into continuing programs at a four-year academic institution."*

Ali Esmaeili  
Acting Division Director,  
Math and Sciences



**The Division of Math and Sciences offers a wide range of courses from academic and certificate mathematics and science courses to those which fulfill the general education and specialized requirements of associate and baccalaureate degree programs at Texas public colleges and universities.**

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The Associate of Science Degree in Interdisciplinary Studies offers students the opportunity to take a core curriculum of general education and specialized courses which transfer to other Texas public colleges and universities.

## ***Interdisciplinary Studies***

*Associate of Science*

***Emphasis in:***

<b><i>Biology</i></b> .....	<b>82</b>
<b><i>Engineering</i></b> .....	<b>83</b>
<b><i>Mathematics</i></b> .....	<b>84</b>
<b><i>Physics</i></b> .....	<b>85</b>

## INTERDISCIPLINARY STUDIES

### with Emphasis in Biology

#### ASSOCIATE OF SCIENCE

#### ENGLISH – 6 Hours

ENGL 1301.....Composition  
 ENGL 1302.....Rhetoric

#### HISTORY – 6 Hours

HIST 1301.....United States History I  
 HIST 1302.....United States History II

#### LAB SCIENCE – 8 Hours as determined by area of emphasis

BIOL 1408.....General Biology I  
 BIOL 1409.....General Biology II  
 BIOL 2401.....Anatomy & Physiology I  
 BIOL 2402.....Anatomy & Physiology II  
 CHEM 1411.....General Chemistry I  
 CHEM 1412.....General Chemistry II  
 PHYS 1415.....Physical Science I  
 PHYS 1417.....Physical Science II  
 PHYS 1401.....College Physics I  
 PHYS 1402.....College Physics II  
 GEOL 1403.....General Geology I  
 GEOL 1404.....General Geology II

#### HUMANITIES – 6 Hours

(Choose 1 course from each subdivided area)  
 SPCH 1311..Intro to Speech Communication  
 SPCH 1321...Business & Professional Speaking

ARTS 1301.....Art Appreciation  
 MUSI 1306.....Music Appreciation  
 DRAM 1310.....Intro to Theater  
 PHIL 1310.....Intro to Philosophy  
 PHIL 1320.....Intro to Logic

#### MATHEMATICS – 6 Hours

MATH 1314...College Algebra or higher math  
 MATH 1316.....Plane Trigonometry  
 (or other course determined by area of emphasis.)

#### COMPUTER LITERACY – 3 Hours

COSC 1301.....Intro to Computing

#### GOVERNMENT – 6 Hours

GOVT 2301.....American Government I  
 GOVT 2302.....American Government II

#### SOCIAL SCIENCES – 3 Hours (Choose 1 Course)

PSYC 2301.....General Psychology  
 SOCI 1301.....Intro to Sociology

#### PHYSICAL EDUCATION – 2 Hours

(Choose 4 hours of activity courses (PE) or 2 ROTC Classes)

#### Recommended major courses – 15 credit hours minimum

BIOL 2421.....Microbiology  
 BIOL 2428.....Comparative Vertebrate Zoology  
 BIOL 2106.....Environmental Biology Lab  
 BIOL 2306.....Environmental Biology  
 BIOL 1411.....General Botany

General Education Core **48 Credit Hours**  
 Area of Emphasis **15 Credit Hour Min.**  
 Total Credit Hours **63 Credit Hour Min.**



## INTERDISCIPLINARY STUDIES

### with Emphasis in Engineering

### ASSOCIATE OF SCIENCE

#### ENGLISH – 6 Hours

ENGL 1301.....Composition  
 ENGL 1302.....Rhetoric

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#### HISTORY – 6 Hours

HIST 1301.....United States History I  
 HIST 1302.....United States History II

#### LAB SCIENCE – 8 Hours as determined by area of emphasis

BIOL 1408.....General Biology I  
 BIOL 1409.....General Biology II  
 BIOL 2401.....Anatomy & Physiology I  
 BIOL 2402.....Anatomy & Physiology II  
 CHEM 1411.....General Chemistry I  
 CHEM 1412.....General Chemistry II  
 PHYS 1415.....Physical Science I  
 PHYS 1417.....Physical Science II  
 PHYS 1401.....College Physics I  
 PHYS 1402.....College Physics II  
 GEOL 1403.....General Geology I  
 GEOL 1404.....General Geology II

#### HUMANITIES – 6 Hours

(Choose 1 course from each subdivided area)  
 SPCH 1311..Intro to Speech Communication  
 SPCH 1321..Business & Professional Speaking

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ARTS 1301.....Art Appreciation  
 MUSI 1306.....Music Appreciation  
 DRAM 1310.....Intro to Theater  
 PHIL 1310.....Intro to Philosophy  
 PHIL 1320.....Intro to Logic

#### MATHEMATICS – 6 Hours

MATH 1314...College Algebra or higher math  
 MATH 1316.....Plane Trigonometry  
 (or other course determined by area of emphasis.)

#### COMPUTER LITERACY – 3 Hours

COSC 1301.....Intro to Computing

#### GOVERNMENT – 6 Hours

GOVT 2301.....American Government I  
 GOVT 2302.....American Government II

#### SOCIAL SCIENCES – 3 Hours (Choose 1 Course)

PSYC 2301.....General Psychology  
 SOCI 1301.....Intro to Sociology  
 ECON 2302....Principle of Economics Macro II

#### PHYSICAL EDUCATION – 2Hours

(Choose 4 hours of activity courses (PE) or 2 ROTC Classes)

#### Recommended major courses – 15 credit hours minimum

MATH 2413.....Calculus I  
 MATH 2414.....Calculus II  
 ENGR 2301.....Statics  
 ENGR 2302.....Dynamics  
 ENGR 1304.....Engineering Graphics

General Education Core **48 Credit Hours**  
 Area of Emphasis **15 Credit Hour Min.**  
 Total Credit Hours **63 Credit Hour Min.**

## INTERDISCIPLINARY STUDIES with Emphasis in Mathematics ASSOCIATE OF SCIENCE

### ENGLISH – 6 Hours

ENGL 1301.....Composition  
ENGL 1302.....Rhetoric

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### HISTORY – 6 Hours

HIST 1301.....United States History I  
HIST 1302.....United States History II

### LAB SCIENCE – 8 Hours as determined by area of emphasis

BIOL 1408.....General Biology I  
BIOL 1409.....General Biology II  
BIOL 2401.....Anatomy & Physiology I  
BIOL 2402.....Anatomy & Physiology II  
CHEM 1411.....General Chemistry I  
CHEM 1412.....General Chemistry II  
PHYS 1415.....Physical Science I  
PHYS 1417.....Physical Science II  
PHYS 1401.....College Physics I  
PHYS 1402.....College Physics II  
GEOL 1403.....General Geology I  
GEOL 1404.....General Geology II

### HUMANITIES – 6 Hours

(Choose 1 course from each subdivided area)

SPCH 1311..Intro to Speech Communication  
SPCH 1321...Business & Professional Speaking

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ARTS 1301.....Art Appreciation  
MUSI 1306.....Music Appreciation  
DRAM 1310.....Intro to Theater  
PHIL 1310.....Intro to Philosophy  
PHIL 1320.....Intro to Logic

### MATHEMATICS – 6 Hours

MATH 1314...College Algebra or higher math  
MATH 1316.....Plane Trigonometry  
(or other course determined by area of emphasis.)

### COMPUTER LITERACY – 3 Hours

COSC 1301.....Intro to Computing

### GOVERNMENT – 6 Hours

GOVT 2301.....American Government I  
GOVT 2302.....American Government II

### SOCIAL SCIENCES – 3 Hours (Choose 1 Course)

PSYC 2301.....General Psychology  
SOVI 1301.....Intro to Sociology

### PHYSICAL EDUCATION – 2 Hours

(Choose 4 hours of activity courses (PE) or 2 ROTC Classes)

### Recommended major courses – 15 credit hours minimum

MATH 2312.....Pre-Calculus  
MATH 2413.....Calculus I  
MATH 2414.....Calculus II  
MATH 2415.....Calculus III

General Education Core **48 Credit Hours**  
Area of Emphasis **15 Credit Hour Min.**  
Total Credit Hours **63 Credit Hour Min.**



## INTERDISCIPLINARY STUDIES

### with Emphasis in Physics

### ASSOCIATE OF SCIENCE

#### ENGLISH – 6 Hours

ENGL 1301.....Composition  
 ENGL 1302.....Rhetoric

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#### HISTORY – 6 Hours

HIST 1301.....United States History I  
 HIST 1302.....United States History II

#### LAB SCIENCE – 8 Hours as determined by area of emphasis

BIOL 1408.....General Biology I  
 BIOL 1409.....General Biology II  
 BIOL 2401.....Anatomy & Physiology I  
 BIOL 2402.....Anatomy & Physiology II  
 CHEM 1411.....General Chemistry I  
 CHEM 1412.....General Chemistry II  
 PHYS 1415.....Physical Science I  
 PHYS 1417.....Physical Science II  
 PHYS 1401.....College Physics I  
 PHYS 1402.....College Physics II  
 GEOL 1403.....General Geology I  
 GEOL 1404.....General Geology II

#### HUMANITIES – 6 Hours

(Choose 1 course from each subdivided area)  
 SPCH 1311..Intro to Speech Communication  
 SPCH 1321...Business & Professional Speaking

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ARTS 1301.....Art Appreciation  
 MUSI 1306.....Music Appreciation  
 DRAM 1310.....Intro to Theater  
 PHIL 1310.....Intro to Philosophy  
 PHIL 1320.....Intro to Logic

#### MATHEMATICS – 6 Hours

MATH 1314...College Algebra or higher math  
 MATH 1316.....Plane Trigonometry  
 (or other course determined by area of emphasis.)

#### COMPUTER LITERACY – 3 Hours

COSC 1301.....Intro to Computing

#### GOVERNMENT – 6 Hours

GOVT 2301.....American Government I  
 GOVT 2302.....American Government II

#### SOCIAL SCIENCES – 3 Hours (Choose 1 Course)

PSYC 2301.....General Psychology  
 SOCI 1301.....Intro to Sociology  
 ECON 2302....Principals of Economics Macro II

#### PHYSICAL EDUCATION – 4 Hours

(Choose 4 hours of activity courses (PE) or 2 ROTC Classes)

#### Recommended major courses – 15 credit hours minimum

PHYS 1415.....Physical Science I  
 PHYS 1417.....Physical Science II  
 PHYS 1401.....Physics I  
 PHYS 1402.....Physics II  
 PHYS 2425.....Physics I  
 PHYS 2426.....Physics II

General Education Core **48 Credit Hours**  
 Area of Emphasis **15 Credit Hour Min.**  
 Total Credit Hours **63 Credit Hour Min.**

# DIVISION OF NURSING/ALLIED HEALTH



*"The Division of Nursing/Allied Health offers diversified programs in the health occupation fields that are consistent with community employment opportunities in the local health care industry."*

Wanda E. Spratt  
Division Director, Nursing/Allied Health



The Division of Nursing/Allied Health offers a well-rounded array of programs designed to satisfy local health care needs. Students may choose between the office-oriented Medical Specialist options or the front-line opportunities afforded graduates of the Emergency Medical Technology, Licensed Vocational Nurse (LVN), and Patient Care Assistant programs.

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<b><i>Emergency Medical Technology</i></b> .....	<b>89</b>
<i>Certificate</i>	<i>Associate of Applied Science</i>
<b><i>Health Care Unit Coordinator</i></b> .....	<b>93</b>
<i>Certificate</i>	
<b><i>Health Information Technology</i></b> .....	<b>95</b>
<i>Associate of Applied Science</i>	
<b><i>Licensed Vocational Nursing</i></b> .....	<b>97</b>
<i>Certificate</i>	
<b><i>Medical Information Program</i></b> .....	<b>99</b>
<i>Management Specialist</i>	<i>Certificate</i>
<i>Transcriptionist</i>	<i>Certificate</i>
<b><i>Occupational Therapy Assistant</i></b> .....	<b>102</b>
<i>Associate of Applied Science</i>	
<b><i>Patient Care Assistant (Nurse Assistant)</i></b> .....	<b>104</b>
<i>Certificate</i>	
<b><i>Physical Therapy Assistant</i></b> .....	<b>106</b>
<i>Associate of Applied Science</i>	
<b><i>Radiologic Technology</i></b> .....	<b>108</b>
<i>Associate of Applied Science</i>	

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# Nursing/ Allied Health

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## ALLIED HEALTH ADVISORY COMMITTEE

**Dr. Julio Astacio**

Chief of Radiology, McAllen Medical Center

**Sonia Finley, OTR-L**

RGV Hand & Industrial Rehabilitation Center

**Judy Gangle**

Director of Therapies, McAllen Medical  
Center

**Bertha Guerra-Puig, L.P.T.**

Puig Physical Therapy Center

**Dr. Roger Long, D.C.**

Puig Physical Therapy Center

**Nydia Martinez, OTR-L**

Private Practice

Occupational Therapist

**Joe Vela, R.T.**

Radiation Technologist

McAllen Medical Center

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## NURSING ADVISORY COMMITTEE

**Bob Crone**

Administrator, Briarcliff Nursing Home,  
McAllen

**Linda Daum, RN**

Asst. Adm./Nursing  
McAllen Medical Center

**Linda Fraser**

Director, Career Education  
Mission ISD

**Carl Lueg**

Administrator, Twinbrooke South, McAllen

**Guadalupe Luna, RN**

Melody Home Care, McAllen

**Janie Molina, RN**

Health Occupations Instructor,  
Edcouch High School

**Kathleen Mowery**

Education Director, Mission Hospital

**Thalia Muñoz, RN**

Administrator, Starr County  
Memorial Hospital

**Evie Requenez**

JTPA, McAllen

**Ray Rubio**

Administrator, Retama Manor,  
Rio Grande City



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# Emergency Medical Technology

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Emergency Medical Technicians (EMT) are employed by both public and private Emergency Medical Service agencies and occasionally by hospital emergency rooms. There are three exit points of certification for the candidate. The levels are EMT-Basic, EMT-Intermediate and EMT-Paramedic. EMT-Basic includes an introduction to body systems, patient assessment, and basic treatment of injuries and/or illnesses. EMT-Intermediate continues from the EMT-Basic and includes more advanced procedures including advanced airway management and advanced shock management. EMT-Paramedic builds from the EMT-Intermediate and includes such topics as general pharmacology and cardiovascular systems, which include EKG recognition and medication administration. Classes include lecture, skills, labs, and both ambulance and hospital internships to introduce the candidate to the equipment and skills necessary to perform the job. In addition, candidates are prepared for both the written and practical Texas Department of Health State Certification Exams at each level.

**Associate of Applied Science** - The exit point for the Associate of Applied Science Degree is EMT-Paramedic. In addition to the many duties of a Paramedic, the Associate of Applied Science Degree allows the Paramedic the opportunity to advance into management, which includes areas such as Field Supervisor, Communications Supervisor, Training Officer, and Director of Operations. In addition to the Certificate program, additional lecture, labs, and internship, along with academic courses, are required. A.A.S. Candidates are eligible for the State Skills Examiner and EMS Program Instructor courses and are selected based on overall performance throughout the program. The candidate must complete at least the first Paramedic semester to be considered for the State Skills Examiner and EMS Program Instructor.

PROGRAM CHAIR.....Cesar E. Garcia

## ADVISORY COMMITTEE

**Atanacio Garza**  
CEO, Edinburg EMS  
**Daniel Walden**  
CEO, Frontline EMS  
**Fred Moreno**  
ER Director, Mission Hospital  
**Noemi Sanchez**  
EMS Division, Texas Department of Health  
**Santos De Leon Jr.**  
CEO, EMCARE Ambulance Association, Hidalgo  
**Carlos E. Tello**  
EMS Assistant Chief, City of Hidalgo  
**Primo De La Rosa**  
Supervisor, Edinburg EMS  
**Mack Gilbert**  
Director, Frontline EMS

**Mary Alejandro**  
ER Director, McAllen Medical Center  
**Noel Garcia**  
EMS Director, Starr Co. EMS  
**Jay Garner**  
QA Officer, Harlingen EMS  
**Thalia Muñoz**  
Hospital Administrator, Starr Co. Hospital  
**Horacio Cantu**  
EMS Director, Ameristat Ambulance  
**Arturo Rodriguez**  
EMS Director, City of Brownsville EMS  
**Dennis Hebner**  
EMS Training Officer, Harlingen EMS  
**Roy Rubio**  
Captain, Weslaco Fire Department

## INTERMEDIATE CERTIFICATE

**FIRST SEMESTER-FALL**

			CONT			
			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
EMTB	1601	Emergency Medical Technician	6	0	96	6
EMTB	1202	EMTB Lab	0	6	96	2
EMTB	1103	EMTB Clinical	0	4	64	1
ENGL	1312	Business English or ENGL 1301	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>9</b>	<b>10</b>	<b>304</b>	<b>12</b>

**Emergency Medical Technician - Basic**

304 Hours    12 Credits

**SECOND SEMESTER-SPRING**

EMTI	1311	EMT-Intermediate	3	0	48	3
EMTI	1312	EMTI Lab	1	5	96	3
EMTI	1213	EMTI Clinical	0	8	128	2
MATH	107	Math for Allied Health	3	0	48	3
SPCH	1318	Interpersonal Communication	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>10</b>	<b>13</b>	<b>368</b>	<b>14</b>

**Emergency Medical Technician Intermediate Certificate**

672 Hours    26 Credits



## PARAMEDIC CERTIFICATE

			CONT			
<u>FIRST SEMESTER-FALL</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
EMTB	1601	Emergency Medical Technician	6	0	96	6
EMTB	1202	EMTB Lab	0	6	96	2
SPCH	1103	EMTB Clinical	0	4	64	1
ENGL	1312	Business English or ENGL 1301	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>9</b>	<b>10</b>	<b>304</b>	<b>12</b>

### SECOND SEMESTER-SPRING

EMTI	1311	EMT-Intermediate	3	0	48	3
EMTI	1312	EMTI Lab	1	5	96	3
EMTI	1213	EMTI Clinical	0	8	128	2
MATH	107	Math for Allied Health	3	0	48	3
SPCH	1318	Interpersonal Communication	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>10</b>	<b>13</b>	<b>368</b>	<b>14</b>

### Emergency Medical technician intermediate certificate

672 Hours    26 Credits

### THIRD SEMESTER-FALL

EMTP	2221	Cardiology	1	2	48	2
EMTP	2224	Pharmacology	1	2	48	2
EMTP	2223	EMTP Clinical I	0	10	160	2
EMTP	2222	EMTP Lab I	0	6	96	2
IMGT	1312	Intro to Computer Applications or COSC 1301	<u>2</u>	<u>4</u>	<u>96</u>	<u>3</u>
<b>Totals</b>			<b>4</b>	<b>24</b>	<b>448</b>	<b>11</b>

### FOURTH SEMESTER - SPRING

EMTP	2134	Rescue & Extrication	1	1	32	1
EMTP	2136	EMS Driving	1	1	32	1
EMTP	2631	EMT Paramedic	6	0	96	6
EMTP	2232	EMTP Lab II	0	6	96	2
EMTP	2233	EMTP Clinical II	<u>0</u>	<u>10</u>	<u>160</u>	<u>2</u>
<b>Totals</b>			<b>8</b>	<b>18</b>	<b>416</b>	<b>12</b>

### Emergency Medical Technician Paramedic Certificate

**Total Credit Hours:            49**

**Total Contact Hours:        1536**

EMERGENCY MEDICAL TECHNOLOGY

## EMERGENCY MEDICAL TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

			CONT			
<u>FIRST SEMESTER-FALL</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
EMTB	1601	Emergency Medical Technician	6	0	96	6
EMTB	1202	EMTB Lab	0	6	96	2
SPCH	1103	EMTB Clinical	0	4	64	1
ENGL	1301*	Composition I	3	0	48	3
SPCH	1311*	Introduction to Speech	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>10</b>	<b>352</b>	<b>15</b>
<u>SECOND SEMESTER-SPRING</u>						
EMTI	1311	EMT-Intermediate	3	0	48	3
EMTI	1312	EMT-Lab	1	5	96	3
EMTI	1213	EMT-Clinical	0	8	128	2
BIOL	2401*	Anatomy & Physiology I	3	3	96	4
MATH	107	Math for Allied Health	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>10</b>	<b>16</b>	<b>416</b>	<b>15</b>
<u>THIRD SEMESTER - FALL</u>						
EMTP	2221	Cardiology	1	2	48	2
EMTP	2224	Pharmacology	1	2	48	2
EMTP	2223	EMTP Clinical I	0	10	160	2
EMTP	2222	EMTP Lab I	0	6	96	2
BIOL	2402	Anatomy & Physiology II	3	3	96	4
SOCI	1301*	Introduction to Sociology	3	0	48	3
PSYC	2301*	General Psychology	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>11</b>	<b>23</b>	<b>544</b>	<b>18</b>
<u>FOURTH SEMESTER - SPRING</u>						
EMTP	2136	EMS Driving	1	1	32	1
EMTP	2235	EMS Management	2	0	32	2
EMTP	2631	EMT Paramedic	6	0	96	6
EMTP	2232	EMTP Lab II	0	6	96	2
EMTP	2233	EMTP Clinical II	0	10	160	2
EMTP	2134	Rescue & Extrication	1	1	32	1
COSC	1301	Introduction to Computing	<u>2</u>	<u>2</u>	<u>64</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>20</b>	<b>512</b>	<b>17</b>

**Emergency Medical Technician paramedic Certificate**

**Total Credit Hours: 65**

**Total Contact Hours: 1824**

\* Identifies minimum 15 hours General Education Requirements for A.A.S. Degree.  
(TASP) Required for General Education Courses and for Associates Degree



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# Health Care Unit Coordinator

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***Health Care Unit Coordinator - Certificate*** – The Health Care Unit Coordinator works at the nurse's station in health care facilities and coordinates the non-clinical activities related to patient care. Duties include transcribing doctor's orders, scheduling diagnostic tests and treatments for patients, managing the patient's charts and unit supplies. Works closely with physicians, nurses and other health personnel.

Graduates may become Certified Health Unit Coordinators by successfully passing a national certification exam offered each year. The exam is sponsored by the National Association of Health Unit Coordinators.

PROGRAM CHAIR.....Juan Mejia

## ADVISORY COMMITTEE

**Maggie Barreiro**  
(Chairperson)  
Nursing Department  
McAllen Medical Center

**Dora Nieto**  
(Vice Chairperson)  
Nursing Department  
Edinburg Hospital

**Virginia Rial**  
Nursing Department  
Knapp Medical Center

**Carmen Rodriguez**  
Nursing Department  
Mission Hospital  
**Janie Viers**  
Education Department  
Rio Grande Regional Hospital

HEALTH CARE UNIT COORDINATOR

**HEALTH CARE UNIT COORDINATOR  
CERTIFICATE**

<u>FIRST SEMESTER</u>			CONT			
			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
PTCA	1405	Body Systems	4	0	64	4
MIPR	1300	Intro. to Health Info. Science	2	2	64	3
MIPR	1301	Medical Terminology I	3	0	48	3
HUCL	1300	Introduction to Health Unit Coordinator	2	2	64	3
ENGL	1312	Business Writing	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>14</b>	<b>4</b>	<b>288</b>	<b>16</b>

<u>SECOND SEMESTER</u>						
HUCL	1321	Health Unit Coordinator Procedure	2	2	64	3
HUCL	1225	Health Unit Coordinator Procedures-Lab	1	3	64	2
HUCL	1230	Health Unit Coordinator Clinical	1	10	176	2
MATH	107	Math for Allied Health	3	0	48	3
IMGT	1312	Introduction to Computer Applications	<u>2</u>	<u>4</u>	<u>96</u>	<u>3</u>
<b>Totals</b>			<b>9</b>	<b>19</b>	<b>448</b>	<b>13</b>

**Total Credit Hours: 29**  
**Total Contact Hours: 736**

**\*\* Pending approval by the Texas Higher Education Coordinating Board**



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# Health Information Technology

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***Health Information Technology - Associate of Applied Science*** – The Health Information Technician is the professional 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. The Health Information Technician may be responsible for functional supervision of the various components of the health information system.

The Health Information Technology Program is designed to meet the increasing demand for professionally trained Health Information Technicians in health-care agencies such as health maintenance organizations, clinics, hospitals, long-term care facilities, state health departments, and other organizations concerned with health information, such as large insurance agencies and medical research centers.

The Associate of Applied Science in Health Information Technology program includes general study courses and professional theory courses. Practical skills are developed as part of the program in the clinical-practice courses at health-care facilities in South Texas. The health information technologist pursues a lifelong program of continuing education.

PROGRAM CHAIR.....Juan Mejia

## ADVISORY COMMITTEE

**Toni Vavra, ART**

Knapp Medical Center  
Director, Health Information Department

**Irma Rodriguez, RRA**

McAllen Medical Center  
Coder, Health Information Department

**Marylou Cavazoz**

Doctor's Office, Supervisor  
Business and Health Information Department

**Sylvia Franco, ART**

McAllen Medical Center  
Director, Health Information Department

**Gloria Gutierrez**

South Texas Cancer Center, Business Supervisor  
Business and Health Information Department

**Minerva Lamar Martinez, RRA**

Starr County Hospital  
Director, Health Information Department

**Sally Rivera, ART**

Rio Grande Regional Hospital  
Director, Health Information Department

**Delia Saeta, ART**

Mission Hospital  
Director, Health Information Department

**Margie Salinas, ART**

Edinburg Hospital  
Coder, Health Information Department

**Lisa Zahl, RRA**

Edinburg Hospital  
Director, Health Information Department

HEALTH INFORMATION TECHNOLOGY

**HEALTH INFORMATION TECHNOLOGY\*\***  
**ASSOCIATE OF APPLIED SCIENCE**

			CONT			
<u>FIRST-YEAR - SUMMER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
BIOL	1408*	General Biology	3	3	96	4
COSC	1301*	Introduction to Computers	2	2	<u>64</u>	3
<b>Totals</b>			<b>5</b>	<b>5</b>	<b>160</b>	<b>7</b>
<u>FIRST SEMESTER</u>						
ENGL	1301*	Composition I	3	0	48	3
BIOL	2401*	Anatomy & Physiology I	3	3	96	4
MIPR	1300	Intro. to Health Info. Science	2	2	64	3
MIPR	1301	Medical Terminology I	3	0	48	3
IMGT	1302	Operating Systems	2	2	<u>64</u>	3
<b>Totals</b>			<b>13</b>	<b>7</b>	<b>320</b>	<b>16</b>
<u>SECOND SEMESTER</u>						
BIOL	2402	Anatomy & Physiology II	3	3	96	4
MIPR	1303	General Pathology	3	0	48	3
HITP	1202	Legal Aspects of Medical Records	2	0	32	2
MIPR	1311	International Classification of Diseases I	2	2	64	3
PSYC	2301*	General Psychology	3	0	<u>48</u>	3
<b>Totals</b>			<b>13</b>	<b>5</b>	<b>288</b>	<b>15</b>
<u>THIRD SEMESTER</u>						
HITP	2101	Directed Practice I	0	10	160	1
MIPR	2305	Basic Pharmacology	3	0	48	3
MIPR	2311	International Classification of Diseases I	2	2	64	3
HITP	1302	Health Info. Science II	3	1	64	3
SPCH	1321*	Business & Professional Speaking	3	0	48	3
MATH	1314*	College Algebra	3	0	<u>48</u>	3
<b>Totals</b>			<b>14</b>	<b>13</b>	<b>432</b>	<b>16</b>
<u>FOURTH SEMESTER</u>						
HITP	2206	Directed Practice II	1	16	272	3
MIPR	2322	Current Procedural Terminology Coding - CPT4	2	2	64	3
HITP	2323	Personnel Management in Health Care	3	0	48	3
HITP	2224	Health Care Statistics	2	0	32	2
HITP	2325	Quality Improvement in Health Information	3	0	48	3
HITP	2326	Management Principles in Health Information	3	0	<u>48</u>	3
<b>Totals</b>			<b>14</b>	<b>18</b>	<b>512</b>	<b>17</b>
<b>Total Credit Hours:</b>		<b>71</b>				
<b>Total Contact Hours:</b>		<b>1712</b>				

\* General Education Core of 15 Semester Hours

\*\* Pending Approval by the Texas Higher Education Coordinating Board



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# Licensed Vocational Nursing (LVN)

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***Licensed Vocational Nursing (LVN) Certificate*** – After completing the Vocational Nursing Program, students will receive a Certificate of Proficiency and qualify to take the State Board Examination. The License in Vocational Nursing is issued by the Vocational Nurse Examiners.

Students who want to enter the Vocational Nursing Program should contact the Program Director.

Applicants must satisfy all pre-entrance requirements to be eligible for the program. Details about pre-entrance requirements are available at the Office of Counseling and Advising.

Because courses within the program are not offered twice during the same academic year, students must pass every course they take in the program with at least a "C", which in the Vocational Nursing Program is a score of 75.

*NOTE:* Admission criteria and selection process are being revised for the 1997-1998 year. Please contact the Counseling Office or Allied Health Division Office for program prerequisites.

Beginning Fall 1997, the TASP is required and the following courses must be completed with a grade of "C" or better before admission to program: Introduction to Medical Terminology (LVNU 1201) and Anatomy and Physiology for Vocational Nurses (LVNU 1402). Admission will be based on a point system; application deadline will be the third Monday in March.

## LICENSED VOCATIONAL NURSING\*\* CERTIFICATE

### FIRST YEAR

			CONT			
<u>FALL SEMESTER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
LVNU	1402	Anatomy and Physiology	4	0	64	4
LVNU	1203	Science for LVN	2	0	32	2
LVNU	1204	Geriatrics	2	0	32	2
LVNU	1410	Nursing Skills Theory	4	0	64	4
LVNU	1211	Nursing Skills Theory Lab	0	6	96	2
LVNU	1310	Fundamentals of Nursing	3	0	48	3
LVNU	1221	Clinical I	<u>0</u>	<u>12</u>	<u>192</u>	<u>3</u>
<b>Totals</b>			<b>15</b>	<b>18</b>	<b>528</b>	<b>19</b>

### SPRING SEMESTER

LVNU	1305	Pharmacology	3	0	48	3
LVNU	1330	Maternal and Newborn	3	0	48	3
LVNU	1131	Clinical II	0	6	96	1
LVNU	1340	Pediatrics	3	0	48	3
LVNU	1141	Clinical III	0	6	96	1
LVNU	1550	Medical/Surgical	5	0	80	5
LVNU	1251	Clinical IV	<u>0</u>	<u>9</u>	<u>144</u>	<u>2</u>
<b>Totals</b>			<b>14</b>	<b>21</b>	<b>560</b>	<b>18</b>

### SUMMER SESSION

LVNU	1360	Advanced Medical/Surgical Nursing	6	0	96	6
LVNU	1261	Clinical Experience	<u>0</u>	<u>20</u>	<u>320</u>	<u>4</u>
<b>Totals</b>			<b>6</b>	<b>20</b>	<b>416</b>	<b>10</b>

**Total Theory Hours: 560**  
**Total Clinical Hours: 944**  
**Total Curriculum Hours: 1504**

### CREDIT HOUR SUMMARY

**Vocational Nursing: 47 Credit Hours**  
**Total: 47 Credit Hours**

\*\* Pending approval by the Texas Higher Education Coordinating Board and the Board of Vocational Nurse Examiners.



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# Medical Information Program

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***Medical Information Management Specialist*** – The Medical Information Management 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 will facilitate the administrative and clerical functions of the medical department/medical office.

The medical information management specialist pursues a lifelong program of continuing education.

Program Prerequisite: Students must type at least 35 wpm as determined by department evaluation. An interview with the Program Chairperson is also required.

***Medical Information Transcriptionist*** – A nationwide shortage currently exists for well-trained medical transcriptionists. These specialists 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 transcriptionists may work in either general or specialized fields of medicine. Medical clinics, hospitals, doctor's offices, private transcriptionists' agencies, and home offices offer various employment settings for medical transcriptionists. The variety of each day's work presents unique challenges and opportunities for continuing medical knowledge.

The professional transcriptionist enjoys learning about the medical field; possesses mastery skills in medical vocabulary, spelling, grammar, punctuation, and keyboarding; works independently; and strives for quality and excellence. With a variety of career experiences, a transcriptionist may pursue a Certified Medical Transcriptionist rating by passing the national certification examination administered by the American Association for Medical Transcriptionists. The medical transcriptionist pursues a lifelong program of continuing education.

Program Prerequisite: Students must type at least 35 wpm as determined by department evaluation. An interview with the Program Chairperson is also required.

PROGRAM CHAIR.....Juan Mejia

## ADVISORY COMMITTEE

**Dr. J. William Santana**  
Administrator, Family Practice Clinic  
**Sylvia Franco, ART**  
Director of Medical Information Dept.  
McAllen Medical Center  
**Mary Lou Cavazos**  
Office Manager, Jose E. Igoa, MD, PA  
**Maribel Hernandez**  
Transcriptionist/Manager  
South Texas Cancer Center

**Julissa Gonzalez**  
Office Manager, Child Guidance Center  
**Irma Rodriguez, RRA**  
Coding Supervisor  
McAllen Medical Center  
**Santa Rodriguez, ART**  
Director of Medical Information Dept.  
Edinburg Hospital  
**Minerva Lamar Martinez, RRA**  
Director of Medical information Dept.  
Starr County Memorial Hospital

MEDICAL INFORMATION PROGRAM

**MEDICAL INFORMATION  
MANAGEMENT SPECIALIST  
CERTIFICATE**

			CONT			
<u>FIRST SEMESTER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
MIPR	1301	Medical Terminology I	3	0	48	3
MIPR	1300	Introduction to Health Information Science	2	2	64	3
BIOL	2401	Anatomy & Physiology I	3	3	96	4
MIPR	1210	Medical Office Procedures I	1	3	64	2
ENGL	1312	Business Writing	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>8</b>	<b>320</b>	<b>15</b>
<u>SECOND SEMESTER</u>						
MIPR	2210	Medical Office Procedures II	1	3	64	2
MIPR	1303	General Pathology	3	0	48	3
MIPR	1311	International Classification of Diseases I	2	2	64	3
MIPR	2322	Current Procedural Terminology Coding - CPT4	2	2	64	3
MATH	107	Math for Allied Health	3	0	48	3
IMGT	1312	Introduction to Computer Applications	<u>2</u>	<u>4</u>	<u>96</u>	<u>3</u>
<b>Totals</b>			<b>13</b>	<b>11</b>	<b>384</b>	<b>17</b>
<u>THIRD SEMESTER</u>						
MIPR	1305	Medical Transcription I	1	4	80	3
MIPR	2311	International Classification of Diseases II	2	2	64	3
BUSI	1390	Human Relations	3	0	48	3
MIPR	2201	Clinical Experience	<u>1</u>	<u>10</u>	<u>176</u>	<u>2</u>
<b>Totals</b>			<b>7</b>	<b>16</b>	<b>368</b>	<b>11</b>
<b>Total Credit Hours:</b>		<b>43</b>				
<b>Total Contact Hours:</b>		<b>1072</b>				



## MEDICAL INFORMATION TRANSCRIPTIONIST CERTIFICATE

<u>FIRST SEMESTER</u>			CONT			
			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
MIPR	1301	Medical Terminology I	3	0	48	3
MIPR	1300	Introduction to Health Information Science	2	2	64	3
BIOL	2401	Anatomy & Physiology I	3	3	96	4
MIPR	1305	Medical Transcription I	1	4	80	3
ENGL	1312	Business Writing	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>9</b>	<b>336</b>	<b>16</b>

<u>SECOND SEMESTER</u>						
MIPR	2302	Medical Transcription II	1	4	80	3
MIPR	1303	General Pathology	3	0	48	3
MIPR	2305	Basic Pharmacology	3	0	48	3
MIPR	1302	Medical Terminology II	3	0	48	3
MATH	107	Math for Allied Health	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>13</b>	<b>4</b>	<b>272</b>	<b>15</b>

<u>THIRD SEMESTER</u>						
MIPR	2303	Medical Transcription III	1	4	80	3
BUSI	1390	Human Relations	3	0	48	3
MIPR	1210	Medical Office Procedures I	1	3	64	2
MIPR	2201	Clinical Experience	<u>1</u>	<u>10</u>	<u>176</u>	<u>2</u>
<b>Totals</b>			<b>6</b>	<b>17</b>	<b>368</b>	<b>10</b>

**Total Credit Hours:           41**  
**Total Contact Hours:       976**

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## OCCUPATIONAL THERAPY ASSISTANT PROGRAM (OTAP)

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*Pending Implementation following Approval of the Texas Higher Education Coordinating Board and the American Occupational Therapy Certification Board.*

### **Associate of Applied Science**

This two-year program prepares individuals for careers as Occupational Therapy Assistants. The licensed Occupational Therapy Assistant works under the supervision of a registered occupational therapist to provide services to individuals of all ages who are physically, psychologically, or developmentally disabled. Completion of the program leads to an Associate of Applied Science degree and graduates will be eligible to apply for the national certification examination administered by the American Occupational Therapy Certification Board and obtain licensure from the Texas State Board of Occupational Therapy Examiners.

