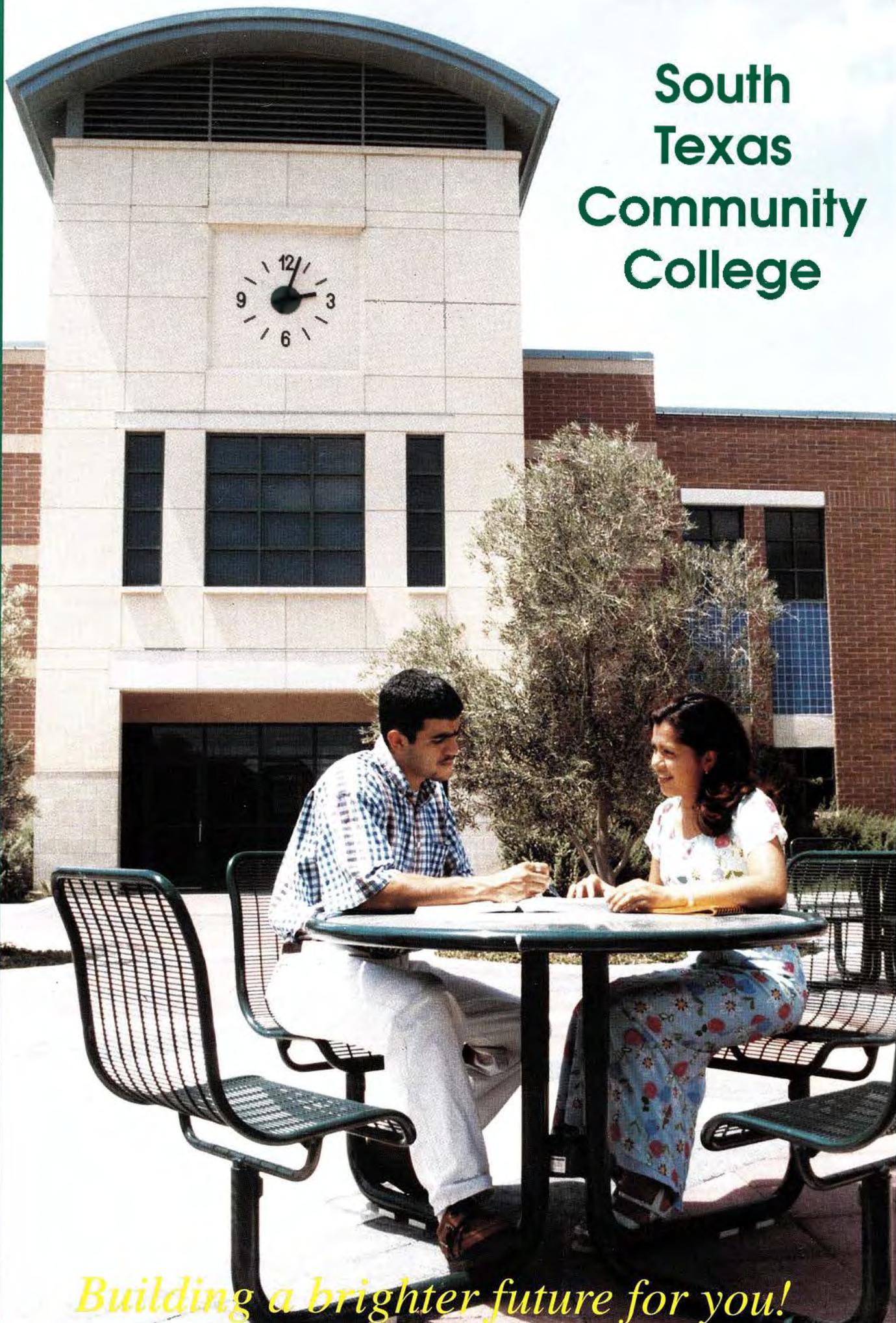


1999-2000 Catalog

# South Texas Community College



*Building a brighter future for you!*



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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, Associate of Arts and Associate of Science degrees.

## Affiliations

Alliance for Community College Innovation (ACCI)  
American Association of Collegiate Registrars and Admissions Officers (AACRAO)  
American Association of Community and Junior Colleges  
American Association of Community College Trustees  
American Occupational Therapy Association (AOTA)  
American Health Information Management Association  
American Physical Therapy Association (APTA)  
American Registry of Radiologic Technologists (ARRT)  
Asociación Regional de Maquiladoras de Reynosa, S.A.  
Association on Higher Education and Disability  
Association of Texas Colleges and Universities  
Board of Nurse Examiners for State of Texas  
Board of Vocational Nurse Examiners  
Hidalgo County Library System  
Hispanic Association of Colleges and Universities  
Junior/College Student Personnel Association of Texas  
McAllen Chamber of Commerce  
National Association of College and University Business Officers  
National Association of Colleges and Employers (NACE)  
National Coalition of Advanced Technology Centers  
National Community College Hispanic Council (NCCHC)  
National Organization of Associate Degree Nursing (N-OADN)  
South Texas Association of Registrars and Admissions Officers (STARAO)  
South Texas Manufacturers' Association  
Southern Association of Colleges and Schools  
Southern Association of Collegiate Registrars and Admissions Officers (SACRAO)  
Southern Building Code Congress International (SBCCI)  
Southern Intercollegiate Volleyball Association (SIVA)  
Tech Prep of the Rio Grande Valley  
Texas Administrators of Continuing Education for Community/Junior Colleges  
Texas Association of Chicanos in Higher Education (TACHE)  
Texas Association of Collegiate Registrars and Admissions Officers (TACRAO)  
Texas Association of Community Colleges  
Texas Association of Community Colleges Foundations, Inc.  
Texas Association of Community College Trustees & Administrators (TACCTA)  
Texas Collegiate Soccer League (TCSL)  
Texas Counseling Association  
Texas Department of Health  
Texas Department of Human Services  
Texas Junior College Teachers Association  
Texas Organization of Associate Degree Nursing (T-OADN)

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

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

## Alternative Format

This document is available in an alternative format upon request. Please contact (956) 618-8302 for more information.

This catalog is a publication of the Office of Public Relations and Marketing  
South Texas Community College P.O. Box 9701, McAllen, TX 78502-9701 (956) 618-8302

(956) 631-4922 or 1-800-742-STCC

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## **MISSION STATEMENT**

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

## **CREATION**

South Texas Community College was created on September 1, 1993, by Texas Senate Bill 251 to serve Hidalgo and Starr counties. It is the only community college in Texas to have been established by the Texas Legislature. A confirmation election, held on August 12, 1995, did establish a taxing district for the college. Seven districts, based on population, were also approved for single-member representation on the Board of Trustees. A community leader from each of the seven districts was originally appointed by Governor Ann Richards to serve on the founding Board of Trustees. Since then, elections have been held for four of the seats, and all members will have been elected by the year 2000.

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

An enrollment of 1,000 students in 1993 has increased to nearly 10,000 by Spring 1999.

## **STATEMENT OF EQUAL OPPORTUNITY**

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

## **RIGHTS OF INDIVIDUALS WITH DISABILITIES**

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

## **STATEMENT ON ALCOHOLIC BEVERAGES, TOBACCO, FIREARMS AND OTHER SUBSTANCES**

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

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

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

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## *A Message From The President*

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We are celebrating our sixth anniversary at South Texas Community College, and what an exciting six years it has been! Over the past six years we have worked diligently to develop over 50 different degree and certificate programs, established five campuses/centers in Hidalgo and Starr counties and hired a total of 262 full-time faculty committed to the success of our students.

In order to give our students a quality college education we are constantly building for your future. We continue to build our programs of study in an effort to provide more career and educational choices. We are building our student enrollment in an effort to provide open access and an affordable opportunity for all that wish to pursue higher education or technical training. We are building our program of student activities to give our students a well-rounded college experience. Perhaps the most obvious phase of building is the construction taking place at the Pecan Campus, the opening of the new Starr County Campus, the construction of the new Mid Valley Campus, the expansion of the Learning Resource Center, the construction of the Nursing and Allied Health Center and the expansion of the CAAT, all of which are scheduled to open fall 2000.

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

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

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

Sincerely yours,

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

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

# *Board of Trustees*

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## *Officers*



**DR. AMPARO CARDENAS**

**Chair**

Retired School Administrator  
Representing Alamo, Donna, and Weslaco  
(Term expires May 2000)



**MANUEL BENAVIDEZ, JR.**

**Vice-Chair**

Director of Transportation, Rio Grande City ISD  
Representing Starr County  
and  
Western Hidalgo County  
(Term expires May 2000)



**ROSALINDA GONZALEZ**

**Secretary**

Asst. Superintendent for Instruction and Curriculum,  
Mission ISD  
Representing La Joya, Mission, Palmview,  
Sullivan City, Granjeno, Hidalgo, and Las Milpas  
(Term expires May 2000)

# *Board of Trustees*

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## *Members*



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Senior Vice President, Mercedes National Bank  
Representing Edcouch-Elsa, La Villa,  
Mercedes and Northeast Alamo  
(Term expires May 2002)



**GARY GURWITZ**  
Senior Partner, Atlas and Hall, L.L.P., McAllen  
Representing North McAllen, Alton,  
and Pharr  
(Term expires May 2004)



**GLEN E. RONEY**  
Chief Executive Officer, Texas State Bank, McAllen  
Representing South McAllen,  
Sharyland, and Northeast Mission  
(Term expires May 2004)



**DR. ALEJO SALINAS, JR.**  
Superintendent, Hidalgo ISD  
Representing Edinburg,  
San Juan, and Northeast Pharr  
(Term expires May 2002)

# CALENDAR 1999-2000

## Fall Semester 1999

August 20 (Friday) .....	New Faculty Start Date
August 23 (Monday) .....	Faculty Convocation/Faculty Resumes Work
August 24 (Tuesday) .....	Starr County Registration
August 24-25 (Tuesday-Wednesday) .....	McAllen Registration-New Students
August 26 (Thursday) .....	McAllen Registration-Returning Students
August 26 (Thursday) .....	Mid-Valley Registration
August 30 (Monday) .....	Faculty Professional Development Day
August 31 (Tuesday) .....	Classes Begin
September 3 (Friday) .....	Last Day to Add a Class
September 6 (Monday) .....	Labor Day Holiday (College Closed)
September 16 (Thursday) .....	Census Date
October 11 (Monday) .....	Columbus Day (College Closed)
October 12 (Tuesday) .....	Faculty/Staff Professional Development Day (College Closed 7:00 a.m. to 5:00 p.m.; Evening Classes will Meet)
November 1 (Monday) .....	Spring 2000-Early Registration Begins
November 24 (Wednesday) .....	Last Day to Withdraw
November 25 - 28 (Thursday-Sunday) .....	Thanksgiving Holiday (College Closed)
December 13 (Monday) .....	Departmental Finals Preparation and Student Study Days (College Open; No Day or Evening Classes; Continuing Education Classes Will Meet)
December 14 - 18 (Tuesday-Saturday) .....	Final Exams
December 18 (Saturday) .....	Fall 1999 Semester Ends
December 23-January 5 (Thursday-Wednesday) .....	College Closed

# CALENDAR 1999-2000

## Spring Semester 2000

January 10 (Monday)	Faculty Resumes Work
January 11 (Tuesday)	Starr County Registration
January 11-12 (Tuesday-Wednesday)	McAllen Registration-New Students
January 13 (Thursday)	Mid-Valley Registration
January 13 (Thursday)	McAllen Registration-Returning Students
January 17 (Monday)	Martin Luther King, Jr. Day-Holiday (College Closed)
January 18 (Tuesday)	Faculty Professional Development Day
January 19 (Wednesday)	Classes Begin
January 21 (Friday)	Last Day to Add a Class
February 3 (Thursday)	Census Date
February 21 (Monday)	President's Day (College Closed)
February 22 (Tuesday)	Faculty/Staff Professional Development Day College Closed 7:00 a.m. - 5:00 p.m.; Evening Classes will Meet
March 1 (Wednesday)	Summer/Fall 2000- Early Registration Begins
March 13 - 19 (Monday-Sunday)	Spring Break (College Closed)
April 19 (Wednesday)	Last Day to Withdraw
April 20-23 (Thursday-Sunday)	Easter Holiday (College Closed)
May 10 (Wednesday)	Departmental Finals Preparation and Student Study Day (College Open; No Day or Evening Classes; Continuing Education Classes Will Meet)
May 11-16(Thursday-Tuesday)	Final Exams
May 16 (Tuesday)	Spring 2000 Semester Ends
May 18 (Thursday)	Grade Reports Due by 4:00 p.m.
May 21 (Sunday)	Graduation

# CALENDAR 1999-2000

## **Summer 2000 Session I (First Six Weeks: June 1 - July 5)**

May 25 (Thursday) .....	Mid-Valley Registration-Summer I,II, and III
May 29 (Monday) .....	Memorial Day Holiday (College Closed)
May 30 (Tuesday) .....	McAllen Registration-Summer I,II,and III - New Students
May 30 (Tuesday) .....	Starr County Registration-Summer I,II,and III
May 31 (Wednesday) .....	McAllen Registration-Summer I,II,and III - Returning Students
June 1 (Thursday) .....	Classes Begin
June 2 (Friday) .....	Last Day to Add a Class
June 6 (Tuesday) .....	Census Date
June 28 (Wednesday) .....	Last Day to Withdraw
July 4 (Tuesday) .....	Independence Day (College Closed)
July 5 (Wednesday) .....	Final Exams/Summer I 2000 Ends
July 6 (Thursday) .....	Grade Reports Due by 4:00 p.m.

## **Summer 2000 Session II (Second Six Weeks: July 12 - August 14)**

July 10 (Monday) .....	McAllen Registration - Summer II
July 12 (Wednesday) .....	Classes Begin
July 13 (Thursday) .....	Last Day to Add a Class
July 17 (Monday) .....	Census Date
August 7 (Monday) .....	Last Day to Withdraw
August 14 (Monday) .....	Final Exams/Summer II 2000 Ends
August 15 (Tuesday) .....	Grade Reports Due by 4:00 p.m.

# CALENDAR 1999-2000

## Summer 2000 Session III (Twelve week Session: June 1 - August 12)

May 25 (Thursday)	Mid-Valley Registration-Summer I, II, and III
May 29 (Monday)	Memorial Day Holiday (College Closed)
May 30 (Tuesday)	McAllen Registration-Summer I, II, and III - New Students
May 30 (Tuesday)	Starr County Registration-Summer I,II, and III
May 31 (Wednesday)	McAllen Registration-Summer I, II, and III - Returning Students
June 1 (Thursday)	Classes Begin
June 2 (Friday)	Last Day to Add a Class
June 13 (Tuesday)	Census Date
July 4 (Tuesday)	Independence Day Holiday (College Closed)
July 31 (Monday)	Last Day to Withdraw
August 10-12 (Thursday-Saturday)	Final Exams
August 12 (Saturday)	Summer III 2000 Ends
August 14 (Monday)	Grade Reports Due by 4:00 p.m.

# Admissions Guidelines

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# REQUIREMENTS

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

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

## **By High School Graduation**

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

## **By Examination**

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

## **By Individual Approval**

Students without a high school diploma or GED are strongly encouraged to complete their GED prior to applying to South Texas Community College. Students, however, who do not qualify for admission under either of the above conditions may be considered for conditional acceptance if they are at least 18 years of age and can provide test results from the Pre-TASP, TASP, ACT, or SAT prior to enrollment. All applicants must submit an official transcript from the last high school attended prior to enrollment and will be placed under scholastic probation for the initial semester of enrollment. Course selection and load may be restricted. Federal legislation requires that a student admitted under provisions such as these pass a designated "Ability to Benefit" exam (ASSET) to be eligible to receive financial aid.

## **By Transfer from Another College**

A student transferring from another accredited college or university is eligible for admission if the student is eligible for readmission to the institution previously attended. Students who are on academic or disciplinary suspension from the last institution attended will be admitted to the College on a probationary status for one term only and will be blocked from further registration until term grades illustrating positive scholastic progress are available. Transfer students must comply with the Standards of Scholastic Progress.

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.
2. 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.
3. Credits for courses in which a passing grade of “C” or higher was earned may be transferred from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Developmental, or other non-degree credit courses are not transferable and may not be used in the calculation of the transfer grade point average.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools should be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluating service. A list of such services is available at the Office of Admissions and Records.
5. An applicant for admission may seek to enter this institution pursuant to the state’s “academic fresh start” statute, TEX. EDUC. CODE § 51.929. If the applicant informs the Office of Admissions and Records in writing of his or her election under this statute, the institution will not grant academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute can not receive any course credit courses taken 10 or more years prior to enrollment.

**By Concurrent Enrollment**

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

**International Student**

An applicant from a foreign country must provide additional documentation as outlined in the Foreign Student Admissions Policy (*refer to International Student section, page 20*).

**MANDATORY ASSESSMENT**

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

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

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

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

The Testing Center administers the TASP test throughout the year. Information on test dates, registration deadlines, and general information is available upon request. Call 1-800-742-STCC for information or contact the Testing Center at (956) 668-6474.

## WHO MUST TAKE THE TASP TEST

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

The following students must take TASP:

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

## WHO DOES NOT HAVE TO TAKE THE TASP TEST

- Students who are not teacher education candidates and received credit for at least three (3) semester credit hours or the equivalent of college-level work prior to Fall 1989. (EXCEPTION: Teacher education candidates who are governed by a different provision of Texas law are not TASP Exempt. All teacher education candidates must pass a basic skills test prior to being granted permission to take more than six hours of teacher education courses.)
- Students who meet the legal definition of blind and deaf (per Texas Education Code 54.205) and who received credit for at least three (3) semester credit hours of college-level work prior to Fall 1995.
- Students who have achieved a sufficiently high score on ACT, SAT, or TAAS. ACT and SAT scores may be no more than five (5) years old, and exit-level TAAS scores may be no more than three (3) years old.
- Students who are 55 years of age or older and not seeking a degree or certificate from a Texas public institution that choose to make this exemption available.
- Students who are enrolled on a temporary basis at STCC and are also enrolled in a private or independent institute of higher education or an out-of-state institution of higher education or graduated from an institution of higher education, a private or independent institution of higher education, or an out-of-state institution of higher education.
- Students who are enrolled in a **certificate program of one year or less** (42 or fewer semester credit hours or the equivalent).
- A student who has been diagnosed as having dyslexia or a related disorder. Additionally, the student with the disability who completes the developmental program prescribed by the institution may be required to retake the test once, but not be referred to an additional developmental course or other developmental program or precluded from enrolling in an upper-division course or graduating because of the student's performance on the test.
- Students who are citizens of a country other than the United States and are not seeking a degree or level-two certificate/degree.
- Students who have graduated with a baccalaureate degree from an accredited institution of higher education.

## WHEN MUST A STUDENT TAKE THE TASP TEST?

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

## REGISTRATION FOR THE TASP TEST

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

## PAYMENT FOR THE TASP TEST

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

## PLACEMENT TESTING

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

Students who do not pass the TASP, "Quick" TASP, or Pre-TASP, ACT, or the SAT must participate in developmental course(s) in at least one deficient area in order to be enrolled in college-level coursework.

## TAKING AND PASSING THE TASP TEST

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

Students required to take TASP Test may not graduate from a certificate program that has six (6) or more semester credit hours or the equivalent outside of the **specified** curriculum, an associate degree program or a baccalaureate degree program until they have passed all three sections of the TASP Test and/or completed sections with "B" or Better option.

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

## THE TASP TEST

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

The TASP Test consists of the following sections:

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

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

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

## TESTING TIME PROVIDED

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

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

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

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

1. Writing
  - A. ENGL 1301 (Composition I); or
  - B. ENGL 1302 (Composition II)
  
2. Reading (Courses selected for reading at any institution must be reading intensive)
  - A. HIST 1301, 1302 (U.S. History);
  - B. ENGL 2321, 2322, 2323 (British Literature);
  - C. ENGL 2331, 2332, 2333 (World Literature);
  - D. ENGL 2326, 2327, 2328 (American Literature);
  - E. PSYC 2301 (General Psychology); or
  - F. GOVT 2301, 2302, 2305, 2306 (American Government)
  
3. Mathematics
  - A. MATH 1332 (College Mathematics);
  - B. MATH 1333 (College Mathematics);
  - C. MATH 1314 (College Algebra); or
  - D. MATH 1316 (Plane Trigonometry).

# ADMISSION PROCEDURES

## ADMISSIONS PROCEDURES

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

- I. Obtain a Student Data Form and Student Supplemental Information Form from the Office of Admissions and Records, complete both and return to the same office.
2. Provide an official transcript from your high school, or if you are a transfer student, from each college you attended, and have it submitted to the Office of Admissions and Records.

3. Submit test scores from one of the following: Pre-TASP, TASP, ACT, or SAT as part of the application process.
  - a. Students should submit these test scores which are used for placement and guidance purposes.
  - b. Applications for TASP may be made through the high school or college guidance offices. The Pre-TASP and the TASP tests are given at South Texas Community College at designated times. Call the Testing Center at (956) 668-6474.
4. Notification of admission - Students who do not complete all admissions requirements listed above before the established deadlines will be notified of their status by the College.
5.
  - a. **New and Transfer students:**  
Students must attend new and transfer student orientation prior to initial enrollment. Orientation welcomes and introduces new and transfer students to STCC. Students receive information about academic advisement, financial aid, student organizations, campus activities, and student support services. Orientation is recommended for new and transfer students.
  - b. **New, Transfer and Currently enrolled students:**  
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/class schedule. Payment of tuition and fees is due at the designated deadline 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 on the 7th class date of Fall or Spring semester and the 3rd class date of each Summer session. Course tuition and fees will be charged for auditing a course. Auditing a course will be determined on a space availability contingency.

## CONCURRENT ENROLLMENT

Concurrent enrollment is a program which allows qualified high school students to enroll in college courses while attending high school. Courses are taken in place of, or in addition to, the normal course load in high school. High school credit may be earned with the approval of the Principal. Check with your high school counselor for verification. College credit may be earned upon successful course completion. 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 TASP scores or be TASP exempt. Please check with the Office of Admissions and Records or the Office of Student Support Services for further details. All students are required to meet TASP requirements before enrolling in college credit hours.

## INTERNATIONAL STUDENTS

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

1. Submit an Application for Admission and a translated official transcript of graduation from high school (notarized translated into English). A list of AACRAO approved translating agencies is available at the Office of Admissions and Records. It is recommended that this be done **at least 90 days** before enrolling to allow time for processing the necessary immigration forms.

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

### CHANGE OF NAME

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

### CONFIDENTIALITY OF RECORDS

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

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

1. To appropriate STCC officials who require access to educational records in order to perform their legitimate educational duties;
2. To officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if desired;
3. To federal, state, or local officials or agencies authorized by law;

4. In connection with a student's application for, or receipt of, financial aid;
5. To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data;
6. To the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance.

### **NOTICE:**

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

## **DIRECTORY INFORMATION**

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

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

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

# RESIDENT STATUS FOR STUDENTS

It is the policy of South Texas Community College that proof of residency must be provided at the time of application to the College. Students are also required to sign an oath of residency. Any violation of residency rules will result in disciplinary action. Students must have lived in the state of Texas for 12 months prior to registration to be considered for Texas resident tuition rates. For purposes of determining residency, the College complies with all applicable state and federal regulations, as well as with the Texas Higher Education Coordinating Board recommendations. Students from out-of-state as defined by the above-cited guidelines must pay non-resident tuition.

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

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

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

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

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

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

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

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

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

# Tuition and Fees

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# IN-DISTRICT TUITION and FEES

## Fiscal Year 1999-2000

IN-DISTRICT INCLUDES HIDALGO AND STARR COUNTY RESIDENTS

<b>Number of Credit Hours</b>	<b>Tuition</b>	<b>Academic Support Services Fee</b>	<b>Building Use Fee</b>	<b>Equipment Technology Fee</b>	<b>Total* (Before Other Applicable Fees)</b>
1	\$100.00	\$8.00	\$8.00	\$8.00	\$124.00
2	\$100.00	\$16.00	\$16.00	\$16.00	\$148.00
3	\$100.00	\$24.00	\$24.00	\$24.00	\$172.00
4	\$133.00	\$32.00	\$32.00	\$32.00	\$229.00
5	\$151.00	\$40.00	\$40.00	\$40.00	\$271.00
6	\$169.00	\$48.00	\$48.00	\$48.00	\$313.00
7	\$187.00	\$56.00	\$56.00	\$56.00	\$355.00
8	\$205.00	\$64.00	\$64.00	\$64.00	\$397.00
9	\$223.00	\$72.00	\$72.00	\$72.00	\$439.00
10	\$241.00	\$80.00	\$80.00	\$80.00	\$481.00
11	\$259.00	\$88.00	\$88.00	\$88.00	\$523.00
12	\$277.00	\$96.00	\$96.00	\$96.00	\$565.00
13	\$295.00	\$104.00	\$104.00	\$104.00	\$607.00
14	\$313.00	\$112.00	\$112.00	\$112.00	\$649.00
15	\$331.00	\$120.00	\$120.00	\$120.00	\$691.00
16	\$349.00	\$128.00	\$128.00	\$128.00	\$733.00
17	\$367.00	\$136.00	\$136.00	\$136.00	\$775.00
18	\$385.00	\$144.00	\$144.00	\$144.00	\$817.00
19	\$403.00	\$152.00	\$152.00	\$152.00	\$859.00
20	\$421.00	\$160.00	\$160.00	\$160.00	\$901.00
21	\$439.00	\$168.00	\$168.00	\$168.00	\$943.00

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

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

# OUT-OF-DISTRICT TUITION and FEES

## Fiscal Year 1999-2000

OUT-OF-DISTRICT INCLUDES ALL OTHER TEXAS RESIDENTS

Number of Credit Hours	Tuition	Academic Support Services Fee	Building Use Fee	Equipment Technology Fee	Total* (Before Other Applicable Fees)
1	\$150.00	\$8.00	\$8.00	\$8.00	\$174.00
2	\$150.00	\$16.00	\$16.00	\$16.00	\$198.00
3	\$150.00	\$24.00	\$24.00	\$24.00	\$222.00
4	\$186.00	\$32.00	\$32.00	\$32.00	\$282.00
5	\$211.00	\$40.00	\$40.00	\$40.00	\$331.00
6	\$236.00	\$48.00	\$48.00	\$48.00	\$380.00
7	\$261.00	\$56.00	\$56.00	\$56.00	\$429.00
8	\$286.00	\$64.00	\$64.00	\$64.00	\$478.00
9	\$311.00	\$72.00	\$72.00	\$72.00	\$527.00
10	\$336.00	\$80.00	\$80.00	\$80.00	\$576.00
11	\$361.00	\$88.00	\$88.00	\$88.00	\$625.00
12	\$386.00	\$96.00	\$96.00	\$96.00	\$674.00
13	\$411.00	\$104.00	\$104.00	\$104.00	\$723.00
14	\$436.00	\$112.00	\$112.00	\$112.00	\$772.00
15	\$461.00	\$120.00	\$120.00	\$120.00	\$821.00
16	\$486.00	\$128.00	\$128.00	\$128.00	\$870.00
17	\$511.00	\$136.00	\$136.00	\$136.00	\$919.00
18	\$536.00	\$144.00	\$144.00	\$144.00	\$968.00
19	\$561.00	\$152.00	\$152.00	\$152.00	\$1,017.00
20	\$586.00	\$160.00	\$160.00	\$160.00	\$1,066.00
21	\$611.00	\$168.00	\$168.00	\$168.00	\$1,115.00

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

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

# NON RESIDENT TUITION Fiscal Year 1999-2000

NON RESIDENTS INCLUDE ALL OTHER UNITED STATES RESIDENTS & INTERNATIONAL STUDENTS

Number of Credit Hours	Total* (Before Other Applicable Fees)
1	\$222.00
2	\$444.00
3	\$666.00
4	\$888.00
5	\$1,110.00
6	\$1,332.00
7	\$1,554.00
8	\$1,776.00
9	\$1,998.00
10	\$2,220.00
11	\$2,442.00
12	\$2,664.00
13	\$2,886.00
14	\$3,108.00
15	\$3,330.00
16	\$3,552.00
17	\$3,774.00
18	\$3,996.00
19	\$4,218.00
20	\$4,440.00
21	\$4,662.00

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

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

# FEES

## Fiscal Year 1999-2000

Tuition In District per credit hour .....	18.00
Tuition Out of District per credit hour .....	25.00
Tuition Out of State per credit hour .....	222.00
<hr/>	
Student Support Services Fee per credit hour .....	8.00
Facilities and Operations Fee per credit hour .....	8.00
Equipment and Technology Fee per credit hour .....	8.00
<hr/>	
Continuing Education per contact hour .....	4.00
Drop/Add Fee (1st to 12th class day) .....	20.00 one-time fee
Late Registration Fee .....	25.00
New Student Registration Fee .....	65.00
(includes \$15 non-refundable matriculation fee)	
Returning Student Registration Fee .....	45.00
(includes \$15 non-refundable matriculation fee)	
Non-course Based TASP Remediation Fee .....	95.00
Audit Fee .....	Tuition and Fees
Credit by Examination .....	Tuition only
Return Check Fee .....	25.00
Parking Permit Violations	
* First .....	10.00
* Second .....	30.00
* Third .....	40.00
Handicap Parking Violations .....	100.00
Moving Traffic Violations	
* First .....	30.00
* Second .....	40.00
* Third .....	50.00
Vehicle Boot Removal Fee .....	50.00
Lost Library Book Fee -	
Cost of book plus processing fee .....	15.00
Installment Plan Fee .....	25.00
Late Payment Fee .....	25.00
Emergency Loan Processing Fee .....	25.00
Insurance Fee (refer to listing of student insurance fees)	
Physical Education Special Activity Fee per course .....	45.00
Physical Education	
(PHED Bowling) Course Fee .....	75.00
(PHED Golf) Course Fee .....	75.00
Seminars/Summer Camps, Workshops, and other Special Activities .....	Recovery of costs

# FINANCIAL INFORMATION

## SPECIAL COURSES

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

## FINANCIAL OBLIGATIONS/ADMITTANCE TO CLASS

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

## REGISTRATION

A time period will be set aside each term or semester to permit students to register. Total tuition and fees will be paid at this time. An installment payment plan is available (*refer to page 30*).

## PAYMENTS

- During arena registration, students are responsible for paying the total cost for tuition and fees on the day of registration by means of personal check, credit card (Visa, Discover, and Master Card), money orders or a cashier's check. New payment methods will be available for the fall semester. Early registration on payments will be due the week of regular registration.
- Failure to pay the required amount for tuition and fees may cause your classes to be automatically dropped, however, be aware that you will still be liable for certain fees. This also applies to student accounts that have a remaining outstanding balance and are under financial aid or are being sponsored by a third party, i.e., Texas Rehabilitation Commission, employer or any other source.
- Failure to pay a debt owed to the College may result in dismissal from attending classes after a specific announced date, ineligibility to take final examinations, or to register until such debts are paid.
- Transcripts, grades, or information about the student will not be released until such debts are paid.

## INSUFFICIENT, STOP PAYMENT AND OTHER RETURNED CHECKS

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

## SCHEDULE CHANGES (Adding and Dropping Courses)

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

## **INSTALLMENT PAYMENTS**

- An installment plan is available and renewed on a semester basis. To qualify, a minimum of six credit hours must be taken during the fall and spring semesters. During the Summer sessions, a minimum of three credit hours must be taken.
- Applications are available with the Cashiers and must be returned prior to census date.
- Tuition, a \$25.00 installment fee, and any other fees that are not deferred are due on registration day.
- The remaining balance is subject to change in the event you withdraw, drop, or add a class(es). Payment in these cases will be revised and must be made in accordance with the most current statement of account.
- Due dates:
  - During fall and spring there are two installment payment dates which will be posted on the student registration receipt.
  - During the summer sessions, there is one installment payment which will be posted on the student registration receipt.
- A \$25.00 late payment fee will be assessed for each payment not paid by the scheduled due date.
- Withdrawals from your classes will be processed within 10 business days after the last installment scheduled due date if payment is not made.
- A student who fails to make payments when due will also pay collection costs, including attorney's fees, court costs, and professional collection agency fees.

## **THIRD PARTY CONTRACTS AND SCHOLARSHIPS**

Third Party contracts constitute written agreements between a third party (i.e., Texas Rehabilitation Commission, JTPA) and South Texas Community College; wherein, payment for tuition and fees for a student is to be paid to STCC by a third party. The student must provide the written agreement prior to or during registration and present such agreement or document as a third party voucher, deferment form, or contract to the Financial Aid station before proceeding to the cashier's station for a class schedule receipt.

## **DUAL ENROLLMENT FEES**

*- Students enrolled at two institutions of higher education.*

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

# Highlights of Tax Benefits for Higher Education

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

	Hope Credit (Education Credit)	Lifetime learning credit (Education Credit)	Education IRA	Traditional and Roth IRAs <sup>1</sup>	Interest Paid on Student Loans	Qualified State Tuition Programs	Qualified U.S. Savings Bonds <sup>1</sup>	Employer's Educational Assistance Program <sup>1</sup>
What is your benefit? <sup>2</sup>	Tax credit (nonrefundable)		Withdrawals are tax free	No 10% additional tax on early withdrawal	Deduction to arrive at adjusted gross income	Prepay future tuition expenses	Interest is excludable from income	Employer benefits are excludable from income
What is the annual limit?	Up to \$1,500 per student	Up to \$1,500 per family	\$500 contribution per child under 18	Amount of qualifying expenses	1998: \$1,000 1999: \$1,500 2000: \$2,000 2001: \$2,500	None	Amount of qualifying expenses	\$5,250
That expenses qualify besides tuition and required enroll- ment fees? <sup>2</sup>	N/A		Books, supplies, & equipment; Room and board if at least half-time attendance; Payments to qualified state tuition program	Books, supplies, & equipment; Room & board if at least half-time attendance	Books, supplies, & equipment; Room & board; Trans- portation; Other necessary expenses	Books, supplies, & equipment; Room & board if at least half-time attendance	Payments to qualified state tuition programs; Payments to education IRAs	Books, supplies, & equipment
What educa- tion qualifies?	1st 2 years of under- graduate	All undergraduate and graduate levels						Under- graduate level
What other condi- tions apply?	Can be claimed only for 2 years; Must be enrolled at least half-time in a degree program	Applies to expenses <b>paid and for school attendance</b> after June, 30 1998	Contributions not deductible; Cannot also contribute to qualified state tuition program or claim an education credit; Must withdraw assets at age 30	Must receive entire balance or begin receiving withdrawals by April 1 of year following year in which age 70½ is reached	Applies to 1st 60 months' interest; Must be enrolled at least half-time in a degree program	Tax-deferred earnings are taxed to beneficiary when withdrawn	Applies only to qualified series EE bonds issued after 1989 or series I bonds	Cannot also claim an education credit; Expires for courses beginning after May 31, 2000
At what income range do benefits phase out?	\$40,000 - \$50,000  \$80,000 - \$100,000 for joint returns		\$95,000- \$110,000; \$150,000- \$160,000 for joint returns	N/A	\$40,000- \$55,000; \$60,000- \$75,000 for joint returns	N/A	1998: \$52,250- \$67,250; \$78,350- \$108,350 for joint returns	N/A

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

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

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

# REFUNDS

The "effective date" of a class drop or add is the date the course schedule form is received at the Office of Admissions and Records from the student. The refund policy also applies to drop due to advisement from faculty.

"Class days" refers to STCC's scheduled class days, not the students' class meeting days.

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

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

## TUITION AND FEE REFUNDS

### FALL AND SPRING SEMESTERS

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

### SUMMER I AND II SESSIONS

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

### SUMMER III SESSION

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

## INCIDENTAL FEES

### OTHER FEES

Late Registration Fee, New Student Registration Fee, Returning Student Registration Fee, Installment Plan Fee, Installment Late Fee, and any other fee approved by the Board of Trustees of South Texas Community College.

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

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

## **BOOKSTORE REFUNDS**

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

100 percent refund with the following:

- Sales receipt
- Unmarked, if new/unopened, if shrink wrapped
- Within first fifteen calendar days after the first class day of the Fall or Spring semester
- Within first seven calendar days after the first class day of each summer session
- Within two 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 \$25 fee for returned checks.

# Scholastic Regulations

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# 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, "C" or better, has been earned may be transferred to South Texas Community College from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Developmental, or any other non-degree credit course, cannot be used in determining grade point averages.

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

## **TRANSFER OF CREDIT FROM SOUTH TEXAS COMMUNITY COLLEGE**

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

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of the Coordinating Board Publication COMMUNITY COLLEGE GENERAL ACADEMIC COURSE GUIDE MANUAL - A MANUAL OF APPROVED ACADEMIC TRANSFER COURSES FOR INSTRUCTION AT TEXAS PUBLIC COMMUNITY COLLEGES (revised September 1996). Specifically excluded are courses designated as vocational, ESL, ESOL, technical, developmental or remedial, and courses listed as "basic skills."

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

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

## **TRANSCRIPTS FROM OTHER INSTITUTIONS**

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

### ***Notice***

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

# SOUTH TEXAS COMMUNITY COLLEGE ACADEMIC TRANSFERABLE COURSES

The following STCC academic courses are transferable in accordance to the Texas Common Course Numbering System.  
(Last modified: March 9, 1999.)

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

ACCT	2401	Principles of Financial Accounting	ECON	2302	Principles of Econ II - Macro
ACCT	2402	Principles of Managerial Accounting	EDUC	1301	Introduction to Education
ANTH	2301	Physical Anthropol/Human Development	READ	0090	Reading Skills III
ANTH	2346	General Anthropology	ENGL	0091	Writing Skills III
ANTH	2351	Cultural Anthropology	ENGL	1301	Composition
ARTS	1301	Art Appreciation	ENGL	1302	Rhetoric
ARTS	1303	Art History I	ENGL	1312	Business Writing
ARTS	1304	Art History II	ENGL	2300	Introduction of Literature
ARTS	1311	Design I	ENGL	2307	Creative Writing I
ARTS	1312	Design II	ENGL	2308	Creative Writing II
ARTS	1316	Drawing I	ENGL	2311	Technical Writing
ARTS	1317	Drawing II	ENGL	2321	English Literature
ARTS	2316	Painting I	ENGL	2326	American Literature
ARTS	2317	Painting II	ENGL	2331	World Literature
ARTS	2326	Sculpture I	ENGL	2399	Special Topics in Literature
ARTS	2327	Sculpture II	ENGR	1101	Introduction to Engineering
ARTS	2333	Printmaking I	ENGR	1204	Engineering Graphics
ARTS	2334	Printmaking II	ENGR	2301	Statics
ARTS	2346	Ceramics I	ENGR	2302	Dynamics
ARTS	2347	Ceramics II	GEOG	1301	Principles of Physical Geography
BIOL	1322	Nutrition and Diet Therapy	GEOL	1403	General Geology I
BIOL	1408	General Biology I	GEOL	1404	General Geology II
BIOL	1409	General Biology II	GOVT	2301	American Government I
BIOL	1411	General Botany	GOVT	2302	American Government II
BIOL	1413	General Zoology	GOVT	2304	Introduction to Political Science
BIOL	1424	Systematic Botany	GOVT	2398	Academic Cooperative in Social Science
BIOL	2306	Environmental Biology	HIST	1301	U.S. History I
BIOL	2416	Genetics	HIST	1302	U.S. History II
BIOL	2389	Academic Coop in Bio/Life Scie	HIST	2311	Western Civilization I
BIOL	2401	Anatomy and Physiology I	HIST	2312	Western Civilization II
BIOL	2402	Anatomy and Physiology II	HIST	2321	World Civilization I
BIOL	2421	Microbiology	HIST	2322	World Civilization II
BIOL	2428	Comparative Vertebrate Anatomy	HIST	2380	Mexican American History
BUSI	1301	Intro to Business	HUMA	1301	Introduction to the Humanities I
BUSI	2301	Business Law	HUMA	1302	Introduction to the Humanities II
CHEM	1411	General Chemistry I	KINE	1238	Concepts of Physical Fitness
CHEM	1412	General Chemistry II	KINE	1301	Introduction to Kinesiology
CHEM	2423	Organic Chemistry I	KINE	1304	Personal Health
CHEM	2425	Organic Chemistry II	KINE	1305	Community Health
COMM	2311	News Gathering & Writing I	KINE	1321	Techniques of Coaching Sports I
COMM	2315	News Gathering & Writing II	KINE	1322	Techniques of Coaching Sports II
COSC	1301	Microcomputer Applications	KINE	1331	Kinesiology for Elementary Schools
COSC	1309	Programming Methodology	KINE	1336	Introduction to Recreation
COSC	1315	Fundamentals of Programming	KINE	1346	Drug Use and Abuse
COSC	1318	Computer Science Programming I	MATH	0085	Introductory Algebra
BCIS	1332	Cobol Programming	MATH	0090	Intermediate Algebra and Geometry
COSC	2317	Svy of Elementary School Fortran. Program	MATH	1414	College Algebra
COSC	2318	Computer Science Programming II	MATH	1316	Plane Trigonometry
COSC	2325	Computer Org. and Machine Language	MATH	1325	Business Calculus
COSC	2330	Advanced C/C ++ Programming	MATH	1335	Math for Elementary Teachers I
BCIS	2332	Advanced Programming Cobol	MATH	2336	Math for Elementary Teachers II
COSC	2420	C Programming	MATH	1342	Statistics
CRIJ	1301	Introduction to Criminal Justice	MATH	2312	Precalculus
CRIJ	1306	The Courts & Criminal Procedure	MATH	2413	Calculus I
CRIJ	1310	Fundamentals of Criminal Law	MATH	2318	Linear Algebra
CRIJ	1307	Crime in America	MATH	2320	Differential Equations
DRAM	1310	Theatre Appreciation	MATH	2414	Calculus II
DRAM	1351	Acting I	MATH	2415	Calculus III
ECON	2301	Principles of Econ I - Macro	MUSI	1181	Piano Class I

MUSI	1182	Piano Class II	PHED	2132	Swim Conditioning
MUSI	1183	Voice Class I	PHED	2133	Lifeguard Training
MUSI	1184	Voice Class II	PHED	2134	Swimming Instructor Training
MUSI	1192	Guitar Class I	PHED	2142	Intermediate Karate
MUSI	1193	Guitar Class II	PHED	2170	Intermediate Tennis
MUSI	1201	Applied Violin	PHED	2173	Intermediate Golf
MUSI	1221	Applied Oboe	PHED	2180	Intermediate Volleyball
MUSI	1224	Applied Flute	PHED	2181	Intermediate Basketball
MUSI	1225	Applied Bassoon	PHIL	1301	Introduction to Philosophy
MUSI	1227	Band Ensemble	PHIL	2303	Introduction to Logic
MUSI	1231	Applied Clarinet	PHIL	2306	Ethics
MUSI	1233	Applied Saxophone	PHIL	2307	Introduction to Social Philosophy
MUSI	1236	Applied Trumpet	PHYS	1401	College Physics I
MUSI	1237	Mariachi Ensemble	PHYS	1402	College Physics II
MUSI	1241	Choir Ensemble	PHYS	1415	Physical Science I
MUSI	1243	Applied French Horn	PHYS	1417	Physical Science II
MUSI	1245	Applied Trombone	PHYS	2425	University Physics I
MUSI	1249	Applied Baritone	PHYS	2426	University Physics II
MUSI	1253	Applied Tuba	PSYC	2301	General Psychology
MUSI	1257	Applied Percussion	PSYC	2302	Applied Psychology
MUSI	1261	Applied Guitar	PSYC	2306	Human Sexuality
MUSI	1269	Applied Piano	PSYC	2307	Adolescent Psychology
MUSI	1281	Applied Voice	PSYC	2308	Child Psychology
MUSI	1306	Music Appreciation	PSYC	2314	Life Span Growth and Development
MUSI	1308	Music Literature I	PSYC	2315	Psychology of Human Adj.
MUSI	1309	Music Literature II	PSYC	2316	Psychology of Personality
MUSI	1311	Music Theory I	PSYC	2317	Statistical Methods in Psychology
MUSI	1312	Music Theory II	PSYC	2319	Social Psychology
MUSI	2181	Piano Class III	PSYC	2340	Current Issues in Psychology
MUSI	2182	Piano Class IV	ROTC	1201	Marksmanship and First Aid
MUSI	2183	Voice Class III	ROTC	1202	Survival & Land Navigation Training
MUSI	2184	Voice Class IV	ROTC	2201	Basic Leadership and Army Organization
MUSI	2311	Music Theory III	ROTC	2202	Basic Operations and Tactics
MUSI	2312	Music Theory IV	ROTC	3202	Advanced Army Physical Development
PHED	1101	Aerobics Ind. Fitness	SOCI	1301	Introduction to Sociology
PHED	1102	Individual Fitness/Weight Conditioning	SOCI	1306	Contemporary Social Problems
PHED	1104	Aerobics/Conditioning	SOCI	2301	Marriage and the Family
PHED	1120	Jazz Dance	SOCI	2319	Minority Studies
PHED	1126	Beginning Fitness and Walking	SOCI	2339	Criminology - Juvenile Delinquency
PHED	1130	Water Fitness	SOCI	2399	Current Issues in Sociology
PHED	1131	Beginning Swimming	SOCW	2361	Introduction to Social Work
PHED	1142	Karate	SOCW	2362	Social Welfare
PHED	1144	Tai Chi Chuan	SPAN	1311	Beginning Spanish I - Non-Native Speakers
PHED	1146	Kung Fu	SPAN	1312	Beginning Spanish II - Non-Native Speakers
PHED	1160	Weight Training	SPAN	2311	Intermediate Spanish I
PHED	1170	Tennis	SPAN	2312	Intermediate Spanish II
PHED	1173	Golf	SPAN	2313	Beginning Spanish I - Native Speakers
PHED	1175	Bowling	SPAN	2315	Beginning Spanish II - Native Speakers
PHED	1180	Volleyball	SPCH	1311	Introduction to Speech - Communication
PHED	1181	Basketball	SPCH	1315	Public Speaking
PHED	1182	Flag Football	SPCH	1318	Interpersonal Communications
PHED	1183	Softball	SPCH	1321	Business & Professional Speaking
PHED	1185	Soccer	SPCH	2333	Discussion & Small Group Communication
PHED	1187	Badminton	SPCH	2335	Argumentation and Debate
PHED	2103	Intermediate Aerobics			

## **TRANSFER DISPUTES**

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

## **ORIENTATION 101 (COLLEGE SUCCESS)**

This course improves the student's skills in reading textbooks, listening in class, remembering information, taking notes, taking exams, communicating with instructors and other students, managing time and stress, budgeting money, developing a career plan, writing a resume, and dressing and interviewing for success. It is required of all students who are taking a Developmental Studies course for the first time. This course is also required of all students (including transfer students) with grade-point averages below 2.0. It is not required of students enrolled in a certificate program of one year or less (42 or fewer semester credit hours or the equivalent).

## **CHANGE OF SCHEDULE**

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

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

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

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

## **WITHDRAWAL FROM SEMESTER CREDIT COURSES**

### *Initiation of Withdrawal*

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

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

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

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

## COURSE LOAD

A full-time student is defined to be a student enrolled in 12 or more semester hours. The normal course load during the regular semester is five courses equal to 15 to 17 semester hours. The normal course load for each Summer term is two courses totalling 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 that deviates from their certificate degree plan and students in high school enrolling in a college-level course **MUST** take the TASP Test **before enrolling in any college-level credit coursework**. For more information about placement testing and TASP, refer to the TASP section located in the Admissions Guidelines chapter of this catalog.

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

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

## CREDIT BY EXAMINATION

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

Credit awarded for testing at South Texas Community College may or may not meet minimum requirements for credit at other institutions. It is the student's responsibility to check with the school they intend to attend to verify transfer requirements.

The tuition cost for the course must be paid to the Business Office and a receipt presented to the instructor before the student is permitted to take the examination. The instructor must submit the certification of credit form to the Office of Admissions and Records.

# SCHOLASTIC STANDARDS

## SYSTEM OF GRADING

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

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

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

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

## **DEVELOPMENTAL STUDIES PROGRAM**

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

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

## **ATTENDANCE POLICY**

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

The South Texas Community College policy states:

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

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

## **STUDENT ABSENCES ON RELIGIOUS HOLY DAYS**

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

## **STUDENT CODE OF CONDUCT**

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

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

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

# ACADEMIC HONORS

## HONORS PROGRAM

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

Specific goals of the program include:

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

## Admission Requirements

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

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

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

To apply, the student must submit the following:

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

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

## Continuing Eligibility Standards

To remain in the Honors Program, the student must maintain a 3.25 G.P.A. with a minimum of 12 hours credit while attending South Texas Community College. If a student falls below that average, the student will be placed on probationary status for one semester. Removal from probationary status is achieved by raising the cumulative G.P.A. to 3.5 or higher. A student who continues to maintain a G.P.A. lower than 3.25 beyond the probationary period will be dismissed from the Honors Program.

## Curriculum Structure

### Honors Instruction

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

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

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

### **Year I - First Semester, Second Semester, and Summer Session**

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

### **Year II - Third Semester and Fourth Semester**

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

## **HONOR GRADUATES**

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

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

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

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

## **VALLEY SCHOLARS PROGRAM**

Valley Scholars are Hidalgo and Starr County high school graduates who are in the top 5% of their school's graduating class. They are sponsored by local benefactors for all tuition and fees at South Texas Community College. Valley Scholars must maintain enrollment in the Honors Program at STCC (see Honors Program section for requirements). For further information about this program, contact Mary De Leon 618-8360; Dr. Dana A. Cantu 618-8394; or Michelle Alvarado 668-6431.

## **PRESIDENTIAL INSPIRATIONAL ACHIEVEMENT AWARD**

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

## **PRESIDENT'S HONOR LIST**

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

## **VICE PRESIDENT'S HONOR LIST**

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

# GRADUATE GUARANTEE

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

1. The graduate must have earned the Associate of Applied Science Degree or Certificate of Completion beginning September 1994, or thereafter, in a Technical/Vocational/Occupational program identified in the College catalog.
2. The graduate must have completed the Degree or Certificate program with the College (with 75 percent of credits earned at the College) and must have completed the graduation requirements within a five-year time span.
3. The graduate must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate career program chair.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the College as the exit level program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, program chair, counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The students' sole remedy against the College and its employees for skills deficiencies shall be limited to 12 credit hours of tuition-free course work under conditions described above.
12. Activation of the "Graduate Guarantee Program" may be initiated by the graduate through contact with the appropriate administrator within 90 days of the graduate's initial employment.

# 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 two years (associate degree program). However, a student must complete all requirements contained in the catalog selected for the associate degree or certificate program chosen.

## **Course Substitution:**

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

## **Dual Degree:**

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

### **Graduation Ceremony:**

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

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

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

- A. Complete the appropriate course of study for a two-year Associate of Applied Science program as specified in the College catalog.
- B. Complete 15 of the last 24 hours of credit at South Texas Community College, as well as at least one-half of the required specialized courses, unless a formalized articulation process is in place.
- 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-credit hour course from each of the following areas: humanities/fine arts; the social/behavioral sciences; the natural sciences/mathematics; and one or more electives chosen from disciplines outside the student's areas of specialization.
- 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 ARTS DEGREE**

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

- A. Complete the appropriate course of study for a two-year Associate of Arts program as specified in the College catalog.
- B. Complete 15 of the last 24 hours of credit at South Texas Community College as well as at least one-half of the required specialized courses, unless a formalized articulation process is in place.
- 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-credit hour course from each of the following areas: the humanities/fine arts; the social/behavioral sciences; and the natural sciences/mathematics; and one or more electives chosen from disciplines outside the student's areas of specialization.
- 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 the appropriate course of study for a two-year Associate of Science program as specified in the College catalog.
- B. Complete 15 of the last 24 hours of credit at South Texas Community College as well as at least one-half of the required specialized courses, unless a formalized articulation process is in place.
- 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-credit hour course from each of the following areas: the humanities/fine arts; the social/behavioral sciences; and the natural sciences/mathematics; and one or more electives chosen from disciplines outside the student's areas of specialization.
- 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 Certificate of Completion program as specified in the College catalog.
- B. Complete 15 of the last 24 hours of credit at South Texas Community College as well as at least one-half of the required specialized courses, unless a formalized articulation process is in place.
- C. Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of specialization.
- D. Pay all debts to the College prior to graduation.

NOTE: Certain programs may have more stringent requirements.

# Support Services

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# STUDENT SUPPORT SERVICES

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

## ORIENTATION SERVICES

Orientation welcomes and introduces new and transfer students to STCC. Students receive information about academic advisement, financial aid, student organizations, campus activities, and counseling and advising services. Orientation is **mandatory** for new and transfer students.

## COUNSELING SERVICES

Life situations at times require professional assistance. At South Texas Community College counselors provide many services designed to help students attain educational, career, and personal goals. Life enrichment is possible by exploring and learning new ways of:

- Becoming comfortable in a college setting.
- Making personal, educational, and career choices.
- Taking control of your life.
- Reducing stress.
- Managing your time.
- Setting goals.
- Eliminating self-defeating behavior.
- Esteeming yourself and others.
- Asserting yourself.
- Coping with crisis.
- Dealing with loss.
- Living life more fully.

### Individual Counseling:

#### ***Career Counseling***

Assistance in clarifying interests and fulfilling your potential.  
Integration of academic, vocational, and life experiences.  
Compatibility of life and work satisfaction.

#### ***Career and Personality Assessment***

Tools to assist in career choices that are compatible with your interests, personality traits, work values, and abilities.  
Vocational assessment which is available on a computerized system called DISCOVER

#### ***Education Planning***

Help in preparing academic time-lines and course selections, if needed.  
Periodic checks of degree or certificate completion is encouraged.

#### ***Personal Counseling***

Individual counseling is private, confidential, and free of charge.  
Assistance in resolving crisis or personal issues which are interfering with educational success.  
Counseling is voluntary, and you may select the counselor of your choice.

#### ***Campus and Community Referrals***

Referrals to campus faculty, staff, or offices where assistance to achieve educational success can be obtained.  
Information and referral to community, public and private agencies for social or personal support services.

## ***University Transfer***

Assist students in selecting courses that meet the requirements of a university for transfer to obtain a baccalaureate degree.

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

## **ACADEMIC ADVISEMENT**

STCC provides academic advisement to students at the Advisement Center and through designated faculty/division advisors in the appropriate division, department, or program. It is very important that new or transferring students (prior to registration) contact the Advisement Center at 618-8372 for assistance with course selection. All current or returning STCC students are encouraged to meet with the faculty/division advisor in their respective division before registering to discuss course selection and preparation of degree plans.

### **Division Based Advisors:**

Students with a declared major may contact the division of their major to determine when faculty/division advisors are available. The division advisors provide faculty assistance, specialized divisional advising, off site advising, degree plans specific to the division, and graduation. The following division based advisors may be contacted at:

Business:	668-6484
Communication, Fine Arts and Humanities:	688-2003
Developmental Studies:	618-8372
Nursing and Allied Health:	928-3405
Math and Sciences:	668-6410
Social and Behavioral Sciences:	928-3543
Technology:	992-6125

### **Advisement Center:**

Students who have not declared a major may contact the Advisement Center for an appointment or on a walk-in basis. Some of the services that the Advisement Center offer are:

One-on-one attention for undeclared majors  
Assessment, Goal Setting and Orientation  
Point of contact for new and transfer students  
Referrals to appropriate services

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

## **TESTING SERVICES**

Testing services include the administration of the Texas Academic Skills Program (TASP) Test, the "Quick" TASP Test, the Pre-TASP Test, and the American College Test (ACT). The Southern Building Code of Congress Incorporated (SBCCI) electrician's test is also administered. Staff assist students with correspondence tests from other institutions of higher learning. These tests are scheduled and administered throughout the year. Students entering STCC under Ability to Benefit may take the ASSET Test to qualify for financial aid.

For more information, contact the Student Information Center located at all STCC sites or the Testing Center at 1-800-742-STCC.

## **disABILITY SERVICES**

- For students with disabilities, reasonable accommodations may be made that would allow the individual student to be successful at STCC. Accommodations are provided for those students who submit the appropriate documentation by an outside, independent professional evaluator or agency.