A student seeking entry into the Occupational Therapy Assistant Program must file a specific program application form and complete additional admission procedures as required. Information on program approval, implementation of occupational therapy assistant courses and program admission will be available from the Division of Allied Health beginning Fall semester.

### **Program Admission requirements include:**

1. Admission to College.
2. Satisfactory scores on ACT, SAT, or TASP tests for entrance into college-level courses.
3. GPA of 2.0 in college courses completed.
4. Completion of specific program application form and additional admission procedures as required.

**NOTE:** Selection criteria for OTAP class will be based on a point system (number of support courses completed) and GPA or OTAP support courses completed. When the OTAP program is approved and Occupational Therapy Assistant classes are offered in the 1996-1997 academic year, priority admission will be given to students with the highest GPA and greatest number of support courses completed with a grade of "C" or better.



**OCCUPATIONAL THERAPY ASSISTANT PROGRAM\***  
**(OTAP)**  
**ASSOCIATE OF APPLIED SCIENCE**

Students interested in this program can begin taking established curriculum courses in anatomy and physiology, mathematics, basic composition, communication, social or behavioral science, and medical terminology. Current courses offered by STCC to be included in the OTAP curriculum include:

**SUGGESTED GENERAL EDUCATION REQUIREMENTS:**

			<b>CONT</b>			
			<b>LEC</b>	<b>LAB</b>	<b>HR</b>	<b>CR</b>
BIOL	2401	Anatomy and Physiology I	3	3	96	4
BIOL	2402	Anatomy and Physiology II	3	3	96	4
ENGL	1301	Composition I	3	0	48	3
MATH	1314	College Algebra	3	0	48	3
SPCH	1318	Interpersonal Communication	3	0	48	3
or SPCH	1311	Intro to Speech Communication	3	0	48	3
PSYC	2301	General Psychology	3	0	48	3
or SOCI	1301	Introduction to Sociology	3	0	48	3
IMGT	1312	Introduction to Computer Applications	2	4	96	3
MIPR	1301	Medical Terminology I	3	0	48	3
MIPR	1302	Medical Terminology II	3	0	48	3

**Total Credit Hours:           29**  
**Total Contact Hours:       576**

**\* Proposed program for Fall 1997**

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# Patient Care Assistant

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The need for qualified patient care assistants in long-term care is growing at a tremendous rate. The philosophy of care for residents in these facilities has changed from one of custodial care to restorative care in which the resident is assisted in reaching an optimal potential for physical, mental, and emotional well-being. This care can only be provided by knowledgeable, educated staff. In this program, students are qualified to take the State competency exam. They are also prepared to work in the many fields available to them: home health, hospitals, nursing homes, hospices, doctors' offices, clinics, etc.

PROGRAM CHAIR.....Sharon Rice



## PATIENT CARE ASSISTANT CERTIFICATE

			CONT			
			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
PTCA	1504	Introduction to Long Term Care	3	6	144	5
PTCA	1405	Body Systems	4	0	64	4
PTCA	1406	Patient Care	4	1	80	4
PTCA	1407	Clinical Experience	2	<u>10</u>	<u>192</u>	<u>4</u>
<b>Totals</b>			<b>13</b>	<b>17</b>	<b>480</b>	<b>17</b>

**Total Credit Hours:           17**

**Total Contact Hours:       480**

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## PHYSICAL THERAPY ASSISTANT PROGRAM (PTAP)

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*Pending Implementation following Approval of the Texas Higher Education Coordinating Board and the Commission of Accreditation in Physical Therapy Education (CAPTE)*

### **Associate of Applied Science**

This two-year program prepares individuals for careers as Physical Therapy Assistants. The licensed Physical Therapy Assistant works under the supervision of a licensed physical therapist to perform treatments and procedures, which include therapeutic use of heat, cold, ultrasound, massage and exercise. They also assist the physical therapist to aid people with mobility disabilities to regain functional activity through the use of supportive devices and motor relearning programs. Completion of the program leads to an Associate of Applied Science Degree and graduates will be eligible to apply for the licensure examination administered by the Texas State Board of Physical Therapy Examiners.

A student seeking entry into the Physical Therapy Assistant program must file a specific program application form and complete additional admission procedures as required. Information on program approval, implementation of Physical Therapy Assistant courses and program admission will be available from the Division of Allied Health beginning Fall semester.

### **Program Admission requirements include:**

1. Admission to College.
2. Satisfactory scores on ACT, SAT, or TASP tests for entrance into college-level courses.
3. GPA of 2.0 in college courses completed.
4. Completion of specific program application form and additional admission procedures as required.

**NOTE:** Selection criteria for PTAP class will be based on a point system (number of support courses completed) and GPA or PTAP support courses completed. When the PTAP program is approved and Physical Therapy Assistant classes are offered in the 1996-1997 academic year, priority admission will be given to students with the highest GPA and greatest number of support courses completed with a grade of "C" or better.



## PHYSICAL THERAPY ASSISTANT PROGRAM\* (PTAP)

### ASSOCIATE OF APPLIED SCIENCE

Students interested in this program can begin taking established curriculum courses in anatomy and physiology, mathematics, basic composition, communication, social or behavioral science, and medical terminology. Current courses offered by STCC to be included in the PTAP curriculum include:

#### SUGGESTED GENERAL EDUCATION REQUIREMENTS:

			CONT			
			LEC	LAB	HR	CR
BIOL	2401	Anatomy and Physiology I	3	3	96	4
BIOL	2402	Anatomy and Phisiology II	3	3	96	4
ENGL	1301	Composition I	3	0	48	3
MATH	1314	College Algebra	3	0	48	3
SPCH	1318	Interpersonal Communication	3	0	48	3
or SPCH	1311	Intro to Speech Communication	3	0	48	3
PSYC	2301	General Psychology	3	0	48	3
or SOCI	1301	Introduction to Sociology	3	0	48	3
IMGT	1312	Introduction to Computer Applications	2	4	96	3
MIPR	1301	Medical Terminology I	3	0	48	3
MIPR	1302	Medical Terminology II	3	0	48	3

**Total Credit Hours: 29**

**Total Contact Hours: 576**

*\* Proposed Program for Fall 1997*

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## RADIOLOGIC TECHNOLOGY (RADT)

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*Pending Implementation following Approval of the Texas Higher Education Coordinating Board and the Joint Review Committee on Education in Radiologic Technology.*

### **Associate of Applied Science**

The Radiologic Technology program prepares students to work in radiology departments of hospitals, offices of private physicians, clinics, or other health facilities that utilize radiographic procedures. Completion of the program leads to an Associate of Applied Science Degree and graduates will be eligible to apply for the national registry examination of the American Registry of Radiology Technologists (upon program accreditation of the JRCERT). Upon successful completion of this program and registry examination, students may practice as registered radiologic technologists.

A student seeking entry into the Radiologic Technology program must file a specific program application form and complete additional admission procedures as required. Information on program approval, implementation of radiologic technology courses and program admission will be available from the Division of Allied Health beginning Fall semester.

### **Program Admission requirements include:**

1. Admission to college.
2. Satisfactory scores on ACT, SAT, or TASP tests for entrance into college-level courses.
3. Being within three months of 18 years of age or older (Bureau of Radiologic Health and Safety requirement).
4. GPA of 2.0 in college courses completed.
5. Completion of specific program application form and additional admission procedures as required.

**NOTE:** Selection criteria for RADT class will be based on a point system (number of support courses completed) and GPA or RADT support courses completed. When the RADT program is approved and radiologic technology classes are offered in the 1996-1997 academic year, priority admission will be given to students with the highest GPA and greatest number of support courses completed with a grade of "C" or better.



**RADIOLOGIC TECHNOLOGY (RADT)**

**RADIOLOGIC TECHNOLOGY (RADT)  
ASSOCIATE OF APPLIED SCIENCE**

Students interested in this program can begin taking established curriculum courses in anatomy and physiology, mathematics, basic composition, communication, social or behavioral science, and medical terminology. Current courses offered by STCC to be included in the RADT curriculum include:

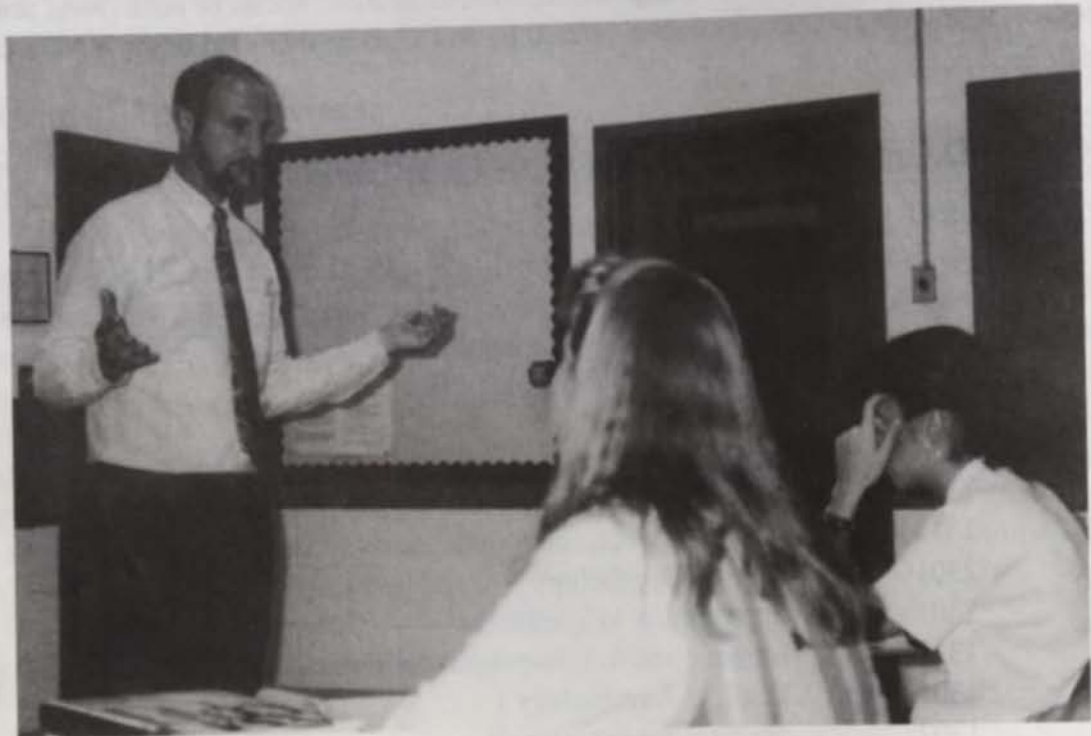
**SUGGESTED GENERAL EDUCATION REQUIREMENTS:**

			<b>CONT</b>			
			<b>LEC</b>	<b>LAB</b>	<b>HR</b>	<b>CR</b>
BIOL	2401	Anatomy and Physiology I	3	3	96	4
BIOL	2402	Anatomy and Physiology II	3	3	96	4
ENGL	1301	Composition I	3	0	48	3
MATH	1314	College Algebra	3	0	48	3
SPCH	1318	Interpersonal Communication	3	0	48	3
or SPCH	1311	Intro to Speech Communication	3	0	48	3
PSYC	2301	General Psychology	3	0	48	3
or SOCI	1301	Introduction to Sociology	3	0	48	3
IMGT	1312	Introduction to Computer Applications	2	4	96	3
MIPR	1301	Medical Terminology I	3	0	48	3
MIPR	1302	Medical Terminology II	3	0	48	3

**Total Credit Hours: 29**

**Total Contact Hours: 576**

# DIVISION OF SOCIAL & BEHAVIORAL SCIENCES



*"A social science emphasis attempts to prepare students who are interested in careers such as psychology, government or social work; however, it's not unusual for students to end up in law, medicine, business or education."*

Tom Cameron  
Division Director,  
Social & Behavioral Sciences



**\*CHILD CARE AND DEVELOPMENT**  
**ASSOCIATE OF APPLIED SCIENCE**

			CONT			
<u>FIRST SEMESTER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
CCDA	1301	Intro. to Growth and Devel.	3	0	48	3
CCDA	1321	Issues & Trends in Child Devel.	3	0	48	3
CCDA	1322	Field Study I ***	2	8	160	3
**ENGL	1301	Composition I	3	0	48	3
**PSYC	2301	General Psychology	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>14</b>	<b>8</b>	<b>352</b>	<b>15</b>
<u>SECOND SEMESTER</u>						
CCDA	1331	Infant & Toddler Growth Devel.	3	0	48	3
CCDA	1332	Developmentally Appropriate Practices	3	0	48	3
CCDA	1334	Field Study II ***	2	8	160	3
**SPCH	1318	Interpersonal Communication	3	0	48	3
**COSC	1301	Introduction to Computing	<u>2</u>	<u>2</u>	<u>64</u>	<u>3</u>
<b>Totals</b>			<b>13</b>	<b>10</b>	<b>368</b>	<b>15</b>
<u>THIRD SEMESTER</u>						
CCDA	2322	Interdisciplinary Approach	3	0	48	3
CCDA	2305	Growth and Devel. of the Preschool Child	3	0	48	3
CCDA	2306	Nutrition, Health & Safety in Child Care Environment	3	0	48	3
CCDA	2323	Field Study III ***	2	8	160	3
**		Math/Natural Science Elective	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>14</b>	<b>8</b>	<b>352</b>	<b>15</b>
<u>FOURTH SEMESTER</u>						
CCDA	2335	Family, Community, & Staff Relations.	3	0	48	3
CCDA	2336	Influences of Culture & Environment	3	0	48	3
CCDA	2346	Designing a Developmentally Appropriate Environment	3	0	48	3
CCDA	2348	Organization and Management	3	0	48	3
CCDA	2347	Field Study IV ***	<u>2</u>	<u>8</u>	<u>160</u>	<u>3</u>
<b>Totals</b>			<b>14</b>	<b>8</b>	<b>352</b>	<b>15</b>

**Total Credit Hours: 60**  
**Total Contact Hours: 1424**

- \* Pending approval by the Texas Higher Education Coordinating Board
- \*\* Identifies min. 15 hours General Education Requirement
- \*\*\* By arrangement. All Field Study will be conducted at a pre-approved site.

# Food Service Administration/ Restaurant Management

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The Restaurant Management curriculum leads to careers, not only in restaurants, but also in commercial, industrial, and institutional establishments.

Graduates of the Restaurant Management curriculum initially perform middle management positions, such as assistants to managers, supervisors of food production and service, stewards, banquet managers, purchasing agents, chefs or bakers. With additional education and/or experience, upward mobility is unlimited.

Course work includes culinary arts, business management, an approved work experience, and a basic liberal arts core, the foundation of all STCC programs. Because of the liberal arts foundation, Restaurant Management curriculum graduates are able to transfer to four year colleges. Graduates also transfer to baccalaureate programs in other parts of the country.

## ADVISORY COMMITTEE

**Cynthia Hyche, Chair**

Owner, Yougurt Etc. Cafe, McAllen

**Dr. Alex Edionwe**

Program Director, Associate Professor, UTPA

**Dr. Bahram Faraji**

Assistant Professor, UTPA

**Madelyn Parks**

Director of Food Services, McAllen ISD

**Gabriel Lara**

Chef, Yougurt Etc., McAllen

**Joe Marines**

General Manager, Bonanza Family Restaurant, McAllen



**\*FOOD SERVICE ADMINISTRATION/  
RESTAURANT MANAGEMENT  
ASSOCIATE OF APPLIED SCIENCE**

**FIRST SEMESTER**

			CONT			
			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
ENGL	1312	Business Writing	3	0	48	3
+SPCH	1318	Interpersonal Communications	3	0	48	3
MATH	106	Technical Business Mathematics**	3	0	48	3
BUSI	1301	Intorduction to Business	3	0	48	3
BUSI	1390	Human Relations	3	0	48	3
HUMA		Humanities (elective)	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
		<b>Totals</b>	<b>18</b>	<b>0</b>	<b>288</b>	<b>18</b>

**SECOND SEMESTER**

COSC+	1301	Introduction to Computing	2	2	64	3
ENGL+	1301	Composition I	3	0	48	3
AGRI	1329	Principals of Food Science	3	0	48	3
HECO	1315	Food Preparation & Meal Management	3	0	48	3
CHEM+	1411	General Chemistry ***	3	3	96	4
FSAR	1302	Food Service Operations Management	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
		<b>Totals</b>	<b>17</b>	<b>5</b>	<b>352</b>	<b>19</b>

**THIRD SEMESTER**

FSAR	2341	Biological Micro Techniques For Food Administration	3	0	48	3
FSAR	2141	Biological Micro Techniques For Food Administration Lab	0	3	48	1
SOCI+		Social Science (elective)	3	0	48	3
FSAR	2301	Purchasing and Cost Control	3	0	48	3
FSAR	2302	Intro. to the Hospitality Industry	3	0	48	3
FSAR	2303	Nutrition	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
		<b>Totals</b>	<b>15</b>	<b>3</b>	<b>288</b>	<b>16</b>

**FOURTH SEMESTER**

ACCT	1301	Introduction to Accounting	3	0	48	3
BUSI	2320	Small Business Management	3	0	48	3
FSAR	1301	Food Service Systems Management	3	0	48	3
FSAR	2304	Sanitation and Safety	3	0	48	3
BUSI	2315	Business CO-OP	<u>1</u>	<u>10</u>	<u>176</u>	<u>2</u>
		<b>Totals</b>	<b>13</b>	<b>10</b>	<b>368</b>	<b>14</b>

**Total Credit Hours: 67**  
**Total Contact Hours: 1296**

\* Pending approval by the Texas Higher Education Coordinating Board  
+ Identifies min. 15 hours for General Education requirements  
\*\*Prerequisite Math 80 or equivalent \*\*\*Prerequisite Math 90  
Conversational Spanish recommended. Course requires 160 ext. hours

# Health and Human Services

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The Human Services curriculum is designed for students employed in a human services agency and students interested in an entry-level position in a human services agency. The program offers an Associate of Applied Science providing a strong academic base for possible transfer to a bachelor's program.

## ADVISORY COMMITTEE

**Javier Gonzalez**

Texas Department of Human Services, Edinburg

**Tom Shefcik**

UTPA Rehabilitative Services, College of Health Sciences & Human Services, Edinburg

**Rosie Cavazos**

Texas Employment Commission, McAllen

**Sonia Hernandez**

Rio Grande State Center, MHMR, Harlingen

**Blas Ortiz, Jr.**

Rio Grande State Center, Harlingen

**Steve Ellis**

Director for Student Support Services, McAllen Drug Prevention Program

**Fernando Galan**

UTPA, Department of Social Work, Edinburg

**Stephen Yereb**

Easter Seal Society of the Rio Grande Valley, McAllen

**Francisco J. Martinez**

Texas Rehabilitation Commission, McAllen

**Noemi Cavazos**

Tropical Texas Center, MHMR, Edinburg

**J. D. Margo**

Laredo State Center, MHMR, Rio Grande City

**Mario Garza**

Mission Health Network



## HEALTH AND HUMAN SERVICES ASSOCIATE OF APPLIED SCIENCE

<u>FIRST SEMESTER</u>			CONT			
			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
ENGL	1301*	Composition I	3	0	48	3
	*	Math (elective)	3	0	48	3
COSC	1301*	Introduction to Computing	2	2	64	3
BIOL	1408	General Biology or BIOL 1409	3	3	96	4
HHSA	1301	Intro. to Health & Human Sciences	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>14</b>	<b>5</b>	<b>304</b>	<b>16</b>

### SECOND SEMESTER

ENGL	1302	Rhetoric or IMGT 1321	3	0	48	3
SOCI	1301	Introduction to Sociology	3	0	48	3
SOCW	2361	Introduction to Social Work	3	0	48	3
PSYC	2301*	General Psychology	3	0	48	3
SPCH	1311*	Intro. to Speech Communication	3	0	48	3
HHSA	1305	Organized Community Services	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>18</b>	<b>0</b>	<b>288</b>	<b>18</b>

### THIRD SEMESTER

BIOL	2401	Anatomy & Physiology I	3	3	96	4
SOCW	2362	Social Welfare	3	0	48	3
HHSA	2301	Client Relating	3	0	48	3
HHSA	2302	Policies and Procedures	3	0	48	3
HHSA	2303	Case Documentation	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>15</b>	<b>3</b>	<b>288</b>	<b>16</b>

### FOURTH SEMESTER

BIOL	2402	Anatomy & Physiology II	3	3	96	4
HHSA	2304	Organizational Workplace	3	0	48	3
HHSA	2305	Field Experience	1	10	176	3
PSYC	2314	Lifespan Growth and Development	3	0	48	3
SPCH	1318	Interpersonal Communication	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>13</b>	<b>13</b>	<b>416</b>	<b>16</b>

**Total Credit Hours: 66**

**Total Contact Hours: 1296**

**NOTE: \*Identifies min. 15 hours General Education Requirement for A.A.S. Degree**

## INTERDISCIPLINARY STUDIES ASSOCIATE OF ART

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### ENGLISH – 9 Hours

ENGL 1301.....Composition  
ENGL 1302.....Rhetoric

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### Literature (Choose 1)

ENGL 2300.....Intro to Literature  
ENGL 2326.....American Literature  
ENGL 2322.....English Literature  
ENGL 2331.....World Literature

### HISTORY – 6 Hours

HIST 1301.....United States History I  
HIST 1302.....United States History II

### LAB SCIENCE – 8 Hours in same discipline

BIOL 1408.....General Biology I  
BIOL 1409.....General Biology II  
BIOL 2401.....Anatomy & Physiology I  
BIOL 2402.....Anatomy & Physiology II  
CHEM 1411.....General Chemistry I  
CHEM 1412.....General Chemistry II  
PHYS 1415.....Physical Science I  
PHYS 1417.....Physical Science II  
PHYS 1401.....College Physics I  
PHYS 1402.....College Physics II  
GEOL 1403.....General Geology I  
GEOL 1404.....General Geology II

General Education Core	<b>48 Credit Hours</b>
Area of Free Electives	<b>15 Credit Hour Min.</b>
Total Credit Hours	<b>63 Credit Hour Min.</b>

**SEE CATALOG FOR SPECIFIC COURSE  
PREREQUISITES**

### HUMANITIES – 6 Hours

(Choose 1 course from each subdivided area)  
SPCH 1311..Intro to Speech Communication  
SPCH 1321...Business & Professional Speaking

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ARTS 1301.....Art Appreciation  
MUSI 1306.....Music Appreciation  
DRAM 1310.....Intro to Theater  
PHIL 1310.....Intro to Philosophy  
PHIL 1320.....Intro to Logic

### MATHEMATICS – 3 Hours

MATH 1314...College Algebra or higher math

### COMPUTER LITERACY – 3 Hours

COSC 1301.....Intro to Computing

### GOVERNMENT – 6 Hours

GOVT 2301.....American Government I  
GOVT 2302.....American Government II

### SOCIAL SCIENCES – 3 Hours (Choose 1 course)

PSYC 2301.....General Psychology  
SOCI 1301.....Intro to Sociology

### \*FREE ELECTIVES – 15 Hours

\*Courses elected must be in the academic area (not technical) and included in the Texas Community College General Academic Course Guide Manual to facilitate transferability.

### PHYSICAL EDUCATION – 4 Hours

(Choose 4 hours of activity courses (PE) or 2 ROTC Classes)



# Physical Education

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Candidates for the A.A. and A.S. degrees must pass four semesters of physical education. The student with a physical disability who wishes to have the physical education requirement waived must arrange for an interview with the coordinator of Student Health Services. Many students with a disability participate in physical education. The Physical Education Department Coordinator can arrange for an adapted program.

The philosophy of the Physical Education program is to encourage student participation in a variety of activities, especially those involving new skills. Activities are designed for beginners, unless otherwise described. A student skilled in an activity is advised to select a Physical Education course in which he or she is not skilled.

The Physical Education 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. Some courses are offered as a combination of sport and non-sport. To meet the Core Curriculum requirement for graduation, a student must take four credits in a sport or recreation course or two courses in ROTC.

Lab fees of \$50 for each P.E. course taken will be assessed.

## P.E. COURSES AVAILABLE ARE:

- \*AEROBICS
- \*ARCHERY
- \*BOWLING
- \*GOLF
- \*JUDO
- \*KARATE
- \*DANCING
- \*SWIMMING
- \*TENNIS
- \*VOLLEYBALL
- \*WEIGHT TRAINING

NOTE: Additional P.E. courses will be added in the future.

\*College transferable courses.

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# Public Safety

WITH SPECIALIZATION IN FIRE SCIENCE AND LAW ENFORCEMENT

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The need for college-level training in the field of public safety has grown dramatically. Agencies engaged in law enforcement, fire science, the judicial process, corrections, probation and parole have recognized the value of college training for their employees. Individuals completing these programs are prepared to enter many public safety agencies at the federal, state, and local levels, as well as the private sectors of insurance and security technology.

In addition to courses in the areas of specialization, the two options – Fire Science and Law Enforcement – include course work in the social and behavioral sciences which provides the student with an opportunity to transfer to a four-year baccalaureate degree program upon graduation. Transfer agreement exists between STCC and neighboring four-year colleges.

Full-time students can complete the requirements for the Associate in Applied Science degree in two years. Public Safety Officers attending on a part-time basis may select an appropriate credit load each semester until degree requirements are completed.

The Law Enforcement course requirements for the Associate of Applied Science degree in Public Safety are the "seven core courses" required by the Texas Commission of Law Enforcement Officer Standards and Education. Students desiring to qualify to take the state exam to become licensed as a peace officer in Texas must also successfully complete TCLEOSE courses **Law Enforcement I** and **Law Enforcement II**.

All students will be guided by faculty and counselors in appropriate course selection and sequences.

## ADVISORY COMMITTEE

**Richard Drewry, Co-Chair**

Fire Marshal, Edinburg Fire Department

**Mario Davila, Co-Chair**

Deputy Chief, McAllen Fire Department

**Ricardo Saldaña**

Fire Chief, Palmview Fire Department

**Herb Willich**

Fire Chief, Elsa Fire Department

**Jaime Guzman**

Fire Chief, Pharr Fire Department

**Armando O'Caña**

Educator, La Joya ISD

**Javier Garcia**

Fire Chief, Rio Grande City Fire Department

**Howard Miller**

Police Chief, University of Texas-Pan American

**Enrique Escalon**

Sheriff, Hidalgo County Sheriff's Department

**Peter De La Garza**

Assistant Chief, Edinburg Police Department

**Bob Timmons**

Fire and Safety Officer, Texas Department of Criminal Justice

**Henry Gonzales**

Assistant Chief, Weslaco Police Department

**Ed Suarez**

Training Coordinator, McAllen Police Department



**\*PUBLIC SAFETY  
(FIRE SCIENCE)  
ASSOCIATE OF APPLIED SCIENCE**

<u>FIRST SEMESTER</u>			CONT			
			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
PSFS	1305	Fundamentals of Fire Protection	3	0	48	3
PSFS	1330	Fire Protection Systems	3	0	48	3
ENGL	1312	Business Writing	3	0	48	3
PSPS	2301	Methods of Public Safety Instruction	3	0	48	3
SPAN*	1300	Spanish Conversation I	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
		<b>Totals</b>	<b>15</b>	<b>0</b>	<b>240</b>	<b>15</b>

<u>SECOND SEMESTER</u>						
PSFS	1310	Fire Prevention	3	0	48	3
PSFS	1320	Fire Administration	3	0	48	3
ENGL+	1301	Composition I	3	0	48	3
**+		Social Science (elective)	3	0	48	3
SPCH+	1311	Speech	3	0	48	3
SPAN*	1310	Spanish Beginning Conversation II	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
		<b>Totals</b>	<b>18</b>	<b>0</b>	<b>288</b>	<b>18</b>

<u>THIRD SEMESTER</u>						
PSFS	2305	Hazardous Materials I	3	0	48	3
PSFS		Fire Elective	3	0	48	3
PSEC		Public Safety (elective)	3	0	48	3
COSC+	1301	Introduction to Computing	2	2	64	3
BUSI	1390	Human Relations	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
		<b>Totals</b>	<b>14</b>	<b>2</b>	<b>256</b>	<b>15</b>

<u>FOURTH SEMESTER</u>						
PSFS		Fire Elective	3	0	48	3
BIOL	2106	Environmental Biology Lab	0	3	48	1
BIOL+	2306	Environmental Biology	3	0	48	3
MATH	106	Technical Business Math	3	0	48	3
PSYC	2301	Psychology	3	0	48	3
GOVT		Government (elective)	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
		<b>Totals</b>	<b>15</b>	<b>3</b>	<b>288</b>	<b>16</b>

**Total Credit Hours:**  
**Total Contact Hours:**

**64**  
**1072**

NOTE: \*Pending approval by the Texas Higher Education Coordinating Board  
• Mono bilingual students must take SPAN 1300, Bilingual students must take SPAN 2313

\*\*Selection of the elective credits must be made from the following concentrations:

*Anthropology, Economics, Psychology, Sociology, Government, and History*

+ Identifies min. 15 hours for General Education requirements

**\*PUBLIC SAFETY  
(LAW ENFORCEMENT)  
ASSOCIATE OF APPLIED SCIENCE**

CONT

**FIRST SEMESTER**

			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
PSLE	2307	Crime in America	3	0	48	3
PSLE	1301	Introduction to Criminal Justice	3	0	48	3
ENGL	1312	Business Writing	3	0	48	3
PSPS	2301	Methods of Public Safety Instruction	3	0	48	3
SPAN*	1300	Spanish Conversation I	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>15</b>	<b>0</b>	<b>240</b>	<b>15</b>

**SECOND SEMESTER**

PSLE	1310	Fundamentals of Criminal Law	3	0	48	3
PSLE	1306	The Courts & the Criminal Procedure	3	0	48	3
ENGL+	1301	Composition I	3	0	48	3
**+		Social Science (elective)	3	0	48	3
SPCH+	1311	Speech	3	0	48	3
SPAN*	1310	Spanish Beginning Conversation II	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>18</b>	<b>0</b>	<b>288</b>	<b>18</b>

**THIRD SEMESTER**

PSLE	2323	Legal Aspects of Law Enforcement	3	0	48	3
PSLE	2328	Police Systems and Practices	3	0	48	3
PSEC		Public Safety (elective)	3	0	48	3
COSC+	1301	Introduction to Computing	2	2	64	3
BUSI	1390	Human Relations	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>14</b>	<b>2</b>	<b>256</b>	<b>15</b>

**FOURTH SEMESTER**

PSLE	2314	Criminal Investigation	3	0	48	3
BIOL	2106	Environmental Biology Lab	0	3	48	1
BIOL+	2306	Environmental Biology	3	0	48	3
MATH	106	Technical Business Math	3	0	48	3
PSYC	2301	Psychology	3	0	48	3
GOVT		Government (elective)	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>15</b>	<b>3</b>	<b>288</b>	<b>16</b>

**Total Credit Hours: 64**

**Total Contact Hours: 1072**

A Public Safety Corrections track may be pursued upon approval of the department chairperson or dean by including or substituting the following Corrections courses for certain Fire Science or Law Enforcement courses.

PSCC	2301	Community Resources in Corrections	3	0	48	3
PSCC	2313	Correctional Systems & Practices	3	0	48	3
PSCC	2374	Issues in Corrections	3	0	48	3
PSCC	2375	Rights of Prisoners	3	0	48	3

**NOTE: \* Pending approval by the Texas Higher Education Coordinating Board**

\* Monlingual Students must take Span 1300, Bilingual students must take SPAN 2313

\*\* Selection of the elective credits must be made from the following concentrations: *Anthropology, Economics, Psychology, Sociology, Government, and History*

+ Identifies min. 15 hours for General Education requirements



# Travel and Tourism

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Gain the knowledge and the technical skills required for a career in the fast-paced, dynamic travel industry. As a program graduate you will be prepared to seek employment at travel agencies, tour operations, corporate departments, and in entry-level positions at airlines, cruise lines and other hospitality/tourism related businesses. Or, you may choose to continue your education at a four-year college or university.

The program includes hands-on training in a computerized reservation system and recommends an internship to help you gain on-the-job experience.

## ADVISORY COMMITTEE

**Noe Tamez, Program Chair**

Manager, Travel Experts, McAllen

**Tina Martin**

President, Scotties Tours and Travel, McAllen

**Dawn Foster**

Vice President, Sanborn's Viva Tours, McAllen

**Jim Stiles**

Owner, Microtel Inn, McAllen

**Dee Montalvo**

Owner/Manager, Cruises by Dee, McAllen

**Joe Aleman, III**

Owner, CEO, Aleman Auto Rental Inc., McAllen

## \*TRAVEL AND TOURISM ASSOCIATE OF APPLIED SCIENCE

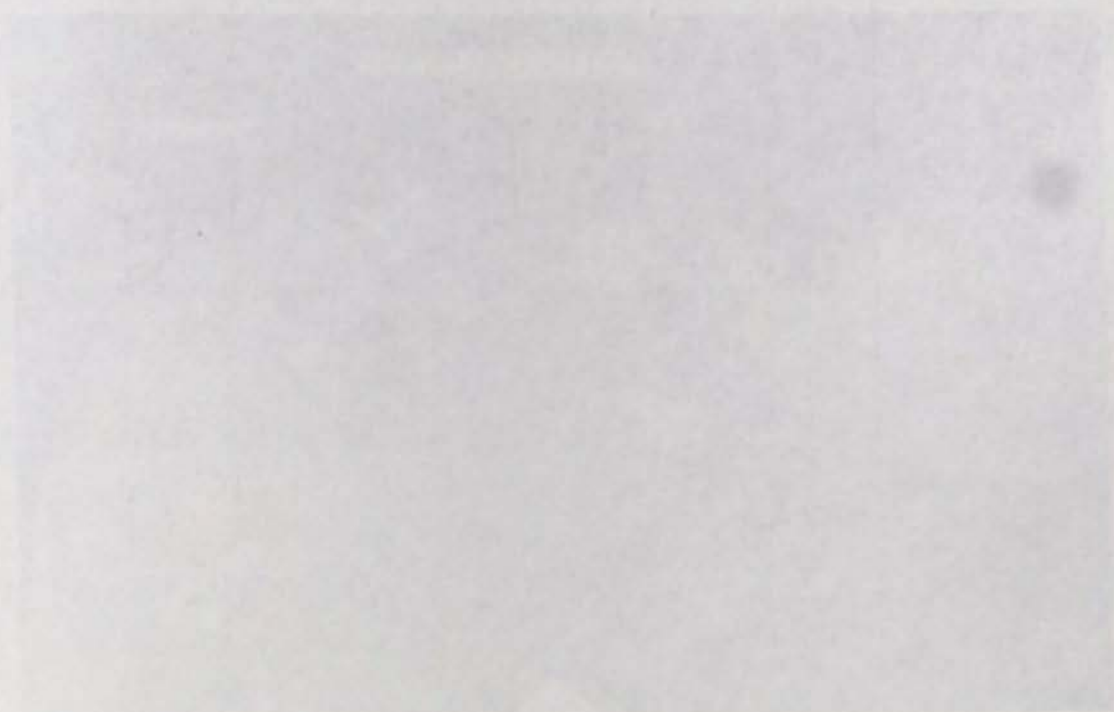
			CONT			
<u>FIRST SEMESTER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
ENGL	1312	Business Writing	3	0	48	3
SPCH+	1318	Interpersonal Communications	3	0	48	3
GEOG	1301	Physical Geography	3	0	48	3
TRAV	1011	Intro. to Travel/Tourism and the Lodging Industry	3	0	48	3
COSC+	1301	Introduction to Computing	2	2	64	3
BUSI	1390	Human Relations	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>17</b>	<b>2</b>	<b>304</b>	<b>18</b>
<u>SECOND SEMESTER</u>						
ENGL+	1301	Composition I	3	0	48	3
GEOG	1303	World Regional Geography	3	0	48	3
SOCI+		Social Science (elective)	3	0	48	3
TRAV	1031	Travel and Lodging Operations *** COTP or equivalent required	3	0	48	3
BUSI	1305	Personnel Management*	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>15</b>	<b>0</b>	<b>240</b>	<b>15</b>
<u>THIRD SEMESTER</u>						
BIOL	2106	Environmental Biology Lab	0	3	48	1
BIOL	2306	Environmental Biology	3	0	48	3
TRAV	2011	Travel and Lodging Management ****	3	0	48	3
BUSI	2330	Principals of Marketing	3	0	48	3
MATH	106	Technical Business Math **	3	0	48	3
ANTH	2351	Cultural Anthropology	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>15</b>	<b>3</b>	<b>288</b>	<b>16</b>
<u>FOURTH SEMESTER</u>						
TRAV	2033	Marketing Tourism *****	3	0	48	3
ACCT	1301	Introduction to Accounting	3	0	48	3
BUSI	2320	Small Business Management	3	0	48	3
HUMA		Humanities (elective)	3	0	48	3
BUSI	2315	Business CO-OP	<u>1</u>	<u>10</u>	<u>176</u>	<u>2</u>
<b>Totals</b>			<b>13</b>	<b>10</b>	<b>368</b>	<b>14</b>

**Total Credit Hours: 63**  
**Total Contact Hours: 1200**

\* Pending approval by the Texas Higher Education Coordinating Board  
+Identifies min. 15 hours for General Education requirements  
• Prerequisite BUSI 1302  
\*\*Math 80 or equivalent    \*\*\*Prerequisite TRAV 1011  
\*\*\*\*Prerequisite TRAV 1011, 1031    \*\*\*\*\*Prerequisite TRAV 1011, 1031, 2011



# APPENDIX A



## DIVISION OF TECHNOLOGY



*"We're training technicians who are needed in today's industrial world of work on a level between engineers and skilled craftsman. From this, students develop the understanding, attitudes and values that are necessary for effective, responsible and productive living in today's society. "*

Guadalupe Hernandez  
HVAC Program Chair



The Division of Technology offers training designed to transition students into more specialized, advanced study and/or to provide them with highly marketable skills to meet the needs of local business and industry.

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<b>Automotive Technology.....</b>	<b>128</b>
<i>Certificate</i>	<i>Associate of Applied Science</i>
<b>Computer Assisted Drafting and Design (CADD).....</b>	<b>131</b>
<i>Associate of Applied Science</i>	
<b>Electronic &amp; Computer Maintenance Tech...132</b>	
<i>Certificate</i>	<i>Associate of Applied Science</i>
<b>Engineering Technology.....</b>	<b>135</b>
<i>Associate of Applied Science</i>	
<b>Heating, Ventilation &amp; Air Conditioning Technology.....</b>	<b>137</b>
<i>Certificate</i>	<i>Associate of Applied Science</i>
<b>Heavy Equipment &amp; Transportation Tech.....140</b>	
<i>Associate of Applied Science</i>	<i>Certificate</i>
<i>Industrial Truck Technician</i>	<i>Certificate</i>
<b>Manufacturing Systems Technology.....</b>	<b>144</b>
<i>Associate of Applied Science</i>	
<b>Plastics Processing Technology.....</b>	<b>146</b>
<i>Associate of Applied Science</i>	
<b>Precision Manufacturing Technology.....</b>	<b>148</b>
<i>Certificate</i>	<i>Associate of Applied Science</i>

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# Automotive Technology

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The Automotive Technology student will gain knowledge in air conditioning; electrical systems; fuel injection; standard and automatic transmissions and transaxles; engine performance; brakes; four-wheel alignment, and advanced engine performance (computerized controls). Emphasis will be placed on lecture as well as laboratory in troubleshooting, repairs, diagnosing, and driveability problems.

PROGRAM CHAIR.....Robert Gonzalez

## ADVISORY COMMITTEE

### **Carl Wiesehan**

Director of Customer Service  
Clark Knapp Motor Company, McAllen

### **Oswaldo Maldonado**

Assistant Training Specialist  
Texas Engineering Extension Service  
San Antonio

### **Michael Fox**

Service Manager  
Frank Smith Toyota, McAllen

### **Armando Garza**

Automotive Instructor  
La Joya High School, La Joya

### **R J Van Sickle**

District Service Engineer  
Ford Customer Service Division, Houston

### **Trinidad Garza**

Owner, Auto Center of McAllen  
McAllen

### **Bill Seawell**

Automotive Equipment Specialist  
Mac Tools, Pharr

### **Michael Ramirez**

General Manager  
Ramirez Ford Sales, Inc.  
Rio Grande City

### **Hal Donnelly**

Technical Advisor  
Chrysler Corporation, Houston

### **Rick Dube**

Owner, Dube Auto Parts & Service  
McAllen

### **Eric McClure**

Service Manager  
Boggus Motor Sales Inc., McAllen

### **Ted Voegeli**

Customer Satisfaction District Manager  
Customer Satisfaction & Vehicle Quality  
Houston



## CERTIFICATE

CONT

### FIRST SEMESTER

			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
AUTO	1311	Principles of Internal Combustion	2	3	80	3
HETT	1360	Electrical & Electronic Systems	2	4	96	3
HETT	1331	Heating and Air Conditioning	2	4	96	3
MATH	105	Technical Math or MATH 1314	3	0	48	3
IMGT	1312 or	Introduction to Computer	<u>2</u>	<u>4</u>	<u>96</u>	<u>3</u>
COSC	1301	Application				
<b>Totals</b>			<b>11</b>	<b>15</b>	<b>416</b>	<b>15</b>

### SECOND SEMESTER

AUTO	2344	Advanced Vehicle Electronics	2	3	80	3
AUTO	1211	Standard Transaxles & Drive Trains	1	3	64	2
AUTO	1411 or	Automatic Transmissions &	2	6	128	4
HETT	1460	Transaxles				
AUTO	1421	Advanced Electrical Systems II	2	6	128	4
AUTO	2423	Engine Performance	<u>2</u>	<u>6</u>	<u>128</u>	<u>4</u>
<b>Totals</b>			<b>9</b>	<b>24</b>	<b>528</b>	<b>17</b>

### THIRD SEMESTER

AUTO	2334	Introduction to Automotive Service Excellence	3	0	48	3
AUTO	2412	Fuel & Emission Systems	2	6	128	4
AUTO	2441	Brakes Systems	2	6	128	4
AUTO	2431	Principles of Suspensions & Alignment	2	6	128	4
AUTO	2454	Advanced Engine Performance	<u>2</u>	<u>6</u>	<u>128</u>	<u>4</u>
<b>Totals</b>			<b>11</b>	<b>24</b>	<b>560</b>	<b>19</b>

**Total Credit Hours:           51**  
**Total Contact Hours:       1504**

## ASSOCIATE OF APPLIED SCIENCE

			CONT			
			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
<b><u>FIRST SEMESTER</u></b>						
AUTO	1311	Principles of Internal Combustion Engine	2	3	80	3
HETT	1360	Electrical & Electronic Systems	2	4	96	3
HETT	1331	Heating & Air Conditioning	2	4	96	3
HETT	1301*	Composition I	3	0	48	3
MATH	105	Technical Mathematics	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>11</b>	<b>368</b>	<b>15</b>
<b><u>SECOND SEMESTER</u></b>						
AUTO	1211	Standard Transaxle & Drive Trans.	1	3	64	2
AUTO	1411 or	Automatic Transmission &	2	6	128	4
HETT	1460	Transaxles				
AUTO	1421	Advanced Electrical & Systems II	2	6	128	4
PHYS	1415*	Physical Science	3	3	96	4
SPCH	1318*	Interpersonal Communications	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>11</b>	<b>18</b>	<b>464</b>	<b>17</b>
<b><u>THIRD SEMESTER</u></b>						
AUTO	2344	Advanced Vehicle Electronics	2	3	80	3
AUTO	2412	Fuel & Emissions Systems	2	6	128	4
AUTO	2423	Engine Performance	2	6	128	4
PHYS	2301*	General Psychology	3	0	48	3
COSC	1301*	Introduction to Computing	<u>2</u>	<u>2</u>	<u>64</u>	<u>3</u>
<b>Totals</b>			<b>11</b>	<b>17</b>	<b>448</b>	<b>17</b>
<b><u>FOURTH SEMESTER</u></b>						
AUTO	2334	Introduction to Automotive Service Excellence	3	0	48	3
AUTO	2431	Principles of Suspensions & Alignment	2	6	128	4
AUTO	2441	Brake Systems	2	6	128	4
AUTO	2454	Advanced Engine Performance	2	6	128	4
ELECTIVE**			<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>18</b>	<b>480</b>	<b>18</b>

**Total Credit hours: 67**  
**Total Contact Hours: 1760**

**ELECTIVES:**  
 AUTO 2312\*\* Parts Counter Sales & Inventory  
 AUTO 2322\*\* Shop Supervision & Management  
 HETT 1350\*\* Fabrication and Welding for Technicians

\*Indicates courses used to fill general education requirement (Minimum 15 Credit Hours)

\*\* Indicates Automotive Elective courses



# Computer Assisted Drafting and Design (CADD)

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The Computer Assisted Drafting and Design Program (CADD) will offer an Associate of Applied Science Degree in this innovative and high-demand field. An advisory committee has been formed to develop curriculum for a projected 1997 start date.

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# Electronic Equipment and Computer Maintenance Technology

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The Electronic Equipment and 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 classroom 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 Program can be placed in jobs such as electronic bench technician with companies such as home service centers; computer manufacturers, circuit board manufacturers, avionic companies, cable/satellite companies, office equipment and security companies.

PROGRAM CHAIR.....Pete Pompa

## ADVISORY COMMITTEE

### **Marvin Anderson**

Owner, Electronic Clinic  
Pharr

### **Rudy Cerda**

Rudy's TV/VCR Servicing  
McAllen

### **Gus Garza**

Assistant Service Manager, Hermes Music  
McAllen

### **Juan Lopez**

Electronics Technician, Sprint Communications  
McAllen

### **Tina Ralston**

Plant Manager, Calidad Electronics, Inc.  
Edinburg

### **Sara Saldivar**

Supervisor, Calidad Electronic, Inc.  
Edinburg

### **John Smith**

Supervisor, Electronic Clinic  
Pharr

### **Paul Valdez**

Service Manager, Hermes Music  
McAllen

### **Reyes Valdez**

Technician, GTE Southwest  
Weslaco



## CERTIFICATE

<u>FIRST SEMESTER</u>			CONT			
			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
ELCT	1301	Fundamentals of Digital	2	3	80	3
ELCT	1308	Principles of Electronics	2	4	96	3
ELCT	1321	Technical DOS	2	3	80	3
ELCT	1401	D.C. Circuit Analysis	3	4	112	4
MATH	105	Technical Mathematics	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>14</b>	<b>416</b>	<b>16</b>

### SECOND SEMESTER

ELCT	1309	Solid State Theory	2	3	80	3
ELCT	1322	Basic Computer System Repair	2	4	96	3
ELCT	1402	A.C. Circuit Analysis	3	4	112	4
ELCT	2302	Advanced Digital Circuits	<u>2</u>	<u>3</u>	<u>80</u>	<u>3</u>
<b>Totals</b>			<b>9</b>	<b>14</b>	<b>368</b>	<b>13</b>

### THIRD SEMESTER-SPRING

ELCT	1310	Electronic Circuit Analysis	2	3	80	3
ELCT	2401	Introduction to Industrial Electronics	3	4	112	4
ELCT	2408	Principles of Audio & Video Systems	2	4	96	3
ELCT	2421	Advanced Computer Systems Repair	<u>2</u>	<u>4</u>	<u>96</u>	<u>3</u>
<b>Totals</b>			<b>9</b>	<b>15</b>	<b>384</b>	<b>13</b>

**Total Credit Hours:           42**  
**Total Contact Hours:       1168**

**NOTE:**       TASP Waived

## ASSOCIATE OF APPLIED SCIENCE

			CONT			
<u>FIRST SEMESTER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
ELCT	1301	Fundamentals of Digital	2	3	80	3
ELCT	1308	Principles of Electronics	2	4	96	3
ELCT	1321	Technical DOS	2	3	80	3
ELCT	1401	D.C. Circuit Analysis	3	4	112	4
MATH	1314*	College Algebra	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>15</b>	<b>14</b>	<b>416</b>	<b>19</b>
<u>SECOND SEMESTER</u>						
ELCT	1309	Solid State Theory	2	3	80	3
ELCT	1322	Basic Computer System Repair	2	4	96	3
ELCT	1402	A.C. Circuit Analysis	3	4	112	4
ELCT	2302	Advanced Digital Circuits	2	3	80	3
ENGL	1301*	Composition I	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>9</b>	<b>15</b>	<b>416</b>	<b>13</b>
<u>THIRD SEMESTER</u>						
ELCT	1310	Electronic Circuit Analysis	2	3	80	3
ELCT	2401	Introduction to Industrial Electronics	3	4	112	4
ELCT	2408	Principles of Audio & Video Systems	2	4	96	3
ELCT	2421	Advanced Computer Systems Repair	2	4	96	3
SPCH	1318*or	Interpersonal Communications OR	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
SPCH	1311	Introduction to Speech Communication				
<b>Totals</b>			<b>12</b>	<b>15</b>	<b>432</b>	<b>16</b>
<u>FOURTH SEMESTER</u>						
ELCT	2311	Electronic Troubleshooting Techniques	2	3	80	3
ELCT	2409	Audio/Video Systems II	3	4	112	4
ELCT	2501	Introduction to Communications	2	4	96	2
PHYS	1415*	Physical Science I	3	3	96	4
PSYC	2301	General Psychology or Sociology	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>13</b>	<b>14</b>	<b>432</b>	<b>17</b>

Total Credit Hours: 65

Total Contact Hours: 1696

\*Identifies General Education Requirements for Associate Degree  
(15 Semester Credit Hours)



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# Engineering Technology

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Because of the explosive growth of manufacturing in the Rio Grande Valley, there is a growing shortage of Engineering Technicians who can function as the interface between engineering departments and the production floor. The successful student will graduate with an A.A.S. degree and will have excellent knowledge in the following important areas.

He/she will have studied the safety requirements for a safe workplace including OSHA, ADA, Fire Safety and TNRCC and USEPA Environmental requirements. The student will study blueprint reading, CADD, process control, and efficient workplace and plant layout. There will be a quality module which will include the requirements of ISO, SPC design, Engineering Economics and productivity improvement. The successful student will be able to interpret engineering drawings and specifications and apply them to the production floor.

## ADVISORY COMMITTEE

### **Sammy Crawford**

Weyerhaeuser Corporation  
McAllen

### **Chris Timofeev**

Kern-Leibers Corporation Texas, Inc.  
Pharr

### **Rolando Rivera**

Calidad Electronics, Inc.  
Edinburg

### **Dr. Wayne Wells**

The University of Texas - Pan American  
Edinburg

### **Keith Patridge**

McAllen Economic Development Corp.  
McAllen

### **Dennis Haggerty**

TRW, Reynosa and McAllen

### **John Montgomery**

Security Plastics  
McAllen

### **Sylvia Soria**

TRW  
McAllen

### **Walter Halliday**

The University of Texas - Pan American  
Edinburg

### **Gary Winters**

Winternacional Corporation  
McAllen

## ASSOCIATE OF APPLIED SCIENCE\*\*

			CONT			
			LEC	LAB	HR	CR
<b><u>FIRST SEMESTER</u></b>						
MAST	1371	Safety Awareness Course	3	1	64	3
MATH	1314*	College Algebra	3	0	48	3
MAET	1371	Basic Machine Shop & Welding	2	3	80	3
ENGL	1312*	English: Business Writing	3	0	48	3
MATH	1325	Business Calculus	3	0	48	3
PMDT	1210	Technical Drafting and Design	2	4	96	3
<b>Totals:</b>			16	8	384	18
<b><u>SECOND SEMESTER</u></b>						
MAST	1370	Mach Failure Correction & Prevention	1	3	64	3
MAET	1372	Basic Quality Control	3	0	48	3
MAST	2371	Instrumentation, Calibration & Metrology	2	3	80	3
MAST	1376	Basic Digital Theory	2	3	80	3
MAST	2374	Continuous Manufacturing Improvement	3	0	48	3
<b>Totals:</b>			11	9	320	15
<b><u>SUMMER SESSION</u></b>						
MAET	1373	Co-op I	1	20	336	3
<b><u>THIRD SEMESTER</u></b>						
MAET	2371	Industrial Engineering Fundamentals	3	0	48	3
HEET	1321	Hydraulic and Pneumatics	2	3	80	3
	*	Humanities Elective	3	0	48	3
PMDT	1401	Blueprint Reading	3	0	48	3
MAET	2373	Engineering Materials	4	2	96	4
<b>Totals:</b>			15	5	320	16
<b><u>FOURTH SEMESTER</u></b>						
	*	Humanities Elective	3	0	48	3
MAST	2370	Industrial Controls	2	3	80	3
		General Elective	2	3	80	3
	*	Social/Behavior Elective	3	0	48	3
MAPT	2375	Manufacturing Processes	4	2	96	4
<b>Totals:</b>			14	8	352	16
<b><u>SUMMER SESSION</u></b>						
MAET	2377	Co-op II	1	20	336	3
<b>Total Credit Hours:</b>			<b>71</b>			
<b>Total Contact Hours:</b>			<b>2048</b>			
<b>ELECTIVES:</b>						
PMDT	2340	Tool, Die, Jig & Fixture Design	2	3	80	3
MAET	2378	Plant and Workplace Layout	2	3	80	3
MAET	2379	Geometric Dimensioning & Tolerancing	2	2	64	3

\*Indicates General Education Courses required for A.A.S. Degree

\*\* Pending Approval by the Texas Higher Education Coordinating Board



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# Heating, Ventilation and Air Conditioning

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Heating, Ventilation and Air Conditioning and Refrigeration Technicians are primarily involved in the service, repair, maintenance, and installation of heating and cooling systems and refrigeration equipment ranging from residential to commercial systems used in the food processing and retailing industry. Career preparation requires extensive educational experience in refrigeration, electrical, pneumatic, and mechanical systems.

Some of the positions available to recent graduates are Commercial Refrigeration Technician, Control Technician, Residential Air Conditioning and Heating Technicians, and Domestic Refrigeration Service Technician.

PROGRAM CHAIR.....Guadalupe Hernandez

## ADVISORY COMMITTEE

**Conrado Alvarez Jr.**

InSCO Distributing, Inc.  
McAllen

**Rolando A. Ayala**

TexAir Company, Inc.  
McAllen

**Rodolfo (Rudy) Cantu**

Pameco Company, Inc.  
McAllen

**George Castañeda**

McAllen Sheet Metal  
McAllen

**Hector Garza**

TexAir Company, Inc.  
McAllen

**Rene Garza**

McAllen I.S.D.  
McAllen

HEATING, VENTILATION AND AIR CONDITIONING

**CERTIFICATE**

			CONT			
<u>FIRST SEMESTER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
HVAC	1401	Basic Refrigeration Theory	3	3	96	4
HVAC	1402	Special Tools, Fittings and Brazeing Basics	3	3	96	4
HVAC	1403	Basic Electricity and Electronics	<u>3</u>	<u>3</u>	<u>96</u>	<u>4</u>
<b>Totals</b>			<b>9</b>	<b>9</b>	<b>288</b>	<b>12</b>
<u>SECOND SEMESTER</u>						
HVAC	1404	Domestic Refrigeration and A/C	3	3	96	4
HVAC	1406	Duct Design and Fabrication	3	3	96	4
HVAC	1424	Residential Heating and Heat Pumps	3	3	96	4
MATH	105 or	Technical Mathematics	3	0	48	3
MATH	1314	College Algebra				
IMGT	1312	Introduction to Computer Applications	<u>2</u>	<u>4</u>	<u>96</u>	<u>3</u>
<b>Totals</b>			<b>15</b>	<b>13</b>	<b>432</b>	<b>18</b>
<u>THIRD SEMESTER</u>						
HVAC	2400	HVAC & Refrigeration Heat Load Estimating	3	3	96	4
HVAC	2407	HVAC & Refrigeration Systems Servicing I	3	3	96	4
HVAC	2433	Commercial HVAC & Refrigeration Systems	3	3	96	4
PSYC	2301 or	General Psychology	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
SPCH	1318	Interpersonal Communications				
<b>Totals</b>			<b>12</b>	<b>9</b>	<b>336</b>	<b>15</b>

**Total Credit Hours: 45**  
**Total Contact Hours: 1056**



## ASSOCIATE OF APPLIED SCIENCE

CONT

**FIRST SEMESTER**

			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
HVAC	1401	Basic Refrigeration Theory	3	3	96	4
HVAC	1402	Special Tools, Fittings and Brazing Basics	3	3	96	4
HVAC	1403	Basic Electricity and Electronics	3	3	96	4
ENGL	1301*	Composition I	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>9</b>	<b>336</b>	<b>15</b>

**SECOND SEMESTER**

HVAC	1404	Domestic Refrigeration and A/C	3	3	96	4
HVAC	1406	Duct Design and Fabrication	3	3	96	4
HVAC	1424	Residential Heating and Heat Pumps	3	3	96	4
MATH	1314*	College Algebra	3	0	48	3
IMGT	1312	Introduction to Computer Applications	<u>2</u>	<u>4</u>	<u>96</u>	<u>3</u>
<b>Totals</b>			<b>14</b>	<b>13</b>	<b>432</b>	<b>18</b>

**THIRD SEMESTER**

HVAC	2400	HVAC & Refrigeration Heat Load Estimating	3	3	96	4
HVAC	2407	HVAC & Refrigeration Systems Servicing I	3	3	96	4
HVAC	2433	Commercial HVAC & Refrigeration Systems	3	3	96	4
SPCH	1318*	Interpersonal Communications	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>12</b>	<b>9</b>	<b>336</b>	<b>15</b>

**FOURTH SEMESTER**

HVAC	2414	HVAC and Refrigeration Systems Servicing II	2	6	128	4
HVAC	2434	Pneumatics Controls	3	3	96	4
	*	General Education Eelective	3	0	48	3
	*	Elective SOCI/BEHAV. SCIENCE	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals</b>			<b>11</b>	<b>9</b>	<b>320</b>	<b>14</b>

Total Credit Hours: 62  
Total Contact Hours: 1424

\*Identifies General Education Requirements for Associate Degree  
(15 Semester Credit Hours Minimum)

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# Heavy Equipment and Transportation Technology

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In recent years the transportation of goods and products are moved by diesel prime movers. These types of engines are found in bus, truck, rail and marine applications of all sizes. Technicians/Mechanics must be employed in the service and repair industries associated with the use of Diesel Prime movers. Students will prepare for and acquire skills to service and repair Diesel Prime movers such as Buses, Trucks, Heavy Machinery, Construction Machinery and Marine.

PROGRAM CHAIR.....Vernon Winsett

## ADVISORY COMMITTEE

### **Jim Brown**

Owner, JC Brown Inc.  
San Juan

### **Brad Wood**

Parts Manager  
Weaks Martin Implement Company, Inc.  
Mission

### **Danny Cuellar Jr.**

Service Manager  
Valley Truck Center  
Pharr

### **Rick Dube**

Auto Parts and Service  
McAllen

### **Noel Galindo**

Owner, Galindo Equipment Co.  
Rio Grande City

### **Henry Garcia**

Branch Manager  
Mustang Industrial Equipment Co.  
McAllen

### **Jim Nordmeyer**

Owner, Jim's Auto Service  
McAllen Fuel Injection  
McAllen

### **Henry Hartzog**

Service Manager  
Weaks Martin Implement Company, Inc.  
Mission

### **Melvin Thompson**

Career Tech Counselor  
Memorial High School  
McAllen

### **Ron Juett**

Valley Regional Manager  
Holt Company of Texas  
Edinburg

### **Jesus I. Torres**

Special Population Coordinator  
McAllen ISD  
McAllen

### **Rita C. Flores**

Vocational Director  
La Joya ISD  
La Joya

### **James Hensley**

Coordinator  
Edinburg ISD  
Edinburg



## ASSOCIATE OF APPLIED SCIENCE

			CONT			
<u>FIRST SEMESTER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
HETT	1350	Fabrication and Welding for Technicians	2	3	80	3
HETT	1360 ✓	Electrical and Electronic Systems	2	4	96	3
HETT	1451 ✓	Principles of Engine Operation Maintenance	3	4	112	4
COSC	1301* ✓	Introduction to Computing	2	2	64	3
ENGL	1301*	Composition I	3	0	48	3
<b>Totals</b>			<b>12</b>	<b>13</b>	<b>400</b>	<b>16</b>
<u>SECOND SEMESTER</u>						
HETT	1321 ✓	Principle of Hydraulics and Pneumatics	2	3	80	3
HETT	1325	Basic Fuels and Fuel Delivery Systems	2	3	80	3
HETT	1331	Heating and Air Conditioning	2	4	96	3
HETT	1420	Brakes, Steering, Suspension and Anti-Skid Control Systems	3	4	112	4
MATH	1314*	College Algebra	3	0	48	3
<b>Totals</b>			<b>12</b>	<b>14</b>	<b>416</b>	<b>16</b>
<u>THIRD SEMESTER</u>						
HETT	2322	Automatic Hydrostatic and Powershift Transmissions	2	3	80	3
HETT	2330	Mechanical Power Transmissions	2	3	80	3
HETT	2420	Advanced Engine Technology and Failure Analysis	3	4	112	4
HETT	2332	Wiring Circuits, Charging and Starting Systems	2	3	80	3
SPCH	1318*	Interpersonal Communications	3	0	48	3
<b>Totals</b>			<b>12</b>	<b>13</b>	<b>400</b>	<b>16</b>
<u>FOURTH SEMESTER</u>						
HETT	2303	Intermediate Fluid Power	2	2	64	3
HETT	2305	Systems Diagnosis, Trobleshooting and Preventive Maintenance	2	2	64	3
HETT	2324	Computer Control Sytems and Engine Analysis	2	2	64	3
HETT	2407	Transport Refrigeration	3	4	112	4
	*	SOCIAL/BEHAVIORAL SCIENCES ELECTIVE	3	0	48	3
<b>Totals</b>			<b>12</b>	<b>10</b>	<b>352</b>	<b>16</b>

Total Credit Hours: 64

Total Contact Hours: 1568

\*Indicates courses used to fill general education requirement. (Minimum 15 Credit Hours)

## CERTIFICATE

			CONT			
<u>FIRST SEMESTER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
HETT	1321	Principles of Hydraulics and Pneumatics	2	3	80	3
HETT	1360	Electrical and Electronic Systems	2	4	96	3
HETT	1451	Principles of Engine Operation and Maintenance	3	4	112	4
COSC	1301 or	Introduction to Computing	2	2	64	3
IMGT	1312 or ENGL 1312					
<b>Totals</b>			<b>9</b>	<b>13</b>	<b>352</b>	<b>13</b>
<u>SECOND SEMESTER</u>						
HETT	1325	Basic Fuels and Fuel Delivery Systems	2	3	80	3
HETT	1331	Heating and Air Conditioning	2	4	96	3
HETT	1350	Fabrication and Welding for Technicians	2	3	80	3
HETT	1420	Brakes, Steering, Suspension and Anti-Skid Control Systems	3	4	112	4
MATH	105	Technical Math OR MATH 1314	3	0	48	3
<b>Totals</b>			<b>12</b>	<b>14</b>	<b>416</b>	<b>16</b>
<u>THIRD SEMESTER</u>						
HETT	2305	Systems Diagnosis, Troubleshooting and Preventive Maintenance	2	2	64	3
HETT	2324	Computer Control Systems and Engine Analysis	2	2	64	3
HETT	2330	Mechanical Power Transmissions	2	3	80	3
HETT	2332	Wiring Circuits, Charging and Starting Systems	2	3	80	3
SPCH	1318	Interpersonal Communications	3	0	48	3
<b>Totals</b>			<b>11</b>	<b>10</b>	<b>336</b>	<b>15</b>
<b>Total Credit Hours:</b>		<b>44</b>				
<b>Total Contact Hours:</b>		<b>1104</b>				



## INDUSTRIAL TRUCK TECHNICIAN CERTIFICATE

			CONT			
<u>FIRST SEMESTER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
HETT	1321	Principles of Hydraulics and Pneumatics	2	3	80	3
HETT	1451	Principles of Engine Operation and Maintenance	3	4	112	4
HETT	1360	Electrical and Electronic Systems	2	4	96	3
MATH	105	Technical Math	3	0	48	3
IMGT	1312 or	Intro to Computer Applications	2	4	96	3
COSC 1301 OR IMGT 1013						
<b>Totals</b>			<b>12</b>	<b>15</b>	<b>432</b>	<b>16</b>
<u>SECOND SEMESTER</u>						
HETT	1325	Basic Fuels and Fuel Delivery Systems	2	3	80	3
HETT	1331	Heating and Air Conditioning	2	4	96	3
HETT	1350	Fabrication and Welding for Technicians	2	3	80	3
ENGL	1312	Business English	3	0	48	3
HETT	2332	Wiring Circuits, Charging and Starting Systems	2	3	80	3
<b>Totals</b>			<b>11</b>	<b>13</b>	<b>384</b>	<b>15</b>
<u>THIRD SEMESTER</u>						
HETT	2303	Intermediate Fluid Power	2	2	64	3
HETT	2330	Mechanical Power Transmissions	2	3	80	3
HETT	2420	Advanced Engine Technology and Failure Analysis	3	4	112	4
HETT	2422	Automatic Hydrostatic and Powershift Transmissions	2	3	80	3
SPCH	1318	Interpersonal Communications	3	0	48	3
<b>Totals</b>			<b>12</b>	<b>12</b>	<b>384</b>	<b>16</b>

Total Credit Hours:           47  
Total Contact Hours:       1200

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# Manufacturing Systems Technology

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One of the critical aspects of the manufacturing process is the proper maintenance of equipment and facilities for high quality, reliable output. Much of the responsibility for the continued quality and productivity of the manufacturing concern belongs to the Manufacturing Systems technician who assures that the equipment and facilities are in excellent operating condition and maintained to prevent lost production time.

The student will study the maintenance by hydraulic, pneumatic, plumbing and electrical systems. The student will learn how to read blueprints and schematics and skills such as welding and the operation of machine tools. In addition, the student will learn how to take the leadership role in team problem solving situations. This course of study can lead to the highest paid jobs in manufacturing and progression into other high level employment opportunities.

## ADVISORY COMMITTEE

### **Sammy Crawford**

Weyerhaeuser Corporation  
McAllen

### **Chris Timofeev**

Kern-Leibers Corporation Texas, Inc.  
Pharr

### **Rolando Rivera**

Calidad Electronics, Inc.  
Edinburg

### **Dr. Wayne Wells**

The University of Texas - Pan American  
Edinburg

### **Keith Patridge**

McAllen Economic Development Corp.  
McAllen

### **Brent Martin**

South Texas Community College  
McAllen

### **Dennis Haggerty**

TRW, Reynosa and McAllen

### **John Montgomery**

Security Plastics  
McAllen

### **Sylvia Soria**

TRW  
McAllen

### **Walter Halliday**

The University of Texas - Pan American  
Edinburg

### **Gary Winters**

Winternacional Corporation  
McAllen



## ASSOCIATE OF APPLIED SCIENCE\*\*

			CONT			
<u>FIRST SEMESTER</u>			<u>LEC</u>	<u>LAB</u>	<u>HR</u>	<u>CR</u>
MAST	1371	Workplace Safety	2	3	80	3
MAST	1378	Applied Electricity I	2	3	80	3
MATH	105	Technical Mathematics	3	0	48	3
ENGL	1301*	Composition I	3	0	48	3
PMDT	1411	Introductory Machine Shop	<u>2</u>	<u>6</u>	<u>128</u>	<u>4</u>
<b>Totals:</b>			12	12	384	16
<u>SECOND SEMESTER</u>						
MAST	1273	Industrial Shadow and Lecture	1	7	128	2
MAST	1370	Machine Failure Correction & Prevention	2	3	80	3
MAST	1375	Applied Electricity II	2	3	80	3
SPCH	1318*	Interpersonal Communications	3	0	48	3
MAST	1377	Reading Blueprints & Schematics	<u>2</u>	<u>3</u>	<u>80</u>	<u>3</u>
<b>Totals:</b>			10	16	416	14
<u>SUMMER SESSION</u>						
MAST	1372	Co-op I	1	20	336	3
<u>THIRD SEMESTER</u>						
MAST	2374	Continuous Manufacturing Improvement	3	0	48	3
MAST	2371	Instrumentation, Calibration, Metrology	2	4	96	3
MAST	1301	Facilities Maintenance	2	4	96	3
COSC	1301*	Introduction to Computing	2	2	64	3
HETT	2371	Maintenance of Forklifts	<u>2</u>	<u>3</u>	<u>80</u>	<u>3</u>
<b>Totals:</b>			11	15	384	15
<u>FOURTH SEMESTER</u>						
MAST	2370	Industrial Controls	2	4	96	3
HETT	1321	Hydraulics and Pneumatics	2	3	80	3
MAST	1376	Basic Digital Theory	2	3	80	3
MATH	1314 *	College Algebra	3	0	48	3
	*	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Totals:</b>			12	13	352	15
<u>SUMMER SESSION</u>						
MAST	1372	Co-op II	1	20	336	3

Total Credit Hours: 66

Total Contact Hours: 2208

\*Indicates Genral Education Courses required for A.A.S. Degree

\*\* Pending Approval by the Texas Higher Education Coordinating Board

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# Plastics Processing Technology

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In the Rio Grande area there has been substantial growth of firms using plastic processing technologies. Today, for example, there are nearly 30 firms doing various forms of plastic molding. As a result, there is a shortage of qualified technical people to support this important and growing technology.