- Services provided include interpreters, registration assistance, mobility assistance, student-instructor liaison, student-state agency counselor liaison, tutorial services, and career exploration. Other provisions available are tape recorder loans, low vision equipment, reader/scribe, and testing and classroom accommodations.
- Other accommodations include coursework modification such as untimed testing, oral testing, substitution of assignments and any other accommodations/modifications necessary.
- STCC is an equal opportunity institution which provides educational opportunities without discrimination on the basis of race, color, religion, sex, age national origin, disability or veteran status in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973, and with Title IX of the Education Amendments of 1972 which prohibits discrimination based on sex.

## **SPECIAL PROGRAMS**

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

### **Single Parent Program**

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

Assistance provided include the following: payment of child care, lending library, personal and academic growth workshops, career counseling, individual academic advisement, job skills training, support groups, personal counseling, and referrals to community and educational agencies.

### **Non-Traditional Program**

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

Assistance includes the following: payment of child care, lending library, personal and academic growth workshops, career counseling, individual academic advisement, job skills training, support groups, personal counseling, and referrals to community and educational agencies.

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

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

## **HEALTH SERVICES**

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

## **STUDENTS RIGHTS, PRIVILEGES, AND EXPECTATIONS**

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

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

## **OFFICIAL STATEMENT RELATING TO STUDENTS WITH CONTAGIOUS DISEASES**

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

No individual with Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV) will be discriminated against in employment, admission to academic programs, health benefits, or access to facilities. Students with HIV or HBV infection may attend any STCC function or event as long as they are physically and mentally able to participate, perform assigned work and pose no health risks to others. All information regarding the medical status of South Texas Community College faculty, staff and students is confidential. Contact the Office of Counseling and Advising for additional information or call (956) 618-8372.

## **CLINICAL REQUIREMENTS OF THE NURSING AND ALLIED HEALTH PROGRAMS**

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

- \* Results of a prescribed physical examination conducted by a physician licensed in Texas
- \* Proof of required immunizations
- \* Proof of Health and Accident Insurance
- \* Current Infant-Child-Adult CPR certification
- \* Current (no older than 5 months) T.B. test results
- \* Current Malpractice Insurance of at least \$1 million available through STCC, contact the Program Chairperson for more information.

## **IMMUNIZATION REQUIREMENTS**

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

- \* Measles, Mumps and Rubella (MMR): Proof of Immunization as defined by the Texas Department of Health Standards or proof of Immunity by disease.
- \* Tetanus/Diphtheria: Proof of "booster" dose administered within the last ten years.
- \* Hepatitis B Virus (HBV): Written certification of serological immunity to HBV or completed series of HBV vaccinations or signed waiver. (Strongly recommended)

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

## **VOLUNTARY STUDENT HEALTH INSURANCE**

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

Students have the following options in regard to insurance purchase:

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

For further information please contact the Cashier's Office.

# FINANCIAL AID

## FEDERAL FINANCIAL AID

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

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

Grants are financial aid you do not have to repay.

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

## GENERAL INFORMATION

### Student Eligibility

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

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

### Financial Need

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

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

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

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

## Dependency Status

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

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

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

- You were born before January 1, 1976;
- You are married;
- You are enrolled in a graduate or professional educational program (Beyond a bachelor's degree);
- You have legal dependents other than a spouse;
- You are an orphan or ward of the court (or were a ward of the court until age 18); or
- You are a veteran of the U.S. Armed Forces.

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

## APPLYING

### What form do I use?

If you did not apply for federal student aid for the 1998-99 school year, you can apply for federal aid for the 1999-2000 school year by completing and mailing the 1999-2000 Free Application for Federal Student Aid (FAFSA), by applying electronically (through STCC), or by using the U.S. Department of Education's new FAFSA Express software.

### Filing Electronically at the STCC Financial Aid Office

#### 1. *Let Us File For You*

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

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

#### 2. *File Using FAFSA On The WEB*

Personal computers are located in the STCC Office of Financial Aid where you can file the form yourself over the World Wide Web. Staff is available for your assistance. No appointment is necessary.

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

#### 3. *FAFSA Express*

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

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

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

If you did apply for federal student aid for the 1998-99 school year, you probably will be able to file a 1999-2000 Renewal Free Application for Federal Student Aid (Renewal FAFSA). You will either receive it at your home address or from your school. You may also be able to file a Renewal FAFSA electronically.

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

If you qualify to use the Renewal FAFSA, you will have fewer questions to answer. Most of the information on the form will be preprinted and will be the same as the information you gave in 1998-99 (plus any of your corrections that were processed). You will only have to write in some new information and information that has changed since 1998-99 (for example, family size). Check with the financial aid office if you have questions about the Renewal FAFSA.

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

**Remember, applying for federal student aid is FREE.**

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

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

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

## **WHEN DO I APPLY?**

Apply as soon AFTER January 1, 1999 as possible. (You can not apply before this date.) It is easier to complete the application when you already have your 1998 tax return, so you may want to consider filing your taxes as early as possible.

Do not sign, date, or send your application before January 1, 1999. If you apply by mail, send your completed application in the envelope that came with it. It is already addressed, and using it will ensure that your application reaches the correct address.

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

## **WHAT HAPPENS AFTER I APPLY?**

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

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

**If you apply electronically through STCC, your application will be processed in about a week.** The results will be sent electronically to STCC. You'll also receive a SAR in the mail.

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

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

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

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

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

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

If it has been more than four weeks since you mailed in your application and you have not heard anything, visit the STCC Office of Financial Aid and we can check on your application, or you can check yourself by calling 1-319-337-5665 (Monday - Friday, 8 a.m. to 8 p.m., Eastern Time). Or, you can write to

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

Once you have received your SAR, you can use this phone number and address to

- \* Provide notification of a change in your address.
- \* Have your application information sent to a specific school.

You can also use this number and address to request a duplicate copy of your SAR.

You can also request a duplicate copy by writing to the address given at the end of Part 2 of the SAR. You will receive the duplicate SAR in two to three weeks.

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

Your duplicate SAR will be sent to the address you reported on your application.

If your address has changed since then, you can correct your address by contacting the Federal Student Aid Information Center at the address or phone number given above, or the FAFSA processor where you sent your application.

## **SPECIAL CIRCUMSTANCES**

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

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

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

Check with the STCC Office of Financial Aid if you feel you have any other special circumstances that might affect the amount you and your family are expected to contribute. But remember, there have to be very good reasons for the financial aid administrator to make any adjustments, and you'll have to provide adequate proof to support those adjustments. Also, remember that the financial aid administrator's decision is final and cannot be appealed to the U.S. Department of Education.

## **DEADLINES**

### **Application Submission**

Whether you apply electronically or by mail, the application processor must receive your application by June 30, 2000 for the 1999-2000 school year.

THERE ARE NO EXCEPTIONS TO THIS DEADLINE.

Apply as soon AFTER January 1, 1999 as you can. (Do not sign, date, or send your application before this date.)

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

### **SAR Submission**

Your correct, complete application information must be at STCC by your last day of enrollment in 1999-2000 or by August 31, 1999, whichever is earlier (see your financial aid administrator). If your school has not received your application information electronically, you must submit your SAR to the school by the appropriate deadline. Make sure you know your last day of enrollment in 1999-2000—it may be earlier than August 31.

NOTE: If you are selected for verification, additional deadlines apply to you.  
Your financial aid administrator can tell you what they are.

## **Frequently Requested Telephone Numbers and Web Sites**

If you need answers right away to questions about federal student aid, call the appropriate number listed below at the Federal Student Aid Information Center between 9 a.m. and 8 p.m. (Eastern Time), Monday through Friday:

1-800-4-FED-AID (1-800-433-3243),  
This is a toll-free number.

The Information Center can

- Assist you in completing the FAFSA.
- Tell you whether a school participates in the federal student aid programs and that school's student loan default rate.
- Explain federal student aid eligibility requirements.
- Explain the process of determining financial need and awarding aid.
- Send federal student aid publications to you.

Call 1-319-337-5665 at the Information Center if you want to

- Find out if your federal student financial aid application has been processed.
- Request a copy of your Student Aid Report (SAR).
- Provide notification of a change in your address.
- Have your application information sent to a specific school.

Please note that you will have to pay for this call. Collect calls cannot be accepted, and these services are not available through the toll-free number given above.

If you are hearing-impaired, you may call 1-800-730-8913, which is a toll-free TDD number at the Information Center. Call this number for help with any federal student aid questions you may have.

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

The Student Guide is also available online, on the Department of Education's World Wide Web site through the Internet. The site address is [www.ed.gov/prog\\_info/SFA/StudentGuide](http://www.ed.gov/prog_info/SFA/StudentGuide).

Help in completing the FAFSA is available online too. The address is [www.ed.gov/offices/OPE/express.html](http://www.ed.gov/offices/OPE/express.html)

A list of Title IV school codes that you may need to complete the FAFSA is available at [www.ed.gov/offices/OPE/t4\\_codes.html](http://www.ed.gov/offices/OPE/t4_codes.html)

## **FEDERAL PELL GRANTS**

### **What is a Federal Pell Grant?**

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

### **How do I qualify?**

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

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

The maximum award for the 1999-2000 award year is \$3,125. You can receive only one Pell Grant in an award year. How much you receive will depend not only on your EFC but on your cost of attendance, whether you are a full-time or part-time student, and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at a time.

### **How will I be paid?**

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

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

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

## **FEDERAL STUDENT LOANS**

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

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

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

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

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

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

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

For example, you may be granted forbearance if you are

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

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

## **CAMPUS-BASED PROGRAMS**

### **Federal Supplemental Educational Opportunity Grants**

#### ***What is a Federal Supplemental Educational Opportunity Grant?***

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

#### ***What's the difference between the FSEOG and Federal Pell Grant?***

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

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

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

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

#### ***How will I be paid?***

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

### **Federal Work-Study**

#### ***What is Federal Work-Study?***

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

### ***How much will I make?***

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

### ***How will I be paid?***

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

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

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

### ***Can I work as many hours as I want?***

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

## **STATE PROGRAMS**

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

## **GRANTS AND SCHOLARSHIPS**

### ***Texas Public Educational Grant (TPEG).***

- For residents, nonresidents or foreign students.
- For undergraduates or graduates.
- For students attending public colleges in Texas.
- Maximum award based on individual student financial need.

### ***Student Incentive Grant (SIG).***

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

### ***Scholarships for Ethnic Minorities in Nursing.***

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

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

### ***General Scholarships for Nursing Students.***

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

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

### *Early High School Graduation Scholarships.*

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

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

### *The Texas Tuition Assistance Grant Program (TTAG).*

- For residents only.
- For students enrolled on a full-time basis only.
- For students attending public or non-profit independent colleges in Texas.
- Initial award must be applied for within two years of high school graduation.
- For initial award, high school grade point average must equal at least 80 on a scale of 100.
- For continuation award, college grade point average must be 2.5 on a 4.0 scale.
- No conviction on a felony or a crime involving moral turpitude.
- Maximum award is the lesser of the student financial need or the amount of tuition charged at a public university.

### *Fifth-Year Accountancy Scholarship Program.*

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

## **WORK-STUDY PROGRAMS**

### **Texas College Work-Study Program.**

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

## **TUITION AND/OR FEE EXEMPTIONS**

### **Veterans and Dependents (Hazelwood Act).**

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

To be eligible:

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

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

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

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

### **For Highest Ranking High School Graduates.**

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

To be eligible:

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

### **Blind, Deaf Students.**

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

To be eligible:

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

### **Children of Disabled Firemen and Peace Officers.**

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

To be eligible:

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

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

### **Children of Prisoners of War, Persons Missing in Action.**

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

To be eligible:

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

### **Fire Fighters Enrolled in Fire Science Courses.**

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

To be eligible:

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

## **Foster Care Students.**

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

To be eligible:

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

## **AFDC Students.**

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

To be eligible:

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

## **The Texas Tomorrow Fund.**

The Texas Tomorrow Fund is a program that allows Texas families to lock in the cost of tomorrow's college tuition and fees required as a condition of enrollment. For more information, contact the Texas Tomorrow Fund at 1-800-445-GRAD or check with the Office of Financial Aid.

## **OTHER ASSISTANCE PROGRAMS**

### **Scholarships**

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

### **Valley Scholars**

Valley Scholars are Hidalgo and Starr county high school graduates who are in the top five percent of their school's graduating class. They are sponsored by local benefactors for all tuition and fees at South Texas Community College and are allowed to participate in a special honors curriculum. For further information, contact Mary De Leon at 618-8360; Dr. Dana A. Cantu at 618-8394; or Michelle Alvarado at 668-6431.

### **National Hispanic Scholarship Fund**

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

### **Veteran's Educational Benefits**

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

### **Texas Rehabilitation Commission (TRC)**

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

## **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 STCC Office of Financial Aid.

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

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

## **AmeriCorps**

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

## **The HOPE Scholarship**

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

## **The Lifetime Learning tax credit**

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

# **FINANCIAL AID STANDARDS OF PROGRESS**

## **A. PURPOSE AND SCOPE**

Federal regulations mandate that a student receiving financial aid assistance must maintain satisfactory progress in his/her course of study. Progress is measured both qualitative (GPA) and quantitative (attempted hours/earned hours). In addition, a student must complete their certificate or degree objective within a maximum time frame. The following standards are adopted for the purpose of determining continued student eligibility for financial aid. These provisions apply only to students who apply and are awarded financial aid.

### **1. ACADEMIC STANDARDS (Qualitative GPA)**

Students will be expected to maintain the minimum academic standards as outlined in the Scholastic Progress Standards of the college catalog. To summarize, a student must maintain a minimum cumulative grade point average (GPA) of 2.0 after each semester.

### **2. ENROLLMENT STATUS (Quantitative - Attempted hours/Earned hours)**

During each semester, a student who receives financial aid must successfully complete a minimum number of hours.

A student in a certificate program may drop and/or fail three credit hours each semester for four semesters with no adverse action as long as they are maintaining the academic standards (GPA) listed above and the maximum time frame standards listed below.

A student in an associate degree program may drop and/or fail three credit hours each semester for eight semesters with no adverse action as long as they are maintaining the academic standards (GPA) listed above and the maximum time frame standards listed below.

### **3. MAXIMUM TIME FRAME**

Students are expected to complete their degree/certificate program within a maximum time frame (150 percent) of the required number of credit hours to graduate. Maximum time frame can be expressed in credit hours attempted, and that incremental progress could be measured by the percentage of hours completed against hours attempted.

To summarize, a student pursuing an associate of applied science degree in business administration is required to have 60 credit hours to graduate. The maximum time frame rule would allow that student 90 (60 x 1.5) attempted credit hours to complete the degree.

A student pursuing a certificate in heating, ventilation and air conditioning technology is required to have 42 credit hours to graduate. The student must complete their certificate by the time they have attempted 63 credit hours (42 x 1.5).

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

1. Following the first semester in which the above standards academic progress and/or enrollment status are not met, the student will be placed on financial aid probation for the next semester of funding.
2. The student may be allowed to receive financial aid funds while on probation, but is required to earn at least a 2.0 GPA for the following semester.
3. The student who fails to meet the standards of progress during the semester of attendance while on probation will be placed on financial aid suspension and denied further funding for one semester.
4. To regain financial aid eligibility, the student must enroll at least 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.
5. If failure to meet satisfactory progress results in a second (or any subsequent) suspension from financial aid, the student must enroll in at least six credit hours, complete the semester with a GPA of 2.0 or better, and will be responsible for all related expenses.
6. 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 in financial aid suspension and have extenuating circumstances that were a factor in not making satisfactory progress, have the right to appeal. However, during the appeal process the student must be prepared to pay their own expenses, such as tuition, fees, books, supplies, etc.

1. A Student Petition Form must be obtained from the STCC Office of Financial Aid.
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 Office of Financial Aid.
3. Documentation supporting the extenuating circumstances must be available for review.
4. Petitions will be approved/disapproved by the Financial Aid Director (or designated representative).
5. If the student's appeal is disapproved, the student may request the financial aid committee review his/her appeal.

## **ADDITIONAL INFORMATION:**

1. Financial aid will not be provided for:
  - Courses taken by audit;
  - Credit hours earned by placement tests;
  - Non-credit course work;
2. Transfer credit applied to a program of study will count in the attempted hours.
3. Grades of 'W', 'I', 'F', or 'NP' will not be treated as completed coursework.
4. Developmental remedial course work may receive funding up to a minimum of 30 credit hours according to federal regulations.
5. Change of Program (for financial aid purposes). Students will be allowed to change programs once. The maximum time frame will be adjusted based on the new program. Changing programs due to scholastic suspension does not waive financial aid suspension.
6. Satisfactory progress is monitored each semester, regardless of whether or not financial aid is awarded each semester.
7. Students on Academic Probation or Suspension will automatically be placed on Financial Aid Probation or Suspension.
8. Students who withdraw from STCC or reduce their course load by dropping a course may be required to repay financial aid received.
9. Students who received either an Associate of Arts or Associate of Science degree will no longer be eligible to receive title IV aid at South Texas Community College.

## **PRO RATA REFUND**

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

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

$$\frac{\text{Weeks Remaining}}{\text{Total Weeks In Period}}$$
to nearest 10 percent

Step 2: Calculate any unpaid charges.

$$\text{Total Institutional Costs} - \text{Total Aid Paid to Institutional Cost} - \text{Students Cash Payment}$$

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

## **REPAYMENT POLICY**

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

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

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

# CAMPUS SECURITY

Campus Security 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 at all STCC centers for the period from 1996 to 1998.

<b>CRIME</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>
Murder	0	0	1
Sexual Offenses	0	0	0
Robbery	0	0	3
Aggravated Assault	0	1	4
Burglary	13	2	17
Motor Vehicle Theft	2	5	3
Liquor Law Violations	3	2	2
Drug Abuse Violations	1	1	1
Weapons Possession	1	1	2

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

# 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 variety of student activities are provided through student organizations. These organizations give students the opportunity to supplement classroom work by choosing activities which meet needs for recognition or growth, 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. Contact the STCC Student Activities Office for more information.

## 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. Contact the STCC Student Activities Office for more information.

## 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. Contact the STCC Student Activities Office for more information.

# OMBUDSPERSON

An ombudsperson is an impartial party appointed to receive complaints, provide information and assistance in problem resolution. The ombudsperson is dedicated to assisting students with problems in any area of the college.

Some of the problems that the ombudsperson can help with are:

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

For more information, contact the Ombudsperson located in the Administration Building, Room 138, Pecan Campus, 928-3526.

# LEARNING RESOURCES CENTER

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

Library Services is organized around a comprehensive learning resources center concept with equal emphasis on the collection and organization of information and on the provision of state-of-the-art facilities and services. Library Services facilitates access to information in support of the educational needs of both traditional and nontraditional learners and 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 basic curriculum areas; Internet connectivity; access to electronic database; access to computers for word processing and instructional computing; instruction on library use; and interlibrary loan services. Services are available at all STCC locations.

South Texas Community College's Library Services is a member of the Hidalgo County Library System, the Paisano Library Consortium and TexShare. As such, Library Services provides students and faculty with access through interlibrary loan to the collections more than thirty area libraries.

The Sam and Bea Lack Alternative Learning Center, an integral part of the Pecan Campus Library, provides open access computers for word processing, database and spreadsheet functions, Internet access, and self-paced individual instruction.

# STUDENT SUCCESS CENTERS

In the Student Success Centers, students receive assistance from a tutor, a counselor, other students, and/or an instructor regarding their developmental reading, writing, mathematics, and career planning needs. The purpose of the Student Success Centers is to help students achieve academic and professional success. The Student Success Centers are housed in Bldg. H, Room 216 at the Pecan Campus and Room 24 at the Downtown Center. Tutoring services are also provided at the CAAT, Mid-Valley Campus, and Starr County Campus. The Student Success Centers provide a computer tutoring lab, open access computers, peer tutoring, and opportunities to meet with instructors and other students to study specific subjects.

## PLACEMENT OFFICE

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

## STCC SITES

**MCALLEN:** Center for Advanced and Applied Technology  
Downtown Center  
Pecan Campus  
Pecan Plaza Extension  
Ware Road Location

**MID-VALLEY:** Mid-Valley Campus, Weslaco  
Classes offered in Mercedes High  
School for Health Professions and Area  
Health Information Center.

**STARR COUNTY:** Starr County Campus, Rio Grande City  
Classes offered in Rio Grande City  
and Roma high schools.

## OUTREACH DEPARTMENT

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

## STUDENT INFORMATION CENTER

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

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

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

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

# CONTINUING EDUCATION

The Division of Continuing Education supports the mission of STCC by collaborating with community/government agencies, employers and college divisions to provide quality educational experiences which:

- Enhance the personal enrichment and professional development of life-long learners;
- Satisfy employer training needs for customized training in the service sector to upgrade current employees and train new employees;
- Prepare unemployed workers to be gainfully employed;
- Facilitate the transition of learners into the College environment;
- Generate new credit program opportunities

We offer a variety of courses with flexible scheduling at different locations throughout Hidalgo and Starr counties. New training initiatives begin in response to community demand. Our programs are organized into *Learning Academies*, and include:

## **Arts Academy**

- Culinary Arts (Cake Decorating, Basic Food Preparation)
- Floral Design (Fresh and Silk Flowers)
- Interior Design
- Photography
- Piano

## **Business Academy**

- Bilingual Office Clerk Program
- Bilingual Medical Office Clerk Program
- Business Seminars in Customer Service and Time Management
- Career Bank Teller Program
- Home Health Care Administration Conferences
- Hotel Front Desk Clerk Program
- Real Estate License Preparation Program
- Retail Sales Program

## **College for Kids Academy**

- After School Programs (math, computers, arts)
- Summer Math Camp
- CHOET Summer Camps
- Cimarron Country Club Program

## **Workforce Academy**

- TASP Workshops for High School Seniors and GED Graduates
- TASP for High School Teachers
- Job Readiness Preparation
- Workplace Literacy

## **Computer Academy**

- Introduction to Computers
- Introduction to Windows 95/98
- MS Word
- Excel
- Access
- Powerpoint
- Peachtree
- Internet
- Web Page
- Desktop Publishing

**Construction Academy**

- Air Conditioning Exam Preparation
- Commercial and Residential Roofing
- Electrician
- Landscaping
- Plumbing
- Welding

**Health Professions Academy**

- Activity Director (Basic and Advanced)
- CPR/First Aid
- EMT
- Insurance Coding
- Medication Aide

**Languages Academy**

- English as a Second Language (Track A, Track B, & Intensive)
- Japanese
- Sign Language
- Spanish

**Professional Driver Training Academy**

- Semi-Truck Driver Program

**Public Safety Academy**

- Firefighters Academy
- Juvenile Corrections Officer Program
- Police Academy
- Texas Youth Commission Pre-Service Program

**Teacher Preparation Academy**

- Early Childhood Program
- Teacher and Preparation Program

**Winter Texan Academy**

- Computers
- Spanish
- Nature Festival Program

## ELECTRONICALLY BASED DISTANCE LEARNING

Since 1996, South Texas Community College has offered a number of its courses using distance learning technologies such as Internet, video conferencing, and broadcast television. Since they allow a greater degree of flexibility, these courses benefit students for whom regular classroom attendance is inconvenient. Internet-based courses can be taken from any Internet-connected computer in the world. Among those who have benefited from these courses are: traveling salespersons, health care workers, mobility-impaired individuals, and persons who prefer to stay home to care for young children. Broadcast TV courses, which are viewed on the local PBS affiliate, are also a flexible alternative to traditional coursework. Video conferencing technology allows students at certain select locations throughout Hidalgo and Starr counties to attend classes without having to travel to STCC. Among those who benefit are local high school students who are able to take college classes even before they finish high school. For more information about STCC's Distance Learning program, please call (956) 688-2334 or visit our website at: <http://www.stcc.cc.tx.us/distance>.

# INSTITUTIONAL RESEARCH

By collecting and analyzing relevant data and reporting useful information about the institution, its constituents, and its environment, the Office of Institutional Research & Effectiveness (OIRE) helps College administrators, faculty, staff, students, and others with interests in South Texas Community College make informed decisions. OIRE is also responsible for coordinating and facilitating planning, evaluation and effectiveness initiatives throughout the College and reporting the College's performance and effectiveness to internal and external stakeholders. These two functions - institutional research and institutional effectiveness - are not only reflected in the office's name, but are viewed as being integrally related processes carried out at all levels at STCC.

# THE PARTNERSHIP FOR BUSINESS AND INDUSTRY TRAINING

In this age of emerging technologies, increased competition for market share, and demand for higher quality and lower cost, the need for training employees to "work smarter" becomes ever more critical to survival. Training programs must not only be in touch with the latest methods and technologies; they also must be available for delivery in a timely manner. The Partnership for Business and Industry Training (PBIT) was formed to provide business and industrial customers with alternative solutions to their training problems.

The STCC partnership program provides assistance to business partners by providing a full range of educational and training services for their specific needs. The Partnership will also locate and complete applications for funding sources for your training programs.

Through partnering, the limited training resources of the partners can be leveraged to develop and deliver quality programs. The result is a higher level of learning at the time it is needed. Our goal is to help you maximize your training dollar impact with minimal disruption of your normal operations.

The degree of involvement of STCC in a partner's training program can vary from simply arranging a class for its employees to providing and administering a comprehensive training program for the entire company, including documentation and record keeping activities.

Programs could range from pre-employment workforce development to performance evaluation; janitor training to management development and team building; and quality awareness to ISO/QS-9000 assistance. For more information call (956) 992-6197.

# Curriculum

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# South Texas Community College

## Core Curriculum

The Core Curriculum at South Texas Community College has, at its foundation, the philosophy and purpose of the College and is a composition of general education courses which form the foundation of all Associate of Arts and Associate of Science degrees. These are degrees which are designed for students who plan to continue their education at a four-year university in order to earn a Bachelor of Fine Arts, Bachelor of Arts or Bachelor of Science degree.

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

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

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

## COMMUNICATION

**Composition/Written Communication 6 credits**

**Speech 3 credits**

ENGL	1301	Composition
ENGL	1302	Rhetoric
SPCH	1311	Introduction to Speech Communication or
SPCH	1321	Business and Professional Speaking

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

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

- demonstrate writing as a process; this includes pre-writing and invention, writing, revision, editing and proofreading;
- demonstrate the importance to specify audience and purpose and to select appropriate communication choices;
- identify and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expressive, in written, visual, and oral communication;
- apply principles of writing as a process and the analysis of audience and purpose to writing assignments;
- apply basic principles of critical thinking, problem solving, and technical proficiency in the development of expositions and argument;

- apply critical analysis to a piece of literature;
- develop the ability to research and write an MLA style documented paper and give an oral presentation;
- demonstrate the speaking process through invention, organization, drafting, revision, editing, and presentation;
- participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.

## **MATHEMATICS 4 credits**

MATH 1414 College Algebra

MATH 2413 Calculus I

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

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

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

## **NATURAL SCIENCES 8 credits**

BIOL 1408 General Biology I

BIOL 1409 General Biology II

CHEM 1411 General Chemistry I

CHEM 1412 General Chemistry II

PHYS 1401 College Physics I

PHYS 1402 College Physics II

PHYS 1415 Physical Science I

PHYS 1417 Physical Science II

GEOL 1403 General Geology I

GEOL 1414 General Geology II

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

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

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

## **HUMANITIES AND VISUAL AND PERFORMING ARTS**

### **Visual and Performing Arts 3 credits**

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

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

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

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

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

### **Humanities 3 credits**

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

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

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

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

## **SOCIAL AND BEHAVIORAL SCIENCES**

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

### **U.S. History      6 credits**

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

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

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

- interpret and appraise different types of historical evidence (documentary and scientific) and differing historical points of view;
- weigh and explain reasonable criteria for the acceptability of historical evidence;
- summarize and appraise historical texts (primary and secondary) critically and synthesize them for oral and written discussion;
- appraise historical, social, political, economic, cultural, diplomatic and global forces in the area under study;
- comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, civil and human rights;

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

### **Political Science      6 credits**

GOVT	2301	American Government I
GOVT	2302	American Government II

### **Social and Behavioral Sciences      3 credits**

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

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

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

- use appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition, including critical analysis of the validity and reliability of historical evidence and research concerning the various stages and types of psychological and sociological development;
- differentiate the influence of social institutions and processes across a range of historical periods, social structures, and cultures on the evolution of individuals and societies;
- identify significant differences between diverse cultural groups in our society;
- compare and contrast the strengths and weaknesses of alternative systems or theories;
- interpret alternative explanations or solutions for contemporary social and public policy issues;
- explain the influence of historical, social, political, economic, cultural, and global forces on an area of study;
- illustrate the origins, evolution, and operation of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil rights;
- explain the evolution and current role of the U.S. in the world;
- recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, engaging in public discourse, and using state-of-the-art information gathering systems to stay aware of current public policy.