In order to meet the needs of industries using plastic processing technologies, STCC will be adding an A.A.S. Degree in Plastics Processing in the Spring of 1997. The successful student will learn the fundamentals of the various types of plastics processes, material characteristics, process control, mold heating and cooling requirements, productivity improvement, quality improvement including ISO requirements and in- process quality system design.

In addition, there will be classes on team building, leadership and problem solving. This degree program is intended for the technician who interfaces between production and the engineering department.

## ADVISORY COMMITTEE

### **Sammy Crawford**

Weyerhaeuser Corporation  
McAllen

### **Chris Timofeev**

Kern-Leibers Corporation Texas, Inc.  
Pharr

### **Rolando Rivera**

Calidad Electronics, Inc.  
Edinburg

### **Dr. Wayne Wells**

The University of Texas - Pan American  
Edinburg

### **Keith Patridge**

McAllen Economic Development Corp.  
McAllen

### **Dennis Haggerty**

TRW, Reynosa and McAllen

### **John Montgomery**

Security Plastics  
McAllen

### **Sylvia Soria**

TRW  
McAllen

### **Walter Halliday**

The University of Texas - Pan American  
Edinburg

### **Gary Winters**

Winternacional Corporation  
McAllen



## ASSOCIATE OF APPLIED SCIENCE\*\*

			CONT			
			LEC	LAB	HR	CR
<b><u>FIRST SEMESTER</u></b>						
MAST	1371	Safety Awareness Course	3	1	64	3
MATH	1314*	College Algebra	3	0	48	3
MAET	1371	Basic Machine Shop & Welding	2	3	80	3
ENGL	1312*	English: Business Writing	3	0	48	3
MATH	1325	Business Calculus	3	0	48	3
PMDT	1210	Technical Drafting and Design	<u>2</u>	<u>4</u>	<u>96</u>	<u>3</u>
<b>Totals:</b>			16	8	384	18
<b><u>SECOND SEMESTER</u></b>						
MAST	1370	Mach Failure Correction & Prevention	1	3	64	3
MAET	1372	Basic Quality Control	3	0	48	3
MAST	2371	Instrumentation, Calibration & Metrology	2	3	80	3
MAST	1376	Basic Digital Theory	2	3	80	3
MAST	2374	Continuos Manufacturing Improvement	<u>3</u>	<u>0</u>	<u>48</u>	<u>3</u>
<b>Total:</b>			11	9	320	15
<b><u>SUMMER SESSION</u></b>						
MAST	1373	Co-op I	1	20	336	3
<b><u>THIRD SEMESTER</u></b>						
MAPT	2371	Basic Heat Transfer	3	1	64	3
HEET	1321	Hydraulic and Pneumatics	2	3	80	3
	*	Humanities elective	3	0	48	3
PMDT	1401	Blueprint Reading	3	0	48	3
MAPT	2373	Polymer Engineering Materials	<u>4</u>	<u>2</u>	<u>96</u>	<u>4</u>
<b>Total:</b>			15	6	336	16
<b><u>FORTH SEMESTER</u></b>						
	*	Humanities elective	3	0	48	3
MAST	2370	Industrial Controls	2	3	80	3
		General Elective	2	3	80	3
	*	Social/Behavior Elective	3	0	48	3
MAPT	2375	Plastic Manufacturing Processes	<u>4</u>	<u>2</u>	<u>96</u>	<u>4</u>
<b>Total:</b>			14	8	352	16
<b><u>SUMMER SESSION</u></b>						
MAST	1370	Co-op II	1	20	336	3
<b>Total Credit Hours:</b>			<b>71</b>			
<b>Total Contact Hours:</b>			<b>2064</b>			
<b><u>ELECTIVES:</u></b>						
PMDT	2340	Tool, Die, Jig & Fixture Design	2	3	80	3
MAET	2378	Plant and Workplace Layout	2	3	80	3
MAET	2379	Geometric Dimensioning & Tolerancing	2	2	64	3

\*Indicates General education Courses required for A.A.S. Degree

\*\*Pending Approval by the Texas Higher Education Coordinating Board

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# Precision Manufacturing Technology

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The Precision Manufacturing Technology Program is designed to develop both academic and technical hands-on skills to meet the immediate and growing needs of local industry. Precision manufacturing technicians are among the most highly skilled of all manufacturing employees. The tools and instruments are very precise in their operation. The student is taught to construct metal forms (dies) used in the shaping and stamping of various materials.

The Precision Manufacturing Technology Certificate is under revision.

PROGRAM CHAIR.....Edward Hausbeck

## ADVISORY COMMITTEE

**Bill Abrams**

Production Mgr.  
Lambda Electronics Corp.  
McAllen

**Bill Barth**

President, Right-Away Foods  
McAllen

**John Della Maggiora**

Plant Mgr.  
Weyerhaeuser Co.  
McAllen

**Jim DeYonker**

Vice-President  
McAllen Metal Stamping  
McAllen

**Jim Lalli**

Plant Mgr.  
Aviall Components Services  
McAllen

**Simon Izaguirre**

Sales Engineer, Windsor Mold Texas, Inc.  
Pharr

**Tom Kessler**

Vice-President, Mfg.  
Intellicall Manufacturing, Inc.

**Brent Martin**

President, Martin Manufacturing Consulting  
Edinburg

**Keith Moreland**

Vice-President  
Orchid Manufacturing of McAllen  
McAllen

**Keith Patridge**

Vice-President  
McAllen Economic Devel. Corp.  
McAllen

**Sam Patton**

Labinal Components & Systems  
Hidalgo

**Alberto Ros**

General Mgr.  
Security Plastics West  
McAllen

**Dr. Wayne Wells**

Asst. Prof., Engineering Dept.  
University of Texas-Pan American, Edinburg

**Gary Winter**

Vice-President  
Winter National Corp  
McAllen

**Steve Witte**

General Mgr.  
Plastic Engineering Components  
McAllen

**Chris Timofeer**

Ken Leibers

**Dennis Haggerty**

Plant Mgr.  
TRW Vehicle Safety Systems  
McAllen

**Doug Schelbert**

Delco  
McAllen

**Don Lauby**

Wells Manufacturing  
McAllen



## ASSOCIATE OF APPLIED SCIENCE

		CONT				
		LEC	LAB	HR	CR	
<b>FALL SEMESTER</b>						
PMTD	1101	Introduction to Tool and Die	1	0	16	1
PMTD	1210	Introductory Drafting for Machinists	1	3	64	2
COSC	1301*	Introduction to Computing	2	2	64	3
PMTD	1411	Introduction to Machine Shop	2	6	128	4
ENGL	1312	Business Writing	3	0	48	3
MATH	105	Technical Mathematics	3	0	48	3
		<b>Totals:</b>	12	11	368	16
<b>SPRING SEMESTER</b>						
PMTD	1102	Introduction to Goal Setting	1	0	16	1
PMTD	1222	Computer Aided Drafting for Machinist	1	3	64	2
MATH	1314*	College Algebra	3	0	48	3
PMTD	2420	Manufacturing Materials and Processes	3	3	96	4
PMTD	2522	Intermediate Machine Shop	3	6	144	5
		<b>Totals:</b>	11	12	368	15
<b>SUMMER SESSION</b>						
PMTD	1300	Co-op I	1	20	336	3
<b>FALL SEMESTER</b>						
PMTD	2233	Introduction to CNC and CAD/CAM	1	3	64	2
PMTD	2250 or	Teamwork and Problem Solving	1	3	64	2
SPCH	1318	Interpersonal Communications				
MATH	1316*	Plane Trigonometry	3	0	48	3
PMTD	2205	Heat Treating and Welding for Machinists	1	3	64	2
PMTD	2243	Advanced Machine Shop	1	6	112	2
	*	SOCIAL/BEHAVIORAL SCIENCE	3	0	48	3
		ELECTIVE				
		<b>Totals:</b>	10	15	400	14
<b>SPRING SEMESTER</b>						
		PROGRAM ELECTIVE	1	3	64	2
PMTD	2344	Tools, Dies, Jigs, Fixtures	2	3	80	3
	*	HUMANITIES ELECTIVE	3	0	48	3
		ELECTIVE-CAPSTONE COURSE**	2	3	80	3
MATH	1342	Statistics	3	0	48	3
		<b>Totals:</b>	11	9	320	14
<b>SUMMER SESSION</b>						
PMTD	2300	Co-op II	1	20	336	3
<b>Total Credit Hours:</b>		65				
<b>Total Contact Hours:</b>		2128				
		<b>**PMTD Program Electives:</b>				
		PMTD 2330	Inspect. and Metrology			
		PMTD 2340	Tool, Die, Jig Fixture Design			
		PMTD 2360	Advanced Machine Technology			
		PMTD 2370	Cost Estimating			
		PMTD 2375	Production Management			

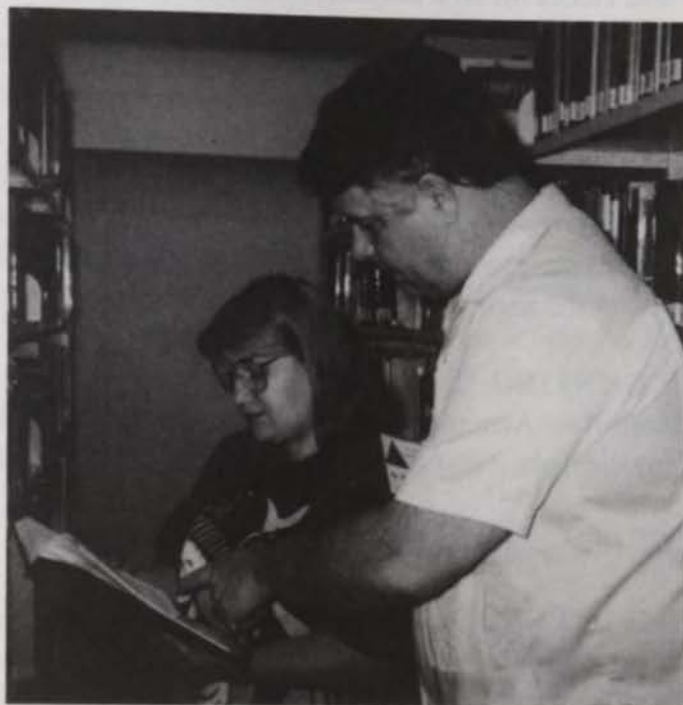
ASSOCIATE OF APPLIED SCIENCE  
DEGREE

Course	Prerequisites	Credits
ENGL 101		3
ENGL 102		3
MATH 101		3
MATH 102		3
PHYS 101		3
PHYS 102		3
BIOL 101		3
BIOL 102		3
CHEM 101		3
CHEM 102		3
PSYC 101		3
PSYC 102		3
HIST 101		3
HIST 102		3
POL 101		3
POL 102		3
EDUC 101		3
EDUC 102		3
ART 101		3
ART 102		3
MUS 101		3
MUS 102		3
RELI 101		3
RELI 102		3
PHIL 101		3
PHIL 102		3
LANG 101		3
LANG 102		3
TECH 101		3
TECH 102		3
TECH 103		3
TECH 104		3
TECH 105		3
TECH 106		3
TECH 107		3
TECH 108		3
TECH 109		3
TECH 110		3
TECH 111		3
TECH 112		3
TECH 113		3
TECH 114		3
TECH 115		3
TECH 116		3
TECH 117		3
TECH 118		3
TECH 119		3
TECH 120		3



# Course Descriptions

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*"The Learning Resources Center is dedicated to helping every student, and is committed to providing the technology to enable them to be successful."*

Michael Bell, Ph.D.  
Director, Learning Resources and  
Instructional Technology

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# COURSE DESCRIPTIONS

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- \* DENOTES COLLEGE TRANSFERABLE COURSES
- \*\* DENOTES COURSES PENDING TEXAS HIGHER EDUCATION COORDINATING BOARD APPROVAL

## ACCOUNTING

- ACCT 1301 INTRODUCTION TO ACCOUNTING (3-0-3)**  
An introductory course designed to serve as a foundation for the study of accounting. Presents the accounting cycle for service and merchandising enterprises. Gives attention to procedural aspects of accounting with emphasis on the accounting cycle and special journals.
- ACCT 1302 ACCOUNTING (3-0-3)**  
A continuation of Introduction to Accounting. Teaches accruals and deferrals, valuation of receivables, payables, inventories, plant assets, partnerships, corporations and financial statement analysis.  
*Prerequisite: ACCT 1301*
- ACCT 1372 COMPUTERIZED ACCOUNTING (1-4-3)**  
A study of the fundamental principles of accounting using the microcomputer to solve accounting problems. Emphasis is on closing entries to the ledger, post-closing trial balance, depreciation, accounts receivable, accounts payable, payroll and bank reconciliation. A comprehensive accounting problem or a comprehensive practice set will conclude this course.  
*Prerequisite: ACCT 1301, IMGT 1312*
- ACCT 1374 PAYROLL ACCOUNTING (2-2-3)**  
A study of payroll systems and procedures. It trains the student in preparing payroll, year-end reports, and analyzing and journalizing payroll transactions as performed manually and on computer systems.  
*Prerequisite: ACCT 1301*
- ACCT 2376 MANUFACTURING ACCOUNTING (3-0-3)**  
Studies fundamental techniques of dynamic cost and profit control with primary emphasis on responsibility accounting. Includes managerial budget planning, variable expenses, cost-volume relationships, profit analysis, and budget reports.  
*Prerequisite: ACCT 1301*
- ACCT 2378 INCOME TAX PROCEDURE (2-2-3)**  
This course primarily focuses on federal income taxation for individuals and sole proprietorships. Emphasis is placed on the preparation of Form 1040, along with various supporting schedules. Attention is also placed on the use of data processing equipment in the preparation of the various income tax forms and schedules.  
*Prerequisite: ACCT 1301*



**ACCT 2401\* PRINCIPLES OF ACCOUNTING I (3-2-4)**  
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: MATH 1314 or 1324*

**ACCT 2402\* PRINCIPLES OF ACCOUNTING II (3-2-4)**  
A study of the principles of managerial accounting that encompasses cost system designs, cost management and strategic management.

*Prerequisite: ACCT 2401*

**ACCT 2315 ACCOUNTING CO-OP (1-10-3)**  
This course includes supervised employment in the student's career field as well as evaluation by both employer and faculty members. A weekly one-hour seminar is held in conjunction with the work experience.

*Prerequisite: ACCT 1302 or approval of co-op coordinator (last semester standing) required*

## AGRICULTURE

**AGRI 1329 PRINCIPLES OF FOOD SCIENCE (3-0-3)**  
Biological and scientific aspects of modern industrial food supply systems, food classification, modern processing, and quality control.

## ANTHROPOLOGY

**ANTH 2301\* PHYSICAL ANTHROPOLOGY/ARCHEOLOGY (3-0-3)**  
Introduces the field of archeology. Emphasizes methods of data collection, analysis, and a world review of major events in the development of past human civilizations.

**ANTH 2346\* GENERAL ANTHROPOLOGY (3-0-3)**  
Study of human beings, their antecedents and related primates and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics and ethnology.

**ANTH 2351\* CULTURAL ANTHROPOLOGY (3-0-3)**  
Key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and cultural change among world peoples.

## ART

- ARTS 1301\* ART APPRECIATION (3-0-3)**  
Concentrates on values and meanings in the visual arts, including evaluation of selected works.
- ARTS 1303\* ART HISTORY I (3-0-3)**  
An examination of painting, sculpture, architecture, and other arts from prehistoric through the ancient world.
- ARTS 1304\* ART HISTORY II (3-0-3)**  
An examination of painting, sculpture, architecture, and other arts from the Middle Ages to the present day.

## AUTOMOTIVE

- AUTO 1211 STANDARD TRANSAXLES & DRIVETRAINS (1-3-2)**  
This course covers the fundamentals of clutches, manual transmissions, transaxles and differentials. Emphasis is on diagnosing and repairing transmissions, transaxles, clutches, drive-lines, U-joints, C-V joints, front and rear differentials and transfer case.  
*Prerequisite: MATH 105, MATH 85*
- AUTO 1311 PRINCIPLES OF INTERNAL COMBUSTION ENGINES (2-3-3)**  
The course covers the principles of theory and operation of automotive gasoline engines. Emphasis is placed on inspection, measurements, and repair methods of overhaul, to include disassemble, repair and reassemble the engine.  
*Prerequisite: MATH 105 or MATH 85*
- AUTO 1411 AUTOMATIC TRANSMISSION & TRANSAXLES (2-6-4)**  
This course covers the operating principles, diagnosis and repairing of automatic transmissions and transaxles. Emphasis is placed on industry diagnostic and overhauling. Minor on car repair also included.  
*Prerequisite: AUTO 1321*
- AUTO 1421 ADVANCED ELECTRICAL SYSTEMS II (2-6-4)**  
This course is an advanced study of the automotive electrical and electronic systems. The use of diagnostic and tests equipment is used in testing and repairing. Emphasis is placed in troubleshooting and repairing vehicles components, such as starters, charging systems, the electrical accessories, and the lighting system.  
*Prerequisite: AUTO 1321*



**AUTO 2312 PARTS COUNTER SALES & INVENTORY (3-0-3)**

Course covers duties of the auto parts sales person, customer relations at the counter. Areas of study include sales procedures and techniques, parts identification, restocking and inventory procedures.

*Prerequisite: SPCH 1318, IMGT 1312 OR COSC 1301*

**AUTO 2322 SHOP SUPERVISION & MANAGEMENT (1-6-3)**

This is a comprehensive course which will prepare students through a full program review to understand shop techniques, technician productivity, service shop efficiency, manufacturer's warranty systems, technician pay plans. Emphasis will be placed on role playing as shop manager, supervisor, service-writer and shop clerk. The student will be placed at a local automotive shop, and an advisor will keep a daily roster of performance.

*Prerequisite: SPCH 1318, IMGT 1312, or COSC 1301*

*MAY ONLY BE TAKEN IN FINAL SEMESTER OF PROGRAM*

**AUTO 2334 INTRO TO AUTOMOTIVE SERVICE EXCELLENCE (3-0-3)**

This course is a preparation study guide for the ASE certification exams, as offered by major automotive manufacturers and the National Institute for Automotive Service Excellence (NIASE).

**AUTO 2344 ADVANCED VEHICLE ELECTRONICS (2-6-4)**

This course will present the knowledge and skills on vehicle controls system both manual and electronic. Emphasis will be placed on the operation and the diagnosis of the malfunction of the different types of control systems.

*Prerequisite: MATH 1421, MATH 105, HETT 1331*

**AUTO 2412 FUEL & EMISSION SYSTEMS (2-6-4)**

This course covers the operating principles of fuel injection system, minor carburation system, and exhaust gas emission control system. Emphasis is placed on servicing, diagnosis, and repairing components with the use of diagnostic equipment.

*Prerequisite: AUTO 1311, 1321,*

**AUTO 2423 ENGINE PERFORMANCE (2-6-4)**

This course is a study of engine tuning in which emphasis is placed on the use of diagnostic equipment. Diagnosing and testing the ignition secondary circuit, fuel problems, and engine problems which have an effect on driveability performance.

*Prerequisite: AUTO 1311, 1321, 1421*

**AUTO 2431 PRINCIPLES OF SUSPENSION & ALIGNMENT (2-6-4)**

Included in this course are steering systems, power assist units, suspension systems, two and four-wheel alignment and wheel balancing.

*Prerequisite: MATH 105 or MATH 85*

**AUTO 2441 BRAKE SYSTEM (2-6-4)**

This course covers the fundamentals of conventional, power disc and drum brakes with emphasis on total brake overhaul, including rebuilding the hydraulic system, machining disc rotors and drums, installing new brake pads/shoes. It also covers basic anti-lock system components.

*Prerequisite: AUTO 1321*

**AUTO 2454 ADVANCED ENGINE PERFORMANCE (2-6-4)**

This is a comprehensive capstone course which combines the study of computerized engine control system and powertrain control module. Emphasis on diagnosing and repairing driveability problems using state-of-the-art equipment.

*Prerequisite: AUTO 2423*

## BIOLOGY

**BIOL 090 DEVELOPMENTAL BIOLOGY (3-0-3)**

A general overview of the origins and chemistry of life, cellular anatomy, cellular respiration and photosynthesis, cellular reproduction and development, genetics, animal biology and plant life.

**BIOL 1408\* GENERAL BIOLOGY I (3-3-4)**

A study of the basic principles of biology. Topics will include the physical and chemical properties of life, cellular structure and function, cell division, genetics, evolution, and the structure and function of bacteria, viruses, protocista, fungi, and plants. It is designed to acquaint future teachers, non-science majors, and science majors, with the basic principles of biology and the development and distribution of plants, including local flora.

**BIOL 1409\* GENERAL BIOLOGY II (3-3-4)**

A continuation of BIOL 1408. Topics include evolution and diversity of acraniate and craniate animals; mechanisms of support and movement, reproduction, development, behavior, and ecology. It is designed to acquaint future teachers, non-science majors, and science majors with development and distribution of animals, including local fauna.

**BIOL 2106\* ENVIRONMENTAL BIOLOGY LAB (0-3-1)**

A consideration of the biological problems of population expansion, environmental destruction, and resource conservation as they relate to man's past, present, and future.

*Prerequisite: Concurrent enrollment in BIOL 2306*

**BIOL 2306\* ENVIRONMENTAL BIOLOGY (3-0-3)**

A consideration of the biological problems of population expansion, environmental destruction, and resource conservation as they relate to man's past, present, and future.

**BIOL 2401\* ANATOMY AND PHYSIOLOGY I (3-3-4)**

A study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous system, and special senses.

*Prerequisite: BIOL 1408 or 1409*



**BIOL 2402\* ANATOMY & PHYSIOLOGY II (3-3-4)**

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 1408 or 1409*

**BIOL 2421\* MICROBIOLOGY (3-3-4)**

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 indentifying microorganisms.

*Prerequisite: BIOL 1408 or 1409*

**BIOL 2428\* COMPARATIVE VERTEBRATE ZOOLOGY (3-3-4)**

This anatomy course is designed to enable students to become familiar with the progressive development of the organs and organ systems of the various classes of the Vertebrate. A representative animal from each class of the Vertebrate will be dissected in the laboratory.

*Prerequisite: BIOL 1408 or 1409*

## BUSINESS

**BUSI 1301\* INTRO TO BUSINESS (3-0-3)**

Surveys the elements of business and industry such as production and distribution systems, finance, accounting, statistics, capital, labor, marketing, taxes, and governmental regulations. Includes the history, structure, function, and contribution of business and industry to our society.

**BUSI 1302 PRINCIPLES OF MANAGEMENT (3-0-3)**

A study of the management functions of planning, organizing, leading, and controlling are covered. Emphasis is placed on management philosophy, decision-making, policy formulation, organizational theory, communication and motivation, and behavior to include culture and ethics.

**BUSI 1305 PERSONNEL MANAGEMENT (3-0-3)**

Study of concepts, principles, policies and organizational procedures utilized by business institutions in the management of employees. Topics include selection, placement, compensation, working conditions, training, labor relations, morale, labor turnover, collective bargaining, employee service and supervisory activities, and government regulations

*Prerequisite: BUSI 1302*

**BUSI 1340 BUSINESS MATH USING ELECTRONIC CALCULATORS (2-2-3)**

This course is designed to help students solve common business problems, apply mathematical principles to business-related activities using the electronic calculator. Course covers bank records, ratio and proportion, base rate and percentage, trade and cash discounts, retail merchandising, payroll, invoice extensions, inventory calculations, banking transactions, interest, finance, and depreciation.

*Prerequisite: MATH 80/TASP*

**BUSI 1359 BUSINESS COMMUNICATIONS (3-0-3)**

This course is intended to develop skills in all phases of business communication, oral, written, and electronic. Primary emphasis will be using the computer to produce letters, memos, reports, resumes, and brochures using desktop publishing. Students will be exposed to E-mail, fax, the internet, Internet Relay Chat, and web pages. Includes telephone procedures and techniques.

*Prerequisite: ENGL 81, IMGT 1312*

**BUSI 1390 HUMAN RELATIONS (3-0-3)**

A practical application of the principles, methods, and concepts of the behavioral sciences to the human element in the business and industrial environment. Includes the analysis of group dynamics, motivation theory, leadership concepts, and human resource policy.

**BUSI 2301\* BUSINESS LAW I (3-0-3)**

This course covers principles of laws which form the legal framework for business activity. Applicable statutes, contracts, agencies.

*(Transfers only as elective)*

**BUSI 1315 BUSINESS CO-OP (1-10-3)**

The course involves on-the-job training and implementation of the student's skills, principles and understanding obtained in the classroom. This includes supervised employment in the student's career field as well as evaluation by both employer and faculty members. A weekly one hour seminar is held in conjunction with the work experience. The curriculum covers stress management, problem solving, motivating others, managing others, and building effective teams.

*(Last semester standing required)*

**BUSI 2320 SMALL BUSINESS MANAGEMENT (3-0-3)**

Presents fundamentals of starting and operating a small to medium size business, including feasibility study. Areas to be covered include location, financing, organization and sales promotion and how they are used to create a business operation.

**BUSI 2330 PRINCIPLES OF MARKETING (3-0-3)**

This is an introductory course to the practices of contemporary marketing. Instruction includes marketing planning and information, buyer behavior and market segmentation, product and service strategies, pricing, distribution and promotional strategies and marketing in special settings.

## **CHEMISTRY**

**CHEM 1411\* GENERAL CHEMISTRY I (3-3-4)**

Basic principles are introduced. Emphasis is placed on fundamental laws, atomic structure, bonding, acids and bases, selected elements and their compounds.

*Prerequisite: MATH 090*



**CHEM 1412\* GENERAL CHEMISTRY II** (3-3-4)  
A continuation of CHEM 1411, ionic equilibria, oxidation-reduction, electrochemistry, gas laws, thermo dynamics, introduction to carbon compounds, nuclear and radio-chemistry.  
*Prerequisite: CHEM 1411*

**CHEM 2423\* ORGANIC CHEMISTRY I** (3-3-4)  
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*

**CHEM 2425\* ORGANIC CHEMISTRY II** (3-3-4)  
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*

## CHILD CARE & DEVELOPMENT

**CCDA 1301 INTRO TO GROWTH & DEVELOPMENT** (3-0-3)  
A study of the growth and development of children from birth to eight years. Provides an understanding of the growth and development of the child. Special emphasis is given to the interrelatedness of the cognitive, social/emotional and physical stages of development in children.

**CCDA 1321 ISSUES & TRENDS IN CHILD DEVELOPMENT** (3-0-3)  
Presents overview of past and present issues and trends in early childhood theories and practices, includes but not limited to the study of the works of Piaget, Montessori, Skinner and Katz.

**CCDA 1322 FIELD STUDY I** (2-8-3)  
Places the student, under direct supervision of an instructor, to the study of the current research and its application as related to direct observation and recording techniques as applied to child growth and development. The student is required to complete a project journal.  
*Prerequisite: CCDA 1301,1321*  
*(By arrangement. All Field Study will be conducted at a pre-approved site.)*

**CCDA 1331 INFANT & TODDLER GROWTH DEVELOPMENT** (3-0-3)  
Explores infant and toddler development and their emerging abilities. Reviews the role of the environment and the caregiver in the social/emotional, cognitive and physical development of all children.

**CCDA 1332 DEVELOPMENTALLY APPROPRIATE PRACTICES** (3-0-3)  
Students will study Developmentally Appropriate Practices (DAP) and design and plan appropriate environments for infants and toddlers that foster interactive learning with emphasis on play.  
*Prerequisite: CCDA 1331*

**CCDA 1334 FIELD STUDY II (2-8-3)**

The student observes and provides practical application of the developmental stages of infants and toddlers. The student is required to pursue an approved project that involves working with infants and toddlers.

*Prerequisite: CCDA 1322, 1331, 1332*

*(By arrangement. All Field Study will be conducted at approved site.)*

**CCDA 2305 GROWTH & DEVELOPMENT (3-0-3)**

Growth and Development of the Preschool Child including the Exceptional Child, explores developmentally appropriate practices for children ages three to eight. Students will design and plan appropriate environments that foster interactive learning for all children.

**CCDA 2306 NUTRITION, HEALTH & SAFETY IN THE CHILD CARE ENVIRONMENT (3-0-3)**

Provides information on nutritional needs, nutritional values of foods, communicable and common childhood illnesses. Includes planning, selection, and serving foods to meet children's needs. Emphasizes how children learn and develop health and safety practices.

**CCDA 2322 INTERDISCIPLINARY APPROACH (3-0-3)**

This course is an introduction to an interdisciplinary curriculum approach which includes planning and designing of thematical units that enable children to problem solve, explore, inquire and connect to real-life experiences.

*Prerequisite: CCDA 1301, 1321*

**CCDA 2323 FIELD STUDY III (2-8-3)**

The student, under direct supervision of an instructor, observes and provides practical application of the developmental stages of the preschool child. The student is required to pursue an approved project that involves working with preschool children.

*Prerequisite: CCDA 1322, 2322, 2305*

*(By arrangement. All Field Study will be conducted at approved site.)*

**CCDA 2335 FAMILY, COMMUNITY & STAFF RELATIONSHIPS (3-0-3)**

Develops interpersonal techniques appropriate to establishing and maintaining positive relationships with the home, child care center, family and community. Competencies in developing professionalism, staff relationships and communication, establishing relationships with families and finding community resources.

**CCDA 2336 INFLUENCES OF CULTURE & ENVIRONMENTS ON YOUNG CHILDREN (3-0-3)**

Studies anti-bias multi-cultural issues. Develops an understanding and importance of curriculum that celebrates and values cultural diversity in all young children.

**CCDA 2346 DESIGNING A DEVELOPMENTALLY APPROPRIATE ENVIRONMENT (3-0-3)**

Explores the design of an age-appropriate and individually appropriate curriculum that values culture and linguistic diversity and connects learning to the real world. Emphasis will be on the social nature of learning. Strategies for managing a learning environment will be explored.



**CCDA 2347 FIELD STUDY IV (2-8-3)**

This course is an internship in Child Care Organization and Management in which the student will work under the direct supervision of a child care administrator. This placement enables the student to acquire administrative experience of a child care program which includes curriculum, personnel, business management, regulatory issues and all program functions.

**CCDA 2348 ORGANIZATION & MANAGEMENT (3-0-3)**

This course is an in-depth study of the program aspects of child care facilities, planning and implementing child care programs. Focus on site selection, design, curriculum development, food preparation and service; family and community relationships are also studied.

## **COMPUTERIZED OFFICE TECHNOLOGY**

**COTP 090 BASIC TYPING (2-2-3)**

Application and instruction in the basic keying of alphabetic, numeric and symbol keys, basic keyboard knowledge and skill building, technique in basic machine operations. MINIMUM COMPLETION SPEED IS 25 WPM ON A 3-MINUTE TIMING.

**COTP 1311 INTERMEDIATE TYPING (2-3-3)**

Mastery of the keyboard by the touch system, formatting business letters, reports, tables and other documents along with development of speed and accuracy producing these documents.

*Prerequisite: COTP 090 or 25 wpm typing speed on 3 minute timing.*

**COTP 1312 INTRO TO LAW OFFICE (2-3-3)**

This course presents an overview of the legal system and ethical standards including duties and responsibilities of the legal secretary. Emphasis will be placed on legal terminology, Code of Professional Ethics, and UPL (unauthorized practice law).

**COTP 1313 SPEEDWRITE (2-3-3)**

This course introduces the student to principles of shorthand including abbreviations, word beginning/endings, and other elements using an alphabetic writing system. The student will develop the ability to take practiced- and new-matter material. Communications skills are stressed.

*Prerequisite: COTP 090 or equivalent*

**COTP 1314 WORD PROCESSING I (2-3-3)**

Word processing concepts and machine functions are developed using word processing software to create, revise, edit, format, paginate, print, merge, and store documents. Introduces desktop publishing. Shows the student how to select use, construct, and integrate text, graphics, and data.

*Prerequisite: COTP 90 or Keyboard Test*

**COTP 1321 ADVANCED TYPING (2-2-3)**  
Mastery of the keyboard by formatting business letters with special features, financial forms, outlines, technical unbound and bound business reports, itineraries, agencies, minutes of meetings, memorandums, ruled tables.

*Prerequisite: COTP 1311*

**COTP 1322 SURVEY OF LEGAL SYSTEM & DOCUMENTS I (2-3-3)**  
This course is the first of a two-part course that introduces the student to the Texas and Federal court system. An overview of the criminal justice system, legal ethics, contracts, bankruptcy, immigration, and litigation law will be provided with an examination of the roots of common law and the development of the American system of jurisprudence. Exposure will also be provided for students to practice document preparation working with the various forms related to the areas of the law covered in this course.

*Prerequisite: COTP 1312, ENGL 1301, concurrent enrollment in COTP 1314*

**COTP 1323 OFFICE PROCEDURES (2-3-3)**  
This course provides the student with the concepts of operating an automated office through the use of trained personnel, proper procedures and automated equipment. In this course, students are trained in business and office skills with emphasis on classifying and organizing materials, updating records, receiving callers, using telephone and mail services, and developing interpersonal relations.

*Prerequisite: COTP 1311, ENGL 1301 or 1312*

**COTP 1324 WORK CENTER MANAGEMENT (2-3-3)**  
This course is a study of the word processing center environment with an emphasis on work flow prioritizing, logging, time management, etc. Emphasis on the integration of office systems using microcomputers. Advanced applications using desktop publishing and integrating software.

*Prerequisite: COTP 1311, 1314, IMGT 1213*

**COTP 1331 LITIGATION SUPPORT PROCEDURES (2-3-3)**  
This course introduces the student to the procedures involved in litigating cases to resolve disputes between parties in a court of law. Emphasis will be placed on developing an understanding of the processes to enable the student to maintain organized files and good relationships with the courts, clients, attorney, and co-workers.

*Prerequisite: COTP 1311, 1312, ENGL 1301*

**COTP 1333 REAL PROPERTY TRANSACTIONS (2-3-3)**  
This course focuses on the law of real property transactions and the more common types of real estate transactions and conveyances; deeds, contracts, leases, deeds of trust, drafting problems involving these instruments; and special research projects; the system of recording and search of public documents.

*Prerequisite: COTP 1312*



**COTP 1334 PRINCIPLES OF FAMILY LAW (2-3-3)**

The topics included in this course are: divorce, separation, custody, legitimacy, adoption, change of name, guardianship, support, domestic relations court procedures and separation agreements.

*Prerequisite: COTP 1312, 1331 or concurrent enrollment in COTP 1331*

**COTP 2311 MACHINE TRANSCRIPTION (2-3-3)**

This course develops the student's ability to produce mailable copyform recorded material. Excellence in spelling, grammar, punctuation, and proofreading are stressed.

*Prerequisite: COTP 1314 and ENGL 1301 or 1312*

**COTP 2312 BUSINESS CORRESPONDENCE (2-3-3)**

Application of letter writing principles. Business communication includes the forms and processes of written communication. The use of practical psychology, good business judgement and clear, forceful English in written communication is stressed.

*Prerequisite: Eligibility for ENGL 1301 or 1312 and COTP 1314*

**COTP 2324 WORD PROCESSING II (2-3-3)**

Emphasizes macros, columns of text, tables, math functions, document assembly, footnotes, outlining, graphics and equations. Introduces Windows functions.

*Prerequisite: COTP 1314 with a grade of "C" or better*

**COTP 2332 SURVEY OF LEGAL SYSTEM & DOCUMENTS II (2-3-3)**

This course is a continuation of course COTP 1322. Students will be provided with an overview of tort law, real estate law, wills and probate law and the legal ethics that apply to these areas of the law. Exposure will also be provided for the students to practice document preparation working with the various forms related to the area of the law covered in this course.

*Prerequisite: COTP 1322*

**COTP 2334 WORD PROCESSING III (2-3-3)**

This course provides training and skill development in an alternative word processing software. It includes a study of terminology, job tasks, use of equipment and hands-on skill development in word processing.

*Prerequisite: COTP 090 or Keyboard Test*

**COTP 2336 TORT & INSURANCE LAW & CLAIMS INVESTIGATIONS (2-3-3)**

This course addresses the fundamental principles of the law of torts and insurance. Special research assignments; the techniques of investigation involved in the lawyer's handling of tort and insurance claims and the various forms of pleadings involved in commencing such claims in court actions are covered.

*Prerequisite: COTP 1312, 1331 or concurrent enrollment in COTP 1331*

**COTP 2337 CONTRACTS, SALES & SECURED TRANSACTIONS (2-3-3)**

This course covers the law of contracts, special forms and terminology related to sales and secured transactions; provisions of the Texas Business and Commerce Code; drafting and research problems.

*Prerequisite: COTP 1312*

**COTP 2338 TEXAS CRIMINAL LAW & PROCEDURE (2-3-3)**  
This course consists of the procedural study of criminal law under Texas law, applicable sections of the Texas Penal Code, Code of Criminal Procedure and U.S. Constitution.

*Prerequisite: COTP 1312*

**COTP 2339 LAW OFFICE PRACTICE & PROCEDURE (2-3-3)**  
This course covers law office organizations and functions; case filing, calendars, research memoranda, proofreading forms, checklists, trust accounts and billing.

*Prerequisite: COTP 1312 and fourth semester standing*

**COTP 2340 LEGAL RESEARCH & WRITING (2-3-3)**  
This is a basic legal bibliography and research procedures course. General and Texas legal research resources are emphasized, together with citation forms. The student is given several opportunities to research rudimentary legal issues and write short case reports (briefs).

*Prerequisite: COTP 1312, 1331 or concurrent enrollment in COTP 1331*

**COTP 2341 SPECIAL STUDIES IN LEGAL ASSISTING (2-3-3)**  
This course consists of special topics in legal assisting which require in-depth study to master the full knowledge of the subject. It may be repeated for a maximum of six semester hours if topic varies.

*Prerequisite: COTP 1321, 1331 and fourth semester standing*

**COTP 2342 LEGAL BUSINESS ORGANIZATION (2-3-3)**  
This course emphasizes the formation and operation of corporations, partnerships, business trusts and other business vehicles, the fundamental principles of law applicable to each; research projects.

*Prerequisite: COTP 1312 and fourth semester standing*

**COTP 2344 ADVANCED OFFICE TECHNOLOGY/MANAGEMENT (PRACTICUM) (1-8-3)**  
This is an internship which provides experience-based education in a controlled environment. Emphasizes hands-on experience on various office equipment. Emphasis is designed to provide the student with the skills necessary for competency in performing administrative duties. Telephone techniques, calendar control, client file maintenance, correspondence, timekeeping, billing procedures, office machinery (copier, fax machine, scanner, etc.) and proper office decorum.

*Prerequisite: COTP 1321, 2324, 2311, 2312, SPCH 1311, and ENGL 1301*

**COTP 2355 WILLS, TRUSTS & PROBATE ADMINISTRATION (2-3-3)**  
This course covers the more common forms of wills, trusts, and the fundamental principles of law applicable to each; the organization of a Texas probate court; the administration of estates in Texas probate; estate and inheritance taxes.

*Prerequisite: COTP 1312*



## COMPUTER SCIENCE

### **COSC 1301\* INTRO TO COMPUTING (2-2-3)**

This course presents terminology, concepts and techniques to begin the study of Computer Information Systems. It covers history, number systems, hardware fundamentals, software structure and design, and societal trends. 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, a programming language, and MS-DOS. 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.

### **COSC 1309\* PROGRAMMING METHODOLOGY (3-1-3)**

A discipline approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphical tools. Topics covered include problem clarification, design, coding, debugging and documentation.

*Prerequisite: COSC 1301*

### **COSC 1318\* COMPUTER SCIENCE PROGRAMMING I (3-1-3)**

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 090,  
or completion of high school equivalent*

### **COSC 1332\* COBOL PROGRAMMING (3-1-3)**

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 1301*

### **COSC 1407\* MICRO SYSTEMS & THEIR APPLICATIONS (3-1-3)**

A survey of technical topics related to microcomputer systems with emphasis on the relationship between hardware architecture, systems software and application software. Designed for the student who will have to make decisions about hardware and software selection.

*Prerequisite: COSC 1301*

**COSC 2315\* COMPUTER ORGANIZATION & MACHINE LANGUAGE (3-1-3)**  
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, methods of program debugging, looping techniques and subroutines.

*Prerequisite: COSC 2318 or instructor approval*

**COSC 2317\* SURVEY OF ELEMENTARY SCIENTIFIC PROGRAMMING (3-1-3)**  
This is an introductory course in development of computer programs in FORTRAN programming language. It includes input/output processing, arithmetic calculations, and the use of logical expressions. Computer programs are assigned to assist students in developing competence in the language. This course is designed primarily for computer science, mathematics, and engineering students.

*Prerequisite: COSC 1301, concurrent enrollment in MATH 090  
or completion of high school equivalent*

**COSC 2318\* COMPUTER SCIENCE PROGRAMMING II (3-1-3)**  
A second programming course using Pascal to introduce more advanced features of high-level programming. 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 1306 with a grade of "C" or better.*

**COSC 2320\* COMPUTER PROGRAMMING IN A SECOND LANGUAGE (3-1-3)**  
This is an introductory programming course in the general purpose programming language "C". "C" features economy of expression, modern control flow and data structures, and an expanded set of operations. Other topics include two high-level programming languages selected from languages such as Ada, Modula2 and Lisp.

*Prerequisite: COSC 1301, concurrent enrollment in MATH 090  
or completion of high school equivalent*

**COSC 2332\* ADVANCED PROGRAMMING COBOL (3-1-3)**  
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, and data access methods.

*Prerequisite: COSC 1332*

## **CRIMINAL JUSTICE**

**CRIJ 1301\* INTRO TO CRIMINAL JUSTICE (3-0-3)**  
History, philosophy and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures.



**CRIJ 2307\* CRIME IN AMERICA (3-0-3)**  
American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and the prevention of crime.

## DRAMA

**DRAM 1310\* INTRO TO THEATER (3-1-3)**  
Introduces the theater and develops an appreciation and understanding of the various factors which make up a live theater performance. Surveys all phases of theater including its history, dramatic works, stage techniques, production procedure, and relationship to the fine arts.

## ECONOMICS

**ECON 2301\* PRINCIPLES OF ECONOMICS I MACRO (3-0-3)**  
Introduces basic macroeconomic concepts and methods. Primary emphasis placed on supply and demand, income determination, money and banking, unemployment, and public policy debate.  
*Prerequisite: MATH 85 or satisfactory score on placement test*

**ECON 2302\* PRINCIPLES OF ECONOMICS II MICRO (3-0-3)**  
Introduces basic microeconomic concepts and methods. Primary emphasis placed on supply and demand, demand elasticity, market structure differentiation, and government regulation.  
*Prerequisite: MATH 85 or satisfactory score on placement test*

## ELECTRONICS

**ELCT 1301 FUNDAMENTALS OF DIGITAL (2-3-3)**  
This course will provide students with the basic operation of digital circuits as it relates to computers and other electronic equipment. Emphasis will be placed on logic gates, truth tables, binary number system in logic gates.  
*Prerequisite: ELCT 1308*

**ELCT 1308 PRINCIPLES OF ELECTRONICS (2-4-3)**  
This course covers the development of handskills associated with the electronic industry. The study of different types of soldering techniques, component identification, schematic diagram symbols and their functions, basic circuit operation and the use of safety features.  
*Prerequisite: Eligible for college English  
or concurrent enrollment in TCM 108 or ENGL 91*

**ELCT 1309 SOLID-STATE THEORY (2-3-3)**

This is a comprehensive course which covers the basic fundamentals of electronic components, such as diodes, transistors, BJT, UJT, FET, SCR, Traics, and Diacs. Emphasis is placed on identifying, troubleshooting and the replcement of components.

*Prerequisite: ELCT 1401, 1402*

**ELCT 1310 ELECTRONIC CIRCUIT ANALYSIS (2-3-3)**

This course covers the study of the theory of troubleshooting of various types of circuits, amplifiers, oscillators, and power supplies.

*Prerequisite: ELCT 1401, 1402*

**ELCT 1321 TECHNICAL DOS (2-3-3)**

This course will enable students to use MS-DOS as a tool in configuring devices as they relate to personal computers. Devices such as hard disks, modems, serial cards and memory, etc. Students will be introduced to using MS-DOS commands to troubleshoot and repair software and hardware problems as they relate to PCs and their peripherals.

*Prerequisite: ELCT 1308*

**ELCT 1322 BASIC COMPUTER SYSTEM REPAIR (2-4-3)**

This course will introduce students to personal computers. It will instruct students to execute different diagnostic routines, perform modular repairs and to follow installation instructions and identify failures.

*Prerequisite: ELCT 1301, 1321*

**ELCT 1401 DC CIRCUIT ANALYSIS (3-4-4)**

The fundamentals of electricity and direct current are introduced. Current, voltage, resistance, power, and magnetism are also included. Ohm's laws, Watt's laws, Kirchoff's laws, Superposition, Thevenin's and Norton's theorems will be used to algebraically analyze simple and complex resistive circuits.

*Prerequisite: Eligible for college algebra or concurrent enrollment in MATH 105*

**ELCT 1402 AC CIRCUIT ANALYSIS (3-4-4)**

The basic study of alternating current theory and lab testing. It includes series and parallel AC circuits, phasor, RMS, peak values, peak to peak values, frequency, transformers, resonance, filters, capacitative and inductive networks.

*Prerequisite: ELCT 1401*

**ELCT 2302 ADVANCED DIGITAL CIRCUITS (2-3-3)**

This course will reinforce digital fundamentals with emphasis placed on troubleshooting circuits using counters, shift registers, multiplexers and basic sequential and combinational logic circuits.

*Prerequisite: ELCT 1301*



**ELCT 2311 ELECTRONIC TROUBLESHOOTING TECHNIQUES (2-3-3)**  
Introduces basic microeconomic concepts and methods. Primary emphasis placed on supply and demand, demand elasticity, market structure differentiation, and government regulation.  
*Prerequisite: MATH 85 or satisfactory score on placement test*

**ELCT 2401 INTRO TO INDUSTRIAL ELECTRONICS (3-4-4)**  
This comprehensive capstone course covers diagnosing, troubleshooting, and repairing "Live Work" with emphasis on the use of schematic diagrams and electronic servicing equipment.  
*Prerequisite: ELCT 1310*

**ELCT 2408 PRINCIPLES OF AUDIO/VIDEO SYSTEMS (2-4-3)**  
This certificate level capstone course includes the basic fundamentals of audio and video circuit operation and servicing. The theory and troubleshooting of the different types of circuits will be covered, analyzing wave forms using an oscilloscope and safety rules.  
*Prerequisite: ELCT 1310*

**ELCT 2409 AUDIO/VIDEO SYSTEMS II (3-4-4)**  
This course covers the basic principles of magnetic recording theory of video and audio systems. Motor control and servo systems will also be analyzed.  
*Prerequisite: ELCT 2408*

**ELCT 2421 ADVANCED COMPUTER SYSTEMS REPAIR (2-4-3)**  
This course introduces proper installation and setup procedures such as hard disks, floppy drives and other peripheral devices. Different types of computers and how they interface with each other will also be analyzed.  
*Prerequisite: ELCT 1322*

**ELCT 2501 INTRO TO COMMUNICATION (2-4-3)**  
This course introduces the basic fundamentals of electronic communication. It includes amplitude, frequency, and pulse modulation, RF amplifiers, fiber optics, modulators and heterodyning used in modern electronic equipment. Also a review of test equipment used in the electronic field.  
*Prerequisite: ELCT 1402*

## **EMERGENCY MEDICAL TECHNOLOGY**

**EMTB 1103 CLINICAL PRACTICUM (0-4-1)**  
The practicum is a supervised learning experience in both a clinical facility and on an EMS Unit that will enable a students to develop the skills and the knowledge needed to perform emergency medical procedures. Taught concurrently with EMTB 1601.  
*Prerequisite: EMTB 1601, 1602  
or concurrent enrollment in both with a minimum "C" average*

**EMTB 1202 EMTB LAB (0-6-2)**  
This course is designed to develop student skills in performing emergency medical procedures at the Emergency Medical Technician Basic Level, i.e. bandaging and splinting, administration of oxygen, spinal immobilization, patient assessment and vital signs. These skills will be tested in accordance with Texas Department of Health Certification requirements.

*Prerequisite: EMTB 1601 or concurrent enrollment in EMTB 1601.*

**EMTB 1601 EMERGENCY MEDICAL TECHNICIAN (6-0-6)**  
Students are taught the overall role and responsibility of the Emergency Medical Technician in performing both emergency care and the optional aspects of performing at the EMT-Basic Level.

*Prerequisite: 18 years of age, meet TDH EMT Certification requirements*

**EMTI 1213 EMTI CLINICAL PRACTICUM (0-8-2)**  
This practicum allows students to reinforce their theoretical and practical experiences learned in EMS courses. This practicum is a supervised learning experience in both a clinical facility and on an Advanced Life Support EMS Unit that will enable a student to develop skills and knowledge needed to perform advanced emergency medical procedures.

*Prerequisite: EMTI 1311, 1312*

*or concurrent enrollment in both courses with a minimum "C" average*

**EMTI 1311 EMT-INTERMEDIATE (3-0-3)**  
Included in this course is the study of the fluids and electrolytes, blood and its components, hydration disorders, recognition and treatment of shock, the anatomical structures and the mechanics of respiration. Also discussed are the techniques used to perform a complete patient assessment.

*Prerequisite: TDH Emergency Medical Technician Basic Certification*

**EMTI 1312 EMTI LAB (1-5-3)**  
This lab is designed to afford students the opportunity to learn and practice advanced skills that are associated with the job requirements of an EMT-Intermediate such as endotracheal intubation, intravenous, fluid therapy, pneumatic anti-shock garments, and the testing of these skills in accordance with Texas Department of Health Certification Requirements.

*Prerequisite: EMTI 1311 or concurrent enrollment in EMTI 1311*

**EMTP 2134 EMS RESCUE & EXTRICATION (1-1-1)**  
This course develops the student's basic understanding of principles and considerations involved in extricating persons from entrapment in varying situations. Also includes familiarization with some of the major rescue tools, their use, their capacities, and safety needed in their use.

*Prerequisite: EMTP 1601, 1602 or concurrent enrollment in both courses*

**EMTP 2136 EMS DRIVING (1-1-1)**  
This course promotes safe driving techniques in not only emergency but non-emergency driving. It will call attention to the hazards and legal implications of unsafe EMS driving. It will also present the students with techniques of accident avoidance and how to perform routing maintenance on EMS vehicles.

*Prerequisite: EMTB 1601, 1302 or concurrent enrollment in both courses*



**EMTP 2221 EMS CARDIOLOGY (1-2-2)**

This course involves the study of anatomy and physiology of the cardiovascular system, cardiac patient assessment, and cardiac pathophysiology. Also included is interpretation of Electrocardiograms, arrhythmia recognition, and techniques of cardiac management.

*Prerequisite: TDH Emergency Medical Technician Intermediate Certification*

**EMTP 2222 EMTP LAB I (0-6-2)**

This lab is designed to afford students an opportunity to review and practice both basic and advanced skills that are associated with the job requirements of an EMT-Paramedic such as spinal immobilization, oxygen administration, bandaging and splinting and testing in accordance with Texas Department of Health Paramedic Certification Requirements.

*Prerequisite: EMTP 2221, 2224 or concurrent enrollment in both courses*

**EMTP 2223 EMTP CLINICAL PRACTICUM I (0-10-2)**

This practicum will allow the students to reinforce their theoretical and practical experiences learned in EMS courses. This practicum is a supervised learning experience in both a clinical facility and on a Mobile Intensive Care Unit that will enable a student to develop the skills and the knowledge needed to perform advanced emergency medical procedures.

*Prerequisite: EMTP 2221, 2222  
or concurrent enrollment in both courses with a minimum "C" average*

**EMTP 2224 EMS PHARMACOLOGY (1-2-2)**

This course provides prehospital medication information, discusses actions and reactions of prehospital medications, discusses different routes of medication administration, and indication and contraindications for the use of these medications.

*Prerequisite: EMTP 2221, 2122 or concurrent enrollment in both courses*

**EMTP 2232 EMTP LAB II (0-6-2)**

This lab is designed to afford students an opportunity to learn and practice advanced skills that are associated with the job requirements of an EMT-Paramedic such as endotracheal intubation, intravenous fluid therapy, pneumatic anti-shock garments, medication administration and interpretation of EKGs and testing in accordance with Texas Department of Health Certification Requirements.

*Prerequisite: EMTP 2631 or concurrent enrollment*

**EMTP 2233 EMTP CLINICAL PRACTICUM II (0-10-2)**

This practicum will allow the students to reinforce their theoretical and practical experiences learned in EMS courses. This practicum is a supervised learning experience in both a clinical facility and on a Mobile Intensive Care Unit that will enable a student to develop the skills and the knowledge needed to perform basic and advanced emergency medical procedures.

*Prerequisite: EMTP 2631, 2132  
or concurrent enrollment in both courses with a minimum "C" average*

**EMTP 2235 EMS MANAGEMENT (2-0-2)**

Students will review and outline the procedures necessary to manage an EMS system in an organized and efficient manner. The concept of both rural, urban, paid and volunteer services will be listed to develop a method of day-to-day operation.

*Prerequisite: ENGL 1301, COSC 1301 or concurrent enrollment in both courses*

**EMTP 2631 EMT-PARAMEDIC (6-0-6)**

This course will allow the student to become familiar with the roles and responsibilities, the medical legal issues, and the overall function of Paramedic. This course will also deal with the recognition and treatment of medical emergencies, CNS, environmental, pediatric, OB/GYN, geriatric, and psychiatric emergencies, HAZMAT, triage and disaster management.

*Prerequisite: EMTP 2221, 2224*

## ENGINEERING

**ENGR 1304\* ENGINEERING GRAPHICS I (2-3-3)**

Freehand and instrument drawing, dimensioning, fastening, pictorial methods, charts and graphs, projections drawing, geometry of graphical construction. Required for beginning engineering students.

*Prerequisite: COSC 1301, MATH 2312*

**ENGR 2301\* STATICS (3-0-3)**

This course will enable students to become proficient in vectors, free-body diagrams, forces, moments, friction, and virtual work.

*Prerequisite: MATH 2414 or instructor approval*

**ENGR 2302\* DYNAMICS (3-0-3)**

This mechanics course will enable students to become proficient in the following topics of the dynamics of particles: harmonic motion, motion of a particle in a central force field, momentum and work methods, rigid body motion, work and energy methods and relative motion in rigid bodies.

*Prerequisite: COSC 2301, MATH 2414*

## ENGLISH

**ENGL 70\* READING SKILLS I (3-0-3)**

Focuses on grammatical patterns, vocabulary, and syntactic structures ordinarily encountered in academic/occupational reading.

*Prerequisite: Placement based on TASP scores*

**ENGL 71\* WRITING SKILLS I (3-0-3)**

Focuses on idea generation, organization, style, and utilization of standard English and revision.

*Prerequisite: Placement based on TASP scores*



**ENGL 80\* READING SKILLS II (3-0-3)**

Provides fundamental reading skills for students who cannot demonstrate proficiency in reading on TASP. Emphasis is placed on vocabulary, study skills, and basic comprehension.

*Prerequisite:* Placement based on TASP scores or successful completion of ENGL 70

**ENGL 81\* WRITING SKILLS II (3-0-3)**

Focuses on grammar and punctuation, sentence elements, sentence patterns, sentence combinations, paragraph organization, and utilization of standard English.

*Prerequisite:* Placement based on TASP scores or successful completion of ENGL 71

**ENGL 90\* READING SKILLS III (3-0-3)**

Emphasizes comprehension of basic forms of expository reading and critical reasoning skills in addition to vocabulary and basic comprehension skills.

*Prerequisite:* Placement based on TASP scores or successful completion of ENGL 80

**ENGL 91\* WRITING SKILLS III (3-0-3)**

Emphasizes idea generation, essay development with grammar review and study of and practice in basic forms of expository writing.

*Prerequisite:* Placement based on TASP scores or successful completion of ENGL 81

**ENGL 1301\* COMPOSITION (3-0-3)**

Focuses on the development of effective communication through written discourse. Emphasis is placed on mechanical proficiency and organizational skills in writing expository essays, analysis of style, tone and point of view in expository prose.

*Prerequisite:* A passing score on reading and writing portions of the TASP test or a grade of "P" in ENGL 81 and 91 with concurrent enrollment in remediation until a pass is achieved on the reading and writing sections of the TASP.

**ENGL 1302\* RHETORIC (3-0-3)**

Focuses on the principles of rhetoric in written discourse. The course includes an analysis of rhetoric and logic, writing of essays, and study of research and documentation techniques. The course requires the completion of a research project.

*Prerequisite:* A grade of "C" or better in ENGL 1301

**ENGL 1312\* BUSINESS WRITING (3-0-3)**

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 TASP scores or successful completion of ENGL 81

**ENGL 2300\* INTRO TO LITERATURE (3-0-3)**

An introduction to the various literary genres including the short story, the novella or novela, drama and poetry.

*Prerequisite:* A grade of "C" or better in ENGL 1301, 1302 or equivalents

**ENGL 2307\* CREATIVE WRITING I (3-0-3)**  
This course is for students who want to explore, discover, and develop their writing talents. The focus of this course is the techniques and skills necessary in writing fiction, nonfiction, poetry, or drama.

*Prerequisite: Grade of "C" or better in ENGL 1301 or English department permission*

**ENGL 2308\* CREATIVE WRITING II (3-0-3)**  
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: Grade of "C" or better in ENGL 1301 or English department permission*

**ENGL 2311\* TECHNICAL WRITING (3-0-3)**  
Focuses on writing special types of reports often used in engineering, science, and business.

*Prerequisite: ENGL 1301, 1302*

**ENGL 2322\* ENGLISH LITERATURE (3-0-3)**  
Study of several masterpieces of English literature. It may include short stories, novels or novellas, drama, or poetry. This course requires careful reading and writing of critical essays in individual works.

*Prerequisite: A grade of "C" or better in ENGL 1301, 1302 or equivalents*

**ENGL 2326\* AMERICAN LITERATURE (3-0-3)**  
Study of several masterpieces of American literature. It may include short stories, novels or novellas, drama, or poetry. This course requires careful reading and writing of critical essays in individual works.

*Prerequisite: A grade of "C" or better in ENGL 1301, 1302 or equivalents*

**ENGL 2331\* WORLD LITERATURE (3-0-3)**  
Introduces the students to several masterpieces of World Literature in translation. It may include short stories, novels or novellas, drama, or poetry. This course requires careful reading and writing of critical essays in individual works.

*Prerequisite: A grade of "C" or better in ENGL 1301, 1302 or equivalents*

**ENGL 2399\* SPECIAL TOPICS IN LITERATURE (3-0-3)**  
Requires intensive analysis of literary works which may be unified by theme, period, genre or subject matter. Topic will vary from semester to semester.

*Prerequisite: A grade of "C" or better in ENGL 1301, 1302 or equivalents*



# FOOD SERVICE ADMINISTRATION/ RESTAURANT MANAGEMENT

**FSAR 1301 FOOD SERVICE SYSTEMS MANAGEMENT (3-0-3)**

An overview of the principles of food service management, including development of leadership, menu planning, safety and sanitation; a practical approach to equipment and layout, purchasing, storage, and inventory.

**FSAR 1302 FOOD SERVICE OPERATIONS MANAGEMENT (3-0-3)**

Principles of planning, organizing, staffing, directing, and controlling the management of a variety of food service operations, levels of management in the food service industry, tools of management, personnel management, and government legislation and regulations.

**FSAR 2301 PURCHASING & COST CONTROL (3-0-3)**

Study includes basic information on sources, grades and standard criteria for selection, purchasing and storage of major food and non-food items. The importance and development of specifications is stressed. Fundamental concepts of cost control including calculation of recipes, yield tests, menu and portion costing are also taught.

**FSAR 2302 INTRO TO THE HOSPITALITY INDUSTRY (3-0-3)**

A review of the history, growth, and development of the hospitality industry, including major objectives and career opportunities. Planning for employment, including the preparation of a resume and preparation for the job interview. Topics of current concern to the food service industry are addressed through readings and presentations of guest lecturers; review of work experience reports.

**FSAR 2303 NUTRITION (3-0-3)**

Application of current knowledge of nutrition to the selection of diets which promote the well-being and maximum performance of health of Americans from infancy to older age. Special topics include nutritional needs of pregnant women, the athlete, and the vegetarian.

**FSAR 2305 SANITATION & SAFETY (3-0-3)**

Theory and practice of food and environmental sanitation is studied. Food-related diseases and their origins are presented in details. The use of cleaning materials, equipment, dishwashing procedures and general first aid are also covered.

**FSAR 2141 BIOLOGICAL MICRO TECHNIQUES FOR FOOD ADMIN LAB (0-3-1)**

The important bacteria, yeasts, molds and their occurrence, nature, growth, control; sanitary practices in preparation, service, and storage of foods.

**FSAR 2341 BIOLOGICAL MICRO TECHNIQUES FOR FOOD ADMIN (3-0-3)**

The important bacteria, yeasts, molds and their occurrence, nature, growth, control; sanitary practices in preparation, service, and storage of foods.

## GEOLOGY

**GEOG 1403\* GENERAL GEOLOGY I** (3-3-4)

Involves a comprehensive description of materials composing the earth, and deals with classification and analysis of geologic agents responsible for the origin, structure, and evolution of the earth's crust.

**GEOG 1404\* GENERAL GEOLOGY II** (3-0-3)

Deals with the geological history of the earth and its inhabitants as revealed by the fossil record with emphasis on North America.

## GEOGRAPHY

**GEOG 1301\* PHYSICAL GEOGRAPHY** (3-0-3)

An introduction to the concepts which provide a foundation for the continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts.

**GEOG 1303\* WORLD REGIONAL GEOGRAPHY** (3-0-3)

A study of major developed and developing regions with emphasis on the awareness of prevailing world conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions.

**GEOG 2312\* ECONOMIC GEOGRAPHY** (3-0-3)

Analytical study of the historical development of particular economic distributions as they relate to social, cultural, political, and physical factors. Includes critical inquiry into the reasons for location of various types of economic activity, production and marketing.

## GOVERNMENT

**GOVT 2301\* AMERICAN GOVERNMENT I** (3-0-3)

Introduction to the theory and practice of politics and government in America at the national, state, and local levels with special attention to Texas. Topics include political theory, the American and Texas constitutions, federalism, the institutions of government covering Congress, the Executive and the Judiciary.

*Prerequisite: Completion of ENGL 80, 81 or TASP completion*



**GOVT 2302\* AMERICAN GOVERNMENT II (3-0-3)**

This course follows GOVT 2301 and covers the following topics at the national, state and local levels. Some of the topics include political theory, political participation, and elections, bureaucracy, civil liberties, political parties, interest groups, public opinion and the role of the media.

*Prerequisite: Completion of ENGL 80, 81 or TASP completion*  
*Recommended completion of GOVT 2301*

**GOVT 2304\* INTRODUCTION TO POLITICAL SCIENCE (3-0-3)**

An introductory survey of the discipline of political science focusing on the history, theory, scope and methods for the field, and the substantive topics in the discipline.

*Prerequisite: Completion of ENGL 80, 81 or TASP completion*

## HEALTH AND HUMAN SERVICES

**HHSA 1301 INTRO TO HEALTH AND HUMAN SERVICES (3-0-3)**

Tracks the historical development of social welfare from its European roots through its assimilation into the American social welfare system. Examines the National Organization For Human Services Education ethical ideology. Discusses requirements for job placement. Emphasis is placed on skills development. Class emphasis is on health and human services.

**HHSA 1305 ORGANIZED COMMUNITY SERVICE (3-0-3)**

Course includes an in-depth examination of community based organization and governmental agencies and the services they offer. Their referral process and accessing the necessary services for clients, and the collaborative relationships between agencies will be explored.

**HHSA 2301 CLIENT RELATING (3-0-3)**

Course covers instruction in the principles of interaction as they apply to the social service profession. Introduces therapeutic modalities of intervention.

**HHSA 2302 POLICIES AND PROCEDURES (3-0-3)**

Course describes interpretation and application of policies and procedures in terms of philosophy, legal base, program policy and impact on the client.

**HHSA 2303 CASE DOCUMENTATION (3-0-3)**

Course covers interviewing for assessment purposes while developing precise documentation methods.

**HHSA 2304 ORGANIZATIONAL WORKPLACE (3-0-3)**

Course examines guiding principles for professionals working with people. Theory of organizational structures and cultures will be explored.

**HHSA 2305 FIELD EXPERIENCE (1-10-3)**

Extended practical experience in the social service profession in which the student has a career interest, concomitant with weekly one hour classroom session.

## HEALTH CARE UNIT COORDINATOR

**HUCL 1225 HEALTH UNIT COORDINATOR PROCEDURES-LAB (1-3-2)**  
Covers the application of unit coordinating skills and procedures in the laboratory setting.

*Prerequisite: HUCL 1321*

**HUCL 1230 HEALTH UNIT COORDINATOR CLINICAL (1-10-2)**  
This course teaches the student to apply health unit coordinator skills and procedures in the hospital, long term care facility, or ambulatory care facility setting under the supervision of an affiliate director or instructor.

*Prerequisite: MIPR 1300, 1301, HUCL 1300, 1321, 1225*

**HUCL 1300 INTRO TO HEALTH UNIT COORDINATOR (2-2-3)**  
Covers the role and responsibilities, communication processes, human relations, and coordination of the non-clinical aspect of the nursing unit.

**HUCL 1321 HEALTH UNIT COORDINATOR PROCEDURES (2-2-3)**  
Covers the responsibilities of a health unit coordinator. This includes some terminology used in the field, forms and requisitions, transcribing physician's orders, admission/discharge of patients, preoperative and post-operative procedures.

## HEALTH INFORMATION TECHNOLOGY

**HITP 1202 LEGAL ASPECTS OF MEDICAL RECORDS (2-0-2)**  
Covers legal procedures and terminology; court system, policies and procedures for control and use of personal health information; health care legislation and regulations relating to the maintenance of confidentiality and appropriate use for health records; ethical standards for health record practice.

*Prerequisite: MIPR 1300*

**HITP 1302 HEALTH INFORMATION SCIENCE II (3-1-3)**  
Covers the study and practice of the management of medical record content, forms design and control. There is a study of review of indices and registries (including Tumor Registry). Study of medical record content and management in the following areas: long term care, ambulatory care, rehabilitation, hospice, home health care, and mental health care.

*Prerequisite: MIPR 1300, HITP 1202*

**HITP 2101 DIRECTED PRACTICE I (0-10-1)**  
Allows the student to learn about admitting and discharge procedures, filing and numbering systems and record assembly and quantitative and qualitative analysis. This practicum will take the student to hospitals and alternative settings.

*Prerequisite: MIPR 1300, HITP 1202*



**HITP 2206 DIRECTED PRACTICE II (1-16-2)**

Allows the student to perform functions dealing with supervisory responsibilities, collection of health data and preparation of statistical reports. The student will perform functions related to release of medical information and correspondence processing. Identification of basic principles and standards applied towards hospital accreditation and the operation and function of the department of quality improvement and utilization management.

*Prerequisite: HITP 2101*

**HITP 2224 HEALTH CARE STATISTICS (2-0-2)**

Covers the introduction to hospital statistics and practice of computation and calculations of health data. Guidelines for Texas Department of Health Vital Statistics and studies.

**HITP 2323 PERSONNEL MANAGEMENT IN HEALTH CARE (3-0-3)**

Covers the principles of the use of authority and supervision along with delegation of responsibilities and effective communication. The course will also include organization charts, job descriptions and policies and procedures. Focus will be placed on employee motivation, discipline and performance evaluation.

*Prerequisite: HITP 1302*

**HITP 2325 QUALITY IMPROVEMENT IN HEALTH INFORMATION (3-0-3)**

Covers the orientation to the accreditation requirements of the Joint Commission of the Accreditation of Healthcare Organizations. Emphasis is placed on the function of quality assurance, utilization review, risk management and utilization management departments. State and local standards are included.

*Prerequisite: HITP 1302*

**HITP 2326 MANAGEMENT PRINCIPLES IN HEALTH INFORMATION (3-0-3)**

Covers the daily operations of the Medical Record department management and capital budget. Short and long range planning are studied along with the process of getting things done in health information departments through and with physicians and health care personnel. Emphasis on planning, organizing, directing and controlling.

*Prerequisite: HITP 1302*

## **HEATING, VENTILATION, AND AIR CONDITIONING TECHNOLOGY**

**HVAC 1401 BASIC REFRIGERATION THEORY (3-3-4)**

Directed to the study of fundamental theories and concepts of mechanical refrigeration, the air conditioning cycle, fluid flow, heat transfer, and thermodynamics. This course also covers system components and the dynamics of ideal gases, saturated and superheated vapors, and refrigerants. Recovering, recycling and reclaiming refrigerants are incorporated.

**HVAC 1402 SPECIAL TOOLS, FITTINGS, AND BRAZING BASICS (3-3-4)**

Introduces the students to basic hand tools and refrigeration tools that are commonly used in the refrigeration and air conditioning industry. Proper application, use and care of these tools are stressed. In addition, tubing operations performed on copper tubing and fittings are correctly connected by mechanical methods using acetylene and oxygen welding equipment. Safety techniques are carefully observed and employed in all areas of instruction.

**HVAC 1403 BASIC ELECTRICITY AND ELECTRONICS (3-3-4)**

Designed to expose the student to basic electricity and electronics theory, with an emphasis on practical application. The study will include DC and AC circuit theory, semiconductor fundamentals, troubleshooting techniques, proper use of test equipment, basic hand skills, motor/generator theory, systems application, and an introduction to digital theory and circuits. This course is designed primarily for non-electronics majors desiring an introduction to the theory of electricity and basic electronic applications.

*Prerequisite: Eligible for Math 85 or concurrent enrollment in MATH 80*

**HVAC 1404 DOMESTIC REFRIGERATION AND A/C (3-3-4)**

Familiarizes the student with the theory, servicing and repairing of domestic refrigeration equipment and window air conditioning. Proposes analytical process to determine correct procedures. The student will reinforce his or her study of circuitry and mechanical operation by inspecting and repairing actual units in the laboratory.