## **COMPUTER SCIENCE    3 credits**

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

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

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

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

## Humanities Elective Options

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

### Literature\*

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

### Foreign Language

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

### Drama

DRAM 1310	Theater Appreciation
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### Art

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

### Music

MUSI 1306	Music Appreciation
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### Philosophy

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

### Humanities

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

\* Check for prerequisites

# DIVISION OF BUSINESS

<b>Business Administration Program</b> .....	<b>80</b>
Accounting Clerk.....	Certificate
Business Administration.....	Associate of Arts
Business Administration.....	Associate of Applied Science
Specialization: Accounting	
Specialization: Banking	
Specialization: Business Supervision	
Specialization: Import/Export	
Specialization: Retail Management	
<b>Business Computer Systems Program</b> .....	<b>89</b>
Business Computer Systems.....	Associate of Applied Science
Specialization: Computer Specialist	
Specialization: Minicomputer Specialist	
Specialization: Networking Specialist	
<b>Department of Computer Science</b> .....	<b>96</b>
Computer Information Systems.....	Associate of Science
Computer Science.....	Associate of Science
<b>Computerized Office Technology Program</b> .....	<b>99</b>
Secretary Science.....	Certificate
Word Processing Clerk.....	Certificate
Administrative Assistant.....	Associate of Applied Science
Legal Secretary.....	Associate of Applied Science
<b>Culinary Arts Program</b> .....	<b>104</b>
Commercial Cooking.....	Certificate
Culinary Arts.....	Associate of Applied Science
<b>Legal Assisting Program</b> .....	<b>107</b>
Legal Assisting.....	Associate of Applied Science
<b>Public Service Administration Program</b> .....	<b>109</b>
Public Service Administration.....	Associate of Applied Science

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# Business Administration

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## **Accounting Clerk, Certificate**

The Accounting Certificate prepares students for entry-level positions with duties concentrating on Accounts Receivable, Accounts Payable, or Payroll. Since the curriculum provides 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 21 credit hours towards an A.A.S. degree in Accounting.

## **Business Administration, Associate of Arts**

The Associate of Arts degree in Business Administration prepares students who plan to transfer to a four-year college or university to earn a Bachelor of Arts or Bachelor of Science degree. Students take classes to complete state general education requirements and a combination of business classes in accounting, computers, and economics which fulfill the Associate of Art Degree in Business Administration. Upon transferring to a four-year college or university, students may choose a concentration in Accounting, Economics, General Business, Finance, International Business, Information Systems, Management, or Marketing. Upon completion of this degree, students will have earned up to 65 semester credit hours of college transferable coursework.

## **Business Administration, Associate of Applied Science**

### **Specialization: Accounting**

The Associate of Applied 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 30 semester credit hours of college transferable coursework.

## **Business Administration, Associate of Applied Science**

### **Specialization: Banking**

This program is designed to provide students with an avenue of entry into the financial services industry with a career path open to advancement. This program is also designed to provide continuing education for individuals already employed in the financial services industry.

This program emphasizes understanding, analysis, and action within the legal and competitive environment of the financial services industry in today's global business arena. Upon completion of this degree, students will have earned up to 19 semester credit hours of college transferable coursework.

## **Business Administration, Associate of Applied Science**

### **Specialization: Business Supervision**

The Associate of Applied Science degree in Business Supervision prepares students for careers in supervisory or lower management positions in business, industry, or a service field requiring skills in business technologies. Upon completion of this degree, students will have earned up to 22 semester credit hours of college transferable coursework.

## **Business Administration, Associate of Applied Science**

### **Specialization: Import/Export**

The Associate of Applied Science degree in Import/Export prepares students for entry into the import/export business (custom brokers, freight forwarders, commercial carriers, international business). It is designed to update and expand the skills of those already working in the import/export field as well as assist individuals who are considering the import/export field as a profession by introducing fundamentals of the industry. This program will also assist individuals in starting their own import/export business. Upon completion of this degree, students will have earned up to 22 semester credit hours of college transferable coursework.

## **Business Administration, Associate of Applied Science**

### **Specialization: Retail Management**

The Associate of Applied Science degree in Retail Management prepares students for entry into management positions in convenience and retail store businesses. It is designed to update and expand the skills of those already working in the store field as well as assist individuals who are considering the convenience or retail store business as a profession by introducing fundamentals of the industry. This program will also assist owners of convenience or small retail stores in operating a more profitable and efficient store. Upon completion of this degree, students will have earned up to 22 semester credit hours of college transferable coursework.

## ADVISORY COMMITTEE

**Tony Aguirre**

Owner, McAllen Bolt and Screw, Inc.

**Robert Almendarez**

First Vice President, Branch Manager, Texas State Bank

**Rene Avila**

Senior Vice President,  
International Bank of Commerce

**Ricardo Cantu**

Supervisor, Texas Employment Commission, McAllen

**David Carrales**

CPA, Carlos Carrales and Company, McAllen

**Dr. Wig Demoville**

School of Business, UT-Pan American

**Kathy Didieu**

Human Resources Manager, Chase Bank of Texas, N.A.

**Joseph Disque**

Senior Vice-President, Lone Star National Bank

**Sylvia Dominguez**

Branch Manager, Vice-President,  
Chase Bank of Texas, N.A.

**Ana Escobar**

Office Manager, Copy Graphics, McAllen

**Steve Finger**

DGS Export Company

**Rafie Flores**

Administrative Assistant,  
Magic Valley Electric Co-op, Inc., Mercedes

**Carlos Garcia**

Territory Manager, LD Brinkman/RGV Branch

**Elena Gomez**

Payroll Manager, City of Mission

**Winnie Gonzalez**

Director of Career and Technology, PSJA South

**Cindy Key**

Trainer, Circle K

**Craig Lewis**

Executive Vice-President & Chief Operations Officer,  
Texas State Bank

**Elias Longoria, Jr.**

Vice-President, International Bank of Commerce

**James Lott**

Senior Vice-President, Chief Financial Officer,  
Alamo Bank of Texas

**Marsha Marino**

Human Resources Director, Lone Star National Bank

**David McDaniel**

Personal Financial Advisor of Barnes, Hughes,  
McDaniel & Associates

**Irene Morin**

Teacher, Sharyland High School, Mission

**Harvey Richter**

Vice-President, Senior Training Specialist,  
Chase Bank of Texas, N.A.

**Rosie Rincones**

Department Chair for Business,  
Memorial High School, McAllen

**Diana Rodriguez**

Administrative Assistant to  
U.S. Congressman Rubén Hinojosa

**Nashla Showery**

Audio/Video Retailer

**Art Valdez, Jr.**

Vice-President, Accounting Department,  
Lone Star National Bank

**Joe Vasquez**

Director of Human Resources,  
Knapp Medical Center, Weslaco

**Sheng Jun Yuan**

Student, UT-Pan American

# ACCOUNTING CLERK CERTIFICATE

TASP Waived

## CREDIT HOURS

### **FIRST SEMESTER**

ACNT 1303	Introduction to Accounting I	3
IMGT 1312	Introduction to Computer Applications	3
BUSI 1301	Introduction to Business	3
ENGL 1312	Business Writing	3
COTP 1314	Word Processing I	3

### **SECOND SEMESTER**

ACNT 1304	Introduction to Accounting II	3
ACNT 1311	Introduction to Computerized Accounting	3
ACNT 1329	Payroll & Business Tax Accounting	3
IMGT 2312	Electronic Spreadsheets	3
HRPO 1311	Human Relations	3

### **THIRD SEMESTER**

BMGT 2168	CAPSTONE: Business Administration Practicum	1
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**TOTAL CREDIT HOURS: 31**

# **BUSINESS ADMINISTRATION ASSOCIATE OF ARTS**

TASP Eligible

## **FIELD OF STUDY**

**20 Credits**

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

## **STCC CORE CURRICULUM**

**45 Credits**

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on pages 72-77 in the catalog.

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**FIELD OF STUDY: 20**

**STCC CORE CURRICULUM: 45**

**TOTAL CREDIT HOURS: 65**

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

TASP Eligible

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ACNT	1303	Introduction to Accounting I	3
IMGT	1312	Introduction to Computer Applications	3
BUSI	1301	Introduction to Business	3
BMGT	1301	Supervision	3
<b>SECOND SEMESTER</b>			
		<u>Humanities Elective</u>	3
COTP	1314	Word Processing I	3
BMGT	1305	Communications in Management	3
ACNT	1329	Payroll & Business Tax Accounting	3
ACNT	1311	Introduction to Computerized Accounting	3
<b>THIRD SEMESTER</b>			
IMGT	2312	Electronic Spreadsheets	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
BUSI	2301	Business Law	3
ACCT	2401	Principles of Financial Accounting	4
ACNT	1331	Federal Income Tax: Individual	3
<b>FOURTH SEMESTER</b>			
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I-Macro</u>	3
ACCT	2402	Principles of Managerial Accounting	4
ACNT	2309	Cost Accounting	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

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**TOTAL CREDIT HOURS: 61**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

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

TASP Eligible

**CREDIT HOURS**

**FIRST SEMESTER**

<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ACNT	1303	Introduction to Accounting I	3
IMGT	1312	Introduction to Computer Applications	3
BUSI	1301	Introduction to Business	3
BMGT	1301	Supervision	3

**SECOND SEMESTER**

		<u>Humanities Elective</u>	3
COTP	1314	Word Processing I	3
BMGT	1305	Communications in Management	3
BNKG	1301	Money & Banking	3
BNKG	1303	Principles of Bank Operation	3

**THIRD SEMESTER**

IMGT	2312	Electronic Spreadsheets	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
BNKG	1443	Law & Banking	4
BNKG	1345	Consumer Lending	3
BNKG	1347	Bank Marketing	3

**FOURTH SEMESTER**

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

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**TOTAL CREDIT HOURS: 63**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

**BNKG Directed Electives:**

BNKG	1305	Teller Training	3
BNKG	1349	Commercial Lending	3
BNKG	1351	Selling Bank Products and Services	3
BNKG	1356	Analyzing Financial Statements	3

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

TASP Eligible

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ACNT	1303	Introduction to Accounting I	3
IMGT	1312	Introduction to Computer Applications	3
BUSI	1301	Introduction to Business	3
BMGT	1301	Supervision	3
<b>SECORD SEMESTER</b>			
		<u>Humanities Elective</u>	3
COTP	1314	Word Processing I	3
BMGT	1305	Communications in Management	3
ACNT	1329	Payroll & Business Tax Accounting	3
HRPO	2301	Human Resources Management	3
BMGT	2303	Problem Solving & Decision Making	3
<b>THIRD SEMESTER</b>			
IMGT	2312	Electronic Spreadsheets	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
BUSI	2301	Business Law	3
BUSG	2309	Small Business Management	3
HRPO	1311	Human Relations	3
<b>FOURTH SEMESTER</b>			
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I - Macro</u>	3
IMGT	1302	Operating Systems	3
MRKG	1311	Principles of Marketing	3
BMGT	2168	CAPSTONE: Bus Administration Practicum	1

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**TOTAL CREDIT HOURS: 62**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

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

TASP Eligible

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ACNT	1303	Introduction to Accounting I	3
IMGT	1312	Introduction to Computer Applications	3
BUSI	1301	Introduction to Business	3
BMGT	1301	Supervision	3
<b>SECOND SEMESTER</b>			
		<u>Humanities Elective</u>	3
COTP	1314	Word Processing I	3
BMGT	1305	Communications in Management	3
ACNT	1329	Payroll & Business Tax Accounting	3
IBUS	1305	Introduction to International Business/Trade	3
<b>THIRD SEMESTER</b>			
IMGT	2312	Electronic Spreadsheets	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
BUSI	2301	Business Law	3
IBUS	1301	Principles of Imports/Exports I	3
IBUS	2345	Import Customs Regulations	3
IBUS	1354	International Marketing Management	3
<b>FOURTH SEMESTER</b>			
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I-Macro</u>	3
IBUS	1341	International Purchasing	3
IBUS	1349	International Information Systems	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

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**TOTAL CREDIT HOURS: 62**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

**BUSINESS ADMINISTRATION  
ASSOCIATE OF APPLIED SCIENCE  
Specialization: Retail Management**

TASP Eligible

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ACNT	1303	Introduction to Accounting I	3
IMGT	1312	Introduction to Computer Applications	3
BUSI	1301	Introduction to Business	3
BMGT	1301	Supervision	3
<b>SECOND SEMESTER</b>			
		<u>Humanities Elective</u>	3
COTP	1314	Word Processing I	3
BMGT	1305	Communications in Management	3
ACNT	1329	Payroll & Business Tax Accounting	3
BMGT	2303	Problem Solving & Decision Making	3
BMGT	1302	Principles of Retailing	3
<b>THIRD SEMESTER</b>			
IMGT	2312	Electronic Spreadsheets	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
BUSI	2301	Business Law	3
BUSG	1315	Small Business Operations	3
BMGT	2331	Total Quality Management	3
<b>FOURTH SEMESTER</b>			
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I-Macro</u>	3
HAMG	1311	Sanitation & Safety	3
MRKG	1311	Principles of Marketing	3
BMGT	2168	CAPSTONE: Business Administration Practicum	1

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**TOTAL CREDIT HOURS: 62**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

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# Business Computer Systems

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## **Business Computer Systems, Associate of Applied Science**

### **Specialization: Computer Specialist**

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

## **Business Computer Systems, Associate of Applied Science**

### **Specialization: Minicomputer Specialist**

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

## **Business Computer Systems, Associate of Applied Science**

### **Specialization: Networking Specialist**

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

## **ADVISORY COMMITTEE**

### **Ed Beatty**

NASA, IBM, TSTC (retired), McAllen

### **Diana Berger**

Technology Administration, Weslaco ISD

### **Mike Crews**

Associate Professor,  
School of Business Administration,  
UT-Pan American, Edinburg

### **George Herrera**

McAllen ISD

### **Sonia Mata-Lozano**

Coordinator Campus Computer Applications,  
McAllen ISD

### **Nick Morales**

Computer Center,  
UT-Pan American, Edinburg

### **James Page**

International Plant Foods, McAllen

### **Sonia Perez**

Area Manager, Southwestern Bell

### **Tomas Perez**

Administrator for IS,  
McAllen ISD

### **Les Rydl, Ph.D.**

Chairman CIS,  
School of Business Administration,  
UT-Pan American, Edinburg

### **Herb Sanchez**

Electronic Data Systems De México, S.A. de C.V.,  
McAllen

### **Steve Wingert**

The Monitor, McAllen

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

TASP Eligible

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>IMGT</u>	<u>2421</u>	<u>Networking Concepts</u>	4
<u>IMGT</u>	<u>1302</u>	<u>Operating Systems</u>	3
<b>SECOND SEMESTER</b>			
<u>IMGT</u>	<u>1314</u>	<u>Management of Windows Applications</u>	3
<u>IMGT</u>	<u>1321</u>	<u>Database I</u>	3
<u>IMGT</u>	<u>1331</u>	<u>Data Communications</u>	3
<u>IMGT</u>	<u>2342</u>	<u>System Administration</u>	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
<b>SUMMER SESSION</b>			
		<u>Social/Behavioral Sciences Elective</u>	3
		Approved Elective – Computer Specialist	3
<b>THIRD SEMESTER</b>			
<u>ENGL</u>	<u>1302</u>	<u>Rhetoric</u>	3
<u>ACNT</u>	<u>1303</u>	<u>Introduction to Accounting I</u>	3
<u>IMGT</u>	<u>1412</u>	<u>Program Design &amp; Development</u>	4
<u>IMGT</u>	<u>2331</u>	<u>Adv. Microcomputer Applications</u>	3
<u>IMGT</u>	<u>2324</u>	<u>Workstation Components</u>	3
<b>FOURTH SEMESTER</b>			
		<u>Humanities Elective</u>	3
<u>IMGT</u>	<u>2423</u>	<u>Database II</u>	4
<u>IMGT</u>	<u>2341</u>	<u>Software Integration</u>	3
<u>IMGT</u>	<u>2343</u>	<u>CAPSTONE: Systems Management</u>	3

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**TOTAL CREDIT HOURS: 67**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

**CREDIT HOURS**

**Approved Electives for Specialization:**

**Computer Specialist**

IMGT	1313	Introduction to Desktop Publishing	3
IMGT	2312	Electronic Spreadsheets	3

**Social/Behavioral Sciences Electives**

<u>SOCI</u>	<u>1301</u>	<u>Intro to Sociology</u>	3
<u>SOCI</u>	<u>1306</u>	<u>Contemporary Social Problems</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

**Humanities Elective**

***Literature***

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

***Drama***

<u>DRAM</u>	<u>1310</u>	<u>Theater Appreciation</u>	3
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***Art***

<u>ARTS</u>	<u>1301</u>	<u>Art Appreciation</u>	3
<u>ARTS</u>	<u>1303</u>	<u>Art History I</u>	3
<u>ARTS</u>	<u>1304</u>	<u>Art History II</u>	3

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

TASP Eligible

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
IMGT	2421	Networking Concepts	4
IMGT	1314	Management of Windows Applications	3
IMGT	1302	Operating Systems	3
IMGT	1320	IBM AS/400 Concepts	3
<b>SECOND SEMESTER</b>			
IMGT	1321	Database I	3
IMGT	1331	Data Communications	3
IMGT	2342	System Administration	3
IMGT	1315	Fundamentals of IBM AS/400 RPG	3
IMGT	1316	IBM AS/400 Operations & Facilities	3
<b>SUMMER SESSION</b>			
		<u>Social/Behavioral Sciences Elective</u>	3
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
<b>THIRD SEMESTER</b>			
IMGT	1412	Program Design & Development	4
ACNT	1303	Introduction to Accounting I	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
IMGT	2310	Advanced IBM AS/400 RPG	3
<b>FOURTH SEMESTER</b>			
		<u>Humanities Elective</u>	3
ENGL	1302	Rhetoric	3
IMGT	2315	IBM AS/400 Database Concepts	3
IMGT	2346	CAPSTONE: Minicomputer Practicum	3
		Approved Elective – Minicomputer Spec.	3

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**TOTAL CREDIT HOURS: 69**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

## CREDIT HOURS

### Approved Electives for Specialization:

#### Minicomputer Specialist

IMGT	2311	Networks & Connectivity	3
IMGT	2317	Groupware	3
IMGT	2340	Programming Tool Sets	3

#### Social/Behavioral Sciences Electives

<u>SOCI</u>	<u>1301</u>	<u>Intro to Sociology</u>	3
<u>SOCI</u>	<u>1306</u>	<u>Contemporary Social Problems</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

#### Humanities Elective

##### *Literature*

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

##### *Drama*

<u>DRAM</u>	<u>1310</u>	<u>Theater Appreciation</u>	3
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##### *Art*

<u>ARTS</u>	<u>1301</u>	<u>Art Appreciation</u>	3
<u>ARTS</u>	<u>1303</u>	<u>Art History I</u>	3
<u>ARTS</u>	<u>1304</u>	<u>Art History II</u>	3

# BUSINESS COMPUTER SYSTEMS

## ASSOCIATE OF APPLIED SCIENCE

### Specialization: Networking Specialist

TASP Eligible

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>IMGT</u>	<u>2421</u>	<u>Networking Concepts</u>	4
<u>IMGT</u>	<u>1302</u>	<u>Operating Systems</u>	3
<b>SECOND SEMESTER</b>			
<u>IMGT</u>	<u>1314</u>	<u>Management of Windows Applications</u>	3
<u>IMGT</u>	<u>1321</u>	<u>Database I</u>	3
<u>IMGT</u>	<u>1331</u>	<u>Data Communications</u>	3
<u>IMGT</u>	<u>2342</u>	<u>System Administration</u>	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
<b>SUMMER SEMESTER</b>			
		<u>Social/Behavioral Sciences Elective</u>	3
		Approved Elective – Networking Specialist	3
<b>THIRD SEMESTER</b>			
<u>ENGL</u>	<u>1302</u>	<u>Rhetoric</u>	3
<u>IMGT</u>	<u>1412</u>	<u>Program Design &amp; Development</u>	4
<u>ACNT</u>	<u>1303</u>	<u>Introduction to Accounting I</u>	3
<u>IMGT</u>	<u>2323</u>	<u>Network Tech &amp; Troubleshooting</u>	3
<u>IMGT</u>	<u>2332</u>	<u>Advanced Data Communications</u>	3
<b>FOURTH SEMESTER</b>			
		Approved Elective – Networking Specialist	3
		<u>Humanities Elective</u>	3
<u>IMGT</u>	<u>2322</u>	<u>Network Design &amp; Development</u>	3
<u>IMGT</u>	<u>2345</u>	<u>CAPSTONE: Network Project</u>	3

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**TOTAL CREDIT HOURS: 66**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

**CREDIT HOURS**

**Approved Electives for Specialization:**

**Networking Specialist**

IMGT	1313	Introduction to Desktop Publishing	3
IMGT	2312	Electronic Spreadsheets	3
IMGT	2331	Adv. Microcomputer Applications	3

**Social/Behavioral Sciences Electives**

<u>SOCI</u>	<u>1301</u>	<u>Intro to Sociology</u>	3
<u>SOCI</u>	<u>1306</u>	<u>Contemporary Social Problems</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

**Humanities Elective**

***Literature***

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

***Drama***

<u>DRAM</u>	<u>1310</u>	<u>Theater Appreciation</u>	3
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***Art***

<u>ARTS</u>	<u>1301</u>	<u>Art Appreciation</u>	3
<u>ARTS</u>	<u>1303</u>	<u>Art History I</u>	3
<u>ARTS</u>	<u>1304</u>	<u>Art History II</u>	3

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# Computer Science

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## **Computer Information Systems, Associate of Science**

This program is designed for students who plan to specialize in Business Computer Applications at a four-year college or university. In addition to completing the General Education requirements as outlined in this catalog, students take business classes in accounting, economics and business programming languages which will fulfill the Computer Information Systems degree. Students who wish to declare this transfer major should ask for program planning assistance from a Computer Science program advisor. Transfer institutions vary in lower division (first two years of college) major department requirements. Meeting the STCC Associate of Science degree requirements does not automatically guarantee that all four-year colleges will accept each and every course toward their degree plan. It is imperative that students work closely with STCC departmental faculty and the four-year college faculty in determining transferability of courses.

## **Computer Science, Associate of Science**

This program is designed for students who plan to specialize in Computer Software Engineering and Computer Science at a four-year college or university. Students who wish to declare this transfer major should ask for program planning assistance from a Computer Science program advisor. Transfer institutions vary in lower division (first two years of college) major department requirements. Meeting the STCC Associate of Science degree requirements does not automatically guarantee that all four-year colleges will accept each and every course toward their degree plan. It is imperative that students work closely with STCC departmental faculty and the four-year college faculty in determining transferability of courses.

### *Career Opportunities:*

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

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

### *Academic Advisement:*

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

# COMPUTER INFORMATION SYSTEMS ASSOCIATE OF SCIENCE

TASP Eligible

## FIELD OF STUDY

18 Credits

BCIS	1332	Cobol Programming
BCIS	2332	Advanced Cobol Programming
COSC	1309	Programming Methodology
COSC	1315	Fundamentals of Programming

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

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

## STCC CORE CURRICULUM

45 Credits

In addition to the Field of Study and the Business Foundation hours, the student is required to take 45 hours from the STCC Core Curriculum listed on *pages 72-77* in the catalog.

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**FIELD OF STUDY: 18**

**STCC CORE CURRICULUM: 45**

**TOTAL CREDIT HOURS: 63**

# COMPUTER SCIENCE ASSOCIATE OF SCIENCE

TASP Eligible

## FIELD OF STUDY

19 Credits

COSC	1318	Computer Science - Programming I
COSC	2318	Computer Science - Programming II
COSC	2420	C Programming
COSC	2325	Computer Organization & Machine Language
COSC	2317	Survey of Elementary Scientific Programming
COSC	2330	Advanced C/C++ Programming

## STCC CORE CURRICULUM

45 Credits

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on pages 72-77 in the catalog.

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**FIELD OF STUDY: 19**

**STCC CORE CURRICULUM: 45**

**TOTAL CREDIT HOURS: 64**

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# Computerized Office Technology

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## **Secretary Science, Certificate**

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

## **Word Processing Clerk, Certificate**

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

## **Administrative Assistant, Associate of Applied Science**

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

## **Legal Secretary, Associate of Applied Science**

The Legal Secretary Associate of Applied Science Degree builds mastery skills for men and women seeking paraprofessional rewards through 21st market place expertise in the legal profession. This two-year career track degree program prepares men and women to assume legal secretarial responsibilities to sole practitioners, specialized firms, and to small and large firms. Also, this professional career track develops legal secretary expertise in office procedure, legal terminology, legal documentation processing and legal research as well as computer application expertise in word processing, spreadsheets, presentation media, and Internet.

## **ADVISORY COMMITTEE**

### **Jose Barrios**

Computer Applications Svc.Inc., Owner

### **Pat Blum**

Events by Pat Blum

### **Fred De Barrio**

McDonald's, Owner

### **Bob Elliott**

Bogus Ford, CEO

### **Toni Flores**

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

### **Aracely Garcia**

Nikki Rowe High School, Instructor

### **Robert V. Garcia**

Career & Technology Education Coordinator,  
Donna ISD

### **Dr. Richard Irizarry**

Assistant Superintendent, Rio Grande City CISD

### **Martha Myatt**

Workforce Development Specialist,  
Texas Workforce Commission

### **Buck Pettitt**

Attorney, Flores, Casso, Romero, and Pettitt

### **Nancy Schultz**

Senior Vice President, Texas State Bank

### **David Smith**

President, McAllen National Bank

### **Reveriano Torres III**

Legal Assistant, Texas Rural Legal Aid

### **Leticia Vacek**

City Secretary of McAllen

# SECRETARY SCIENCE CERTIFICATE

TASP Waived

## CREDIT HOURS

### **FIRST SEMESTER**

COTP	1311	Intermediate Typing	3
ENGL	1312	Business Writing or ENGL 1301	3
HRPO	1311	Human Relations	3
MATH	106	Technical Business Mathematics	3
		DIRECTED ELECTIVE	3

### **SECOND SEMESTER**

COTP	1321	Advanced Typing	3
COTP	1314	Word Processing I	3
COTP	1313	SpeedWrite	3
COTP	2311	Machine Transcription	3
COTP	1323	Office Procedures	3

CAPSTONE: SECRETARY SCIENCE EXIT EXAM

NOTE: PROOFREADING AND ETHICS TAUGHT THROUGHOUT CURRICULUM

### **DIRECTED ELECTIVES:**

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

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**TOTAL CREDIT HOURS: 30**

# WORD PROCESSING CLERK CERTIFICATE

TASP Waived

## CREDIT HOURS

### **FIRST SEMESTER**

COTP	1311	Intermediate Typing	3
ENGL	1312	Business Writing or ENGL 1301	3
COTP	1314	Word Processing I	3
IMGT	1302	Operating Systems	3
		DIRECTED ELECTIVE	3

### **SECOND SEMESTER**

IMGT	2312	Electronic Spreadsheets	3
COTP	2324	Word Processing II	3
IMGT	1314	Management of Windows Application	3
COTP	1324	Work Center Management	3
IMGT	1321	Database I	3

CAPSTONE: WORD PROCESSING CLERK EXIT EXAM

NOTE: PROOFREADING AND ETHICS TAUGHT THROUGHOUT CURRICULUM

### **DIRECTED ELECTIVES:**

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

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**TOTAL CREDIT HOURS: 30**

# ADMINISTRATIVE ASSISTANT ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
COTP	1311	Intermediate Typing	3
<u>ENGL</u>	<u>1301</u>	<u>Composition or ENGL 1312</u>	3
COTP	1313	SpeedWrite	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
IMGT	1302	Operating Systems	3
 <b>SECOND SEMESTER</b>			
COTP	1321	Advanced Typing	3
COTP	1314	Word Processing I	3
IMGT	1314	Management of Windows Applications	3
COTP	1323	Office Procedures	3
		<u>Social &amp; Behavioral Sciences Elective</u>	3
 <b>THIRD SEMESTER</b>			
COTP	2324	Word Processing II	3
COTP	2311	Machine Transcription	3
COTP	2312	Business Correspondence	3
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
		<u>GENERAL EDUCATION ELECTIVE</u>	3
 <b>FOURTH SEMESTER</b>			
ACCT	2401	Principles of Financial Accounting	4
		DIRECTED ELECTIVE	3
		DIRECTED ELECTIVE	3
		<u>Humanities Electve</u>	3
COTP	2344	CAPSTONE: Adv. Office Tech/Management Internship	3

NOTE: PROOFREADING AND ETHICS TAUGHT THROUGHOUT CURRICULUM

**DIRECTED ELECTIVES:**

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

**TOTAL CREDIT HOURS: 62**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

# LEGAL SECRETARY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

## CREDIT HOURS

### FIRST SEMESTER

COTP	1311	Intermediate Typing	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
COTP	1312	Introduction to the Law Office	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
COTP	1313	SpeedWrite/or IMGT 1302 Operating Systems	3

### SECOND SEMESTER

COTP	1321	Advanced Typing	3
COTP	1314	Word Processing I	3
COTP	1322	Survey of Legal Sys. and Doc. I	3
COTP	1331	Litigation Support Procedures	3
		<u>Social &amp; Behavioral Sciences Elective</u>	3

### THIRD SEMESTER

COTP	2324	Word Processing II	3
COTP	2311	Machine Transcription	3
COTP	2312	Business Correspondence	3
COTP	2332	Survey of Legal Sys. and Doc. II	3
<u>SPCH</u>	<u>1311</u>	<u>Intro. to Speech Communication</u>	3

### FOURTH SEMESTER

ACCT	2401	Principles of Financial Accounting	4
		<u>GENERAL EDUCATION ELECTIVE</u>	3
		DIRECTED ELECTIVE	3
		<u>Humanities Elective</u>	3
COTP	2344	CAPSTONE: Adv. Office Tech/Management Internship	3

NOTE: PROOFREADING AND ETHICS TAUGHT THROUGHOUT CURRICULUM

### DIRECTED ELECTIVES:

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

**TOTAL CREDIT HOURS: 62**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

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# Culinary Arts

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## **Commercial Cooking, Certificate**

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

## **Culinary Arts, Associate of Applied Science**

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

## **ADVISORY COMMITTEE**

### **Joe Conley**

Manager, Red Lobster

### **Rick Cuellar**

Manager, Luby's

### **Armando Dominguez**

The University of Texas Pan American, Biology Dept.