*Prerequisite: HVAC 1401, 1402, 1403*

**HVAC 1406 DUCT DESIGN & FABRICATION (3-3-4)**

Acquaints the student with the theory and practice of sizing a complete air conditioning system using the manual J. The use of grooving tools is introduced, and fabricating duct systems is taught in laboratory activities.

*Prerequisite: 1401, 1402, 1403,  
eligible for MATH 85 or concurrent enrollment in MATH 80*

**HVAC 1424 RESIDENTIAL HEATING & HEAT PUMPS (3-3-4)**

Study of gas and electric heating furnaces and heat pumps. Students will become familiar with these heating units and will gain skills in installation, operation, repair and servicing of this type of equipment. Both mechanical and control components of these devices are covered. An overall study of the heat pump balance point charts for sizing of backup heat strips are also covered.

*Prerequisite: HVAC 1401, 1402, 1403*

**HVAC 2400 HVAC & REFRIGERATION HEAT LOAD ESTIMATING (3-3-4)**

Combined study of load calculation in commercial air conditioning and refrigeration. Psychometric theory will be used to figure calculation on structures. A unit on calculating refrigeration product loads is included. Heat load calculation will be done using manual N-1.

*Prerequisite: HVAC 1406, eligible for MATH 85 or concurrent enrollment in MATH 80*



**HVAC 2407 HVAC & REFRIGERATION SYSTEM SERVICING I (3-3-4)**

This is a certificate level capstone course which includes the theory of and practice in servicing and maintenance of domestic and residential HVACR systems, extensive hands-on is emphasized. Students are required to work as teams as well as on their own in estimating and identifying needs for maintenance and repair.

*Prerequisite: HVAC 1401, 1402, 1403*

**HVAC 2414 HVAC & REFRIGERATION SYSTEM SERVICING II (2-6-4)**

This is a comprehensive capstone course which requires the student to perform preventive maintenance on commercial equipment. The instructor will assist students to create individual projects which will exhibit knowledge and skill proficiency of HVAC System Servicing. The student will then inspect equipment to determine appropriate service, repair, and maintenance of electrical and mechanical problems of commercial refrigeration that are encountered in the field.

*Prerequisite: HVAC 1401, 1402, 1403*

**HVAC 2433 COMMERCIAL HVAC & REFRIGERATION SYSTEMS (2-6-4)**

A combined study of commercial air conditioning and refrigeration. This course focuses on different applications of commercial air conditioning, DX systems, water systems, air systems and water to air systems. In this course, students receive instruction in repair of commercial refrigeration equipment normally found in stores and restaurants. Electrical schematic diagrams and control systems are studied as well as the mechanical components.

*Prerequisite: HVAC 1401, 1402, 1403*

**HVAC 2434 PNEUMATIC CONTROLS (3-3-4)**

Designed to acquaint the student with the theory and definitions of different types of action and controls as well as explanation of temperature-to-pressure charts. A study on calibration of controls, pneumatic thermostats and receiver controllers. Introduction to pneumatic controllers, damper motors, control valves, transmitters, pressure-electrical controls, techniques and application needed in trouble shooting using schematics.

*Prerequisite: HVAC 2433*

## **HEAVY EQUIPMENT & TRANSPORTATION TECHNOLOGY**

**HETT 1321 PRINCIPLES OF HYDRAULICS AND PNEUMATICS (2-3-3)**

This is a study of hydraulic and pneumatic operation and principles of pumps, control valves, actuators, oil conditioners, conveying materials, graphic symbols, and flow diagrams.

*Prerequisite: HVAC 2433*

**HETT 1325 BASIC FUELS & FUEL DELIVERY SYSTEMS (2-3-3)**

This course is the theory and application relating to the internal combustion engine fuels and fuel delivery systems including gasoline L.P., natural gas and diesel fuels.

*Prerequisite: HETT 1451 or instructor's consent*



**HETT 1331 HEATING & AIR CONDITIONING (2-4-3)**  
This is a comprehensive study of air conditioning and heating systems. Emphasis is on diagnosing, testing, recycling and servicing these systems.

*Prerequisite: MATH 85 and HETT 1360 or concurrent enrollment*

**HETT 1350 FABRICATION & WELDING FOR TECHNICIANS (2-3-3)**  
This is a course in fabrication skills and in the welding of ferrous and non-ferrous metals using the arc processors of stick electrodes, micro-wire inert gas, and tungsten inert gas, as well as oxygen-acetylene cutting and welding processes, and weld testing procedures.

*Prerequisite: MATH 90 or instructor's consent*

**HETT 1360 ELECTRICAL & ELECTRONIC SYSTEMS I (2-4-3)**  
This basic comprehensive course includes the fundamentals of electricity, magnetism, circuitry, wiring diagrams, Ohm's Law, including the use of electrical and electronic diagnostic equipment.

*Prerequisite: MATH 85*

**HETT 1420 BRAKES, STEERING, SUSPENSION, & ANTI-SKID CONTROL SYSTEMS (3-4-4)**  
This course will be a study of operation, theory and application of hydraulics, pneumatics and electric brake systems; anti-lock/traction control systems; steering and suspension systems, tire and wheel design, care and evaluation and federal regulations applicable to brakes, steering suspension, tires and wheels. Emphasis on theory, operation safety and adjustments, troubleshooting procedures, maintenance and service.

**HETT 1451 PRINCIPLES OF ENGINE OPERATION & MAINTENANCE (3-4-4)**  
This is a study of operation, theory and practical application of two and four stroke cycle engines to include engine systems, descriptions, identification of engine parts, maintenance techniques, shop safety, proper hand tool usage, and precision measurement tools. Introduction to failure analysis and service manual usage is stressed throughout the course.

*Prerequisite: Eligible for Math 85 or concurrent enrollment*

**HETT 2303 INTERMEDIATE FLUID POWER (2-2-3)**  
This course is the theory and practice of applied failure analysis and rebuilding of hydraulic and pneumatic components, component testing, circuit design and operation.

*Prerequisite: HETT 1321, 1250 and eligible for Math 90*

**HETT 2305 SYSTEM DIAGNOSIS TROUBLESHOOTING & PREVENTIVE MAINTENANCE (2-2-3)**  
This course is the theory and practical application of diagnostic principles relating to power train and other engine driven operating systems. Emphasis is on predictive and preventive maintenance application and failure analysis practices.

*Prerequisite: HETT 1321, 1451, 1325*

**HETT 2322 AUTOMATIC HYDROSTATIC & POWERSHIFT TRANSMISSIONS (2-3-3)**  
This course is the study of operating principles of electrically controlled hydraulic, hydrostatic or air actuated, automatic and power shift transmissions. Emphasis is on hydraulic principles, power flow diagnostic procedures, disassembly, inspection, repair and reassembly.

*Prerequisite: HETT 1321*



**HETT 2324 COMPUTER CONTROL SYSTEMS & ENGINE ANALYSIS (2-2-3)**

This course is the theory and practical application of electronic engine systems. This course emphasis correct diagnosis, system analysis and repair operations.

*Prerequisite: HETT 1325, 2432, eligible for ENGL 91*

**HETT 2330 MECHANICAL POWER TRANSMISSIONS (2-3-3)**

This course is the study of operating principles of gear drive trains, including clutches, gears, standard transmissions, transfer cases, drive shafts and differentials. Emphasis is on power flow diagnostic procedures, disassembly, inspection, repair and reassembly.

*Prerequisite: Eligible for Math 85 or concurrent enrollment*

**HETT 2332 WIRING CIRCUITS, CHARGING & STARTING SYSTEMS (2-3-3)**

This course is the theory application and the repair of wiring circuits on all types of alternators and controls, cranking motors and switches. Emphasis is placed on predictive maintenance, system analysis and correct repair procedures.

*Prerequisite: HETT 1360, MATH 105 or 1314*

**HETT 2371 MAINTENANCE OF FORKLIFTS (2-3-3)**

This course will teach students about the operation and maintenance of all of the systems on gasoline, propane and electric forklifts. Students will be able to identify and replace a faulty part and to assure the proper operation of all safety related systems. Students will learn to train forklift operators on the required daily checks.

**HETT 2407 TRANSPORT REFRIGERATION (3-4-4)**

This course is the theory and practical application of heavy diesel powered transport refrigeration units used in bus, heavy transportation equipment, and agriculture transportation equipment. Emphasis is placed on diesel powered refrigeration systems and electronic/electrical control systems for heavy systems used in transport refrigeration. Shop safety and services manual usage is stressed throughout the course.

*Prerequisite: HETT 1321, 1451, 1325, 2432, 1350*

**HETT 2420 ADVANCED ENGINE TECHNOLOGY & FAILURE ANALYSIS (2-4-3)**

This course is the theory and application of correct rebuilding procedures for internal combustion diesel engines to include engine troubleshooting techniques, cleaning and inspection, measurements and failure analysis. The use of hand, power and special engine tools, precision measurement devices, shop safety and service manual usage is emphasized throughout the course.

*Prerequisite: HETT 1220, 1451, eligible for ENGL 1301*

## HISTORY

**HIST 1301\* UNITED STATES HISTORY I (3-0-3)**

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: ENGL 70, 71*

**HIST 1302\* UNITED STATES HISTORY II (3-0-3)**  
A survey of the political, social, economic, military, cultural and intellectual history of the United States from reconstruction to the present.

*Prerequisite: ENGL 70, 71*

**HIST 2311\* WESTERN CIVILIZATION I (3-0-3)**  
This course provides a thorough survey of the major political, economic, cultural, and intellectual history of Europe through the Treaty of Westphalia. Emphasis will be placed on the contributions of Greece and Rome to the western world, the fall of Rome, the Byzantine Empire, the beginning of feudalism and the rise of national states, the Renaissance and the Protestant Reformation. Major developments in world history will be related to these periods of European history. Extensive reading as well as examinations and essays/papers dealing with reading, lecture material and class discussion. 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: ENGL 70, 71*

**HIST 2312\* WESTERN CIVILIZATION II (3-0-3)**  
This course is the continuation of Western Civilization I to the present time. Emphasis will be given to European expansion, the Enlightenment, the French Revolution and Napoleon, Romanticism, the Industrial Revolution, the spread of Socialism, and the world conflicts of the Twentieth Century. Major developments in world history will be related to these periods of European history. Extensive reading, as well as examinations and essays/papers dealing with reading, lecture material and class discussion. 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: ENGL 70, 71, HIST 2311 recommended*

**HIST 2380\* MEXICAN AMERICAN HERITAGE (3-0-3)**  
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 and Mexican American culture. Extensive reading, as well as examinations and essays/papers dealing with reading, lecture material and class discussion. 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: ENGL 70, 71*



## HOME ECONOMICS

**HECO 1315\* FOOD PREPARATION & MEAL MANAGEMENT (3-0-3)**

Scientific principles of the selection and preparation of high quality foods, management of time, money, and energy resources in the planning, preparation, and service of meals.

*Transfers as an elective*

## HUMANITIES

**HUMA 1301\* HUMANITIES I (3-0-3)**

This course emphasizes an interdisciplinary, multi-perspective assessment of cultural, philosophical, aesthetic, and political factors critical to the formulation of values and the historical development of the individual and society from Ancient Greece to the Renaissance. The course's approach is a combination of the historical development and thematic analysis of the humanities.

*Transfers as an elective*

**HUMA 1302\* HUMANITIES II (3-0-3)**

This course emphasizes an interdisciplinary, multi-perspective assessment of cultural, philosophical, aesthetic, and political factors critical to the formulation of values and the historical development of the individual and society since the Renaissance. The course's approach is a combination of the historical development and thematic analysis of these humanities.

*Transfers as an elective*

## IMPORT-EXPORT

**MIEP 1300 INTRO TO IMPORT-EXPORT (3-0-3)**

Introduction to the study of import-export business, tariffs, quotas, labor laws, federal regulations, financial requirements, currency exchange, and other factors affecting the business based on laws and regulation of different countries. Also includes a comprehensive study of departments, commercial responsibilities and job opportunities in this field.

**MIEP 1302 INTRO TO INTERNATIONAL MARKETING (3-0-3)**

Presents a basic approach to the understanding of international marketing and reflects the importance of competing with business in a world-wide market. It also provides an approach and framework for identifying and analyzing the important environments of culture and economics, uniqueness of different nations and geographic regions.

*Prerequisite: MIEP 1301*

**MIEP 1311 PRINCIPLES OF TRANSPORTATION (3-0-3)**

A comprehensive study is made of the principles of transportation management, its organization and major functions. This study will cover all aspects of import-export transportation including methods, follow-up order production status, obtaining and preparing invoices, preparing packaging lists, sending forwarder or assembler, giving instructions to forwarder and others, maintaining documented shipment files, determining costs, shipping procedures, and other management functions.

*Spring only*

**MIEP 1321 PRINCIPLES OF IMPORTS-EXPORT I (3-0-3)**

A general study of the principles of export management with emphasis on the different phases and requirements. Areas covered will be government controls, licenses, documentation, commercial invoices, traffic procedures, human and public relations, management of personnel, export routines and accounting procedures.

*Spring only*

**MIEP 2301 FUNDAMENTALS OF COMMODITY CLASSIFICATIONS (3-0-3)**

This course will provide instruction on the history of the Harmonized System of classifying commodities world-wide, and how the different nations agreed on this method to expedite the classification process. Topics will include general rules used in interpretation of the codes, discussion on the different schedules and import tariffs, and the discussion on the different sets, accessories, and parts to the coding systems.

*Prerequisite: MIEP 1321, Fall only*

**MIEP 2321 PRINCIPLES OF IMPORTS-EXPORTS II (3-0-3)**

A detailed study is made of the principles of import management and export operations, commercial invoices, packing lists, custom invoices, traffic procedures, government controls and other management functions required.

*Fall only*

**MIEP 2330 BASICS OF INVENTORY CONTROL (3-0-3)**

This course is designed to teach students the basic concepts of inventory control in a profit-oriented organization. Course topics include inventory control procedures, inventory turnover, physical inventory systems, security concerns, purchasing and receiving control, controlling costs, and maintaining standards.

*Prerequisite: ACCT 2402, IMGT 1301 or MIEP 1321 with a "C" or better*

**MIEP 2331 MATERIALS MANAGEMENT (3-0-3)**

A study of materials management as it relates to the support of international manufacturing and assembly operations. The course covers basic concepts of Material Requirements Planning (MRP) including such topics as the production scheduling process, principles of procurement in a manufacturing setting, and inventory control procedures and systems.

*Prerequisite: MIEP 2330, 2331*



**MIEP 2341 IMPORT-EXPORT MANAGEMENT SYSTEMS (3-0-3)**

Designed as the capstone course in Import-Export. The application of the principles previously learned as applied to the computer information and management systems utilized by customs brokers. Interface of the framework and capabilities of these systems. The student will be required to work practice problems using the computer practice set.

*Prerequisite: MIEP 2321, 2301 and IMGT 1312*

**MIEP 2401 MANAGEMENT PRACTICUM I (3-20-4)**

Work experience is open to students enrolled in the Import-Export Management Program. This provides actual work experience in the import-export field as a paid employee. The student, the employer, and the program coordinator develop an individual program for each student. The student is evaluated by both the employer and program coordinator. A weekly seminar is held in conjunction with the student's job.

**MIEP 2402 MANAGEMENT PRACTICUM II (3-20-4)**

Work experience is open to students enrolled in the Mid-Management Program. This provides actual work experience in the business field as a paid employee. The student, the employer, and the program coordinator develop an individual program for each student. The student is evaluated by both the employer and program coordinator. A weekly seminar is held in conjunction with the student's job.

*Prerequisite: MIEP 1300 or instructor's consent*

## **INFORMATION MANAGEMENT TECHNOLOGY**

**IMGT 1302 OPERATING SYSTEMS (2-2-3)**

This course is a study of operating system components, principles, and design. Techniques for managing memory, processors, devices and files are covered. Students shall complete numerous projects in system configuration and management using MS, PC, DOS, Unix and Windows. Selected operating systems are discussed and contrasted.

*Prerequisite: COSC 1301 or concurrent enrollment*

**IMGT 1312 INTRO TO COMPUTER APPLICATIONS (2-4-3)**

This course is an introduction to microcomputer operations and the use of application software. Microcomputer topics include word processing, spreadsheet analysis and data base. Topic reinforcement is accomplished through laboratory experience.

*Prerequisite: COSC 1301 or concurrent enrollment*

**IMGT 1313 INTRO TO DESKTOP PUBLISHING (2-2-3)**

This course is an introduction to desktop publishing on a microcomputer. Students will, using the computer, learn to create and modify documents, newsletters, brochures, fliers, booklets, etc. They will learn to create macros and styles to enhance publications.

*Prerequisite: COSC 1301 or IMGT 1312*

**IMGT 1314 MANAGEMENT OF WINDOWS APPLICATIONS (2-2-3)**  
This course is a survey of manual and electronic tools for scheduling, keeping calendars, project management, message exchange, and graphics.

*Prerequisite: COSC 1301 or IMGT 1312*

**IMGT 1321 DATABASE I (2-2-3)**  
This course introduces students to database management techniques. It emphasizes application development using microcomputers and database management software. Students shall learn terminology, concepts, how to design and create database files, sort and index files, input and output screens, reports, labels, form letters, and queries. The students will learn how to automate and simplify database management tasks through database programming.

*Prerequisite: IMGT 1302, 1312 or Program Chair's approval*

**IMGT 1331 INTRO TO DATA COMMUNICATION (3-0-3)**  
This course covers the background and terminology of data communication for microcomputers. A foundation course to data communications using microcomputers in the business environment. Topics include: data transmission, communications software, bulletin boards, information retrieval services and data bases, electronic mail, access methods and standards, modems, protocol and topologies.

*Prerequisite: COSC 1301, IMGT 1302*

**IMGT 1412 PROGRAM DESIGN & DEVELOPMENT (3-2-4)**  
This course introduces students to a basic programming language. The course emphasizes practical application, problem solving, and hands-on programming experience. A step by step sequence of problem definition, flow charting, algorithmic processes, pseudocode, debugging, and documentation is emphasized. Structured techniques help students learn industry-based methodologies to evaluate, organize, design, create, improve, maintain, and document computer based problems of elementary level complexity. Lab exercises are designed to allow students to use reasoning abilities to solve problems and make decisions.

*Prerequisite: COSC 1301, PHIL 1320 is recommended*

**IMGT 2312 ELECTRONIC SPREADSHEETS (2-2-3)**  
This course introduces the student to spreadsheet software applications. The course emphasizes application development using microcomputers and spreadsheet software. Theory and uses of electronic spreadsheets, including applications, fundamental formula creation, model design and modification, formatting feature, display characteristics, editing, moving and copying, sorting, mathematical functions, statistical functions, financial functions, report generation and other features are covered. Lab exercises are designed to allow students to use reasoning abilities to solve problems and make decisions.

*Prerequisite: IMGT 1312 or Program Chair's approval*



**IMGT 2322 NETWORKING DESIGN & DEVELOPMENT (3-0-3)**

A study of hardware, software and interface requirement for designing, implementing, and evaluating microcomputer networking systems. Students shall acquire and interpret information both verbally and in written form, solve problems using creative thinking and mathematical skills, and communicate with other students their reasoning in network design technology.

*Prerequisite: IMGT 2421*

**IMGT 2323 NETWORKING TECHNIQUES & TROUBLESHOOTING (2-2-3)**

This course presents networking problems and applications associated with local area networks (LANS). Topics include integration of network resources, network/application interaction, hardware and software conflicts, technical documentation, LAN management, archiving and backup and common network problems.

*Prerequisite: IMGT 2421, IMGT 2342*

**IMGT 2331 ADVANCED MICROCOMPUTER APPLICATIONS (2-2-3)**

This course is an advanced study of microcomputers focusing on packaged software for business use. Primary areas may include but are not limited to spreadsheet analysis, graphics, and presentations, desktop publishing, multimedia, and telecommunications using software packages. Advanced microcomputer applications provide "hands-on" practice in solving business problems using new approaches to computer solutions with business applications.

*Prerequisite: IMGT 1321*

**IMGT 2332 ADVANCED DATA COMMUNICATIONS (2-4-3)**

This course emphasizes data communications. Physical topologies, transmission protocols, distributed computing environment, applications programmer interfaces and line management are covered.

*Prerequisite: IMGT 1331*

**IMGT 2341 SOFTWARE INTEGRATION (3-0-3)**

This course is a study of the integrating of multiple software programs. Throughout this course the students shall develop the skills needed to read and interpret software manuals, recognize problems, implement design plans and work with the systems software as well as newly developed software.

*Prerequisite: IMGT 2331*

**IMGT 2342 SYSTEM ADMINISTRATION (2-2-3)**

This course is a study of the basic network management skills needed to perform as a network systems manager. The management of networking systems is examined. Topics include management theory, production, scheduling security, basic problem determination and system tuning. Methods for computer selection and evaluation are also presented.

*Prerequisite: IMGT 1331*

**IMGT 2343 SYSTEMS MANAGEMENT (2-2-3)**

This course is a study of the interrelationships among computer systems, hardware, software, and personnel. Topics include tasks associated with systems management and computer operations; peripheral device fundamentals and physical file concepts. Students will use job documentaion, standards, operating procedures, control language and perform audit logs.

*Prerequisite: IMGT 2421, 2342*

**IMGT 2345 NETWORK PROJECT (2-4-3)**

This course covers the planning, development and implementation of small peer to peer network.

*Prerequisite: IMGT 2421, 1331*

**IMGT 2421 NETWORKING CONCEPTS (3-2-4)**

This is an introductory course which presents networking hardware and software as it applies to local area networks (LANS). Software topics include OSI reference models, IEEE standards for LANs, LAN protocol, network utilities, network security and control, log-in process, application software in network environment, and licensing agreements. Hardware topics include LAN cabling, network interface cards, servers, bridges, gateways, routers, uninterruptible power supplies, surge devices, and troubleshooting. Students learn the basics of installing and operating a local area network.

*Prerequisite: IMGT 1302 or concurrent enrollment*

**IMGT 2423 DATABASE II (3-2-4)**

Students shall engage in supervised database management design activities. The relational model is emphasized and is compared to the network hierarchical models. Proper application design and techniques are stressed. Teamwork, time management, written and verbal communication skills will be emphasized using hypothetical data base management system problems and a team approach.

*Prerequisite: IMGT 1321*

**IMGT 2431 INTRO TO CLIENT/SERVER (3-2-4)**

This course is a study of the strategies using for integrating PC networks into existing LANs and WANs, designing remote access approaches, configuring, installing, and tuning multi-user software; and controlling, troubleshooting, and allocating systems resources.

*Prerequisite: IMGT 1331 or concurrent enrollment*

## **LICENSED VOCATIONAL NURSING**

**LVNU 1201 SCIENCE FOR VOCATIONAL NURSING (2-0-2)**

Normal nutrition is one of the two segments of this course and is designed to introduce scientific principles in basic nutrition, nutrition function in health and disease with emphasis on the food sources of nutrients, social aspects of nutrition, and importance of food nutrition. Microbiology is the second segment of this course; it introduces the student to the world of microorganisms with an emphasis in disease prevention and infection control programs that include community resources.



**LVNU 1204 NURSING SKILLS THEORY (2-0-2)**

This course includes the nursing process and medical terminology. The course is designed to introduce the vocational nursing student to a wide variety of nursing skills that range from the simple to the complex. Emphasis is placed on the utilization of scientific principles to guide the student in developing competency in the performance of these skills.

**LVNU 1207 GERIATRICS (2-2-3)**

This course is designed to introduce the vocational nursing student to the special needs of the geriatric patient. Emphasis will be placed on the use of the nursing process, an understanding of the pathological variation from normal functioning, and application of the principles from the biological, physical, social and behavioral sciences.

**LVNU 1226 NURSING SKILLS THEORY LAB (0-9-2)**

This course includes the introduction of the Licensed Vocational Nursing student to the nursing arts laboratory where emphasis is placed on the utilization of the concepts and principles learned in LVNU 1204. These concepts are demonstrated as a guide in developing competence in the performance of specific nursing skills. The nursing process provides the focus for all nursing interventions as practiced in the lab activities.

*Prerequisite: Concurrent enrollment in LVNU 1204*

**LVNU 1261 CLINICAL PRACTICUM III (0-5-2)**

This course introduces the student to the clinical aspect of the care of the pediatric patient and the family's needs and support. Includes application of the nursing process.

*Prerequisite: Concurrent enrollment in LVNU 1310*

**LVNU 1269 CLINICAL PRACTICUM II (0-6-2)**

This course is designed as an introduction to maternity and newborn nursing care with practical experience in the areas of labor and delivery, postpartum care and care of the newborn. Teaching the new mother and father is incorporated in this practicum.

*Prerequisite: Concurrent enrollment in LVNU 1308*

**LVNU 1302 FUNDAMENTALS OF NURSING (P&V, G&D, M.H.) (3-0-3)**

This course is designed to guide the vocational nursing student in self assessment for the necessary personal and professional adjustments that are essential in developing a valuable member of the health care team. The course provides basic theories and principles of human growth and development, techniques for effective communication skills, and concepts to assist the student in understanding positive mental health practices.

**LVNU 1308 MATERNAL & NEWBORN (3-0-3)**

This course is designed to introduce the student to concepts related to the family unit. Course content will include physiological changes associated with pregnancy, fetal development, prenatal care, nursing care during labor and delivery, post-partum, and care of the newborn infant. Use of the nursing process will be integrated throughout the course.

**LVNU 1310 PEDIATRIC NURSING (3-0-3)**

This course introduces the student to the special needs of the child and the family. Emphasis will be placed on the use of the nursing process along with an understanding of pathophysiological variations and the application of principles from the biological, physical, social and behavioral sciences.

**LVNU 1312 PHARMACOLOGY (3-0-3)**

This course is designed to present information to assist the student in developing beginning understanding of drug forms, effects by classification, current drug therapy, accurate calculation of dosage, and principles of medication preparation and safe administration.

**LVNU 1315 ADVANCED MEDICAL-SURGICAL NURSING I (3-0-3)**

This course is a continuation of Medical-Surgical Nursing. It is designed to familiarize the student with selected disorders. Emphasis is placed on knowledge deficits for the patient and his family and the need for patient teaching as an important aspect of comprehensive care and respective compliance.

**LVNU 1317 ADVANCED MEDICAL-SURGICAL NURSING II (3-0-3)**

This course is designed to assist the student in developing a beginning understanding of psychological disorders with emphasis on recognizing inappropriate human behavior and approaches for therapeutic nursing interventions. This course will include a separate segment that is designed to enable the student to develop a beginning understanding of the scientific principles and techniques in intravenous therapy and establish a foundation that will further enable the student to develop competence in performance of skills related to I.V. infusion therapy.

**LVNU 1364 CLINICAL PRACTICUM IV (0-10-3)**

This course is designed to allow the student to gain experience in nursing care. Knowledge and application of the nursing process are utilized in providing direct patient care in the clinical facility. Administration of medications will be emphasized.

*Prerequisite: Concurrent enrollment with LVNU 1513*

**LVNU 1365 CLINICAL PRACTICUM I (3-5-3)**

This course is designed with an introduction to basic patient care in the clinical facility. The student has the opportunity to apply nursing procedures in the clinical setting. Application of the nursing process is emphasized.

*Prerequisite: Concurrent enrollment with LVNU 1315*

**LVNU 1366 CLINICAL PRACTICUM V (0-32-3)**

This course provides the foundation for more complex nursing utilizing the nursing process. The student is expected to assess, plan and correlate nursing care according to the individual patients.

*Prerequisite: Concurrent enrollment with LVNU 1315*



**LVNU 1368 CLINICAL PRACTICUM VI (0-28-3)**  
This course is designed to integrate the nursing skills and knowledge from the previous semesters. The nursing process is utilized in more complex nursing situations.  
*Prerequisite: Concurrent enrollment with LVNU 1317*

**LVNU 1403 ANATOMY & PHYSIOLOGY (4-0-4)**  
This course is designed to provide the vocational nursing student with introductory level information of the structure and function of the human body as a basis to later give understanding of disease processes and their effect on the human body.

**LVNU 1513 MEDICAL-SURGICAL NURSING I (5-0-5)**  
This course is designed to introduce the student to concepts and theories associated with the nursing care of the adult patient with a major focus on selected pathophysiological conditions and modalities of treatment, including the impact of illness, cultural influences, and the incorporation of the family in implementation of the nursing process

## MANUFACTURING

**MAET 1371 BASIC MACHINE SHOP & WELDING (2-3-3)**  
This course will teach the student the basics of arc and gas welding for common factory uses and the safe use of basic machine shop equipment like lathes, grinders, drills and mills. Includes the basics of shop cutting and welding including gas cutting and welding, and arc and wire welding.

**MAET 1372 BASIC QUALITY CONTROL (3-0-3)**  
Examines techniques for quality planning and analysis. Presents procedures for analysis of design and production processes essential to the preservation of product design integrity and quality achievement. The student will learn the basics of statistical process control, ISO standard requirements and other contemporary quality techniques.

**MAET 1373 SUMMER CO-OP I (1-20-3)**  
The summer co-op experience is designed for the student to use and improve his/her skills in an actual work situation. An additional objective is that the student will develop an understanding of the pressures and critical nature of the Engineering Technician job in the manufacturing operation.

**MAET 2371 INDUSTRIAL ENGINEERING FUNDAMENTALS (3-0-3)**  
The Engineering Technician is involved in assuring that the manufacturing plant is operated in an economical and safe manner. In order to accomplish this, the technician must be familiar with workplace and plant layout, engineering economics and cost estimating which are taught in this course. This module also includes study of workplace ergonomics to assure a safe and comfortable workplace for all employees.

**MAET 2373 ENGINEERING MATERIALS (3-2-3)**  
The mechanical and physical properties of engineering materials including ferrous, non-ferrous materials and non-metallics such as concrete, wood, plastics and advanced composites. Experiments involve materials commonly used in the manufacturing and construction processes.

**MAET 2375 MANUFACTURING PROCESSES (3-2-3)**  
Fundamental and advanced manufacturing processes involved in processing of materials through various stages of production, testing and inspection. Manufacturing systems, economics, process selection and development are explored and their effect on product design.

**MAET 2377 SUMMER CO-OP II (1-20-3)**  
This will be the capstone of the Engineering Technician program. During the second summer co-op session, the student will have the opportunity to work in a manufacturing facility and utilize all of the skills acquired during the previous 2 years.

**MAST 1173 JOURNEYMAN SHADOW PROGRAM (1-3-1)**  
The student will spend 3 hours per week working with a journeyman maintenance person. The intention of the experience is for the student to understand the urgency and importance of the maintenance function from an experienced person.

**MAST 1372 CO-OP I (1-20-3)**  
The summer co-op experience is designed for the student to improve his skills at the work site. Work ethics and attitudes are emphasized. The coop experience will be related to the training required thus far in the program.

**MAST 1370 MACHINE FAILURE CORRECTION & PREVENTION (2-3-3)**  
The first module studies the logical methods to do troubleshooting and failure identification of industrial equipment. The second module teaches the principals of preventive maintenance, predictive maintenance, equipment history and machine history record keeping.

**MAST 1371 WORKPLACE SAFETY (3-1-3)**  
The study of the major elements required to work safely and an awareness of the requirements to maintain a safe and healthy work environment. Includes the study of basic hand tools, basic requirements of OSHA, ADA, TNRCC, USEPA. and the Mexican Equivalentents.

**MAST 1375 APPLIED ELECTRICITY II (2-3-3)**  
Continuation of Applied Electricity I. Covers electrical trobleshooting, industrial and electrical repairs.

**MAST 1376 BASIC DIGITAL THEORY (2-3-3)**  
Manufacturing technology is shifting towards more electronically controlled systems. Many of the newer system are based on digital electronics. This course will teach the student the basic theory and operation of digitally based systems. It will include diagnosis and repair down to the board level.



**MAST 1377 READING BLUEPRINTS & SCHEMATICS (3-1-3)**

In this course the student will learn the basics of reading shop prints and schematics used in conjunction with equipment installation and maintenance, plumbing systems, HVAC systems, electrical systems and other industrial information. Will include a section on the utilization of equipment supplier manuals.

**MAST 1378 APPLIED ELECTRICITY I (2-3-3)**

Basic principals and applications of DC and AC current, including motors, generators, relays, wiring and protective devices, and controls.

**MAST 2370 INDUSTRIAL CONTROLS (1-3-3)**

The student will learn the principles of control systems and feedback control loops used to control manufacturing processes. Will include electromechanical relay logic, programmable controllers and basic computer controls. Parameters included are pressure, temperature, vacuum, voltage and amperage.

**MAST 2375 LUBRICATION & BEARING MAINTENANCE (2-2-3)**

Designed to help students understand proper lubrication of machinery and types and uses of lubricants.

**MAST 2374 CONTINUOUS MANUFACTURING IMPROVEMENT (3-0-3)**

The course will emphasize the importance of the maintenance staff working in a team environment, being able to take a leadership role in problem solving and an understanding of basic quality control techniques like data gathering, fishbone analysis, trend analysis and Xbar and R charts.

**MAST 2371 INSTRUMENTATION, CALIBRATION, & METROLOGY (2-3-3)**

The course will emphasize the importance of accurate measurement systems to the manufacturing process. The student will learn about gauging, calibration systems and the basics of measuring systems. Will identify the concepts and importance of NBS traceability.

**MAST 2373 FACILITIES MAINTENANCE (2-3-3)**

The course will deal with a basic understanding of the systems required to support a manufacturing plant. Included are plumbing, welding, HVAC, fire protection and compressed air systems.

**MAPT 1373 SUMMER CO-OP I (1-20-3)**

During the first summer co-op session, the student will be working in a plastic manufacturing facility with the opportunity to utilize the skills acquired during the first year and to experience the pressure and urgency of the manufacturing environment.

**MAPT 2371 HEAT TRANSFER (3-1-3)**

The quality and productivity of the plastic processes are dependent on the proper heating and cooling of materials and molds. In this course, the student will learn the basic laws of thermodynamics and how those principals are present and controlled in the manufacturing process.

**MAPT 2373 POLYMER ENGINEERING MATERIALS (4-2-4)**  
This course will include a survey of the various types of available engineering polymers and materials, their properties, strengths and weaknesses and methods of processing. The lab sessions consist of work utilizing lab test equipment and production type equipment.

**MAPT 2375 POLYMER ENGINEERING PROCESSES (4-2-4)**  
This course includes a survey of the various types of polymer manufacturing processes including injection molding, blow molding, vacuum forming rotocasting and reaction molding. The course will cover the strengths and weaknesses of each as well as the economics involved in proper process selection.

**MAPT 2377 SUMMER CO-OP II**  
The second semester co-op session is the capstone of the student's 2 years of study. The student will be in a Valley plastic manufacturer working with an experienced engineer and will have the opportunity to utilize all of the skills learned in the first two years in an actual manufacturing environment.

**MFST 2378 CO-OP II (1-20-3)**  
This is the capstone to the AAS degree in plant and equipment maintenance. The student will be working in an approved plant situation which will utilize all of their formal training of the previous two years.

## MATH

**MATH 80\* DEVELOPMENTAL MATH (3-0-3)**  
This course is a study of fundamental mathematics using addition, subtraction, division, multiplication, order of operations, percents, exponents and scientific notation to solve problems using rational numbers.

**MATH 85\* ELEMENTARY ALGEBRA (3-0-3)**  
This course is a study of fundamental mathematics and elementary algebra, including use of number concepts and computations, solving word problems involving fractions, interpreting graphs and tables, graphing numbers and relationships, solving equations and word problems in one of two variables.