### **Diane Shea**

Chef, Shea Cafe & Catering

### **Rick Guerra**

Manager, TGI Friday's/Tony Roma's

### **Cynthia Hyche**

Owner, Yogurt Etc.

### **Gabe Lara**

Chef, Yogurt Etc.

### **Alex Edionwe**

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

### **Bob Faraji**

The University of Texas Pan American, Biology Dept.

### **Joe Marines**

Manager, Bonanza Restaurant

### **Madelyn Parks**

McAllen ISD Food Services

# COMMERCIAL COOKING CERTIFICATE

TASP Waived

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
CULN	1301	Safety and Sanitation	3
CULN	1320	Food Preparation & Meal Management	3
CULN	1330	Baking	3
<u>BIOL</u>	<u>1322</u>	<u>Nutrition and Diet Therapy</u>	3
<b>SECOND SEMESTER</b>			
CULN	1340	Quantity Food Production	3
CULN	1350	Food Service Operations/Systems	3
CULN	1357	CAPSTONE: Practicum	3
CULN	1360	Cuisine Trends	3

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**TOTAL CREDIT HOURS: 24**

# CULINARY ARTS

## ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
CULN	1301	Safety and Sanitation	3
CULN	1320	Food Preparation & Meal Management	3
CULN	1330	Baking	3
<u>BIOL</u>	<u>1322</u>	<u>Nutrition and Diet Therapy</u>	3
MATH	106	Technical Business Mathematics	3
<b>SECOND SEMESTER</b>			
CULN	1340	Quantity Food Production	3
CULN	1350	Food Service Operations/Systems	3
CULN	1360	Cuisine Trends	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
ACNT	1303	Introduction to Accounting I of MRKG 1311	3
<b>THIRD SEMESTER</b>			
		<u>Humanities Elective</u>	3
<u>SOCI</u>	<u>1301</u>	<u>Introduction to Sociology</u>	3
CULN	2330	Intermediate Baking	3
CULN	2345	Entrée Preparation	3
CULN	2340	Mixology and Wine Comprehension	3
<b>FOURTH SEMESTER</b>			
HAMG	1324	Hospitality Human Resources Management	3
<u>BIOL</u>	<u>2320</u>	<u>Microbiology for Food Service</u>	3
BUSG	2309	Small Business Management	3
CULN	2350	Professional Cooking Skills	3
CULN	2357	CAPSTONE: Practicum	3

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**TOTAL CREDIT HOURS: 63**

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# Legal Assisting

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## **Legal Assisting, Associate of Applied Science**

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

## **ADVISORY COMMITTEE**

**Micaela Alvarez**  
Attorney, Law Office of Ronald G. Hole, McAllen

**Frederick J. Biel**  
Attorney, Atlas & Hall, L.L.P., McAllen

**Lynn E. Coleman**  
Attorney, Thornton Summers Biechlin Dunham & Brown, L.C., McAllen

**Alice Garza**  
Legal Assistant, Atlas & Hall, L.L.P., McAllen

**Diane Hargrove**  
Legal Assistant, Atlas & Hall, L.L.P., McAllen

**Mike Hearn**  
Adv. Comm., President  
Law Office of Michael Hearn, McAllen

**Dayna M. Leggett**  
Legal Assistant  
Cardenas Whitis & Stephen, L.L.P., McAllen

**Mary Ellen Stocker**  
Legal Assistant\*  
Corcoran & McLain, L.L.P., McAllen  
*\*Board Certified Legal Assistant Personal Injury Trial  
Law Texas Board of Legal Specialization*

**A. Peter Thaddeus**  
Adv. Comm. Vice President  
Law Office of Peter Thaddeus, L.C., McAllen

**Reveriano Torres III**  
Legal Assistant, Texas Rural Legal Aid, Edinburg

**Melanie Villarreal,**  
Certified Legal Assistant\*  
Passmore Walker and Twenhafel, McAllen  
*\*Board Certified Legal Assistant Civil Trial Law  
Texas Board of Legal Specialization*

# LEGAL ASSISTING ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

## CREDIT HOURS

### FIRST SEMESTER

COTP	1312	Introduction to the Law Office	3
<u>PHIL</u>	<u>2303</u>	<u>Introduction to Logic</u>	3
COTP	1314	Word Processing I	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
IMGT	1302	Operating Systems	3

### SECOND SEMESTER

LGLA	1346	Civil Litigation I	3
LGLA	1355	Family Law	3
LGLA	2307	Law Office Management	3
COTP	2324	Word Processing II	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

### SUMMER SESSION

IMGT	1321	Database I	3
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3

### THIRD SEMESTER

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

### FOURTH SEMESTER

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

### SUMMER SESSION

LGLA	2380	CAPSTONE: Cooperative Education — Legal Assistant	3
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**TOTAL CREDIT HOURS: 70**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

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# Public Service Administration

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## **Public Service Administration, Associate of Applied Science**

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

## **ADVISORY COMMITTEE**

### **Rosie Cavazos**

Director, Texas Workforce Commission

### **Dr. Jose Hinojosa**

Professor of Public Policy & Administration,  
UT-Pan American, Edinburg

### **Yvonne "Bonnie" Gonzalez**

Chief Executive Officer,  
Rio Grande Valley Empowerment Zone Corp.

### **Dr. Eva Hughes**

Educational Support Services,  
McAllen Independent School District

### **Antonio Ocana**

Area Manager, Texas Rehabilitation Commission

### **Mike Perez**

City Manager, City of McAllen

### **Ernest Silva**

Assistant City Manager, City of Pharr

### **Sheila Pankratz**

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

### **Julianne Rankin**

Director of Planning, City of McAllen

### **Rigoberto Villarreal**

Director of Operations, Quality Therapy

### **Dr. Roberto Zamora**

Superintendent of Schools,  
La Joya Independent School District

# PUBLIC SERVICE ADMINISTRATION

## ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

### CREDIT HOURS

#### FIRST SEMESTER

<u>ENGL</u>	1301	Composition	3
<u>MATH</u>	1414	College Algebra	4
<u>COSC</u>	1301	Microcomputer Applications	3
PSAP	1301	Introduction to Public Administration	3
PSAP	1302	Public Sector Supervision	3

#### SECOND SEMESTER

SPCH	1321	Business & Professional Speaking	3
		<u>Humanities Elective</u>	3
PASP	1303	Principles of Public Administration	3
PSAP	1304	Governmental Agencies	3
PSAP	1305	Public Relations in the Public Sector	3

#### SUMMER SESSION

HIST	1301	United States History I	3
HIST	1302	United States History II	3

#### THIRD SEMESTER

ACNT	1303	Introduction to Accounting I	3
GOVT	2301	American Government I	3
IMGT	2312	Electronic Spreadsheets	3
PSAP	2305	Ethics in the Public Sector	3
PSAP	2310	Human Resource Management in the Public Sector	3

#### FOURTH SEMESTER

GOVT	2302	American Government II	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I - Macro</u>	3
PSAP	2320	Budgeting in the Public Sector	3
PSAP	2330	Urban Planning	3

#### SUMMER SESSION

PSAP	2340	CAPSTONE: Practicum in Administrative Techniques	3
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**Approved Humanities Electives:**

ENGL	2300	Introduction to Literature
ENGL	2321	English Literature
ENGL	2326	American Literature
ENGL	2331	World Literature
SPAN	2313	Beginning Spanish I - Native Speakers
SPAN	2315	Beginning Spanish II - Native Speakers
ARTS	1301	Art Appreciation
ARTS	1303	Art History I
MUSI	1306	Music Appreciation
PHIL	1301	Introduction to Philosophy
PHIL	2303	Introduction to Logic
PHIL	2307	Introduction to Social Philosophy
HUMA	1301	Introduction to Humanities I
HUMA	1302	Introduction to Humanities II

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**TOTAL CREDIT HOURS: 67**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

# DIVISION OF COMMUNICATION, FINE ARTS AND HUMANITIES

<b>Department of Fine Arts</b> .....	<b>113</b>
Fine Arts with Visual Arts Concentration .....	Associate of Arts
Fine Arts with Music Concentration .....	Associate of Arts
<b>Department of Liberal Arts</b> .....	<b>115</b>
Liberal Arts .....	Associate of Arts
<b>Department of 2+2 Teacher Preparation</b> .....	<b>117</b>
2+2 Teacher Preparation - Elementary Education .....	Associate of Arts
2+2 Teacher Preparation - Secondary Education .....	Associate of Arts

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# Fine Arts

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## Fine Arts with Visual Arts Concentration Associate of Arts

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

## Fine Arts with Music Concentration Associate of Arts

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

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## FINE ARTS with Visual Arts Concentration ASSOCIATE OF ARTS

TASP Eligible

### FIELD OF STUDY

**24 Credits**

#### Fine Arts Foundation

**12 credits**

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

#### Free Elective Studio

**6 credits**

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

#### 2-D Studio

**3 credits**

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

ARTS 2316 Painting I  
ARTS 2333 Printmaking I

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

#### 3-D Studio

**3 credits**

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

ARTS 2326 Sculpture I  
ARTS 2346 Ceramics I

### STCC CORE CURRICULUM

**45 Credits**

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on pages 72-77 in the catalog.

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**FIELD OF STUDY: 24**

**STCC CORE CURRICULUM: 45**

**TOTAL CREDIT HOURS: 69**

# FINE ARTS with Music Concentration ASSOCIATE OF ARTS

TASP Eligible

## FIELD OF STUDY

**24 Credits**

### Musical Arts Foundation

12 credits

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

### Free Electives

12 credits

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

#### *Piano Class*

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

#### *Voice Class*

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

#### *Music Ensembles*

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

#### *Music Applied Instruments*

MUSI 1201	Applied Violin
MUSI 1224	Applied Flute
MUSI 1231	Applied Clarinet
MUSI 1233	Applied Saxophone
MUSI 1236	Applied Trumpet
MUSI 1243	Applied French Horn
MUSI 1245	Applied Trombone
MUSI 1249	Applied Baritone
MUSI 1221	Applied Oboe
MUSI 1225	Applied Bassoon
MUSI 1253	Applied Tuba
MUSI 1257	Applied Percussion
MUSI 1261	Applied Guitar
MUSI 1269	Applied Piano
MUSI 1281	Applied Voice

#### *Music Literature*

MUSI 1308	Music Literature I
MUSI 1309	Music Literature II

## STCC CORE CURRICULUM

**45 Credits**

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on pages 72-77 in the catalog.

**FIELD OF STUDY: 24**

**STCC CORE CURRICULUM: 45**

**TOTAL CREDIT HOURS: 69**

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# Liberal Arts

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## Liberal Arts, Associate of Arts

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

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## LIBERAL ARTS ASSOCIATE OF ARTS

TASP Eligible

### FIELD OF STUDY

**18 Credits**

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

#### Fine Arts

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

#### English

ENGL	2300	Introduction to Literature
ENGL	2307	Creative Writing I
ENGL	2308	Creative Writing II
ENGL	2311	Technical Writing
ENGL	2321	English Literature
ENGL	2326	American Literature
ENGL	2331	World Literature
ENGL	2399	Special Topics in Literature
COMM	2311	News Gathering & Writing I
COMM	2315	News Gathering & Writing II

#### Humanities

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

#### Modern Languages

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

**Oral Communication**

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

**STCC CORE CURRICULUM****45 Credits**

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on *pages 72-77* in the catalog.

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

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# 2+2 Teacher Preparation

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## 2+2 Teacher Preparation, Associate of Arts

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

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## 2+2 TEACHER PREPARATION Elementary Education ASSOCIATE OF ARTS

TASP Eligible

### FIELD OF STUDY

27 Credits

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

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

### STCC CORE CURRICULUM

45 Credits

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on *page 72-77* of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements.

**The 2+2 Teacher Preparation Degree also requires specific courses be taken within the Core Curriculum in order to meet requirements of the University of Texas-Pan American Teacher Preparation Program. The required courses are as follows:**

**Speech** 3 credits  
SPCH 1311 Intro. to Speech Communication

**Visual and Performing Arts** 3 credits  
ARTS 1301 Art Appreciation

**Humanities** 3 credits  
ENGL 2300 Introduction to Literature

**Natural Sciences** 8 credits  
BIOL 1408 General Biology I  
\*BIOL 1409 General Biology II

**Social and Behavioral Sciences** 3 credits  
PSYC 2301 General Psychology

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

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**FIELD OF STUDY: 27**

**STCC CORE CURRICULUM: 45**

**TOTAL CREDIT HOURS: 72**

# 2+2 TEACHER PREPARATION

## Secondary Education

### ASSOCIATE OF ARTS

TASP Eligible

#### FIELD OF STUDY

**22 Credits**

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

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

#### STCC CORE CURRICULUM

**45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 72-77 of the catalog. These courses must not duplicate courses taken to fulfill field of study requirements. **The 2+2 Teacher Preparation Degree also requires specific courses be taken within the Core Curriculum in order to meet requirements of the University of Texas-Pan American Teacher Preparation Program. The required courses are as follows:**

**Speech** 3 credits  
SPCH 1311 Intro. to Speech Communication

**Visual and Performing Arts** 3 credits  
ARTS 1301 Art Appreciation

**Humanities** 3 credits  
ENGL 2300 Introduction to Literature

**Natural Sciences** 8 credits  
BIOL 1408 General Biology I  
\*BIOL 1409 General Biology II

*\*Note:*

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

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**FIELD OF STUDY: 22**  
**STCC CORE CURRICULUM: 45**  
**TOTAL CREDIT HOURS: 67**

# DIVISION OF MATH AND SCIENCES

**Biology** ..... 120  
Biology ..... Associate of Science

**Engineering** ..... 121  
Engineering ..... Associate of Science

**Mathematics** ..... 122  
Mathematics ..... Associate of Science

**Physics** ..... 123  
Physics ..... Associate of Science

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# Biology

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## **Biology, Associate of Science**

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

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

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## **BIOLOGY ASSOCIATE OF SCIENCE**

TASP Eligible

### **FIELD OF STUDY**

**18 Credits**

The student is required to take a minimum of 18 hours from the following list of courses:

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

### **STCC CORE CURRICULUM**

**45 Credits**

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on pages 72-77 in the catalog.

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**FIELD OF STUDY: 18**

**STCC CORE CURRICULUM: 45**

**TOTAL CREDIT HOURS: 63**

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# Engineering

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## Engineering, Associate of Science

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

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

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## ENGINEERING ASSOCIATE OF SCIENCE

TASP Eligible

### FIELD OF STUDY

**23 Credits**

The student is required to take a minimum of 23 hours from the following list of courses:

MATH 1316	Plane Trigonometry
MATH 1342	Statistics
MATH 2312	Precalculus
MATH 2413	Calculus I
MATH 2414	Calculus II
ENGR 1101	Introduction to Engineering
ENGR 1204	Engineering Graphics
ENGR 2301	Statics
ENGR 2302	Dynamics

### STCC CORE CURRICULUM

**45 Credits**

In addition to the courses in the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on page 72-77 of the catalog. Engineering majors should take PHYS 1401 (College Physics I) and PHYS 1402 (College Physics II) to fulfill the Natural Sciences component of the Core Curriculum.

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**FIELD OF STUDY: 23**

**STCC CORE CURRICULUM: 45**

**TOTAL CREDIT HOURS: 68**

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# Mathematics

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## **Mathematics, Associate of Science**

The Associate of Science Degree in Mathematics offers students the opportunity to take a core curriculum of general education with an emphasis in Mathematics. Mathematics majors have many potential career opportunities. They may provide technical assistance in business, engineering science, medicine and many other fields, such as:

- Actuary
- Statistician
- Teacher
- Consultant
- Operations Researcher

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## **MATHEMATICS ASSOCIATE OF SCIENCE**

TASP Eligible

### **FIELD OF STUDY**

**21 Credits**

The student is required to take a minimum of 21 hours from the following list of courses:

MATH 1316	Plane Trigonometry
MATH 1342	Statistics
MATH 2312	Precalculus
MATH 2413	Calculus I
MATH 2414	Calculus II
MATH 2415	Calculus III
MATH 2318	Linear Algebra
MATH 2320	Differential Equations

### **STCC CORE CURRICULUM**

**45 Credits**

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on *pages 72-77* in the catalog.

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**FIELD OF STUDY: 21**

**STCC CORE CURRICULUM: 45**

**TOTAL CREDIT HOURS: 66**

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# Physics

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## Physics, Associate of Science

The Associate of Science Degree in Physics offers students the opportunity to take a core curriculum of general education with an emphasis in physics. Physics students may select a career in a wide range of scientific and technical fields. The student should bear in mind that most of these career areas require education or training beyond the Associate of Science Degree. Career fields available to the physics student include:

- Astronomy
- Biophysics
- Chemistry
- Computer Science
- Elementary or Secondary Education
- Engineering - Civil, Electrical, or Industrial
- Geophysics
- Hydrogeology
- Medicine
- Meteorology
- Patent Law
- Physics
- Seismology

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## PHYSICS ASSOCIATE OF SCIENCE

TASP Eligible

### FIELD OF STUDY

20 Credits

The student is required to take a minimum of 20 hours from the following list of courses:

MATH	1342	Statistics
PHYS	1415	Physical Science I
PHYS	1417	Physical Science II
PHYS	1401	College Physics I
PHYS	1402	College Physics II
PHYS	2425	University Physics I
PHYS	2426	University Physics II

### STCC CORE CURRICULUM

45 Credits

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on *pages 72-77* in the catalog.

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**FIELD OF STUDY: 20**

**STCC CORE CURRICULUM: 45**

**TOTAL CREDIT HOURS: 65**

# DIVISION OF NURSING AND ALLIED HEALTH

<b>Emergency Medical Technology Program .....</b>	<b>125</b>
EMT-Basic .....	Certificate
EMT-Intermediate .....	Certificate
EMT-Paramedic .....	Certificate
EMT-Paramedic .....	Associate of Applied Science
<b>Health Information Technology Program .....</b>	<b>131</b>
Health Information Technology .....	Associate of Applied Science
<b>Health Unit Coordination Technology Program .....</b>	<b>133</b>
Health Unit Coordination Technology .....	Certificate
<b>Medical Information Program .....</b>	<b>135</b>
Medical Information Specialist .....	Certificate
Medical Transcriptionist .....	Certificate
<b>Nursing Program .....</b>	<b>138</b>
Nursing .....	Associate of Applied Science
Nursing (VN-ADN Transition Option) .....	Associate of Applied Science
<b>Occupational Therapy Assistant Program .....</b>	<b>141</b>
Occupational Therapy Assistant .....	Associate of Applied Science
<b>Patient Care Assistant Program .....</b>	<b>143</b>
Patient Care Assistant .....	Certificate
<b>Physical Therapist Assistant Program .....</b>	<b>145</b>
Physical Therapist Assistant .....	Associate of Applied Science
<b>Radiologic Technology Program .....</b>	<b>148</b>
Radiologic Technology .....	Associate of Applied Science
<b>Vocational Nursing Program .....</b>	<b>150</b>
Vocational Nursing .....	Certificate

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# Emergency Medical Technology

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## **Emergency Medical Technology**

The Emergency Medical Technology program will prepare students to deliver out-of-hospital emergency care at the scene of an accident or a medical emergency. A student graduating with an EMT Certificate or Associate of Applied Science degree will be prepared to fill positions of EMT Basic, EMT Intermediate, and EMT Paramedic. Emergency Medical Technicians typically serve as vital members of the Emergency Medical Services Team who can, with competence, use their medical skills, relieve suffering, and reduce injury severity, and death.

Instruction at the **EMT Basic** level will serve as a foundation for the other two advanced levels, as well as concentrate on learning general anatomy and physiology and general patient assessment. Students will learn and practice lifesaving procedures such as oxygen administration, spinal motion restriction, bandaging, splinting, and administration of certain medications.

At the **EMT Intermediate** level the student will continue to use the foundation they learned as an EMT Basic. They will study in depth the areas of patient assessment, anatomy and physiology of the circulatory system and the respiratory system. They will then practice and perform advanced invasive lifesaving procedures such as intravenous (IV) administration and endotracheal intubation.

The highest level that an EMT can achieve is the level of **EMT Paramedic** where the student will concentrate on a more comprehensive patient assessment and learn advanced medical skills such as electrocardiogram interpretation and treatment. The student will also learn and will be able to administer the most current trends in pharmacological treatments, as well as learning the latest care administered in Advance Cardiac Life Support. Students are prepared for both the written and practical Texas Department of Health State Certification exams at each level or Licensure at the Paramedic level only. These exams measure proficiency and competency in the standards set by the Texas Department of Health.

Completion of the EMT courses will allow the student to be eligible for TDH Certification, thus making the student employable in many settings such as Hospital Emergency Rooms, Industrial Sites, Air Ambulances, Private EMS Providers, Public EMS Providers, City Fire Departments, and Special Rescue Groups.

Students may complete the certificate in two and four semesters. Courses taken for the certificate program may be applied towards completion of the two-year Associate of Applied Science Degree in Emergency Medical Technology.

## ***Program Entry Requirements***

1. Admission to the College
2. Passage of college placement test with minimum scores or completion of developmental classes for course placement as follows:
  - Reading: Eligibility for English 81
  - Writing: Eligibility for Writing 81
  - Math: Eligibility for Math 85
3. Satisfy program specific requirements:
  - Completion of Health and Physical Exam
  - Immunizations, including TB test within past 5 months
  - CPR certification for Adult, Child and Infant
  - Professional liability insurance
  - Medical insurance

*NOTE: See department for additional information regarding above requirements.*

## ***Graduation Requirements***

To earn the Emergency Medical Technology Certificate or Associate of Applied Science Degree, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C".

## ADVISORY COMMITTEE

**Mary Alejandro, RN**

ER Director, McAllen Medical Center

**Julie Benson, EMT-P**

Clinical Director, Ameristat Ambulance

**Horacio Cantu, EMT-P**

EMS Director, Ameristat Ambulance

**Sally Carpenter, RN**

ER Director, McAllen Heart Hospital

**Primo De La Rosa, EMT-P**

Supervisor, Valley EMS, Inc.

**George Flores, EMT**

CEO/Director, MEDCARE Ambulance

**Noel Garcia, EMT-P**

EMS Director, Starr County EMS

**Atanacio Garza, EMT-I**

CEO, Valley EMS, Inc.

**Mack Gilbert, EMT-P**

Director, MTS Ambulance

**Dennis Hebner, EMT-P**

EMS Training Officer, Harlingen EMS

**Fred Moreno, RN**

ER Director, Mission Hospital

**Terry Posluszny, MD, FACC**

EMT Program Medical Director, Private Practice

**Arturo Rodriguez, RRT, RN, EMT-P**

EMS Director, City of Brownsville

**Jesse Rodriguez, EMT-P**

Director, EM-CARE Ambulance

**Roy Rubio, EMT**

Fire Chief, Weslaco Fire Department

**Noemi Sanchez, EMT-I**

TDH EMS Program Director

**Carlos E. Tello, EMT-P**

TDH EMS Specialist

**Rick Vaiz, EMT-P**

CEO, A.C.T. Ambulance

# EMERGENCY MEDICAL TECHNOLOGY

## Basic - CERTIFICATE

TASP Waived

		<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>		
EMTB 1601	Emergency Medical Tech	6
EMTB 1202	EMTB Lab	2
EMTB 1103	EMTB Hospital Clinical	1
EMTB 1104	CAPSTONE: EMTB EMS Clinical	1
EMTB 1301	EMTB Documentation	3
EMTB 1236	EMS Driving (EVOC)	2

*Eligible for the Texas Department of Health State Certification Exam - EMT Basic.*

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**TOTAL CREDIT HOURS: 15**

# EMERGENCY MEDICAL TECHNOLOGY

## Intermediate - CERTIFICATE

TASP Eligible

### CREDIT HOURS

#### **FIRST SEMESTER - Fall**

EMTB 1601	Emergency Medical Tech	6
EMTB 1202	EMTB Lab	2
EMTB 1103	EMTB Hospital Clinical	1
EMTB 1104	CAPSTONE: EMTB EMS Clinical	1
EMTB 1301	EMTB Documentation	3
EMTB 1236	EMS Driving (EVOC)	2

*Eligible for the Texas Department of Health State Certification Exam – EMT Basic*

#### **SECOND SEMESTER - Spring**

ENGL 1301	Composition	3
EMTI 1311	EMT-Intermediate	3
EMTI 1212	EMTI Lab	2
EMTI 1113	EMTI Hospital Clinical	1
EMTI 1114	CAPSTONE: EMTI EMS Clinical	1
MATH 107	Math for Allied Health	3
	Humanities Elective	3

*Eligible for the Texas Department of Health State Certificate Exam – EMT Intermediate*

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**TOTAL CREDIT HOURS: 31**

# EMERGENCY MEDICAL TECHNOLOGY

## Paramedic - CERTIFICATE

TASP Eligible

### CREDIT HOURS

#### FIRST SEMESTER - Fall

EMTB	1601	Emergency Medical Tech	6
EMTB	1202	EMTB Lab	2
EMTB	1103	EMTB Hospital Clinical	1
EMTB	1104	CAPSTONE: EMTB EMS Clinical	1
EMTB	1301	EMTB Documentation	3
EMTB	1236	EMS Driving (EVOC)	2

*Eligible for the Texas Department of Health State Certificate Exam – EMT Basic*

#### SECOND SEMESTER - Spring

ENGL	1301	Composition	3
EMTI	1311	EMT-Intermediate	3
EMTI	1212	EMTI Lab	2
EMTI	1113	EMTI Hospital Clinical	1
EMTI	1114	CAPSTONE: EMTI EMS Clinical	1
MATH	107	Math for Allied Health	3
		Humanities Elective	3

*Eligible for the Texas Department of Health State Certificate Exam – EMT Intermediate*

#### THIRD SEMESTER - Fall

EMTP	2221	EMS Cardiology	2
EMTP	2224	EMS Pharmacology	2
EMTP	2123	EMTP Hospital Clinical I	1
EMTP	2124	EMTP Clinical I	1
EMTP	2222	EMTP Lab I	2
COSC	1301	Microcomputer Applications	3

#### FOURTH SEMESTER - Spring

EMTP	2234	EMS Rescue & Extrication	2
EMTP	2631	EMT Paramedic	6
EMTP	2137	EMTP Hospital Clinical II	1
EMTP	2138	CAPSTONE: EMTP EMS Clinical II	1
EMTP	2232	EMTP Lab II	2

*Eligible for Texas Department of Health State Certificate Exam - Paramedic Level*

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**TOTAL CREDIT HOURS: 54**

# EMERGENCY MEDICAL TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

### CREDIT HOURS

#### **FIRST SEMESTER - Fall**

EMTB	1601	Emergency Medical Tech	6
EMTB	1202	EMTB Lab	2
EMTB	1103	EMTB Hospital Clinical	1
EMTB	1104	CAPSTONE: EMTB EMS Clinical	1
EMTB	1301	EMTB Documentation	3
EMTB	1236	EMS Driving (EVOC)	2

*Eligible for the Texas Department of Health State Certificate Exam – EMT Basic*

#### **SECOND SEMESTER - Spring**

ENGL	1301	Composition	3
EMTI	1311	EMT-Intermediate	3
EMTI	1212	EMTI Lab	2
EMTI	1113	EMTI Hospital Clinical	1
EMTI	1114	CAPSTONE: EMTI EMS Clinical	1
MATH	107	Math for Allied Health	3
		Humanities Elective	3

*Eligible for the Texas Department of Health State Certificate Exam – EMT Intermediate*

#### **SUMMER SESSION**

BIOL	1408	General Biology I	4
PSYC	2301	General Psychology	3

#### **THIRD SEMESTER - Fall**

EMTP	2221	EMS Cardiology	2
EMTP	2224	EMS Pharmacology	2
EMTP	2123	EMTP Hospital Clinical I	1
EMTP	2124	EMTP Clinical I	1
EMTP	2222	EMTP Lab I	2
COSC	1301	Microcomputer Applications	3
BIOL	2401	Anatomy & Physiology I	4

#### **FOURTH SEMESTER - Spring**

EMTP	2234	EMS Rescue & Extrication	2
EMTP	2631	EMT Paramedic	6
EMTP	2137	EMTP Hospital Clinical II	1
EMTP	2138	CAPSTONE: EMTP EMS Clinical II	1
EMTP	2232	EMTP Lab II	2
EMTP	2235	EMS Management	2
BIOL	2402	Anatomy & Physiology II	4

*Eligible for Texas Department of Health State Certificate Exam - Paramedic Level*

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**TOTAL CREDIT HOURS: 71**

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# Health Information Technology

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## **Health Information Technology, Associate of Applied Science**

Health information technicians are responsible for maintaining components of health information systems consistent with the medical administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system. In all types of facilities, and in various locations within a facility, the medical record technician possesses the technical knowledge and skills necessary to process, maintain, complete and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; abstract and code clinical data using appropriate classification systems; and analyze health records according to standards. As part of the degree plan, students will complete an internship enabling them to gain real world experience.

*\*The program has been accredited by the Accreditation of Allied Health Educational Programs (AAHEP) in cooperation with the Council on Accreditation of the American Health Information Management Association (AHIMA). Students are eligible to participate for the national examination that qualifies them for a certificate as an Accredited Record Technician (ART).*

### **Graduation Requirements**

To earn an Associate of Applied Science Degree in Health Information Technology, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

## **ADVISORY COMMITTEE**

### **Daniel Cantu, RPh**

Hidalgo High School

### **Gordon B. Daniels**

Medical Records Coordinator,  
Tropical Texas Center for Mental Health  
and Mental Retardation

### **Gloria Gutierrez**

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

### **Minerva Lamar Martinez, RRA**

Director, Health Information Department  
Starr County Hospital

### **Beth Peters, RRA**

Area Assistant Director of HIM  
McAllen Medical Center

### **Santa Rodriguez, ART**

Assistant Director, Health Information Department  
Columbia Rio Grande Regional Hospital

### **Delia Saeta, ART**

Director, Health Information Department  
Mission Hospital

### **Margie Salinas, ART**

Coder, Health Information Department  
McAllen Medical Center

### **Mary E. Sanchez, RRA**

Area Director of HIM  
McAllen Medical Center

### **Toni Vavra, ART**

Director, Health Information Department  
Knapp Medical Center

# HEALTH INFORMATION TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

### CREDIT HOURS

#### FIRST-YEAR SUMMER

<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>BIOL</u>	<u>1408</u>	<u>General Biology I</u>	4

#### FIRST SEMESTER

<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>BIOL</u>	<u>2401</u>	<u>Anatomy &amp; Physiology I</u>	4
MIPR	1300	Intro. to Health Info. Science	3
MIPR	1301	Medical Terminology I	3
IMGT	1302	Operating Systems	3

#### SECOND SEMESTER

<u>BIOL</u>	<u>2402</u>	<u>Anatomy &amp; Physiology II</u>	4
MIPR	1303	General Pathology	3
HITP	1202	Legal Aspects of Medical Records	2
MIPR	1311	International Classification of Diseases I	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3

#### THIRD SEMESTER

HITP	2201	Directed Practice I	2
MIPR	2305	Basic Pharmacology	3
MIPR	2311	International Classification of Diseases II	3
HITP	1203	Health Info. Science II	2
<u>SPCH</u>	<u>1321</u>	<u>Business &amp; Professional Speaking</u>	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4

#### FOURTH SEMESTER

MIPR	2322	Current Procedural Terminology Coding - CPT4	3
		<u>Humanities Elective</u>	3
HITP	2224	Health Care Statistics	2
HITP	2325	Quality Improvement in Health Information	3
HITP	2326	Management Principles in Health Information	3
HITP	2306	CAPSTONE: Directed Practice II	3

#### Humanities Electives

PHIL	2306	Ethics	
PHIL	2303	Introduction to Logic	
HUMA	1301	Introduction to Humanities	

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**TOTAL CREDIT HOURS: 72**

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# Health Unit Coordination Technology

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## **Health Unit Coordination Technology, Certificate**

Health care unit coordinators work at the nurses' station in health care facilities and coordinate the non-clinical activities related to patient care. Duties include transcribing doctors' orders, scheduling diagnostic tests and treatments for patients, managing patients' charts and unit supplies. Health unit coordinators work closely with physicians, nurses and other health personnel.

Graduates of this program may become certified health unit coordinators by passing a national certification exam sponsored by the National Association of Health Unit Coordinators. Health unit coordinators pursue a lifelong program of continuing education. This program is often the springboard to the student's completion of a patient health related career. As part of the program, students will complete an internship enabling the student to gain real world experience.

### ***Graduation Requirements***

To earn the Health Unit Coordination Technology Certificate, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

## **ADVISORY COMMITTEE**

### **Maggie Barreiro RN, MSN**

Nursing Department,  
Edinburg Regional Medical Center

### **Emma Corkill RN, ADN**

Nursing Department,  
Edinburg Regional Medical Center

### **Janie Gonzales, CHUC**

Nursing Department,  
Edinburg Regional Medical Center

### **Elma Longoria, HUC**

Nursing Department,  
Edinburg Regional Medical Center

### **Antonio Nieto Jr. (Trainer)**

Transportation Department,  
Edinburg Consolidated Independent School District

### **Betty Nieto, LVN**

Nursing Director,  
Dias Felices Adult Day Care, Alamo

### **Dolores Ramirez, CHUC**

Nursing Department,  
Universal Rehabilitation Pavillion

### **Virginia Rial RN, MSN**

Education Department,  
Knapp Medical Center

### **Irma Rodriguez, RRA**

Health Information Technology Instructor,  
South Texas Community College

### **Janie Viers RN, MSN**

Education Department,  
Rio Grande Regional Hospital

# HEALTH UNIT COORDINATION TECHNOLOGY CERTIFICATE

TASP Waived

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
PTCA	1405	Body Systems	4
MIPR	1300	Intro. to Health Info. Science	3
MIPR	1301	Medical Terminology I	3
HUCP	1300	Introduction to Health Unit Coordinator	3
ENGL	1312	Business Writing	3
<b>SECOND SEMESTER</b>			
HUCP	1321	Health Unit Coordinator Procedures	3
HUCP	1225	Health Unit Coordinator Procedures - Lab	2
MATH	107	Math for Allied Health	3
IMGT	1312	Introduction to Computer Applications	3
HUCP	1230	CAPSTONE: Health Unit Coordinator Practicum	2

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**TOTAL CREDIT HOURS: 29**

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# Medical Information

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## **Medical Information Specialist, Certificate**

The Medical Information Specialist program is designed to provide health care facilities with professionally trained individuals who will promote the smooth operation of an office or department within a health care agency. These professionals, during the course of overseeing the day-to-day operations, maintain an efficient records management system and utilize a variety of office equipment that facilitates the administrative clerical functions of the medical department/medical office. Medical information specialists pursue a lifelong program of continuing education. Students enrolling in this program must type a minimum of 35 words per minute as determined by the department evaluation. As part of the program, students will complete an internship enabling them to gain real world experience.

## **Medical Transcriptionist Specialist, Certificate**

The Medical Transcriptionist Certificate prepares students to type physician dictated reports describing a patient's medical care and condition. These reports include office chart notes, history and physical examinations, consultations, discharge summaries, laboratory tests and diagnostic studies. Medical clinics, hospitals, doctor's offices, private transcription agencies and home offices offer various employment settings for medical transcriptionists. Transcriptionists may pursue a certified medical transcriptionist rating by passing the national certification examination administered by the American Association of Medical Transcriptionists. Medical transcriptionists pursue a lifelong program of continuing education. Students enrolling in this program must type a minimum of 35 words per minute as determined by department evaluation. As part of the program, students will complete an internship enabling them to gain real world experience.

### ***Graduation Requirements***

To earn the Medical Information Specialist Certificate or the Medical Transcriptionist Certificate, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

## **ADVISORY COMMITTEE**

### **Mary Lou Cavazos**

Office Manager, Jose E. Igoa, MD, PA

### **Eulalio Elizondo**

Transcriptionist, McAllen Heart Hospital

### **Irasema Gonzalez**

Office Manager, Child Guidance Center

### **Maribel Hernandez**

Transcription/Manager, South Texas Cancer Center

### **Dora Martinez**

Transcription Supervisor, McAllen Medical Center

### **Juan Navarro**

Medical Records Department,

Starr County Memorial Hospital

### **Dora Nieto, CHUC**

Health Unit Coordination Technology Instructor, STCC

### **Irma Rodriguez, RRA**

Health Information Technology Instructor, STCC

# MEDICAL INFORMATION SPECIALIST CERTIFICATE

TASP Waived

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
MIPR	1301	Medical Terminology I	3
MIPR	1300	Intro. to Health Information Science	3
LVNU	1402	Anatomy & Physiology	4
MIPR	1210	Medical Office Procedures I	2
ENGL	1312	Business Writing	3
<b>SECOND SEMESTER</b>			
MIPR	2210	Medical Office Procedures II	2
MIPR	1303	General Pathology	3
MIPR	1311	International Classification of Diseases I	3
MIPR	2322	Current Procedural Terminology Coding - CPT4	3
MATH	107	Math for Allied Health	3
IMGT	1312	Intro. to Computer Applications	3
<b>THIRD SEMESTER</b>			
MIPR	1305	Medical Transcription I	3
HRPO	1311	Human Relations	3
MIPR	2201	CAPSTONE: Practicum Experience	2

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**TOTAL CREDIT HOURS: 40**

# MEDICAL TRANSCRIPTIONIST SPECIALIST CERTIFICATE

TASP Waived

## CREDIT HOURS

### **FIRST SEMESTER**

MIPR	1301	Medical Terminology I	3
MIPR	1300	Intro. to Health Information Science	3
LVNU	1402	Anatomy & Physiology	4
MIPR	1305	Medical Transcription I	3
ENGL	1312	Business Writing	3

### **SECOND SEMESTER**

MIPR	2302	Medical Transcription II	3
MIPR	1303	General Pathology	3
MIPR	2305	Basic Pharmacology	3
MIPR	1302	Medical Terminology II	3
MATH	107	Math for Allied Health	3

### **THIRD SEMESTER**

MIPR	2303	Medical Transcription III	3
HRPO	1311	Human Relations	3
MIPR	1210	Medical Office Procedures I	2
MIPR	2201	CAPSTONE: Practicum Experience	2

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**TOTAL CREDIT HOURS: 41**

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# Nursing

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

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

Students seeking entry in the Associate Degree Nursing Program (ADN) must attend an orientation, complete the *Introduction to Nursing* with a grade of "B" or better, write an essay and complete an application for consideration for the program. Priority for entry into the *Introduction to Nursing* will be given to students who have completed the prerequisite courses, TASP complete, at least minimum ACT scores and a GPA score of 2.5 or higher. Priority must be given due to limited spaces available at this time.

### **Program Admission Requirements**

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

### **Selection Criteria**

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

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

### **Graduation Requirements**

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

### **Licensures of Persons with Criminal Convictions**

According to the Nurse Practice Act (Rule 213.28), the Board of Nurse Examiners may deny a person admission to its licensure examinations and may refuse to issue a license to any individual that has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in a revocation of probation imposed pursuant to such conviction. Students having questions about this rule should see an ADN Faculty advisor or the Director of Nursing and Allied Health. All consultations are confidential.

## **ADVISORY COMMITTEE**

### **Dalia Aguayo, BSN, RN**

Education Coordinator,  
Briarcliff Nursing and Rehabilitation Center

### **Maggie Barreiro, MSN, RN, CNE**

Chief Nursing Executive, Edinburg Regional Hospital

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

Assistant Nursing Chief, McAllen Medical Center

### **Teresa Guzman, RN**

Maternal Child Health Services, McAllen

### **Diane LaGrange, MSN, RN**

ADN Program Director, UT-Pan American

### **Elma Lopez, RN**

Starr County Memorial Hospital

### **Raymond Morris,**

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

### **Sally Roach, MSN, RN**

Faculty, UTB/TSC

### **Jesse Rainer, MSN, RN**

Education Coordinator,  
Columbia Rio Grande Regional Hospital

### **Elva Rodriguez, RNC**

Knapp Medical Center

### **Gilda Rodriguez, RN**

Mission Hospital

# NURSING

## ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

### CREDIT HOURS

### FIRST YEAR

#### ***PREREQUISITES:***

BIOL	1408	General Biology I	4
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
NURS	1209	Introduction to Nursing	2

### FALL SEMESTER

BIOL	2401	Anatomy & Physiology I	4
PSYC	2314	Life Span Growth and Development	3
NURS	1423	Fundamentals of Nursing	4
NURS	1360	Clinical I	3
NURS	1305	Nursing Skills	3

### SPRING SEMESTER

BIOL	2402	Anatomy & Physiology II	4
NURS	1414	Care of the Client with Common Health Care Needs	4
NURS	1466	Clinical II	4
NURS	1306	Nursing Skills II	3

### SECOND YEAR

#### SUMMER SESSION

BIOL	2421	Microbiology	4
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#### FALL SEMESTER

NURS	2504	Care of the Client with Complex Health Care Needs	5
NURS	2466	Clinical III	4
SPCH	1311	Intro. to Speech Communication	3

#### SPRING SEMESTER

		* <u>Humanities Elective</u>	3
NURS	2535	Integrated Client Care Management	5
NURS	2467	CAPSTONE: Clinical IV	4

\* *Humanities Elective*

*Students may choose from the Philosophy, Literature or Spanish courses on the approved Humanities Elective list.*

**TOTAL CREDIT HOURS: 72**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

# NURSING

## VN - ADN Transition Option

### ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

#### CREDIT HOURS

#### FIRST YEAR

*The prerequisite courses must be completed prior to acceptance in LVN-ADN transition nursing courses of NURS 1306, NURS 1227 and NURS 2161.*

#### **PREREQUISITES:**

+BIOL	1408	General Biology I or equivalent	4
<u>BIOL</u>	<u>2401</u>	<u>Anatomy &amp; Physiology I</u>	4
BIOL	2402	Anatomy & Physiology II	4
BIOL	2421	Microbiology	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>PSYC</u>	<u>2314</u>	<u>Life Span Growth and Development</u>	3

#### SECOND YEAR

##### SUMMER SESSION

NURS	1306	Nursing Skills II	3
NURS	1227	Transition from Vocational to Associate Degree	2
NURS	2161	Transition Clinical	1

##### FALL SEMESTER

NURS	2504	Care of the Client with Complex Health Care Needs	5
NURS	2466	Clinical III	4
* <u>SPCH</u>	<u>1311</u>	<u>Intro to Speech Communication</u>	3

##### SPRING SEMESTER

		* <u>Humanities Elective</u>	3
NURS	2535	Integrated Client Care Management	5
NURS	2467	CAPSTONE: Clinical IV	4

#### Humanities Elective

*Students may choose from the Philosophy, Literature or Spanish courses on the approved Humanities Elective list.*

+ This requirement is met by current licensure as LVN and completion of science requirements in the VN curriculum.

\* Courses that may be taken prior to acceptance in the LVN-ADN program.

ESCROW CREDIT: Upon successful completion of the transition courses NURS 1227, NURS 2161 and NURS 1306 the student earns 17 semester credit hours.

**TOTAL CREDIT HOURS: 72**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

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# Occupational Therapy Assistant

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## **Occupational Therapy Assistant, Associate of Applied Science**

*The Occupational Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.*

This two-year program prepares individuals for careers as Certified Occupational Therapy Assistants (COTA). In Texas, the COTA must obtain state licensure to practice under the supervision of a registered Occupational Therapist (OTR). The mandate of the profession is to assist patients to develop life skills by providing services with the ultimate goal of increasing their independence in daily functioning. The recipients of therapy are those who have encountered problems that interfere with their ability to function in any stage of their development. The scope of services includes physical, cognitive, and psychological and psychosocial disorders.

Students seeking entry to the OTA Program must complete a program specific application for consideration.

### **Program Admission Requirements**

All OTA program applicants must meet the general admission requirements of the College. In addition to those requirements, the OTA Program requires the following from the applicants:

- Meet the score requirement on the TASP test (all three sections) for entrance into college level courses. TASP exemptions are granted only for those students with a Bachelor's degree or higher.
- GPA of 2.5 in college or high school courses completed;
- Documentation of a minimum of ten (10) hours of volunteer or work experience under the direction of an OTR;

- Completion of prerequisite courses as listed in the degree plan;
- Completion of a specific program application;
- Attendance in an Information and Orientation session or individual student advisement with OTA faculty.

### **Selection Criteria**

The OTA Program selection criteria will be based upon a point system (number of support courses completed multiplied by the grade point average of degree plan courses). Due to a limited number of program slots, the top 30 students will be required to complete an interview process with a professional committee of therapists and faculty prior to final selection of the 15 students admitted to the program every Fall semester.

### **Graduation Requirements**

To earn an Associate of Applied Science Degree in the Occupational Therapy Assistant Program, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

## **ADVISORY COMMITTEE**

### **Velma Esparza, OTR**

Long-Term Care, McAllen

### **Sonia Finley, OTR**

Owner, Out-Patient Hand Therapy Clinic, McAllen

### **Ruth Garza, COTA**

Owner, School-Based Services, Harlingen

### **Cecilia Hoffmann, OTR**

Mental Health, McAllen

### **Miguel Ramos, OTR**

Out-Patient Clinic, McAllen

### **Patty Sheinberg, PT**

Acute Care, McAllen

### **Joanne Wetch, RN**

In-Patient Rehab, Harlingen

# OCCUPATIONAL THERAPY ASSISTANT ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

*NOTE:* Students interested in this program must complete the prerequisite courses prior to applying for admission. Any of the underlined general education courses may be taken before the application process; grades made in these courses will be computed in the point system for the student selection process.

## CREDIT HOURS

### **PREREQUISITE TERM**

<u>BIOL</u>	1408	<u>General Biology I</u>	4
<u>MIPR</u>	1301	Medical Terminology I	3
		<u>Humanities Elective</u>	3

### **FIRST SEMESTER**

<u>BIOL</u>	2401	<u>Anatomy and Physiology I</u>	4
<u>ENGL</u>	1301	<u>Composition</u>	3
<u>PSYC</u>	2301	<u>General Psychology</u>	3
OTAP	1301	Introduction to OT	3
OTAP	1302	Therapeutic Media	3

### **SECOND SEMESTER**

<u>BIOL</u>	2402	<u>Anatomy and Physiology II</u>	4
<u>SPCH</u>	1318	<u>Interpersonal Communication</u>	3
OTAP	1311	Lifespan-Infants/Children	3
OTAP	1310	Group Dynamics	3
OTAP	1230	Field Work I-A	2

### **THIRD SEMESTER - SUMMER SESSION I**

<u>COSC</u>	1301	<u>Microcomputer Applications</u>	3
OTAP	1312	Lifespan Adolescent/Adults	3

### **FOURTH SEMESTER**

<u>PSYC</u>	2314	<u>Life Span Growth and Development</u>	3
OTAP	2231	Fieldwork I-B	2
OTAP	2321	Lifespan-Geriatrics	3
OTAP	2322	Modalities/Adaptations	3
OTAP	2323	Management in Health Care	3

### **FIFTH SEMESTER**

*OTAP	2424	CAPSTONE: OT Seminar	4
*OTAP	2532	CAPSTONE: Fieldwork II-Practicum	5

\*CAPSTONE: LEVEL II FIELDWORK COURSES MUST BE COMPLETED WITHIN 18 MONTHS FOLLOWING COMPLETION OF ACADEMIC/EDUCATIONAL PREPARATION

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**TOTAL CREDIT HOURS: 70**

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# Patient Care Assistant

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## **Patient Care Assistant, Certificate**

This is a 17 credit hour certificate program that offers classroom instruction and related clinical practice in the basic nursing care of adults, mothers and newborns, children and the elderly. The primary role of the graduate of the patient care assistant program is to assist vocational and professional nurses in providing nursing care for patients in a variety of health care settings. Upon successful completion of the first semester, students are qualified to take the state competency exam as a certified long-term care nursing assistant. Completion of the second semester courses and certificate requirements prepares the students to work in acute hospitals, psychiatric settings, nursing homes, hospices, doctor's offices, clinics, and home health care.

### ***Program Entry Requirements***

1. High School diploma or GED.
2. Admission to STCC.
3. Pass college placement tests with minimum scores or Completion of developmental classes for course placement as follows:
  - Reading = Eligibility for Reading 80
  - Writing = Eligibility for English 81
  - Math = Eligibility for Math 85
4. Satisfy program specific requirements:
  - Completion of Health and Physical Exam
  - Immunizations, including TB test within past 5 months
  - CPR health care provider certification for Adult, Child, and Infant
  - Professional liability insurance
  - Medical insurance

*NOTE: See departmental chair for additional information regarding above requirements.*

### ***Graduation Requirements:***

To earn the Patient Care Assistant Certificate, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

## **ADVISORY COMMITTEE**

### **Sonia Castañeda**

STCC Student, Patient Care Assistant Program

### **Mary Curz**

Inservice Coordinator,  
Charter Palms Behavioral Center

### **Angela Davis**

Education Coordinator,  
McAllen Medical Center

### **Virginia Garcia**

Education Coordinator,  
Edinburg Regional Medical Center

### **Andrea Lerma**

Director of Nursing,  
Charter Palms Behavioral Center

### **Carl Lueg**

Administrator (owner),  
Twinbrooke South Nursing Center

### **Mrs. Molina**

Administrator, Edinburg Retama Manor

### **Kathleen Mowery**

Education Coordinator,  
Mission Hospital

### **Frank Saldivar**

Vocational Counselor,  
Edcouch Elsa Career and Technology Center

# PATIENT CARE ASSISTANT CERTIFICATE

TASP Waived

## CREDIT HOURS

### FIRST SEMESTER

PTCA 1504	Introduction to Long Term Care	5
PTCA 1405	Body Systems	4

Completion of the nurse aid competency examination will be required before entering the second semester of the program.

### SECOND SEMESTER

PTCA 1606	Patient Care	6
PTCA 1207	Clinical Experience	2

CAPSTONE: Completion of PTCA 1207 clinical checklist and satisfactory completion of skills exam taken from the skills list.

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**TOTAL CREDIT HOURS: 17**

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# Physical Therapist Assistant

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## **Physical Therapist Assistant, Associate of Applied Science**

*The Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association has granted "Candidate for Accreditation" status to the physical therapist assistant education program at South Texas Community College. Candidacy is not accreditation nor does it assure eventual accreditation. Candidate for Accreditation is a status of affiliation which indicates that the program is progressing toward accreditation. Additional information regarding accreditation may be obtained from the Commission on Accreditation in Physical Therapy Education/APTA, 1111 North Fairfax Street, Alexandria, VA 22314-1488, (703) 684-2782.*

Physical Therapist Assistants, PTAs, are skilled health care providers who work under the supervision of a physical therapist. PTAs assist the physical therapist in implementing treatment programs to help restore or improve function, relieve pain, encourage independence, and educate patients and their families. PTAs administer a variety of services such as a therapeutic modalities (for example: heat, cold, ultrasound), wound care, gait training, therapeutic exercise, and training for activities of daily living. Additional responsibilities include reporting on patient responses to the physical therapist, writing progress notes, assisting in testing and evaluations, preparing home programs, transporting patients, and clinic or equipment preparation and maintenance.

Students seeking entry in the two-year Associate of Applied Science Physical Therapist Assistant Program must file a specific program application form and complete additional admission procedures as required. (See application for specific criteria/procedures).

### **Program Admission Requirements**

Admission is limited to a maximum of 14 students and is therefore, very competitive. To be considered for admission to the PTA program, students must meet the following requirements:

1. Complete the general admission requirements of STCC, and all state requirements.
2. Demonstrate evidence of High School graduation or GED Equivalent.
3. Be TASP complete (required prior to taking PTAP 1201).
4. Earn a composite score of 19 or better on the ACT. Scores must be current within the last five years. (Required prior to taking PTAP 1201) No exceptions.

5. Demonstrate a minimum composite G.P.A. of 2.5 for courses applicable to the PTA Program.
6. Present documentation of a minimum of ten (10) hours of volunteer or work experience under the direction of a PT or PTA.
7. Attend an Information and Orientation session or student advisement session with PTA faculty.
8. Complete the following prerequisite courses or equivalent with a grade of "C" or better:
  - BIOL 1408 General Biology I
  - MIPR 1301 Medical Terminology I
  - COSC 1301 Microcomputer Applications
9. Complete the prerequisite PTAP 1201 Profession of Physical Therapy with a grade of "B" or better.
10. Complete a specific program application and additional admission procedures as required.

Additional Support and General Education Requirements (not considered prerequisites) for the PTA Program are:

- BIOL 2401 Anatomy & Physiology I
- BIOL 2402 Anatomy & Physiology II
- ENGL 1301 Composition
- Humanities Elective
- PSYC 2314 Life Span Growth & Development

### **Selection Process**

The PTA Program selection process will be conducted by practicing therapists from area facilities, and the program faculty. Initial selection criteria will utilize a point system in which ranked points are earned by the applicant based on academic scores for degree plan courses and "Experience Form" scores. The top 25-30 applicants will then complete a selection process which includes a written assignment, group activity, and personal interview with a professional committee of therapists and faculty prior to the final selection of students to be admitted every Fall semester.

Applicants with the highest total scores will be admitted to the program. The number of slots may be reduced based on available resources.

Applications will be available to students taking PTAP 1201. The deadline for submission of completed applications is May 19, 2000. Applicants will be notified of their status by July 14, 2000.

### ***Graduation Requirements***

To earn an Associate of Applied Science Degree in Physical Therapist Assistant, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

### **ADVISORY COMMITTEE**

**Kilo Alaniz, PTA**

Knapp Medical Center

**Gloria Garza, PTA, RN**

Donna I.S.D.