*Prerequisite: MATH 85 or equivalent*

**MATH 90\* INTRODUCTORY ALGEBRA & GEOMETRY (3-0-3)**  
This course is a study of algebra and geometry including operations and polynomials, solving word problems with quadratic, radical and fractional equations, solving word problems applied to two- and three-dimensional figures and applying reasoning skills in solving word problems applied to geometry using similarity, congruence, parallelism, perpendicularity, inductive and deductive reasoning.

*Prerequisite: MATH 85 or equivalent*



**MATH 103 APPLIED TECHNICAL MATHEMATICS (3-0-3)**

This course covers basic concepts of arithmetic, geometry, algebra and trigonometry, but only as they are commonly utilized by specialists in the students' applicable fields of study. Lectures are supplemented by applied, related labs and individualized assistance.

**MATH 105 TECHNICAL MATHEMATICS (3-0-3)**

This course is designed to provide students with mathematical skills needed for success in technical programs. Course topics include simple algebraic expressions, simple equations, verbal problems, exponents, roots, radicals, linear equations and graphs, right triangle trigonometry and measurements. A greater emphasis is given to the solution of the applied problems.

*Prerequisite: MATH 80 or equivalent*

**MATH 106 TECHNICAL BUSINESS MATHEMATICS (2-3-3)**

This course is designed to help students solve common business problems and be able to apply mathematical principles to business-related activities. This course covers bank records, ratio and proportion, base rate and percentage, trade and cash discounts.

*Prerequisite: MATH 80 or equivalent*

**MATH 107 MATHEMATICS FOR ALLIED HEALTH (3-0-3)**

Topics include common fractions; decimal numbers; percentages, ratios, and proportions; systems of measurements and equivalents, drugs measured in units; intravenous drug administration; and pediatric dosages. Developmental course.

**MATH 1314\* COLLEGE ALGEBRA (3-0-3)**

The study of complex numbers, exponential and logarithmic functions, inequalities, determinants and matrices, and sequences and series. The course includes non-linear systems of equations and higher-degree equations.

*Prerequisite: MATH 90 or equivalent determined by MATH Placement Test (formerly MATH 114)*

**MATH 1316\* PLANE TRIGONOMETRY (3-0-3)**

Topics in trigonometric functions, right triangles, trigonometric identities, radian measures, graphs of periodic functions, and oblique triangles.

*Prerequisite: MATH 1314*

**MATH 1321\* MATHEMATICS OF FINANCE (3-0-3)**

Simple interest and discount, compound interest, annuities, amortization, sinking funds, stocks and bonds.

*Prerequisite: MATH 1314*

**MATH 1324\* FINITE MATH (3-0-3)**

Course topics include those from College Algebra which apply to business and economics, the application of math of finance, the applications of linear equations and inequalities and linear programming.

*Prerequisite: MATH 1314*

- MATH 1325\* BUSINESS CALCULUS (3-0-3)**  
Course topics include applications of differential and integral calculus to business and economics, probability and statistics.  
*Prerequisite: MATH 1324*
- MATH 1335\* MATH FOR ELEMENTARY TEACHERS I (3-0-3)**  
Students studying the mathematical background for meaningful learning of number concepts, precise definition, fundamental operations and problems solving mathematics. The structure of the real number system is developed through the use of elementary logic and set theory.  
*Prerequisite: MATH 1314*
- MATH 1336\* MATH FOR ELEMENTARY TEACHERS II (3-0-3)**  
Topic include measurements, geometry, probability, statistics, elementary algebra and problem solving.  
*Prerequisite: MATH 1335*
- MATH 1342\* STATISTICS (3-0-3)**  
Presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and use of statistical software.  
*Prerequisite: MATH 1314*
- MATH 1348\* ANALYTIC GEOMETRY (3-0-3)**  
Lines, circles, and other conic sections; transformation of coordinates; polar coordinates; parametric equations.  
*Prerequisite: MATH 1316*
- MATH 2312\* PRECALCULUS (3-0-3)**  
Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic and trigonometric functions. May include topics from analytical geometry.  
*Prerequisite: MATH 1316*
- MATH 2413\* CALCULUS I (4-0-4)**  
Limits, continuity, the derivative with applications and integration of polynomials.  
*Prerequisite: MATH 2312*
- MATH 2414\* CALCULUS II (4-0-4)**  
Derivatives and integrals of transcendental functions, integration methods and applications, infinite sequences and series.  
*Prerequisite: MATH 2413*



**MATH 2415\* CALCULUS III** (4-0-4)  
The study of vectors, partial differentiation, and multiple integrals.  
*Prerequisite: MATH 2414*

## MEDICAL INFORMATION SPECIALIST

**MIPR 1210 MEDICAL OFFICE PROCEDURES** (1-3-2)

A course dealing with human relations and patient education, records management systems, telephone techniques, preparation for employment, development of an office procedures handbook, handling of correspondence, keeping insurance logs, completing basic insurance forms, and other applicable office procedures. Student must also maintain a typing speed of 45 wpm within three minutes with three errors or less.

*Prerequisite: Must type at least 35 wpm*

**MIPR 1300 INTRO TO HEALTH INFORMATION SCIENCE** (2-2-3)

Course will cover origin, content, use, and format of health records; storage and retrieval systems as well as numbering and filing systems, retention procedures, accreditation, certification and licensure standards applicable to health records. In addition, medical staff, organization and bylaws will be covered.

**MIPR 1301 MEDICAL TERMINOLOGY I** (3-0-3)

Covers the study of the basic structure of medical words, prefixes, suffixes, roots, combining forms and plurals. Emphasis placed on pronunciation, spelling and definition of medical terms.

*Prerequisite: Eligibility for ENGL 1301 or concurrent enrollment in ENGL 91*

**MIPR 1302 MEDICAL TERMINOLOGY II** (3-0-3)

A continuation of the basic structure of medical words, prefixes, suffixes, roots, combining forms and plurals. Emphasis is placed on pronunciation, spelling and definition of medical terms.

*Prerequisite: MIPR 1301*

**MIPR 1303 GENERAL PATHOLOGY** (3-0-3)

Covers the basic concepts of pathology, disease terminology and etiology. It focuses on general characteristics of disease and disease processes and causative factors of pathological process in various organ systems.

*Prerequisite: BIOL 2401 and MIPR 1301 or Department Chair's approval*

**MIPR 1305 MEDICAL TRANSCRIPTION I** (1-4-3)

Introduces the development of transcription skills in the medical area. The course includes operation and care of computers, diskettes, transcribers and dictation media, emphasis on accuracy, use of reference materials, formatting, style and proofreading.

*Prerequisite: Concurrent enrollment in BIOL 2401, IMGT 1312, COTP 1112 if student does not pass the program administered keyboarding test at 35 wpm or higher*

**MIPR 1311 INTERNATIONAL CLASSIFICATION OF DISEASES I (2-2-3)**

Covers the application of Volumes I, II, and III of the International Classifications of Disease (ICD) Coding Book to the coding of disease and procedures/operations. Assignment of codes in accordance with guidelines established by the American Hospital Association, American Health Information Management Association, Health Care Financing Agency, and the National Center for Health Statistics.

*Prerequisite: BIOL 2401, MIPR 1300, 1301 and concurrent enrollment in MIPR 1303*

**MIPR 2201 CLINICAL EXPERIENCE (1-10-2)**

Provides the student with the appropriate setting and proper supervision for correlating of classroom instruction and on-the-job training.

*Prerequisite: Completion of all coursework within specialty with a "C" or higher*

**MIPR 2210 MEDICAL OFFICE PROCEDURES II (1-3-2)**

An introduction to physicians' practice management software providing total patient coverage from appointment to final payment by using a manual pegboard bookkeeping system and office management application software. Timed writing will continue with an expected speed of 55 wpm within three minutes with three errors or less.

*Prerequisite: MIPR 1210*

**MIPR 2302 MEDICAL TRANSCRIPTION II (1-4-3)**

A continuation of medical transcription skills with emphasis on speed accuracy; general medicine and several specialties

*Prerequisite: MIPR 1305 and MIPR 2305, corequisite*

**MIPR 2303 MEDICAL TRANSCRIPTION III (1-4-3)**

A continuation of medical transcription skills with emphasis on surgery dictation, operating room procedures, and surgical instruments.

*Prerequisite: MIPR 2302*

**MIPR 2305 BASIC PHARMACOLOGY (3-0-3)**

A basic introduction to the general concepts of pharmacology. It will focus on specific body systems, their disease and therapeutic drug applications.

*Prerequisite: MIPR 1302, 1303*

**MIPR 2311 INTERNATIONAL CLASSIFICATION OF DISEASES II (2-2-3)**

Covers the application of Volumes I, II, and III of the International Classifications of Disease (ICD) Coding Book to the coding of disease and procedures, operations/training and manual coding as well as coding by means of a computerized codefinder to determine the appropriate Medical Disease Category (MDC) and Diagnosis Related Groups (DRG)

*Prerequisite: MIPR 1311*



**MIPR 2322 CURRENT PROCEDURAL TERMINOLOGY CODING- CPT 4 (2-2-3)**  
Course covers principles of ambulatory coding using CPT-4 coding procedures and the use of HCPCS (Health Care Financing Administration: Common Procedure Coding System).  
*Prerequisite: BIOL 2401, MIPR 1300,1301, concurrent enrollment in MIPR 1303*

## MUSIC

**MUSI 1306\* MUSIC APPRECIATION (1-3-2)**  
Introduces the student to the elements, forms, and stylistic eras in music through the study of cultural periods, major composers, and music elements.

## ORIENTATION

**ORIN 101 COLLEGE SUCCESS (3-0-3)**  
This is a recommended course for all students entering college for the first time, returning after an absence from school, or desiring to improve class performance. Topics covered include test-taking tips, managing time, utilizing tutoring services, maximizing student support services and developing effective study habits. A variety of class projects will be assigned which includes developing a personal career plan and setting academic goals.

## PATIENT CARE ASSISTANT

**PTCA 1405 BODY SYSTEMS (4-0-4)**  
This course is a basic study of the structures of the human body.  
*Prerequisite: ENGL 70, 71*

**PTCA 1406 PATIENT CARE (4-1-4)**  
Upon completion of this course, students are prepared to accept responsibility for duty assignments and to accept constructive criticism in assisting patients in performance of duties in a variety of settings; i.e.: hospital, home health, long term care, hospice.

**PTCA 1407 CLINICAL EXPERIENCE (2-10-4)**  
In this course, students perform tasks assigned in hospitals or nursing homes. These tasks include providing patient care to a variety of patients. Students are encouraged to continue their health care training.  
*Prerequisite: MATH 80 or equivalent*

**PTCA 1504 INTRO TO LONG TERM CARE (2-6-5)**

Upon completion of this course, students are prepared to assist in providing basic bedside nursing care while maintaining comfort and safety of patients. Upon successful completion of this course, students are qualified to take their NACES written and skills exams for state certification.

## PHILOSOPHY

**PHIL 1310\* INTRO TO PHILOSOPHY (3-0-3)**

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 1320\* INTRO TO LOGIC (3-0-3)**

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*

## PHYSICAL EDUCATION

**PHED 1101\* ARCHERY (0-2-1)**

**PHED 1101\* BEGINNING AEROBICS (0-2-1)**

**PHED 1101\* BEGINNING TENNIS (0-2-1)**

**PHED 1101\* BEGINNING WEIGHT TRAINING (0-2-1)**

**PHED 1101\* BOWLING (0-2-1)**

**PHED 1101\* GOLF (0-2-1)**

**PHED 1101\* INTERMEDIATE AEROBICS (0-2-1)**

**PHED 1101\* JUDO (0-2-1)**

**PHED 1101\* KARATE (0-2-1)**

**PHED 1101\* DANCING (0-2-1)**



<b>PHED</b>	<b>1101* SWIMMING</b>	<b>(0-2-1)</b>
<b>PHED</b>	<b>1101* VOLLEYBALL</b>	<b>(0-2-1)</b>

*NOTE: More Physical Education Courses may be added in the future.*

## PHYSICS

<b>PHYS</b>	<b>1401* COLLEGE PHYSICS</b>	<b>(3-3-4)</b>
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Principles and application of mechanics, wave motion, and heat with emphasis on fundamental concepts, problem solving, notation and units.

*Prerequisite: MATH 1316*

<b>PHYS</b>	<b>1402* COLLEGE PHYSICS II</b>	<b>(3-3-4)</b>
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Principles and application of electricity, magnetics, light and sound with emphasis on fundamental concepts, problem solving, notation and units.

*Prerequisite: PHYS 1401*

<b>PHYS</b>	<b>1415* PHYSICAL SCIENCE I</b>	<b>(3-3-4)</b>
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Introduces the concepts and principles of Physical Science for non-science majors, surveying geology, chemistry and physics.

*Prerequisite: MATH 85*

<b>PHYS</b>	<b>1417* PHYSICAL SCIENCE II</b>	<b>(3-3-4)</b>
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Introduces the concepts and principles of Physical Science for non-science majors, surveying geology, chemistry and physics.

*Prerequisite: PHYS 1415*

<b>PHYS</b>	<b>2425* UNIVERSITY PHYSICS I</b>	<b>(3-3-4)</b>
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This is a calculus based study of mechanics, including vibrations and wave, heat and thermodynamics.

*Prerequisite: MATH 2413 or concurrent enrollment*

<b>PHYS</b>	<b>2426 UNIVERSITY PHYSICS II</b>	<b>(3-3-4)</b>
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This is a calculus based study of electromagnetic theory and applications, electromagnetic waves, solid state and modern physics.

*Prerequisite: PHYS 2325, MATH 2313 or concurrent enrollment*

# PRECISION MANUFACTURING

**PMTD 1101 INTRO TO PRECISION MACHINING TECHNOLOGY (1-0-1)**

An introductory course that assists the student in understanding the role of precision manufacturing in industry, the types of jobs available, the businesses which use precision machining and the structure of the Associate Degree Program. Emphasis is given to the requirements for employment such as getting along with other workers, dependability and loyalty. Course introduces students to the emphasis of safe work practices and first aid.

**PMTD 1102 ORIENTATION, GOAL SETTING (1-0-1)**

Continuation of Orientation from first term. Covers workplace responsibilities, behaviors, personal goals and standards and ethics in the profession.

**PMTD 1210 TECHNICAL DRAFTING & DESIGN (2-4-3)**

An introduction to manual and computer based drafting. Covers drafting terms, orthographic projections, auxiliary views, and section views. Students learn proper method for setting up dimensions and tolerance. Students are introduced to computer aided drafting and design.

**PMTD 1222 AUTOCAD (FUNDAMENTALS) (2-4-3)**

Introduces students to computer aided drafting and design. Hardware, software and basic operating principles of a computer system are discussed. Course will cover the fundamentals of AutoCAD starting with basic screen layout to using most of the commands required to produce a basic 2D drawing.

*Prerequisite: PMTD 1210*

**PMTD 1300 CO-OP I (1-20-3)**

Is designed as an initial experience in which the student develops his skill at the work site. Work ethics and attitudes are emphasized. This co-op will be directly related to the student's training level.

**PMTD 1411 INTRODUCTORY MACHINE SHOP (2-6-4)**

Covers metal working processes, basic metallurgy, chip cutting theory, feeds and speeds, drilling, precision measurements, and safety in the machine shop. Special emphasis is placed on attention to detail, safe practices and cooperation in the workplace. Students begin using basic machine tools such as lathe, drill press and milling machines.

**PMTD 2205 HEAT TREATING & WELDING FOR MACHINIST (1-3-2)**

Course covers heat treating and welding processes and equipment used for production and tooling applications. Effect on mechanical properties, control of processes and protection of workplace are included.

**PMTD 2223 AUTOCAD (ADVANCED) (2-4-3)**

This course is a continuation of AutoCAD in which the student learns how to organize drawing entities into layers, add text and basic dimensions and prepare to plot the drawing.

*Prerequisite: PMTD 1222*



**PMTD 2233 INTRO TO CNC & CAD/CAM (1-3-2)**

Course covers the design and operation of computer numerically controlled machines, translation of CAD designs into cutting paths and machine commands, precision and accuracy of resulting parts. Emphasis is on both fundamental structures of command languages and commercial CNC packages.

*Prerequisite: PMTD 1411, MATH 1314*

**PMTD 2243 ADVANCED MACHINE SHOP (1-6-2)**

Course covers advanced and non-traditional machining methods such as EDM, water jet, ECM, rapid prototyping as well as precision levels appropriate for tool and dies.

*Prerequisite: PMTD 2522, 2233*

**PMTD 2250 TEAMWORK & PROBLEM SOLVING (1-3-2)**

Course introduces students to modern industrial management processes such as project teams, self-managed work groups, problem solving techniques such as cause effect diagrams, root cause analysis and process mapping. Emphasis is on attention to details, workplace cooperation, safety and quality.

**PMTD 2300 CO-OP II (1-20-3)**

This is a capstone to the A.A.S. degree. The students should have broad experiences incorporating all areas of their formal training and working in an approved facility.

**PMTD 2340 TOOL, DIE, JIG FIXTURE DESIGN (2-3-3)**

Students learn through a complete design and production experience including construction of CAD drawings for a student project, design and fabrication of the tool and manufacture of the part.

**PMTD 2344 TOOLS, DIES, JIGS AND FIXTURES (2-3-3)**

Introduces basic tool, die, fixture, and jig design, components and construction. Teaches factors to be considered in planning and layout, requirements of manufacturing process, materials implications and includes an in-shop practice project.

*Prerequisite: PMTD 2522*

**PMTD 2360 ADVANCED MACHINING TECHNOLOGY (2-6-5)**

Course is designed around a team project in which the students learn advanced concepts and use those concepts to complete a client project. Team processes and self-management are stressed.

**PMTD 2370 COST ESTIMATING (2-3-3)**

Principles of direct and indirect cost, productivity, cycle time forecasting, production scheduling, optimization and continuous improvement.

*Program approval*

**PMTD 2375 PRODUCTION MANAGEMENT (2-3-3)**

Concepts of industrial organization, supervision, planning and scheduling, cost control and client/customer relations.

*Program approval*

**PMTD 2420 MANUFACTURING MATERIALS & PROCESSES (3-3-4)**  
Introduces students to concepts of basic material chemistry, manufacturing processes such as stamping, injection molding, machining, die casting, extrusion, welding and joining where precision tools and fixtures are required. Lab portion of course includes experiments in basic manufacturing processes and testing of material properties.

## **PUBLIC SAFETY**

**PSEC 1376 SECURITY MANAGEMENT (3-0-3)**  
Introduces the student to the organization, administration, and management functions of security, including hiring requirements, establishing policies, budgeting, personnel relations, and current and future issues.

**PSEC 1401 DEFENSIVE TACTICS (4-0-4)**  
Law related to use of force; use of force continuum; importance of physical conditioning; self-defense and restraint tactics; releases from common holds; pressure point control.

**PSEC 2308 RURAL LAW ENFORCEMENT (3-0-3)**  
Details special techniques and crime control methods applicable to policing rural populations and handling problems of climate, health hazard, water safety and animal control.

**PSEC 2309 SUPERVISION (3-0-3)**  
Principles of personnel management as applied to the police enterprise; evaluation and promotion; discipline, training and employee welfare; problem solving; leadership.

**PSFS 1305 FUNDAMENTALS OF FIRE PROTECTION (3-0-3)**  
History and philosophy of fire protection; review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; recruitment and training for fire departments; position classification and pay plans; employee organization; a discussion of current related problems and review of expanding future fire protection problems.

**PSFS 1310 FIRE PREVENTION (3-0-3)**  
The objectives and view of inspections, fundamental principles, methods, techniques and procedures of fire prevention administration. Fire prevention organization; public cooperation and image; recognition of fire hazards insurance problems and legal aspects; development and implementation of a systematic and deliberate inspection program. Survey of local, state and national codes pertaining to fire prevention and related technology; relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards.



**PSFS 1320 FIRE ADMINISTRATION I (3-0-3)**

In-depth study of the organization and management as related to a fire department including budgeting, maintenance of records and reports and management of fire department officers. Personnel administration and distribution of equipment and personnel and other related topics, including relation of various government agencies to fire protection areas. Fire service leadership as viewed from the company officer's position.

**PSFS 1330 FIRE PROTECTION SYSTEMS (3-0-3)**

A study of basic built-in fire detection, alarm and extinguishing systems. An examination of the devices and systems installed in buildings used to protect life and property from fire and support the role of the fire department through early detection of fire and extinguishment.

**PSFS 2305 HAZARDOUS MATERIALS I (3-0-3)**

Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, handling hazardous materials, i.e., flammable liquids, combustible solids and gases. Emphasis on emergency situations and the most favorable methods of handling fire fighting and control.

**PSFS 2306 HAZARDOUS MATERIALS II (3-0-3)**

Hazardous materials covering storage, handling laws, standards and fire fighting techniques associated with chemicals, gases, flammable liquids, corrosives, poisons, explosives, rocket propellants and exotic fuels and radioactive materials. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids and solids related to free-burning fire and explosion phenomena. Familiarization with radiological instruments, human exposure to radiation, decontamination procedures, common uses of radioactive materials and operational procedures.

**PSFS 2307 FIRE ADMINISTRATION I (3-0-3)**

Study to include insurance rates and ratings; preparation of budgets, administration and organization of training in the fire department, city water requirements, fire alarm and communication systems; importance of public relations, report writing and record keeping; measurements of results, use of records to improve procedures and other related topics, legal aspects relating to fire prevention and fire protection with stress on municipal and state agencies; design and construction of fire department buildings.

**PSFS 2308 INDUSTRIAL FIRE PROTECTION (3-0-3)**

Specific concerns and safeguards related to business and industrial organizations. A study of industrial fire brigade organization and development, plant layout, fire prevention programs, extinguishing factors and techniques, hazardous situations and prevention methods. Gaining cooperation between the public and private fire department organizations. Study of elementary industrial fire hazards in manufacturing plants.

- PSFS 2309 FIRE SAFETY EDUCATION (3-0-3)**  
The study of the design, development and delivery of public fire and burn safety information and education programs including methods of identification of fire and burn problems; the selection of target problems and strategies to affect education; methods of designing and implementing information and education programs and methods of evaluating program impact. Study includes theoretical and practical skills training in individual, group and mass media communications, instructional skills, planning priorities and evaluation techniques.
- PSFS 2310 FIRE FIGHTING & STRATEGY (3-0-3)**  
Essential elements in analyzing the nature of fire; efficient and effective utilization of manpower; equipment and apparatus, planning for conflagration problems and fire ground organization, attack tactics and strategy; use of mutual aid.
- PSLE 1301 INTRO TO CRIMINAL JUSTICE (3-0-3)**  
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.
- PSLE 1306 THE COURTS & CRIMINAL PROCEDURE (3-0-3)**  
Study of procedural regulations which 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
- PSLE 1310 FUNDAMENTALS OF CRIMINAL LAW (3-0-3)**  
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; criminal responsibility.
- PSLE 2307 CRIME IN AMERICA (3-0-3)**  
A survey of the nature, location and impact of crime in America. 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 policies concerning crime control.
- PSLE 2314 CRIMINAL INVESTIGATION (3-0-3)**  
Investigative theory; collection and reservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.
- PSLE 2323 LEGAL ASPECTS OF LAW ENFORCEMENT (3-0-3)**  
Police authority; responsibilities; constitutional restraints; laws of arrest, search and seizure; police liability.



**PSLE 2328 POLICE SYSTEMS & PRACTICES (3-0-3)**

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police- community interaction; current and future issues.

**PSCC 2301 COMMUNITY RESOURCES IN CORRECTIONS (3-0-3)**

Introduces the role of the community in corrections, community programs for adults and juveniles, administration of community programs, legal issues, and future trends in community treatment.

**PSPS 2301 METHODS OF PUBLIC SAFETY INSTRUCTION (3-0-3)**

Principles of learning and teaching including instructor responsibilities, lesson plan design and development, motivation for learning, effective use of instructional aides, safety considerations, evaluation techniques, record keeping and practice teaching.

**PSCC 2313 CORRECTIONAL SYSTEMS & PRACTICES (3-0-3)**

Provides a study of corrections in the criminal justice system; organization of correctional systems, correctional roles, institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues.

**PSCC 2374 ISSUES IN CORRECTIONS (3-0-3)**

Analyzes and discusses existing correctional systems, recent issues concerning correctional institutions, correctional field services, correctional administration, and treatment of prisoners.

**PSCC 2375 RIGHTS OF PRISONERS (3-0-3)**

Analyzes the legal rights of the convicted criminal offender based on case law, statutes, and constitutional principles at both state and federal level.

## **PSYCHOLOGY**

**PSYC 2301\* GENERAL PSYCHOLOGY (3-0-3)**

The study of the major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior.

**PSYC 2302\* APPLIED PSYCHOLOGY (3-0-3)**

Survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work and government work.

**PSYC 2306\* HUMAN SEXUALITY (3-0-3)**

An interdisciplinary course in which topics will include the genesis of sexuality, psycho-sexual development, role identity, sexual behavior and physiology.

**PSYC 2307\* ADOLESCENT PSYCHOLOGY (3-0-3)**

A study of physical, mental, emotional and social growth from childhood through adolescence.

- PSYC 2308\* CHILD PSYCHOLOGY (3-0-3)**  
A study of physical, mental, emotional and social growth from conception through childhood.
- PSYC 2314\* LIFESPAN GROWTH & DEVELOPMENT (3-0-3)**  
The study of the relationship of the physical, emotional, social and mental factors of growth and development throughout the life span.
- PSYC 2315\* PSYCHOLOGY OF HUMAN ADJUSTMENT (3-0-3)**  
An examination of the psychological dynamics underlying personal and social adjustment and maladjustments; frustration, conflict, anxiety, adjustment mechanisms and psychotherapy; strong emphasis on principles of mental hygiene.
- PSYC 2316\* PSYCHOLOGY OF PERSONALITY (3-0-3)**  
The development of personality: contributions of various theorists and their work to the understanding of the normal personality; techniques for measuring personality.
- PSYC 2317\* STATISTICAL METHODS IN PSYCHOLOGY (3-0-3)**  
Study of statistical methods used in psychological research, assessment and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology.
- PSYC 2319\* SOCIAL PSYCHOLOGY (3-0-3)**  
A study of the effect of society on the individual, with emphasis on the interaction between the individual and the various groups of which s/he is a member, practical experience is given in group dynamics in accordance with the principles of social psychology.
- PSYC 2399\* CURRENT ISSUES IN PSYCHOLOGY (3-0-3)**  
In-depth study of specific contemporary issues in psychology such as gerontology, sex roles and death and dying.

## **R.O.T.C.**

- ROTC 1201\* MARKSMANSHIP & FIRST AID (2-0-2)**  
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.
- ROTC 1202\* SURVIVAL & LAND NAVIGATION TRAINING (2-0-2)**  
Introduction to Basic Military Science. 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.



**ROTC 2201\* BASIC LEADERSHIP & ARMY ORGANIZATION (2-0-2)**

An application to basic leadership principles. The course will provide instruction in Army organization, the role of the U.S. Army and Army communication skills such as public speaking and the Army writing program. Two hours of classroom lecture and an optional 75-minute leadership laboratory. Optional weekend field training exercises are offered.

**ROTC 2202\* BASIC OPERATIONS & TACTICS (2-0-2)**

Basic personnel management and motivational techniques are studied through placement of students in positions of small unit leaders given assigned missions. Introduction to basic tactical mission applications and principles. Two hours of classroom lecture and an optional 75-minute laboratory. Optional training exercises are offered.

**ROTC 3202\* ADVANCED ARMY PHYSICAL DEVELOPMENT (2-0-2)**

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.

## **SOCIAL WORK**

**SOCW 2361\* INTRO TO SOCIAL WORK (3-0-3)**

Development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work.

**SOCW 2362\* SOCIAL WELFARE (3-0-3)**

An introduction to the study of modern social work, the underlying philosophy and ethics of social work and the major decisions and type of social work together with their methods and objectives.

## **SOCIOLOGY**

**SOCI 1301\* INTRO TO SOCIOLOGY (3-0-3)**

An introduction to the scientific study of human behavior as related to group membership. Major areas of study in sociology: 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.

- SOCI 1306\* CONTEMPORARY SOCIAL PROBLEMS (3-0-3)**  
 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 dieing, or sex roles.
- SOCI 2301\* MARRIAGE & THE FAMILY (3-0-3)**  
 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.
- SOCI 2319\* MINORITY STATUS (3-0-3)**  
 The historical, economic, social, and cultural development of minority groups. May include Afro-American, Mexican-American and Native-American issues.
- SOCI 2399\* CURRENT ISSUES IN SOCIOLOGY (3-0-3)**  
 In-depth study of specific contemporary topics in sociology such as sociobiology, urban society, gerontology, death and dieing or sex roles.

## SPANISH

- SPAN 1300\* SPANISH CONVERSATION I (3-0-3)**  
 Basic practice in comprehension and production of the spoken language
- SPAN 1310\* BEGINNING CONVERSATION II (3-0-3)**  
 Additional study designed to meet specific interests and needs of students  
*Prerequisite: SPAN 1300*
- SPAN 2311\* INTERMEDIATE SPANISH I (3-0-3)**  
 Reviews an application of skills in listening comprehension, speaking, reading, and writing, emphasizing conversation, vocabulary acquisition, reading, composition and culture.  
*Prerequisite: SPAN 2313, 2315*
- SPAN 2312\* INTERMEDIATE SPANISH II (3-0-3)**  
 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\* SPANISH CONVERSATION I (FOR NATIVE SPEAKERS) (3-0-3)**  
 Fundamental skills in listening, comprehension, speaking, reading and writing. Includes basic vocabulary, grammatical structures and culture.



**SPAN 2315\* SPANISH CONVERSATION II (FOR NATIVE SPEAKERS) (3-0-3)**  
This course is a continuation of SPAN 2313 covering fundamental skills in listening, comprehension, speaking, reading and writing. This course includes basic vocabulary, grammatical structures and culture.

*Prerequisite: SPAN 2313*

## **SPEECH**

**SPCH 1311\* INTRO TO SPEECH COMMUNICATION (3-0-3)**  
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.

**SPCH 1318\* INTERPERSONAL COMMUNICATION (3-0-3)**  
Includes instruction and activities in the principles of human communication and interaction. Includes self-concept, self-disclosure and risk, defensiveness, perception, empathy, semantics and abstraction, language, attitudes and behavior, nonverbal communication, listening and feedback, relational communication, assertiveness and conflict resolution.

**SPCH 1321\* BUSINESS & PROFESSIONAL SPEAKING (3-0-3)**  
Instructs the student in speech preparation and delivery. Includes audience analysis, selecting and developing the topic, arranging and intensifying the speech, use of visual aids and supporting materials, effective delivery techniques, speech evaluation and logical thinking.

## **TRAVEL**

**TRAV 1011 INTRO TO TRAVEL/TOURISM & THE LODGING INDUSTRY (3-0-3)**  
Overview of components of the travel/tourism and the lodging industry - retail travel agencies, airlines, hotels, cruise ships, ground transportation and tours - with historical background, industry terminology, current trends and new developments. Emphasis on travel and lodging as service industries - their economic and social effect and the importance of marketing, research and meeting consumer needs.

**TRAV 1031 TRAVEL & LODGING OPERATIONS (3-0-3)**  
Course will offer a clear understanding of all front office functions including selling, organization, reservations and providing information for all client service functions. Course will also include sales techniques, client special requests, monetary transactions and practical applications of tour planning.

*Prerequisite: TRAV 1011*

**TRAV 2011 TRAVEL & LODGING MANAGEMENT**

**(3-0-3)**

An analysis of the travel and lodging industry. Students learn the legal role and responsibilities of the travel and lodging industries and their relationship with travel/destination suppliers. Emphasis is placed on the transportation, accommodations for the tour and destination sectors. The course will also include an overview of safety and security issues.

*Prerequisite: TRAV 1011, 1031*

**TRAV 2033 MARKETING TOURISM**

**(3-0-3)**

An analysis of strategic marketing application for the travel/tourism and lodging industries. Students study the differences between marketing product and services and learn what motivates people to travel. Through practical applications, students identify marketing opportunities to develop and implement strategic marketing plans for travel and lodging services.