**Fortino Gonzalez, PT**

Puig Physical Therapy Services

**Jennifer Griffith, OTR**

Aptus Health Care

**Efrain Guzman, PT**

Valley Baptist Medical Center -

Rehabilitation Services

**Roger W. Long, PT**

Retired, Ex-Officio Member

**Bertha Puig, PT**

Valley Therapeutics and Rehabilitation

**Javier Rocha, PT**

Life Care Hospital

**Sylvia Rodriguez, PTA**

Aptus Health Care

# PHYSICAL THERAPIST ASSISTANT ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

			<u>CREDIT HOURS</u>
<b><i>PREREQUISITE TERM</i></b>			
<u>BIOL</u>	<u>1408</u>	<u>General Biology I</u>	4
MIPR	1301	Medical Terminology I	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
PTAP	1201	Profession of Physical Therapy	2
<b>FIRST YEAR</b>			
<b>First Semester</b>			
BIOL	2401	Anatomy & Physiology I	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
PTAP	1410	Physical Therapy Fundamentals	4
PTAP	1511	Physical Agents	5
<b>Second Semester</b>			
BIOL	2402	Anatomy & Physiology II	4
		<u>Humanities Elective</u>	3
PTAP	1520	Surface & Functional Anatomy	5
PTAP	1321	Clinical Pathology	3
<b>Summer Session I</b>			
PTAP	1330	Practicum I	3
<b>Summer Session II</b>			
<u>PSYC</u>	<u>2314</u>	<u>Life Span Growth and Development</u>	3
PTAP	2451	Therapeutic Exercise	4
<b>SECOND YEAR</b>			
<b>First Semester</b>			
PTAP	2350	Management in Health Care	3
PTAP	1240	Neurophysiology	2
PTAP	2552	Rehab Procedures	5
<b>Second Session</b>			
PTAP	2460	PT Seminar (Capstone)	4
PTAP	2561	Practicum II (Capstone)	5

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**TOTAL CREDIT HOURS: 72**

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# Radiologic Technology

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## **Radiologic Technology, Associate of Applied Science**

*South Texas Community College has received approval from the Texas Higher Education Coordinating Board and submitted accreditation approval to the Joint Review Committee on Education in Radiologic Technology (JRCERT). Once the program has been accredited, graduates will be able to sit for the national certification examination for Radiologic Technology administered by the American Registry of Radiologic Technologists (ARRT). Upon successful completion of this exam, you will be a certified Radiologic Technologist (Radiographer). The State of Texas requires that individuals approved to sit for the national certification examination also apply for state licensure before being allowed to practice in this state.*

This two-year program will prepare students for a career as a Radiologic Technologist (Radiographer). Radiographers assist physicians called Radiologists who specialize in using x-rays and other forms of ionizing radiation to diagnose and treat injury. The radiographer is trained in the use of specialized equipment; radiographic positioning for the diagnosis of broken bones, ulcers, tumors, disease, and malfunction of organs, and the development and critique of radiographs.

### ***Program Admission Requirements***

- Apply for admission to the College.
- Pass all areas of TASP.  
Scores must be within the last three years.
- Achieve a minimum composite score of 19 on the ACT.  
Scores must be within the last two years.
- Maintain a GPA of 2.5 in college courses completed.
- Be within three months of 18 years of age or older (Bureau of Radiologic Health & Safety Regulation).
- Complete a specific program application and additional admission procedures as required.
- All scores for TASP, ACT and college hours **must** be available by the application deadline without exception.

### ***Selection Criteria***

RADT program selection criteria will be based on a point system (number of support courses completed times grade point average of degree plan courses).

### ***Graduation Criteria***

To earn an Associate of Applied Science Degree in Radiologic Technology, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

## **ADVISORY COMMITTEE**

### **Rafael Cesar Acosta, Ph.D.**

Physicist  
McAllen Medical Center Cancer Institute

### **Julio Astacio, M.D.**

Chairman, Department of Radiology  
McAllen Medical Center

### **Mario Gonzalez, M.D.**

Medical Director  
McAllen Medical Center Cancer Institute

### **Joe Martinez, B.S., R.T.(R)**

Director of Imaging  
McAllen Medical Center

### **Tony Romero, M.B.A., R.T.(R)**

Chief Operating Officer  
McAllen Heart Surgery/RGV Cardiac Support Services

### **Rachel Sarabia**

Manager  
Texas Attorney General's Office

### ***NOTE:***

*Pending four additional advisory board members.*

# RADIOLOGIC TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

*NOTE:* Students interested in this program must complete the prerequisite courses prior to applying for admission. Any of the underlined general education courses may be taken prior to the application process; grades made in these courses will be computed in the point system for the student selection process.

### CREDIT HOURS

#### ***PREREQUISITE TERM***

<u>BIOL</u>	<u>1408</u>	<u>General Biology I</u>	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3

#### **FIRST YEAR**

##### **Fall Semester**

<u>BIOL</u>	<u>2401</u>	<u>Anatomy &amp; Physiology I</u>	4
RADT	1310	Orientation to Radiography	3
RADT	1311	Methods of Patient Care/Ethics & Law	3
RADT	1312	Radiographic Positioning I	3
RADT	1213	Practicum I	2

##### **Spring Semester**

<u>BIOL</u>	<u>2402</u>	<u>Anatomy &amp; Physiology II</u>	4
RADT	1420	Radiographic Exposure I	4
RADT	1321	Radiographic Positioning II	3
RADT	1222	Practicum II	2

##### **Summer Session I**

RADT	1330	Radiographic Exposure II/QA	3
RADT	1231	Practicum III	2

#### **SECOND YEAR**

##### **Fall Semester**

RADT	2340	Radiographic Positioning III	3
RADT	2441	Radiographic Physics	4
RADT	2242	Radiation Biology & Protection	2
RADT	2243	Practicum IV	2

##### **Spring Session**

<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
		<u>Humanities Elective</u>	3
RADT	2350	Radiographic Pathology	3
RADT	2251	Practicum V	2

##### **Summer Session II**

RADT	2160	CAPSTONE: RADT Seminar	1
RADT	2161	CAPSTONE: Practicum VI	1

***Humanities Electives:***

PHIL 2306	Ethics	
PHIL 2303	Intro to Logic	
HUMA 1301	Intro. to Humanities	

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**TOTAL CREDIT HOURS: 71**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

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# Vocational Nursing

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## **Vocational Nursing, Certificate**

This intensive one-year program offers classroom instruction and related clinical practice in the four basic areas of nursing care: adults, mothers and newborns, children, and the elderly. Graduates of this program will have a wide array of opportunities for providing nursing care for patients in structured health care settings. Patients cared for by VNs typically are experiencing common, well-defined health problems with predictable outcomes.

Students seeking entry in the Vocational Nursing program must file a specific program application form and complete additional admission procedures as required (see application for specific criteria, courses and procedures).

### ***Program Admission Requirements***

1. Admission to the College.
2. High school graduate or complete GED.
3. Pass college placement tests with minimum scores or completion of developmental classes for course placement as follows:  
Reading = eligibility for Reading 90  
Writing = eligibility for English 91  
Math = eligibility for Math 85  
*NOTE: Passing TASP in all three areas or achieving equivalent scores on SAT or ACT may be substituted.*
4. Completion of specific program application form and additional admission procedures as required. Applications are available from a VN Faculty Advisor. Please call the Nursing and Allied Health office for an appointment with a VN Faculty Advisor.

### ***Selection Process:***

Selection criteria of the vocational nursing program is based on a point system of grade point average, courses completed, work experience, and certification in the health field. Due to the limited number of program slots available, ranking of students with the same scores will be in the following priority:

- First priority: Alternates to previous year's applicant pool.
- Second priority: Date application submitted.
- Third priority: Number of courses completed.

Application must be received by the Office of Admissions and Records by the *first Monday in February* to be considered for the fall class. The vocational nursing program admits one class of students each fall semester.

### ***Graduation Requirements:***

To earn a certificate in Vocational Nursing, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

### ***Licensure of Persons with Criminal Convictions:***

According to the Vocational Nurse Practice Act (Rule 239.12), a person who has been convicted of a felony shall be disqualified from obtaining licensure as a licensed vocational nurse. Students having questions about this rule should see a VN Faculty advisor or the Director for Nursing and Allied Health. All consultations are confidential.

## **ADVISORY COMMITTEE**

### **Maggie Barriero, RN**

Assistant Director of Nursing  
McAllen Medical Center

### **Sally Basurto**

Special Populations Counselor,  
South Texas Community College

### **Dina Garza, LVN**

PTCA Instructor  
South Texas Community College

### **Carl Lueg**

President/Owner  
Twinbrooke South Nursing Home

### **Guadalupe Luna, RN**

Administrator/Owner  
Melody Home Care

### **Betty Martinez, LVN**

Staff Nurse, McAllen Medical Center

### **Kathleen Mowery, RN**

Director of Education  
Mission Hospital

### **Thalia Muñoz, RN**

Administrator  
Starr County Memorial Hospital

# VOCATIONAL NURSING CERTIFICATE

TASP Waived

## CREDIT HOURS

### **FALL SEMESTER**

LVNU 1402	Anatomy and Physiology	4
LVNU 1203	Sciences for VN	2
LVNU 1204	Geriatrics	2
LVNU 1410	Nursing Skills Theory	4
LVNU 1211	Nursing Skills Theory Lab	2
LVNU 1320	Fundamentals of Nursing	3
LVNU 1221	Clinical I	2

### **SPRING SEMESTER**

LVNU 1305	Pharmacology	3
LVNU 1330	Maternal and Newborn	3
LVNU 1131	Clinical II	1
LVNU 1340	Pediatrics	3
LVNU 1141	Clinical III	1
LVNU 1550	Medical/Surgical	5
LVNU 1251	Clinical IV	2

### **SUMMER SESSION**

LVNU 1660	Advanced Medical/Surgery	6
LVNU 1461	Clinical V	4

CAPSTONE: Successfully pass **mock** National Council Licensing Exam-PN

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**TOTAL CREDIT HOURS: 47**

# DIVISION OF SOCIAL AND BEHAVIORAL SCIENCES

<b>Child Care and Development Program</b> .....	<b>153</b>
Child Care and Development .....	Certificate
Specialization: Infant and Toddler	
Specialization: Pre-school	
Child Care and Development .....	Associate of Applied Science
<b>Department of Criminal Justice</b> .....	<b>157</b>
Criminal Justice .....	Associate of Science
<b>Health and Human Services Program</b> .....	<b>158</b>
Health and Human Services .....	Associate of Applied Science
<b>Hospitality and Tourism Program</b> .....	<b>160</b>
Hotel/Motel Operations .....	Certificate
Travel and Tourism .....	Certificate
<b>Social and Behavioral Sciences Program</b> .....	<b>163</b>
Social and Behavioral Sciences .....	Associate of Arts
<b>Physical Education courses</b> .....	<b>164</b>
<b>Women's Studies Program</b> .....	<b>165</b>
Women's Studies .....	Associate of Arts

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# Child Care and Development

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## **Child Care and Development, Associate of Applied Science**

The curriculum leading to the Associate of Applied Science Degree in Child Care and Development is designed to provide instruction and field experience necessary for successful care and guidance of young children from birth to five years of age. Emphasis is placed on the importance and need for early childhood education and quality care of children.

## **ADVISORY COMMITTEE**

**Dana L. Anthony**

Texas Department of Human Services, Edinburg

**Kathy McGee**

Director, Options Day Care, McAllen ISD

**Raquel Oliva**

Director, Avance, McAllen

**Cynthia Peña**

Child Care and Development student, STCC

**Gloria M. Ramos**

Child Care Management Services,  
Texas Migrant Council Inc., McAllen

**Dalinda Rodriguez**

Chair, Early Childhood Education, UT-Pan American

**Veronica Rodriguez**

Coordinator, Child Care Training Program,  
Texas Migrant Council Inc., McAllen

**Sheree Sieg**

Owner/Director, The Children's House, McAllen

**Nora Silva-Muñoz**

Director, Education Services,  
Hidalgo County Head Start

# CHILD CARE AND DEVELOPMENT

## Specialization: Infant and Toddler

### CERTIFICATE

TASP Waived

#### CREDIT HOURS

#### **FIRST SEMESTER**

CDEC 1317	Child Development Associate I	3
CDEC 1166	Field Study I	1
CDEC 1311	Intro to Early Childhood Education	3
CDEC 1318	Nutrition Health & Safety	3

#### **SECOND SEMESTER**

CDEC 1167	CAPSTONE: Field Study II	1
CDEC 1358	Creative Arts for Early Childhood	3
CDEC 2421	The Infant & Toddler	4
CDEC 2326	Administration of Programs for Children I	3

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**TOTAL CREDIT HOURS: 21**

# CHILD CARE AND DEVELOPMENT

## Specialization: Preschool

### CERTIFICATE

TASP Waived

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
CDEC	1317	Child Development Associate I	3
CDEC	1166	Field Study I	1
CDEC	1311	Intro to Early Childhood Education	3
CDEC	1318	Nutrition Health & Safety	3
CDEC	2341	The School-Age Child	3
<b>SECOND SEMESTER</b>			
CDEC	2166	CAPSTONE: Field Study III	1
CDEC	2322	Child Development Associate II	3
CDEC	2326	Administration of Programs for Children I	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3

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**TOTAL CREDIT HOURS: 23**

# CHILD CARE AND DEVELOPMENT

## ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
CDEC	1354	Child Growth and Development	3
CDEC	1311	Intro to Early Childhood Education	3
CDEC	1317	Child Development Associate Training I	3
CDEC	1166	Field Study I**	1
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
<b>SECOND SEMESTER</b>			
CDEC	2421	The Infant and Toddler	4
CDEC	1358	Creative Arts for Early Childhood	3
CDEC	1167	Field Study II**	1
		<u>Humanities Elective</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<b>THIRD SEMESTER</b>			
CDEC	1456	Emergent Literacy for Early Childhood	4
CDEC	2341	The School Age Child	3
CDEC	1318	Nutrition, Health, and Safety	3
CDEC	2322	Child Development Associate Training II	3
CDEC	2166	Field Study III**	1
		<u>Math / Natural Science Elective</u>	3
<b>FOURTH SEMESTER</b>			
CDEC	1303	Family and the Community	3
CDEC	1494	Influences of Culture and Environments	4
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	2326	Administration of Programs for Children I	3
CDEC	2324	Child Development Associate Training III	3
CDEC	2167	CAPSTONE: Field Study IV**	1

\*\* By arrangement, all Field Study will be conducted at a pre-approved site.

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**TOTAL CREDIT HOURS: 64**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

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# Criminal Justice

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## **Criminal Justice, Associate of Science**

The need for college-level training in the field of law enforcement has grown dramatically. Agencies in law enforcement, the judicial process, corrections, probation

and parole programs have recognized the value of college training for their employees. Individuals completing these programs are prepared to enter any public safety agency at the federal, state, and local levels, as well as the private sectors of insurance and security technology.

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## **CRIMINAL JUSTICE ASSOCIATE OF SCIENCE**

TASP Eligible

### **FIELD OF STUDY**

**21 Credits**

CRIJ	1301	Intro. to Criminal Justice
CRIJ	1306	The Courts and Criminal Procedure
CRIJ	1307	Crime in America
CRIJ	1310	Fundamentals of Criminal Law
SOCI	2339	Criminology - Juvenile Delinquency
PSYC	2317	Statistical Methods in Psychology
SOCI	2301	Marriage and the Family

### **STCC CORE CURRICULUM**

**45 Credits**

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on *pages 72-77* in the catalog.

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**FIELD OF STUDY: 21**

**STCC CORE CURRICULUM: 45**

**TOTAL CREDIT HOURS: 66**

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# Health and Human Services

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## **Health and Human Services, Associate of Applied Science**

Health and Human Services is a two-year program of study for individuals who want to work in agencies or organizations which offer social services to individuals, families or special populations. This degree program is also ideal for human service workers who wish to make themselves more proficient in currently held employment. After completion of this degree program, the student will be prepared to work in a variety of public and private social service settings, including programs in schools and hospitals, juvenile detention and residential facilities, crisis centers, information and referral programs, hospices, employee assistance programs, nursing homes, home health agencies and adult day care centers, as well as other organizations and agencies which offer counseling services to children and families, victims of domestic violence, people with disabilities, pregnant teenagers, and many other special populations.

In addition to instruction in the skills needed for human service work, including the interview process, case documentation, and interaction with clients, the program includes courses which examine the historical evolution of social services, the development of social welfare policies and programs, and the dynamics of agencies and organizations through which services are offered. In the last semester of the program, students are required to take a practicum course designed to integrate what the student has learned with actual practice in a social service setting. This degree program also offers two introductory courses in social work and social welfare which may be transferable to an undergraduate social work education program in a four-year institution.

## **ADVISORY COMMITTEE**

### **Mario Garza**

Mission Health Network, Mission

### **Javier Gonzalez**

Texas Department of Human Services, Edinburg

### **Sonia Hernandez K.**

Rio Grande State Center MHMR, Harlingen

### **Miguel Lopez**

Tropical Texas MHMR, Edinburg

### **Patrick Mace**

Department of Social Work, UTPA, Edinburg

### **J.D. Margo**

Laredo State Center MHMR, Rio Grande City

### **Francisco Martinez**

Texas Rehabilitation Commission, McAllen

### **Eddie Olivarez**

R.G.V. Council on Alcohol and Drug Abuse, Edinburg

### **Blas Ortiz, Jr.**

Rio Grande State Center MHMR, Harlingen

### **Deborah A. Paganelli**

Easter Seal Society of RGV, McAllen

### **Missy Ramirez**

Charter Palms, McAllen

### **San Juanita Riojas**

Texas Workforce Commission, McAllen

### **Tom Shefcik**

College of Health Sciences and Human Services,

UT-Pan American Rehabilitative Services, Edinburg

### **Sharon Wilkes**

McAllen Independent School District,

Coordinator of Student Assistance,

# HEALTH AND HUMAN SERVICES

## ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
		Math Elective	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>BIOL</u>	<u>1408</u>	<u>General Biology I</u>	4
<u>HHSA</u>	<u>1301</u>	Introduction to Health and Human Services	3
 <b>SECOND SEMESTER</b>			
<u>ENGL</u>	<u>1302</u>	Rhetoric or IMGT 1321	3
<u>SOCI</u>	<u>1301</u>	Introduction to Sociology	3
<u>SOCW</u>	<u>2361</u>	Introduction to Social Work	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
<u>SPCH</u>	<u>1311</u>	<u>Intro. to Speech Communication</u>	3
<u>HHSA</u>	<u>1305</u>	Organized Community Services	3
 <b>THIRD SEMESTER</b>			
<u>BIOL</u>	<u>2401</u>	Anatomy & Physiology I	4
<u>SOCW</u>	<u>2362</u>	Social Welfare as a Social Institution	3
<u>HHSA</u>	<u>2301</u>	Client Relating	3
<u>HHSA</u>	<u>2302</u>	Policies and Procedures	3
<u>HHSA</u>	<u>2303</u>	Case Documentation	3
 <b>FOURTH SEMESTER</b>			
<u>BIOL</u>	<u>2402</u>	Anatomy & Physiology II	4
<u>PSYC</u>	<u>2314</u>	Life Span Growth and Development	3
<u>SPCH</u>	<u>1318</u>	Interpersonal Communication	3
<u>HHSA</u>	<u>2304</u>	Organizational Workplace	3
<u>HHSA</u>	<u>2305</u>	CAPSTONE: Field Experience	3

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**TOTAL CREDIT HOURS: 66**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

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# Hospitality and Tourism

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## **Hotel/Motel Operations, Certificate**

The Hotel Front Desk Operations Certificate trains students for entry-level positions in the lodging sector, including hotels, motels, and resorts. In addition to their STCC Certificate, students will have the opportunity to take external examinations and earn an internationally recognized Rooms Division Management certificate from the Educational Institute of the American Hotel Motel Association.

## **Travel and Tourism, Certificate**

The Travel and Tourism Certificate prepares students for entry-level positions with travel industry entities such as retail travel agencies; corporate travel departments; tour operations; airlines; cruise lines; auto rental agencies; and tourist information bureaus. In addition to their STCC Certificate, students will have the opportunity to take external examinations for an Institute of Certified Travel Agents certificate.

## **ADVISORY COMMITTEE**

### **Joe Aleman III**

Owner, Aleman Auto Rental Inc.

### **Joe Colunga**

General Manager, Embassy Suites, McAllen

### **Rachel Davis**

Manager, American Airlines

### **Mike Ferniuk**

Golf Professional, Seven Oaks Country Club and Resorts

### **Francisco Marin**

Director, Pharr Parks and Recreation

### **Nancy Millar**

Director, McAllen Convention and Visitors' Bureau

### **Dee Montalvo**

Owner, Cruises by Dee

### **David Schmitz**

Superintendent, City of McAllen Park and Recreation

### **Jim Stiles**

Owner, Microtel Inn

### **Noe Tamez**

Manager, Travel Experts

# HOTEL/MOTEL OPERATIONS CERTIFICATE

TASP Waived

## CREDIT HOURS

### **FIRST SEMESTER**

IMGT 1312	Introduction to Computer Applications or COSC 1301	3
TRVM 1300	Introduction to Travel & Tourism	3
HAMG 1313	Front Office Procedures	3
HAMG 1342	Guest Room Maintenance	3

### **SECOND SEMESTER**

SPCH 1311	Introduction to Speech Communication or SPCH 1321	3
TRVM 1371	Travel Tourism Destinations - Valley	3
TRVM 1345	Travel & Tourism Sales & Marketing Techniques	3
HAMG 1324	Hospitality Human Resources Management	3
HAMG 1166	CAPSTONE: Hospitality, Administration and Management Practicum	1

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**TOTAL CREDIT HOURS: 25**

# TRAVEL AND TOURISM CERTIFICATE

TASP Waived

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
IMGT	1312	Introduction to Computer Applications or COSC 1301	3
TRVM	1300	Introduction to Travel & Tourism	3
TRVM	1308	Travel Destinations I — Western Hemisphere	3
TRVM	1349	Travel Operations I	3
TRVM	1323	Group Tour Operations	3
HAMG	1313	Front Office Procedures	3
<b>SECOND SEMESTER</b>			
SPCH	1311	Introduction to Speech Communication or SPCH 1321	3
TRVM	1327	Hospitality & Special Events	3
TRVM	1371	Travel Tourism Destinations - Valley	3
TRVM	1345	Travel & Tourism Sales & Marketing Techniques	3
TRVM	2437	Travel Industry Operations II	4
TRVM	1166	CAPSTONE: Travel & Tourism Practicum	1

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**TOTAL CREDIT HOURS: 35**

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# Social and Behavioral Sciences

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## Social and Behavioral Sciences, Associate of Arts

The Social and Behavioral Sciences are concerned with the development and activity of humanity - both individual and collective. Disciplines such as psychology, sociology, anthropology and political science (government) are included in the broad area of the social sciences.

The Associate of Arts in the Social and Behavioral Sciences is an excellent transfer program since it parallels the first two years of most four year social science degrees. Most graduates are able to transfer with full credit and complete their Bachelors Degree with only two years of additional study. Many social science majors pursue graduate work in psychology, sociology, human services and other social science programs.

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## SOCIAL AND BEHAVIORAL SCIENCES ASSOCIATE OF ARTS

TASP Eligible

### FIELD OF STUDY

15 Credits

#### 6 Credits

SOCI 1301 Introduction to Sociology

(If this course is chosen to fulfill a Core Curriculum requirement, any other SOCI course may be chosen.)

PSYC 2301 General Psychology

(If this course is chosen to fulfill a Core Curriculum requirement, any other PSYC course may be chosen.)

#### 3 Credits

Choose another course from the Division of Social and Behavioral Sciences that does not duplicate a course taken to fulfill a Core Curriculum requirement including: ANTH, CRIJ, GEOG, GOVT, PSYC, SOCW, SOCI.

#### 3 Credits

Choose any 3 credit hours in Physical Education or Kinesiology including:  
PHED or KINE.

#### 3 Credits

Choose one course from the following list not previously taken for credit towards the Core Curriculum or the field of study:

PSYC 2340	Current Issues in Psychology	ANTH 2301	Physical Anthropology (Human Evolution)
GOVT 2389	Academic Cooperative in Social Science	ANTH 2351	Cultural Anthropology
SOCI 2399	Current Issues in Sociology	SOCW 2361	Introduction to Social Work
CRIJ 1301	Introduction to Criminal Justice	SOCW 2362	Social Welfare as a Social Institution

### STCC CORE CURRICULUM

45 Credits

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on pages 72-77 in the catalog.

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**FIELD OF STUDY: 15**

**STCC CORE CURRICULUM: 45**

**TOTAL CREDIT HOURS: 60**

# Physical Education

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.

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.

Majors in the Associate of Arts - Social and Behavioral Sciences are required to take 3 credits in PHED or KINE.

Majors in the Associate of Arts - Teacher Preparation program are required to take 4 credits in PHED or KINE. Transfer students will find that most four-year degrees require 4 credits of PHED or KINE.

The student with a physical disability who wishes to have the physical education requirement waived must arrange for an interview with the Physical Education Program Chair. Many students with a disability participate in physical education. The Physical Education Department Facilitator can arrange for an adapted program or advise the student on KINE courses.

KINE (Kinesiology) courses are lecture courses dealing with wellness and fitness. KINE courses may be substituted for PHED.

**NOTE:**

- Physical Education Special Activity Fee approved for the 1999-2000 calendar is \$40.00 per course.
- PHED 1173 (Golf) has a \$75.00 course fee.
- PHED 1175 (Bowling) has a \$75.00 course fee.

**Physical Education College Transferable Classes:**

PHED	1101	AEROBICS/IND. FITNESS
PHED	1102	INDIVIDUAL FITNESS/WEIGHT CONDITIONING
PHED	1104	AEROBICS/CONDITIONING
PHED	1120	JAZZ DANCE
PHED	1126	BEGINNING FITNESS AND WALKING
PHED	1130	WATER FITNESS
PHED	1131	BEGINNING SWIMMING
PHED	1142	KARATE
PHED	1144	TAI CHI CHUAN
PHED	1146	KUNG FU
PHED	1160	WEIGHT TRAINING
PHED	1170	TENNIS
PHED	1173	GOLF
PHED	1175	BOWLING
PHED	1180	VOLLEYBALL
PHED	1181	BASKETBALL
PHED	1182	FLAG FOOTBALL
PHED	1183	SOFTBALL
PHED	1185	SOCCER
PHED	1187	BADMINTON
PHED	2103	INTERMEDIATE AEROBICS
PHED	2132	SWIM CONDITIONING
PHED	2133	LIFEGUARD TRAINING
PHED	2134	SWIMMING INSTRUCTOR TRAINING
PHED	2142	INTERMEDIATE KARATE
PHED	2170	INTERMEDIATE TENNIS
PHED	2173	INTERMEDIATE GOLF
PHED	2180	INTERMEDIATE VOLLEYBALL
PHED	2181	INTERMEDIATE BASKETBALL
KINE	1238	CONCEPTS OF PHYSICAL FITNESS
KINE	1301	INTRODUCTION TO KINESIOLOGY
KINE	1304	PERSONAL HEALTH
KINE	1305	COMMUNITY HEALTH
KINE	1321	TECHNIQUES OF COACHING SPORTS I
KINE	1322	TECHNIQUES OF COACHING SPORTS II
KINE	1331	KINESIOLOGY FOR ELEMENTARY SCHOOL
KINE	1336	INTRODUCTION TO RECREATION
KINE	1346	DRUG USE AND BEHAVIOR

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# Women's Studies

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## **Women's Studies, Associate of Arts**

Students who obtain a degree in this area will have the opportunity of taking transferable courses in government, psychology, and sociology. A total of 18 Field of Study credit hours is required for this degree. This series of courses is designed to equip the student with a broad based understanding of the social, political, cultural, and economic realities that confront contemporary women.

Issues in this degree program focus on the emerging role of women, not only in the Rio Grande Valley, but throughout the United States and adjoining cultures.

In addition to the Field of Study, students who pursue this degree will complete 45 credit hours of core curriculum requirements. This makes for an excellent platform of transferable courses. By carefully selecting courses, a student can complete a subsequent baccalaureate degree with two additional years of college/university course work.

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## **WOMEN'S STUDIES ASSOCIATE OF ARTS**

TASP Eligible

### **FIELD OF STUDY**

**18 Credits**

SOCI	2399	Current Issues in Sociology
SOCI	2301	Marriage & the Family
PSYC	2319	Social Psychology
PSYC	2306	Human Sexuality
GOVT	2389	Academic Cooperative in Social Sciences
PSYC	2307	Adolescent Psychology
SOCI	1306	Contemporary Social Problems

### **STCC CORE CURRICULUM**

**45 Credits**

In addition to the Field of Study, the student is required to take 45 hours from the STCC Core Curriculum listed on pages 72-77 in the catalog.