*Prerequisite: TRAV 1011, 1031, 2011*



# Administration & Faculty

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# Administration & Faculty

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## EXECUTIVE OFFICERS

- SHIRLEY A. REED, Ed.D. .... President  
A.A., St. Petersburg Jr. College  
B.A., University of South Florida  
M.S., University of Hawaii  
M.B.A., Western International University  
Ed.D., Illinois State University
- MICHAEL METKE, Ed.D. .... Dean, Instruction/Student Development  
B.A., University of Wisconsin  
M.S., University of Wisconsin  
Ed.D., University of Houston
- JOHN STELZRIEDE ..... Dean of Administrative Services  
B.S., Southern Illinois University  
M.P.A., Angelo State University

## ADMINISTRATIVE STAFF

- MICHAEL BELL, Ph.D. .... Director, Learning Resources and Instructional Technology  
B.A., University of Texas-Arlington  
M.Ed., University of Texas-Austin  
M.L.S., University of North Texas  
Ph.D., University of North Texas
- RAMIRO CASSO, M.D. .... Director, Program Development/Allied Health  
B.S., Texas A&M University  
B.A., Baylor University  
M.D., University of Texas Southwestern Medical School (Dallas)
- DAVID JESTER, Ed.D. .... Director, Adult Continuing Education  
B.A., Georgetown College  
M.Div., Southern Baptist Theological Seminary  
M.A., Teacher's College, Columbia University  
Ed.D., Teacher's College, Columbia University
- LYDIA ORTIZ ..... Director, Student Support Services  
B.S., University of Michigan  
M.A., Eastern Michigan University
- JAVIER REYNA ..... Director, Computer Center  
B.B.A., University of Texas-Pan American



- JAI ME SALDAÑA ..... Director, Financial Aid  
 B.A., University of Texas-Pan American
- JACQUELINE F. STUTZMAN ..... Director of Public Relations and Marketing  
 B.A., University of Dallas  
 M.Ed., University of Texas-Pan American
- JEAN ROGERS SWARTZ ..... Acting Associate Dean of Instruction  
 and Acting Division Director, Communications, Humanities and Fine Arts.  
 B.S., University of Nebraska-Omaha  
 M.A., Drake University
- RUBEN D. VELA ..... Director, Admissions and Enrollment Management  
 B.A., William Carey College  
 M.A., University of Northern Colorado

## FACULTY

### DIVISION DIRECTORS

- THOMAS C. CAMERON ..... Division Director, Social/Behavioral Sciences  
 A.A., Westchester Community College  
 B.S., Colorado State University  
 M.S., University of Northern Colorado
- ALI ESMAEILI ..... Acting Division Director, Math/Sciences  
 A.S., Bee County College  
 B.S., Texas A&M University - Kingsville  
 M.S., Texas A&M University - Kingsville  
 M.Ed., Texas A&M University - Kingsville
- WILLIAM KEN SPENCE, Ph.D. .... Division Director, Business/Technology  
 B.S./M.E., Christian Brothers University  
 M.S., University of Texas at Dallas  
 Ph.D., University of Texas at Dallas
- WANDA SPRATT ..... Division Director, Nursing/Allied Health  
 M.A., University of Oklahoma  
 M.S.N., California State University

### ANTHROPOLOGY

- BOBBIE LOVETT ..... Adjunct Instructor  
 B.A., Pan American University  
 M.A., University of Texas-Pan American

### ART

- DARLENE LIBBEY ..... Adjunct Instructor  
 B.F.A., San Francisco Art Institute  
 M.F.A., University of Tennessee

WILBERT MARTIN .....Adjunct Instructor  
 B.F.A., The Ohio State University  
 M.F.A., The Ohio State University

## AUTOMOTIVE TECHNOLOGY

ROBERT GONZALEZ ..... Program Chair  
 Certificate, Texas State Technical College-Harlingen  
 ASE, Master Technician

LEO HERNANDEZ ..... Instructor  
 ASE, Master Technician

RAMIRO RIOS ..... Instructor  
 Certificate, Texas State Technical College-Harlingen  
 ASE, Master Technician

## BIOLOGY

ARTURO LONGORIA ..... Instructor  
 B.S., University of Texas-Pan American  
 M.Ed., Antioch College

KENNETH EDWARD SNEARLEY ..... Instructor  
 B.S., M.S., Eastern Illinois University  
 M.Ed., University of Texas-Pan American

CHARLES ARZENI ..... Adjunct Instructor  
 B.S., M.S., Eastern Illinois University  
 Ph.D., University of Michigan

JOAN ARZENI ..... Adjunct Instructor  
 B.S., University of Michigan  
 M.S., Eastern Illinois University

CHRISTOPHER BEST ..... Adjunct Instructor  
 B.S., University of Illinois  
 M.A., Southern Illinois University

AMAYUR CHANDRAN ..... Adjunct Instructor  
 M.S., Jipmer, Pondicherry, India  
 Ph.D., University of Rohtar, India

ROBERT GORENA ..... Adjunct Instructor  
 B.S. University of Texas - Pan American  
 M.S. University of Texas - Pan American

JOSE DE LEON ..... Adjunct Instructor  
 B.S., Pan American University  
 M.S., University of Texas-Brownsville

LAURA DECANINI ..... Adjunct Instructor  
 B.S., M.S., University of Texas-Pan American

WILLIAM GONZALEZ ..... Adjunct Instructor  
 B.S., University of Vermont  
 M.A., Indiana University



- KELLY HOGAN ..... Adjunct Instructor  
 B.S., Northwestern State University of Louisiana  
 M.S., Sul Ross University  
 Ph.D., Texas A&M University
- JOE LAMAS ..... Adjunct Instructor  
 B.S., University of Texas-Pan American  
 M.S., University of Texas-Brownsville
- ABOLFAZL MARAND..... Adjunct Instructor  
 B.S., University of Oklahoma  
 M.S., Western Illinois University  
 M.S., Western Illinois University
- THOMAS PATTERSON..... Adjunct Instructor  
 B.S., Sull Ross State University  
 M.A., University of Texas at Austin
- JOEL SALINGER ..... Adjunct Instructor  
 B.A., Texas A&M University  
 M.S., University of Texas-Brownsville
- DIANE TETER ..... Adjunct Instructor  
 B.A., B.S., Baylor  
 M.Ed., M.S., University of Texas-Brownsville
- BENJAMIN UNDERWOOD ..... Adjunct Instructor  
 B.A., University of Pennsylvania  
 M.S., Ph.D., Cornell University
- CHARLES WEBSTER..... Adjunct Instructor  
 B.S., Wichita State University  
 M.S., University of Texas - Pan American

## BUSINESS

- RUDOLFO PEREZ ..... Program Chair  
 B.B.A., University of Texas-Pan American
- HERALIO FLORES ..... Adjunct Instructor  
 B.S., M.Ed., University of Texas-Pan American
- ALLEN J. FORTNER ..... Instructor  
 B.B.A., M.S., Memphis State University  
 Certified Public Accountant
- VINCENT GORDON ..... Instructor  
 B.A., M.B.A., University of Texas-Permian Basin
- ANNE HERNANDEZ ..... Instructor  
 B.B.A., University of Texas-Pan American
- MEHDI KOLAHDOUZ ..... Instructor  
 B.B.A., Lamar University  
 M.B.A., Prairie View A&M University

RAUL MARTINEZ ..... Instructor  
B.A., Midwestern University  
M.S., University of Southern California

ANAHID PETROSIAN ..... Adjunct Instructor  
A.A., B.B.A., University of Texas-Austin

### CHILD CARE AND DEVELOPMENT

RUBINA AZHAR ..... Program Chair/Instructor  
B.A., M.A., University of the Punjab, Lahore, Pakistan  
M.A., University of Oregon-Eugene

SAN JUANITA GARZA ..... Adjunct Instructor  
B.A., M.Ed., University of Texas-Pan American

MARIA GARZA ..... Adjunct Instructor  
B.F.A., University of Texas - Pan American

SYLVIA GRUBER ..... Adjunct Instructor  
B.S., Texas A&I University  
M.S., Corpus Christi State University

### COMPUTERIZED OFFICE TECHNOLOGY

ROSEMARY REICH-HILDEBRANDT ..... Program Co-Chair  
B.A., University of Texas-Pan American

IRIS RIOS ..... Program Co-Chair  
B.B.A., University of Texas-Pan American

ARACELY GARCIA ..... Adjunct Instructor  
B.B.A., University of Texas-Pan American

### ELECTRONICS TECHNOLOGY

PETE POMPA ..... Program Chair  
A.A.S., Texas State Technical College-Harlingen

MARIO PALACIOS ..... Instructor  
A.A.S., Texas State Technical College-Harlingen

HECTOR REYNA ..... Instructor  
A.A.S., Texas State Technical College-Harlingen

### EMERGENCY MEDICAL TECHNOLOGY

CESAR E. GARCIA ..... Program Chair/Instructor  
A.A.S., Texas Southmost College

MICHAEL BROADWATER ..... Instructor  
A.A.S., South Texas Community College

JOEL FERREL ..... Adjunct Instructor  
Paramedic Certificate, Texas State Technical College



ROBERT GONZALEZ, JR. .... Adjunct Instructor  
A.A.S., B.S., University of Texas-Pan American

CARLOS TELLO ..... Adjunct Instructor  
Paramedic Certificate, Texas Department of Health

## ENGLISH

JANICE ANDERSEN ..... Adjunct Instructor  
B.A., University of Arizona  
M.A., University of Texas-Pan American

WANDA ASOGWA ..... Adjunct Instructor  
B.A., Stephen F. Austin State University

PATRICIA BARRETT ..... Adjunct Instructor  
B.S., West Texas  
M.A., University of Texas-Pan American

JOHN BRUCE ..... Instructor  
B.A., Humboldt State University  
M.A., University of Texas-Pan American

JERALD BULLER ..... Adjunct Instructor  
B.A., University of Texas-Pan American

EDITH BURFORD ..... Adjunct Instructor  
B.A., M.A., University of Texas-Pan American

RAUL CHAPA ..... Adjunct Instructor  
B.A., University of Texas - Pan American

DORIS COOK ..... Adjunct Instructor  
B.A., M.A., University of Texas-Pan American

KATHLEEN DAHL ..... Instructor  
B.A., St. Olaf College  
M.A., Loyola University of Chicago

CAROLYN DAVEY ..... Adjunct Instructor  
B.S., Stephen F. Austin State University

EDWIN EVERETT ..... Adjunct Instructor  
B.A., University of Texas-Brownsville  
M.A., University of Texas-Pan American

IRMA GARCIA ..... Adjunct Instructor  
B.A., University of Texas-Pan American

CODY GREGG ..... Instructor  
B.A., M.A., University of Texas-Pan American

MELISSA HUNTER ..... Adjunct Instructor  
B.A., State University of New York at Genesco  
M.S., State University of New York at Fredonia

THOMAS FUSCHETTO .....	Instructor
B.A., Rutgers University	
M.A., Southwest Texas State University	
MARIE JESTER .....	Adjunct Instructor
B.A., Georgetown College	
M.R.E., Southern Baptist Theological Seminary	
JULIE KITTLEMAN.....	Adjunct Instructor
B.A., The University of Texas at Austin	
LETICIA LEAL .....	Adjunct Instructor
B.S., M.E., University of Texas-Pan American	
BERNARD LESLIE.....	Adjunct Instructor
B.F.A., Southern Methodist University	
SID LITTLE.....	Adjunct Instructor
B.A., University of Texas-Pan American	
MARY E. LOPEZ .....	Adjunct Instructor
B.S., B.A., University of Texas-Pan American	
MELVIN MACKLIN.....	Adjunct Instructor
B.S., Southern Illinois University	
KARLEEN MATHERS.....	Adjunct Instructor
B.A., University of Texas-Pan American	
ESTELLE MAXWELL.....	Adjunct Instructor
B.A., University of Texas-Pan American	
MARLY MORAN.....	Adjunct Instructor
A.A., Texas State Technical College	
B.A., University of Texas-Pan American	
KIMBERLEE MUMM .....	Adjunct Instructor
B.A., Ithaca College	
M.A., State University of New York-Buffalo	
SHARMILLA NAMBIAR.....	Adjunct Instructor
M.A., The University of Texas at Arlington	
M.A., Punjab University	
TAMMI NAUMAN .....	Adjunct Instructor
B.A., Concordia College	
JAMES OVERSTREET .....	Adjunct Instructor
B.A., M.A., University of Texas-Pan American	
HOWARD PRICE .....	Instructor
B.A., Ohio State University	
M.A., University of Texas-Pan American	
ELIZABETH OLIVAREZ.....	Adjunct Instructor
B.S., University of Southern Mississippi	



- MICHAEL REED ..... Adjunct Instructor  
 B.A., University of Idaho  
 M.A., University of Oregon  
 D.A., University of Oregon  
 Ph.D., University of Oregon
- ANTHONY RAMIREZ ..... Program Chair, Teacher Transfer Preparation  
 B.A., M.A. University of Texas-Pan American
- KAREN REYNOLDS ..... Adjunct Instructor  
 B.A., M.A., University of Texas-Pan American
- D.D. RODRIGUEZ ..... Adjunct Instructor  
 A.A., Texas Southmost College  
 B.S., Texas A&I University
- GLORIA RODRIGUEZ ..... Adjunct Instructor  
 B.A., University of Texas-Pan American
- ELSA SAETA ..... Adjunct Instructor  
 B.A., M.A., University of Texas-Pan American
- MARIA TELLO ..... Adjunct Instructor  
 B.A., Texas A&I University  
 M.A., Texas A&I University
- RICHARD H. TETER ..... Adjunct Instructor  
 B.A., Baylor University  
 M.B.A., University of Texas- Brownsville  
 M.Ed., University of Texas - Brownsville
- AURORA UMANPAD ..... Adjunct Instructor  
 B.A., University of Philippines  
 M.A., University of Philippines
- DAVID VALERIO ..... Adjunct Instructor  
 B.A., Texas A&M-Kingsville
- JINHAO WANG ..... Adjunct Instructor  
 B.A., Jianaxi Normal University  
 M.A., Normal University  
 M.A., University of Texas - Pan American

## GOVERNMENT

- DINSHAW ADI JOKHI ..... Instructor, Philosophy/Government  
 B.A., Western Washington University  
 M.A.(Philosophy), M.A.(Government), Claremont Graduate School  
 M.P.A., University of Washington
- ROLANDO CASTAÑEDA ..... Adjunct Instructor  
 B.A., Sierra Nevada Collge  
 M.S., Texas A&I University

- JOSE JESUS GONZALEZ, Jr. .... Adjunct Instructor  
 B.A., University of Texas-Pan American  
 M.A., Catholic University of America
- MARIA LEOS ..... Adjunct Instructor  
 B.A., University of Texas - Pan American  
 J.D., University of Utah College of Law
- BENITO LOPEZ ..... Adjunct Instructor  
 B.A., Pan American University  
 M.P.A., University of North Texas-Denton
- PASQUALE PATRUNO ..... Adjunct Instructor  
 A.A., Los Angeles Community College  
 B.S., Ricker College  
 M.P.A., Golden Gate University
- SOFIA PEREZ PIÑA ..... Adjunct Instructor  
 B.A., Pan American University  
 M.P.A., Southwest Texas State University-San Marcos
- RUBEN SAENZ ..... Adjunct Instructor  
 B.A., University of Texas-Pan American  
 M.S., Texas A&I, Kingsville
- ISABEL TREVIÑO ..... Adjunct Instructor  
 B.A., St. Edward's University  
 J.D., Thurgood Marshall School of Law

## HEALTH AND HUMAN SERVICES

- SEFRA SCHWARTZ ..... Program Chair/Instructor  
 A.A., B.A., Purdue University  
 M.A., University of Chicago  
 M.A., Purdue University
- NOEMI CAVAZOS ..... Adjunct Instructor  
 B.S., University of Texas - Pan American  
 M.S., The University of Texas at Arlington
- CONNIE DIEDRICH ..... Adjunct Instructor  
 M.S.W., University of Texas at Arlington  
 B.S.W., Southwest Texas State University
- SUSAN HUTCHINSON ..... Adjunct Instructor  
 B.S., Indiana University  
 M.S., W. University of Illinois  
 Ph.D., University of Texas at Austin
- DANNIE ORTIZ ..... Adjunct Instructor  
 B.A., Pan American University
- GRISELDA RUIZ ..... Adjunct Instructor  
 B.A., University of Texas - Pan American



## HEATING/VENTILATION/AIR CONDITIONING TECHNOLOGY

- GUADALUPE HERNANDEZ ..... Program Chair  
A.A.S., Texas State Technical College-Harlingen
- NGEL H. BENAVIDES ..... Instructor  
A.A.S., Texas State Technical College-Harlingen
- JUAN ANTONIO VELA ..... Instructor

## HEAVY EQUIPMENT & TRANSPORTATION TECHNOLOGY

- VERNON WINSETT ..... Program Chair  
A.A.S., Texas Southmost College
- ALBERT WAYNE KOHUTEK ..... Adjunct Instructor  
Texas Teaching Certificate, Welding

## HISTORY

- WILLIAM CARTER ..... Instructor  
B.A., M.A., University of Texas-Pan American
- BETTY BOOTHE ..... Adjunct Instructor  
B.A., Texas State College for Women  
M.A., New Mexico Highlands University
- GREGORIO ESPARZA ..... Adjunct Instructor  
B.A., Pan American University  
M.S., Texas A&I University
- DOLORES GOODWIN ..... Adjunct Instructor  
B.A., M.A., University of Texas-Pan American
- CHARLES M. ROBINSON, III ..... Adjunct Instructor  
B.L.S., St. Edward's University  
M.A., University of Texas-Pan American
- PENNY ROSAS ..... Adjunct Instructor  
B.A., M.A., University of Texas-Pan American
- MIGUEL RUIZ ..... Adjunct Instructor  
B.A., Texas A&M University, Kingsville  
M.A., Texas A&I, College Station
- MARIO SALAZAR ..... Adjunct Instructor  
B.A., Pan American University  
M.A., University of Texas-Austin
- JOSE SANCHEZ ..... Adjunct Instructor  
B.A., University of Texas-Pan American  
M.S., Texas A&I, Kingsville
- BETTIE JEAN TAYLOR ..... Adjunct Instructor  
B.A., M.A., Texas A&I University

HAYS TRAYLOR ..... Adjunct Instructor  
B.A., Memphis State  
M.A., University of Texas-Pan American

ARNOLD ZARATE ..... Adjunct Instructor  
B.A., University of Texas-Austin  
M.A., University of Texas-Pan American

### INFORMATION MANAGEMENT TECHNOLOGY

RIC KUBE ..... Program Chair  
B.A., Concordia College

SUSANA CONTRERAS DE FINCH ..... Instructor  
B.A., M.A., New Mexico State University

SAEED MOLKI ..... Instructor  
B.S., Nebraska Wesleyan University  
M.S., University of Nebraska-Lincoln

JORGE SAENZ ..... Instructor  
B.B.A., University of Texas-Pan American

LYDIA HARKEY ..... Adjunct Instructor  
B.B.A., Southwest Texas State University

DANIEL R. SHEPHERD ..... Adjunct Instructor  
B.A., University of Michigan-Ann Arbor

ISMAEL RODRIGUEZ, Jr. .... Adjunct Instructor  
B.B.A., Pan American University  
M.B.A., Texas Southern University-Houston

INDALECIO (ANDY) MEDINA ..... Adjunct Instructor  
B.S., M.Ed., Pan American University

HECTOR LIMAS ..... Adjunct Instructor  
B.A.A., University of Texas-Pan American

JORGE A. GONZALEZ ..... Adjunct Instructor  
B.S., M.S., University of Houston-Clear Lake

### LICENSED VOCATIONAL NURSING

MELBA TREVIÑO, R.N. .... Program Chair/Instructor  
B.S.N., M.Ed., Texas A&M-Kingsville

JUNE REKWARD, R.N. .... Instructor  
B.S.N., M.S.N., University of Texas-San Antonio Health Science Center

MARIA DEL SOCORRO RODRIGUEZ, R.N. .... Instructor  
B.S.N., University of Texas-Pan American



## MATHEMATICS/PHYSICS

- RONALD ABITBOL.....Adjunct Instructor  
 B.S., University of The State of New York
- MARWAN ABUKHALED.....Adjunct Instructor  
 B.S., University of Mosul  
 M.A., Eastern New Mexico University  
 Ph.D., Texas Tech University
- ABDALLAH AOUNALLAH.....Adjunct Instructor  
 B.S., University of Algiers  
 M.S.E.E., Southern Methodist University
- ALBERTO ALVAREZ.....Adjunct Instructor  
 B.S., University of Texas-Pan American  
 M.S., University of Arizona
- JO CUMMINS.....Instructor  
 B.S., Texas Christian University  
 M.Ed., University of Texas-Pan American
- EDUARDO CANCINO.....Adjunct Instructor  
 B.S., University of Texas - Pan American  
 M.S., University of Texas - Pan American
- RICHARD CARTWRIGHT.....Adjunct Instructor  
 B.S., Ferris State University
- CYNTHIA ELLIS.....Adjunct Instructor  
 B.S., University of Texas-Pan American  
 C.P.A.
- JOSE L. GARCIA.....Adjunct Instructor  
 B.S., Texas A&M University
- LUIS GARZA.....Adjunct Instructor  
 B.S., University of Texas-Pan American
- LOLITA GERARDO.....Adjunct Instructor  
 B.S., Central Mindanao University, Bukidnon, Philippines  
 M.Ed., G. Araneta University, Manila, Philippines
- JOSE CARLOS GONZALEZ.....Adjunct Instructor  
 B.A., University of Texas-Pan American
- JOSE G. GONZALEZ.....Adjunct Instructor  
 B.S., University of Texas-Pan American  
 M.S., Texas A&I University
- SANTOS T. GUERRA.....Adjunct Instructor  
 B.S., North Texas State University

JANET HASSEN.....	Adjunct Instructor
B.A., University of Minnesota	
M.A., College of Saint Thomas	
MEHRAN HASSANPOUR .....	Instructor
B.S., Jackson State University	
M.A., Mississippi State University	
Ph.D., University of North Texas	
MASOOD HAIDRASL.....	Instructor
B.S., M.S., M.Ed., Texas A&M University	
JIM HILSENBECK .....	Adjunct Instructor
B.S., M.S., Texas A&M-Kingsville	
VIDAL HINOJOSA.....	Adjunct Instructor
B.S., University of Texas-Pan American	
MOHAMMAD KAZERANI.....	Instructor
B.S., M.S., Lamar University	
CRISTITO LAMPOS.....	Adjunct Instructor
B.S., St. Joseph College	
DOMINGO LITONG .....	Adjunct Instructor
B.S., M.S., Lamar University	
RODOLFO LOSOYA .....	Adjunct Instructor
B.S., U.S. Naval Academy	
M.B.A., Texas Christian University	
JAMES MACFARLAND.....	Adjunct Instructor
B.E.E., Clarkson College of Technology	
M.S.E.E., Northeastern University, Boston	
ROSANA MALDONADO .....	Instructor
B.S., Instituto Pedagogico Nacional, Lima, Peru	
M.S., Texas Tech University	
MARGARITO MENDOZA .....	Adjunct Instructor
B.S., Pan American University	
YOSEF MUGHRABI .....	Adjunct Instructor
B.S., University of Texas-Pan American	
ELOY MONTALVO.....	Adjunct Instructor
B.S., University of Texas - Pan American	
RAE QUEEN.....	Adjunct Instructor
B.S., Texas A&M University	
M.Ed., Texas A&M University	
AKRAM RANA .....	Adjunct Instructor
M.S., Ph.D., Vanderbilt University	



NASAR RANA.....	Adjunct Instructor
M.S., University of Agriculture, Lyallpar	
B.S., University of Agriculture, Lyallpar	
MOHAMMAD SAREH.....	Adjunct Instructor
B.S., Aligarh University-India	
DOROTHY SERNA.....	Adjunct Instructor
B.S., University of Texas-Pan American	
RICARDO SOLIS.....	Adjunct Instructor
B.A., University of Texas-Pan American	
WILLIAM TRENEER.....	Adjunct Instructor
B.S., Washington State University	
MERRIE VAN LOY.....	Adjunct Instructor
B.S., Eckerd College, St. Petersburg, Florida	
M.M., University of South Carolina	
EDWARD WAGNER.....	Adjunct Instructor
B.A., Concordia College	
KATHERINE L. ZEIGLER.....	Adjunct Instructor
B.S., M.S., New York University	

### MEDICAL INFORMATION TECHNOLOGY

JUAN MEJIA.....	Program Chair
Certificate, Texas State Technical College-Harlingen	
LETTY DE LA GARZA.....	Adjunct Instructor
B.A., University of North Texas	
ABIGAIL ACEVEDO RODRIGUEZ.....	Adjunct Instructor
B.S., University of Texas-Pan American	
IRMA RODRIGUEZ.....	Adjunct Instructor
B.S., Incarnate Word College	

### MUSIC

EDUARDO MIRANDA.....	Adjunct Instructor
B.A., University of Texas - Pan American	
M.M., Texas Tech University	

### PATIENT CARE ASSISTANT

SHARON RICE.....	Program Chair
L.P.N., Trot School of Nursing	
VICENTE ALVAREZ.....	Adjunct Instructor
B.S., M.D., University of Tamaulipas	

ANDREA LERMA.....Adjunct Instructor  
B.S.N., University of Texas-Galveston  
M.S.N., Texas Women's University

DEBRA THRASH.....Instructor  
A.D.N., University of Texas-Pan American

## PHILOSOPHY

DINSHAW ADI JOKHI.....Instructor  
B.A., Western Washington University  
M.A. (Philosophy), M.A., (Government), Claremont Graduate School  
M.P.A., University of Washington

MICHAEL REED.....Adjunct Instructor  
B.A., University of Idaho  
M.A., D.A., Ph.D., University of Oregon

## PSYCHOLOGY

THOMAS C. CAMERON.....Instructor  
A.A., Westchester Community College  
B.S., Colorado State University  
M.A., University of Northern Colorado

THAHIRA AHMED.....Adjunct Instructor  
B.A., M.A., University of Madras  
M.A., University of Missouri-Kansas City

ERNEST BOLTIE.....Adjunct Instructor  
M.S., Northern Illinois University

GEORGE GONZALEZ.....Adjunct Instructor  
B.C.S., B.A., College of Santa Fe  
Master of Theological Studies, St. Munrad School of Theology  
M.A., Liberty University  
Ph.D., Baptist Christian College

THELMA MONTELONGO.....Adjunct Instructor  
B.S., Texas A&M University  
M.A., St. Mary's University

MARYLOU O'PHELAN.....Adjunct Instructor  
B.A., Hamline University  
M.A., University of St. Thomas  
M.S., University of Wisconsin

ABEL E. ORTEGA.....Adjunct Instructor  
B.A., Howard Payne University  
M.A., Southwestern Baptist Theological Seminary  
M.A., University of Texas-San Antonio

JOSEPH PALAMARA.....Adjunct Instructor  
A.A., New York City Community College  
B.S., M.A., Mary Hardin Baylor University



JOHN PASSONS ..... Adjunct Instructor  
A.A., El Paso Community College  
B.A., University of Southern Colorado  
M.Ed., Hardin Simmons University

MARIA LYDIA PEÑA ..... Adjunct Instructor  
B.S., M.S., Texas A&I University-Kingsville

GEORGE ROPER ..... Adjunct Instructor  
B.A., M.A., St. Mary's University

CHRISTOPHER STEWART ..... Adjunct Instructor  
B.S., Angelo State University  
M.A., Southwestern Baptist Theological Seminary  
M.S., Our Lady of the Lake University

ANDONI ZAGOURIS ..... Adjunct Instructor  
B.S., M.A., Texas A&I University-Kingsville

## SOCIOLOGY

ANNA M. HOSSEINPOUR ..... Instructor  
B.A., Texas A&I University-Kingsville  
M.A., Texas A&M University-Kingsville

RICHARD DALTON ..... Adjunct Instructor  
B.S., Texas A&I, Kingsville  
M.Ed., Southwest Texas State University, San Marcos

JIM McCURDY ..... Adjunct Instructor  
B.A., St. Mary's University  
Master of Divinity, Texas Christian University  
M.A., Texas Christian University

JOHN YORK ..... Adjunct Instructor  
B.A., M.A., Ed.D., University of Houston

## SPANISH

DELIA MAGDALENO ..... Instructor  
B.A., M.A., University of Texas-Pan American

ROBERTO CANTU ..... Adjunct Instructor  
B.A., M.A., University of Texas-Pan American

JUAN DE LEON ..... Adjunct Instructor  
B.A., M.A., Pan American University

NEREIDA LOPEZ ..... Adjunct Instructor  
B.A., M.A., University of Texas-Pan American

LUIS MARTINEZ ..... Adjunct Instructor  
B.A., M.A., University of Texas-Pan American

JOSE RAMOS ..... Adjunct Instructor  
B.A., M.S., Texas A&I University

## SPEECH

ROSALINDA CANTU .....	Adjunct Instructor
B.A., M.A., University of Texas-Pan American	
DAVID LONGORIA .....	Adjunct Instructor
B.A., M.A., University of Texas-Pan American	
CALVIN MAYFIELD .....	Adjunct Instructor
B.S., University of New York Regents	
M.A., University of Texas- Pan American	
BRUCE PETERSON .....	Adjunct Instructor
B.A., University of Texas-Pan American	
ERIN VINGER .....	Adjunct Instructor
B.F.A., Stephen F. Austin State University	
M.S., Stephen F. Austin State University	

## STUDENT SUCCESS

RICHARD TREVIÑO .....	Adjunct Instructor
B.A., University of Texas-Pan American	
M.Ed., University of Texas-Pan American	

## TEACHER PREPARATION

ANTHONY RAMIREZ .....	Teacher Transfer Preparation Program Chair
B.A., M.A. University of Texas-Pan American	

# PROFESSIONAL/TECHNICAL STAFF

Eloy Alvarez.....	Student Activities Supervisor
Raul Betancourt.....	Accountant
Corando Cori Carrizales.....	Human Resources Supervisor
Jose Cruz.....	Institutional Researcher
Elizabeth Diaz.....	Counselor
Maria G. Elizondo.....	Accounting Supervisor
Merce Garces.....	System Technician/Operator
Zulema S. Garza.....	Programmer Analyst
John P. Hernandez.....	Student Recruiter
Arminda Muñoz.....	Public Information Writer
Shirley D. Olivarez.....	Special Populations Specialist
Gloria A. Perrin.....	Publications Specialist
Ruben Saenz.....	Grant Funding Specialist
Armandina A. Sesin.....	Librarian
Michael Eric Shannon.....	Placement Officer
Roy F. Sheneman.....	Special Services Counselor
Javier Torres.....	Admissions Specialist
Mary E. Torres.....	Counselor



# CLASSIFIED STAFF

Senovio Arevalo.....	Maintenance Supervisor
Hermelinda Alvarado.....	Faculty Secretary
Sylvia Bernal.....	Staff Assistant
Enedelia Cantu.....	Library Technician
Lupita Castillo.....	Secretary
Juan Castro.....	Lab Assistant
Erasmus Chapa.....	Financial Aid Technician
Guadalupe Chavez.....	Financial Aid Clerk
Mary De Leon.....	Purchasing Assistant
Elena Elizalde.....	Accounting Assistant
Martha Espinoza.....	Secretary
Cristina Flores.....	Admissions Clerk
Norma Flores.....	Clerk Typist
Daniel Fuentes.....	Custodian
Dalia Garcia.....	Secretary
Ricardo Garza.....	Secretary
Diana Gomez.....	Secretary
Rosa Gonzalez.....	Custodian
Marcos Gutierrez.....	Lab Assistant
Carlos Hernandez.....	Cashier
Rosa I. Juarez.....	Secretary
Ruben Leos.....	Library Clerk
Sheila McGee.....	Library Clerk
Rebecca Morales.....	Financial Aid Technician
Amanda Morse.....	Staff Assistant
David Plummer.....	Lab Assistant
Gerardo Quintanilla.....	Cashier
Abel Reyna.....	Custodial Supervisor
Noel Rodriguez.....	Admissions Clerk
Noelia Rodriguez.....	Library Technician
Sandra Rodriguez.....	Clerk Typist
Norma Rubio.....	Admissions Clerk
Carolina Ruiz.....	Lab Assistant
Lelia Salinas.....	Lab Assistant
Miguel Salinas.....	Accounting Assistant
Belinda Solis.....	Accounting Assistant
Leonor Suarez.....	Secretary
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# INFORMATION DIRECTORY



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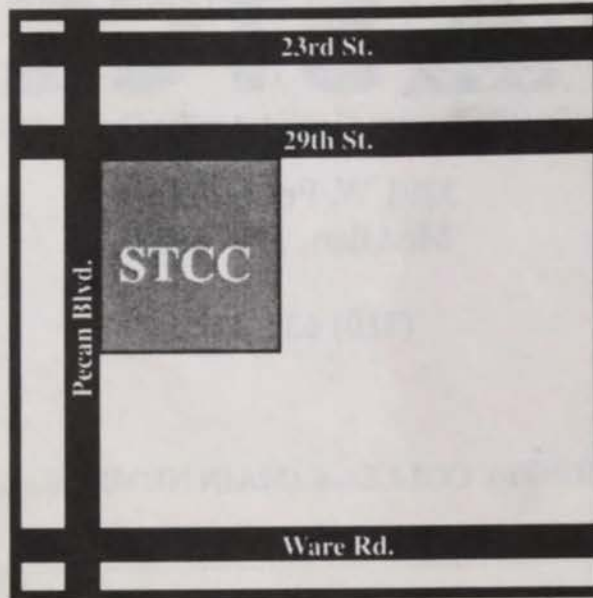
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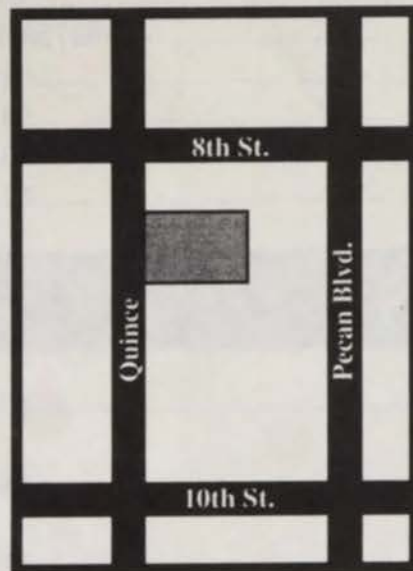
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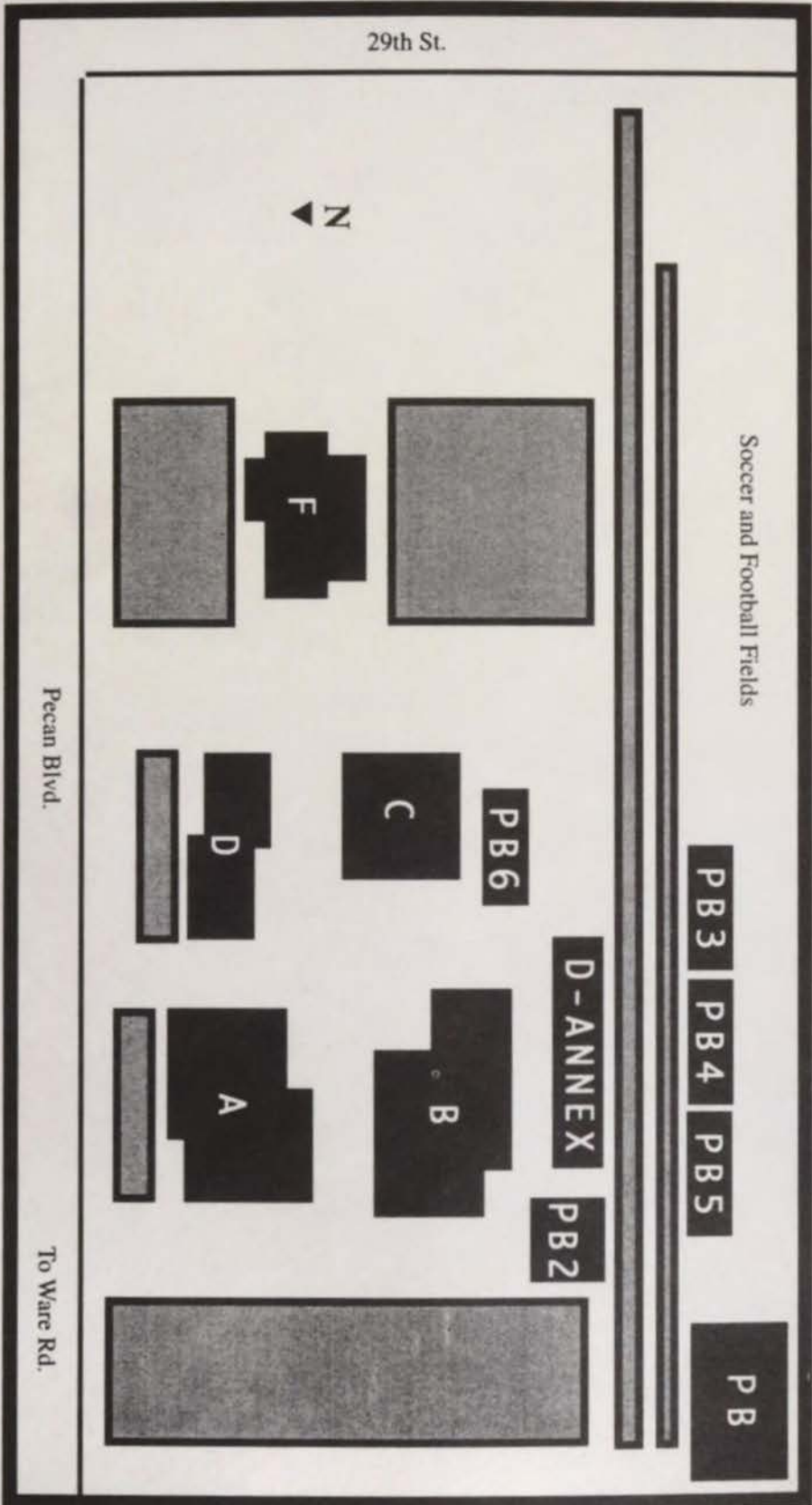


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| <p><b>B</b> Dean's Office<br/>Faculty Offices<br/>Public Relations Office</p>  | <p><b>PB 2</b> Classrooms<br/>Math/Science Offices<br/><b>PB 3</b> Classrooms</p>  | <p><b>Parking</b></p>   |