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**FIELD OF STUDY: 18**

**STCC CORE CURRICULUM: 45**

**TOTAL CREDIT HOURS: 63**

# DIVISION OF TECHNOLOGY

<b>Automotive Technology Program .....</b>	<b>167</b>
Automotive Technology .....	Certificate
Automotive Technology .....	Associate of Applied Science
<b>Computer Aided Drafting and Design Program.....</b>	<b>170</b>
Computer Aided Drafting and Design.....	Certificate
<b>Electronic Equipment and Computer Maintenance Technology Program .....</b>	<b>172</b>
Electronic Equipment and Computer Maintenance Technology .....	Certificate
Specialization: Communication Servicing Technology .....	Certificate
Specialization: Computer Maintenance Technology .....	Certificate
Specialization: Electronic Servicing Technology .....	Certificate
Specialization: Wave Solder Operator .....	Certificate
Electronic Equipment and Computer Maintenance Technology .....	Associate of Applied Science
Specialization: Biomedical Equipment Technology.....	Associate of Applied Science
Specialization: Communication Servicing Technology .....	Associate of Applied Science
Specialization: Computer Maintenance Technology .....	Associate of Applied Science
Specialization: Electronic Servicing Technology .....	Associate of Applied Science
Specialization: Semiconductor Manufacturing Technology .....	Associate of Applied Science
<b>Heating, Ventilation and Air Conditioning Technology Program.....</b>	<b>184</b>
Heating, Ventilation and Air Conditioning Technology .....	Certificate
Heating, Ventilation and Air Conditioning Technology .....	Associate of Applied Science
<b>Heavy Equipment and Transportation Technology Program .....</b>	<b>187</b>
Heavy Equipment and Transportation Technology .....	Certificate
Heavy Equipment and Transportation Technology .....	Associate of Applied Science
<b>Manufacturing Technology Program .....</b>	<b>190</b>
Industrial Systems Maintenance Technology .....	Certificate
Precision Manufacturing Technology .....	Certificate
Precision Manufacturing Technology .....	Associate of Applied Science
Precision Manufacturing Technology .....	Tech Prep Enhanced Skills Certificate

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# Automotive Technology

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## **Automotive Technology, Certificate and Associate of Applied Science**

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

## **ADVISORY COMMITTEE**

**Xavier Contreras**  
Service Manager, Burns Motors

**Rick Dube**  
Owner, Dube Auto Parts & Service, McAllen

**Larry Emanuel**  
Shop Foreman, Boggus Ford

**Michael Fox**  
Service Manager, Frank Smith Toyota, McAllen

**Armando Garza**  
Automotive Instructor, La Joya High School, La Joya

**Trinidad Garza**  
Owner, Auto Center of McAllen

**Joe Ochoa**  
Service Manager, Charles Clark Chevrolet, McAllen

**Bill Seawell**  
Equipment Specialist, Snap-On

**Carl Wiesehan**  
Equipment Specialist, Hunter

# AUTOMOTIVE TECHNOLOGY CERTIFICATE

TASP Waived

		<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>		
AUMT 1419	Automotive Engine Repair	4
AUMT 2437	Automotive Electronics	4
AUMT 1345	Automotive Heating & Air Conditioning	3
MATH 105	Technical Math	3
<b>SECOND SEMESTER</b>		
AUMT 2313	Manual Drive Train & Axles	3
AUMT 2425	Automatic Transmission & Transaxle	4
AUMT 1407	Automotive Electrical Systems	4
AUMT 2417	Engine Performance Analysis I	4
<b>THIRD SEMESTER</b>		
AUMT 1410	Automotive Brake Systems	4
AUMT 1416	Suspension & Steering	4
AUMT 2434	Engine Performance Analysis II	4

CAPSTONE: Pass two (2) of the eight (8) National Institute Service Excellence Exams for Automotive

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**TOTAL CREDIT HOURS: 41**

# AUTOMOTIVE TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

### CREDIT HOURS

#### FIRST SEMESTER

AUMT	1419	Automotive Engine Repair	4
AUMT	2437	Automotive Electronics	4
AUMT	1345	Automotive Heating & Air Conditioning	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

#### SECOND SEMESTER

AUMT	2313	Manual Drive Train & Axles	3
AUMT	2425	Automatic Transmission & Transaxle	4
AUMT	1407	Automotive Electrical Systems	4
AUMT	2417	Engine Performance Analysis I	4
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3

#### THIRD SEMESTER

AUMT	1410	Automotive Brake Systems	4
AUMT	1416	Suspension & Steering	4
AUMT	2434	Engine Performance Analysis II	4
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
		<u>Humanities Elective</u>	3

#### FOURTH SEMESTER

CSIR	1355	Industry Certifications	3
AUMT	2301	Automotive Management	3
AUMT	2421	Automotive Electrical Lighting & Accessories	4
<u>PHYS</u>	<u>1415</u>	<u>Physical Science I</u>	4
AUMT	1266	CAPSTONE: Practicum I	2

CAPSTONE: Pass three (3) of the eight (8) National Institute Service Excellence Exams for Automotive

**TOTAL CREDIT HOURS: 70**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

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# Computer Aided Drafting and Design

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## **Computer Aided Drafting and Design, Certificate**

The Computer Aided Drafting & Design program will prepare students for drafting careers in the areas of architecture and civil engineering. A student graduating with the Certificate will be prepared to fill positions as drafting or CAD technicians. The graduates will serve as members of an architectural or engineering team who can apply CAD operations, drafting standards, technical information and creativity to complete a set of working drawings.

Instruction will concentrate on the layout and design of residential and commercial facilities, knowledge of construction materials and specifications, structural detailing, topographical drafting, and CAD fundamentals. Prior to completion of the Certificate program, the student will complete an external field experience in which the competencies of the field are to be demonstrated.

Completion of the CAD Certificate will prepare you for employment in architectural or civil engineering firms, and other construction related areas.

## **ADVISORY COMMITTEE**

### **Jesus Bustos, AIA**

IDEA Group, McAllen

### **Tomas R. Canul, Intern Architect**

V.A. Architecture, McAllen

### **Robert Escobar, AIA**

Mata-Villarreal Architects, McAllen

### **Lionel A. Frederick, Intern Architect**

McAllen, I.S.D.

### **Roberto Treviño, Intern Architect**

Rike, Ogden, Figueroa, Dickson Wells Architects  
PLLC, McAllen

# COMPUTER AIDED DRAFTING AND DESIGN CERTIFICATE

TASP Waived

## CREDIT HOURS

### **FIRST SEMESTER**

ENGL	1312	Business Writing	3
MATH	105	Technical Mathematics	3
COSC	1301	Microcomputer Applications	3
DFTG	1305	Technical Drafting	3
DFTG	1309	Basic Computer Aided - Drafting	3

### **SECOND SEMESTER**

DFTG	1354	Architectural Drafting - Commercial	3
DFTG	1317	Architectural Drafting - Residential	3
DFTG	1356	Descriptive Geometry	3
DFTG	1352	Intermediate Computer - Aided Drafting	3

### **SUMMER SESSION**

DFTG	1380	Cooperative Education	3
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### **THIRD SEMESTER**

DFTG	1348	Topographical Drafting	3
DFTG	2352	Mechanical and Electrical Systems	3
		* Program Elective	3
DFTG	2332	Advanced Computer - Aided Drafting	3

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## **TOTAL CREDIT HOURS: 42**

### **\*DFTG Program Electives:**

DFTG	1391	Construction Materials & Specifications	3
DFTG	2340	Solid Modeling / Design	3
DFTG	1321	Architectural Illustration	3
DFTG	2310	Structural Drafting	3

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# Electronic Equipment and Computer Maintenance Technology

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## **Electronic Equipment and Computer Maintenance Technology,**

### **Certificate and Associate of Applied Science**

The Electronic Equipment & Computer Maintenance Technology program covers a wide range of subjects from basic to advanced electronics, to computer software and hardware operations. The classes are based on lecture and laboratory work, giving each student "hands-on" experience in practical electronic circuits and the use of different types of electronic test equipment. Graduates of the Electronic Equipment and Computer Maintenance Technology programs may be placed in jobs such as electronic bench technicians with companies such as electronics service centers, telecommunication companies, cable/satellite companies, office equipment, security companies, computer servicing companies, manufacturing companies and biomedical equipment companies.

This program offers an Associate of Applied Science with specializations in the following areas:

- Communication Servicing Technology
- Computer Maintenance Technology
- Electronic Equipment and Computer Maintenance Technology
- Electronic Servicing Technology
- Biomedical Equipment Technology
- Semiconductor Technology

This program offers Certificates with specializations in the following areas:

- Communication Servicing Technology
- Computer Maintenance Technology
- Electronic Equipment and Computer Maintenance Technology
- Electronic Servicing Technology
- Wave Solder Operator

## **ADVISORY COMMITTEE**

### **Marvin Anderson**

Owner, Electronic Clinic, Pharr

### **Rudy Cerda**

Rudy's TV/VCR Servicing, McAllen

### **Victor Deleon**

Intellical Man., Inc.

### **Gus Garza**

Assistant Service Manager, Hermes Music, McAllen

### **Juan Lopez**

Electronics Technician, Sprint Communications  
McAllen

### **Rosie Mendiola**

McAllen Medical Center, McAllen

### **Javier Salinas**

IKON Office Supplies, Inc., McAllen

### **Deval Shah**

Computer Department,  
McAllen Medical Center, McAllen

### **Reyes Valdez**

Technician, Century Cellunet, McAllen

### **Mark Villarreal**

Call Me Communication, McAllen

### **Richard Walters**

Computer Maintenance Services, McAllen

# ELECTRONIC EQUIPMENT AND COMPUTER MAINTENANCE TECHNOLOGY CERTIFICATE

TASP Waived

## CREDIT HOURS

### FIRST SEMESTER

BIOM	1305	Soldering Skills & Shop Safety	3
INTC	1307	Electronic Test Equipment	3
CETT	1349	Digital Systems	3
CETT	1403	DC Circuits	4
MATH	105	Technical Math	3

### SECOND SEMESTER

CPMT	1303	Intro. to Computer Technology	3
CETT	1341	Solid State Circuits	3
LOTT	1301	Intro. to Fiber Optics	3
CETT	1405	AC Circuits	4

### THIRD SEMESTER

CETT	1353	Basic TV/CRT Systems	3
CPMT	1445	Comp. Systems Maintenance	4
ELMT	2335	Certified Elect. Technician Training	3
CETT	2339	Amplifier Analysis	3

CAPSTONE: CET - Certified Electronic Technician Associate Level Exam

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**TOTAL CREDIT HOURS: 42**

**ELECTRONIC EQUIPMENT AND  
COMPUTER MAINTENANCE TECHNOLOGY**  
**Specialization: Communication Servicing Technology**  
**CERTIFICATE**

TASP Waived

**CREDIT HOURS**

**FIRST SEMESTER**

BIOM	1305	Soldering Skills & Shop Safety	3
INCT	1307	Electronic Test Equipment	3
CETT	1349	Digital Systems	3
CETT	1403	DC Circuits	4
MATH	105	Technical Math	3

**SECOND SEMESTER**

CPMT	1303	Intro. to Computer Technology	3
CETT	1341	Solid State Circuits	3
LOTT	1301	Intro. to Fiber Optics	3
CETT	1405	AC Circuits	4

**THIRD SEMESTER**

CSIR	1344	General Comm. Circuits I	3
CSIR	2234	Pager Testing Procedures	2
CETT	1357	Linear Integrated Circuits	3
CETT	2339	Amplifier Analysis	3

CAPSTONE: CET Certified Electronic Technician Associate Level Exam

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**TOTAL CREDIT HOURS: 40**

# **ELECTRONIC EQUIPMENT AND COMPUTER MAINTENANCE TECHNOLOGY**

## **Specialization: Computer Maintenance Technology CERTIFICATE**

TASP Waived

### CREDIT HOURS

#### **FIRST SEMESTER**

BIOM	1305	Soldering Skills & Shop Safety	3
INTC	1307	Electronic Test Equipment	3
CETT	1349	Digital Systems	3
CETT	1403	DC Circuits	4
MATH	105	Technical Math	3

#### **SECOND SEMESTER**

CPMT	1303	Introduction to Computer Technology	3
CETT	1341	Solid State Circuits	3
LOTT	1301	Introduction to Fiber Optics	3
CETT	1405	AC Circuits	4

#### **THIRD SEMESTER**

CPMT	1445	Computer Systems Maintenance	4
CPMT	1349	Computer Networking Technology	3
CPMT	1347	Computer System Peripherals	3
ELMT	2335	Certified Electronics Technician Training	3

CAPSTONE: CET Certified Electronic Technician Associate Level Exam

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**TOTAL CREDIT HOURS: 42**

# ELECTRONIC EQUIPMENT AND COMPUTER MAINTENANCE TECHNOLOGY

## Specialization: Electronic Servicing Technology CERTIFICATE

TASP Waived

### CREDIT HOURS

#### FIRST SEMESTER

BIOM	1305	Soldering Skills & Shop Safety	3
INTC	1307	Electronic Test Equipment	3
CETT	1349	Digital Systems	3
CETT	1403	DC Circuits	4
MATH	105	Technical Math	3

#### SECOND SEMESTER

LOTT	1301	Introduction to Fiber Optics	3
CPMT	1303	Introduction to Computer Technology	3
CETT	1341	Solid State Circuits	3
CETT	1405	AC Circuits	4

#### THIRD SEMESTER

RBTC	1347	Electro-Mechanical Devices	3
CETT	1353	Basic TV/CRT Systems	3
CETT	1357	Linear Integrated Circuits	3
CETT	2339	Amplifier Analysis	3

CAPSTONE: CET - Certified Electronic Technician Associate Level Exam

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**TOTAL CREDIT HOURS: 41**

**ELECTRONIC EQUIPMENT AND  
COMPUTER MAINTENANCE TECHNOLOGY**  
Specialization: Wave Solder Operator  
**CERTIFICATE**

TASP Waived

**CREDIT HOURS**

**FIRST SEMESTER**

BIOM	1305	Soldering Skills & Shop Safety	3
CPMT	1307	Electronic & Computer Skills	3
INTC	1307	Electronic Test Equipment	3
CETT	1321	Electronic Fabrication	3
MATH	105	Technical Math	3

CAPSTONE: Wave Solder Skills Exit Exam

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**TOTAL CREDIT HOURS: 15**

# ELECTRONIC EQUIPMENT AND COMPUTER MAINTENANCE TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
BIOM	1305	Soldering Skills & Shop Safety	3
INTC	1307	Electronic Test Equipment	3
CETT	1349	Digital Systems	3
CETT	1403	DC Circuits	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
<b>SECOND SEMESTER</b>			
CPMT	1303	Intro to Computer Technology	3
CETT	1341	Solid State Circuits	3
LOTT	1301	Intro. to Fiber Optics	3
CETT	1405	AC Circuits	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<b>THIRD SEMESTER</b>			
CETT	1353	Basic TV/CRT Systems	3
CPMT	1445	Comp. Systems Maintenance	4
ELMT	2335	Certified Elect. Technician Training	3
CETT	2339	Amplifier Analysis	3
		<u>Social/Behavioral Science Elective</u>	3
		<u>Humanities Elective</u>	3
<b>FOURTH SEMESTER</b>			
EECT	2439	Communications Circuits	4
ELMT	2337	Elect. Troubleshooting, S & R	3
CPMT	2433	Computer Integration	4
INTC	1357	AC/DC Motor Control	3
<u>PHYS</u>	<u>1415</u>	<u>Physical Science I</u>	4

CAPSTONE: CET Certified Electronic Technician Associate Level Exam

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**TOTAL CREDIT HOURS: 70**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

# ELECTRONIC EQUIPMENT AND COMPUTER MAINTENANCE TECHNOLOGY

## Specialization: Biomedical Equipment Technology

### ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

#### CREDIT HOURS

#### FIRST SEMESTER

BIOM	1305	Soldering Skills & Shop Safety	3
INTC	1307	Electronic Test Equipment	3
CETT	1349	Digital Systems	3
CETT	1403	DC Circuits	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4

#### SECOND SEMESTER

CPMT	1303	Introduction to Computer Technology	3
CETT	1341	Solid State Circuits	3
LOTT	1301	Introduction to Fiber Optics	3
CETT	1405	AC Circuits	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

#### THIRD SEMESTER

CETT	2339	Amplifier Analysis	3
BIOM	1309	Applied Biomedical Equipment Technology	3
BIOM	2341	General Medical Equipment I	3
<u>BIOL</u>	<u>1408</u>	<u>General Biology I</u>	4
<u>PSYC</u>	<u>2301</u>	<u>General Psychology or SOCI 1301</u>	3

#### FOURTH SEMESTER

BIOM	2343	General Medical Equipment II	3
BIOM	2335	Physiological Instruments I	3
BIOM	2349	Basic X-Rays & Medical Imaging Systems	3
<u>BIOL</u>	<u>2401</u>	<u>Anatomy &amp; Physiology I</u>	4
		<u>Humanities Elective</u>	3
BIOM	2388	Internship - Biomedical Engineering	3

CAPSTONE: CET Certified Electronic Technician Associate Level Exam

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**TOTAL CREDIT HOURS: 68**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

**ELECTRONIC EQUIPMENT AND  
COMPUTER MAINTENANCE TECHNOLOGY**  
Specialization: Communication Servicing Technology  
**ASSOCIATE OF APPLIED SCIENCE**

TASP Eligible

**CREDIT HOURS**

**FIRST SEMESTER**

BIOM	1305	Soldering Skills & Shop Safety	3
INTC	1307	Electronic Test Equipment	3
CETT	1349	Digital Systems	3
CETT	1403	DC Circuits	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4

**SECOND SEMESTER**

CPMT	1303	Intro. to Computer Technology	3
CETT	1341	Solid State Circuits	3
LOTT	1301	Intro. to Fiber Optics	3
CETT	1405	AC Circuits	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

**THIRD SEMESTER**

CSIR	1344	General Communication Circuits I	3
CSIR	2234	Pager Testing Procedures	2
CETT	1357	Linear Integrated Circuits	3
CETT	2339	Amplifier Analysis	3
		<u>Social/Behavioral Sciences Elective</u>	3

**FOURTH SEMESTER**

CSIR	1347	General Communication Circuits II	3
CSIR	1359	Digital Data Communication	3
EECT	2439	Communications Circuits	4
<u>PHYS</u>	<u>1415</u>	<u>Physical Science I</u>	4
		<u>Humanities Elective</u>	3

CAPSTONE: CET Certified Electronic Technician Associate Level Exam

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**TOTAL CREDIT HOURS: 64**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

# ELECTRONIC EQUIPMENT AND COMPUTER MAINTENANCE TECHNOLOGY

## Specialization: Computer Maintenance Technology

### ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

#### CREDIT HOURS

#### FIRST SEMESTER

BIOM	1305	Soldering Skills & Shop Safety	3
INTC	1307	Electronic Test Equipment	3
CETT	1349	Digital Systems	3
CETT	1403	DC Circuits	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4

#### SECOND SEMESTER

CPMT	1303	Introduction to Computer Technology	3
CETT	1341	Solid State Circuits	3
LOTT	1301	Introduction to Fiber Optics	3
CETT	1405	AC Circuits	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

#### THIRD SEMESTER

CPMT	1445	Computer Systems Maintenance	4
CPMT	1349	Computer Networking Technology	3
CPMT	1347	Computer System Peripherals	3
ELMT	2335	Certified Electronics Technician Training	3
		<u>Social/Behavioral Sciences Elective</u>	3
		<u>Humanities Elective</u>	3

#### FOURTH SEMESTER

CPMT	2349	Advanced Computer Networking Technology	3
CPMT	2345	Computer System Troubleshooting	3
CPMT	2433	Computer Integration	4
CETT	1280	CO-OP — Computer Maintenance Technology	2
<u>PHYS</u>	<u>1415</u>	<u>Physical Science I</u>	4

CAPSTONE: CET Certified Electronic Technician Associate Level Exam

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**TOTAL CREDIT HOURS: 68**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

# ELECTRONIC EQUIPMENT AND COMPUTER MAINTENANCE TECHNOLOGY

## Specialization: Electronic Servicing Technology

### ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

#### CREDIT HOURS

#### FIRST SEMESTER

BIOM	1305	Soldering Skills & Shop Safety	3
INTC	1307	Electronic Test Equipment	3
CETT	1349	Digital Systems	3
CETT	1403	DC Circuits	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4

#### SECOND SEMESTER

LOTT	1301	Introduction to Fiber Optics	3
CPMT	1303	Introduction to Computer Technology	3
CETT	1341	Solid State Circuits	3
CETT	1405	AC Circuits	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

#### THIRD SEMESTER

RBTC	1347	Electro-Mechanical Devices	3
CETT	1353	Basic TV/CRT Systems	3
CETT	1357	Linear Integrated Circuits	3
CETT	2339	Amplifier Analysis	3
<u>PHYS</u>	<u>1415</u>	<u>Physical Science I</u>	4

#### FOURTH SEMESTER

ELMT	2337	Electronic Troubleshooting, Service & Repair	3
INTC	1357	AC/DC Motor Control	3
RBTC	2331	Rotary Devices	3
		<u>Social/Behavioral Science Elective</u>	3
		<u>Humanities Elective</u>	3

CAPSTONE: CET - Certified Electronic Technician Associate Level Exam

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**TOTAL CREDIT HOURS: 64**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

# ELECTRONIC EQUIPMENT AND COMPUTER MAINTENANCE TECHNOLOGY

**Specialization: Semiconductor Manufacturing Technology**  
**ASSOCIATE OF APPLIED SCIENCE**

TASP Eligible

## CREDIT HOURS

### FIRST SEMESTER

BIOM	1305	Soldering Skills & Shop Safety	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
CETT	1349	Digital Systems	3
CETT	1403	DC Circuits	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4

### SECOND SEMESTER

DEMR	1416	Basic Hydraulics	4
CETT	1341	Solid State Circuits	3
<u>CHEM</u>	<u>1411</u>	<u>General Chemistry I</u>	4
CETT	1405	AC Circuits	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

### THIRD SEMESTER

CETT	2339	Amplifier Analysis	3
QCTC	1303	Quality Control	3
RBTC	1347	Electro-Mechanical Devices	3
SMFT	1343	Semiconductor Manufacturing Technology I	3
<u>CHEM</u>	<u>1412</u>	<u>General Chemistry II</u>	4
		<u>Humanities Elective</u>	3

### FOURTH SEMESTER

		<u>Social/Behavioral Science Elective</u>	3
SMFT	2343	Semiconductor Manufacturing Technology II	3
SMFT	2231	RF Power Systems	2
SMFT	2335	Vacuum Technology	3
INMT	2380	CAPSTONE: Cooperative Education	3

CAPSTONE: CET Certified Electronic Technician Associate Level Exam

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**TOTAL CREDIT HOURS: 68**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

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# Heating, Ventilation and Air Conditioning Technology

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## Heating, Ventilation and Air Conditioning Technology, Certificate and Associate of Applied Science

In the past fifty years, the Heating, Ventilation and Air Conditioning (HVAC) field has experienced massive technological changes. It has gone from the era of the iceman to that of the educated and highly trained technician.

Heating, Ventilation, Air Conditioning and Refrigeration technicians are primarily trained in the service, repair, maintenance and installation of heating, cooling and refrigeration equipment including residential, commercial and industrial systems. Career preparation requires extensive educational training in refrigeration systems, electrical-electronic controls, pneumatic controls, cooling/heating systems, duct design, fabrication and residential/commercial heat gained/loss calculations.

Some of the opportunities for employment in refrigeration and air conditioning include: Engineers, technicians, test technicians, sales engineers, application engineers, installers, testers, maintenance technicians, service persons, repair specialists, wholesalers, operating engineers and sheet metal experts.

## ADVISORY COMMITTEE

**Conrado Alvarez Jr.** - *President*  
Insko Distributing, Inc., McAllen

**Rolando A. Ayala** - *Vice President*  
TexAir Company, Inc., McAllen

**George Castañeda** - *Secretary*  
McAllen Sheet Metal, McAllen

**Rodolfo Cantu** - *Member*  
Johnson Supply Co., Inc., McAllen

**Mark Chapa** - *Member*  
Pameco Company, Inc., McAllen

**Rene Garza** - *Member*  
All American Heating and Cooling, Mission

# HEATING, VENTILATION AND AIR CONDITIONING TECHNOLOGY CERTIFICATE

TASP Waived

## CREDIT HOURS

### **FIRST SEMESTER**

HART 1407	Refrigeration Principles	4
HART 1494	Special Tools, Fittings & Brazing Basics	4
HART 1401	Electricity Principles	4

### **SECOND SEMESTER**

HART 1442	Commercial Refrigeration	4
MAIR 1449	Refrigerators, Freezers, & Window Air Conditioners	4
HART 1445	Gas & Electrical Heating	4
MATH 105	Technical Math	3

### **THIRD SEMESTER**

*HART 2438	Air Conditioning Installation/Service	4
*HART 2436	Troubleshooting	4
*HART 2445	Air Conditioning Systems Design	4
COSC 1301	Microcomputer Applications	3

CAPSTONE: Technician Refrigerant Certification Exam

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**TOTAL CREDIT HOURS: 42**

# HEATING, VENTILATION AND AIR CONDITIONING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
HART	1401	Electricity Principles	4
HART	1407	Refrigeration Principles	4
HART	1494	Special Tools, Fittings & Brazing Basics	4
ENGL	1301	<u>Composition</u>	3
<b>SECOND SEMESTER</b>			
MAIR	1449	Refrigerators, Freezers, & Window Air Conditioners	4
HART	1442	Commercial Refrigeration	4
HART	1445	<u>Gas &amp; Electrical Heating</u>	4
MATH	1414	<u>College Algebra</u>	4
COSC	1301	<u>Microcomputer Applications</u>	3
<b>THIRD SEMESTER</b>			
HART	2445	Air Conditioning Systems Design	4
HART	2438	Air Conditioning Installation/Service	4
HART	2441	Commercial Air Conditioning	4
SPCH	1318	<u>Interpersonal Communications</u>	3
<b>FOURTH SEMESTER</b>			
HART	2436	Troubleshooting	4
HART	2443	Industrial Air Conditioning	4
		<u>Humanities Elective</u>	3
		<u>Social/Behavior Science Elective</u>	3
<b>CAPSTONE:</b>			
		1. Technician Refrigerant Certificate Exam	
		2. ARI-Air Condition Refrigeration Institute Competency Exam	

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**TOTAL CREDIT HOURS: 63**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

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# Heavy Equipment and Transportation Technology

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## **Heavy Equipment and Transportation Technology, Certificate and Associate of Applied Science**

The Heavy Equipment and Transportation Industry is a rapidly growing industry which is requiring a growing number of qualified technicians.

The Heavy Equipment and Transportation Technology student will acquire the knowledge and skills necessary for the repair of diesel engines, electrical and electronic control systems, hydraulic systems, air brakes, suspension, steering, and transmissions through a combination of lecture and lab work, to include troubleshooting and diagnostic procedures.

## **ADVISORY COMMITTEE**

### **Jim Brown**

Owner, JC Brown Inc., San Juan

### **Esther Cervartes**

Counselor, Sharyland High School

### **Danny Cuellar, Jr.**

Service Manager

Valley Truck Center, Pharr

### **Rick Dube**

Dube Auto Parts and Service, McAllen

### **Mark Osterman**

Service Manager

Ruch Truck Center, Pharr

### **Uvense Valdez**

Service Manager

Holt Company of Texas, Weslaco

### **John Watkins**

Vice President,

Weeks Martin Implement Co, Inc., Mission

# HEAVY EQUIPMENT AND TRANSPORTATION TECHNOLOGY CERTIFICATE

TASP Waived

## CREDIT HOURS

### **FIRST SEMESTER**

AUMT 2437	Automotive Electronics	4
DEMR 1416	Basic Hydraulics	4
DEMR 1410	Diesel Engine Testing & Repair I	4
MATH 105	Technical Math	3

### **SECOND SEMESTER**

AUMT 1345	Automotive Heating & Air Conditioning	3
DEMR 1317	Basic Brake Systems	3
DEMR 1405	Basic Electrical Systems	4
COSC 1301	Microcomputer Applications	3

### **THIRD SEMESTER**

WLDG 1421	Introduction to Welding Fundamentals	4
DEMR 1442	Power Train Applications I	4
DEMR 2432	Electronic Controls	4
DEMR 1230	Steering & Suspension I	2

CAPSTONE: Pass two (2) of seven (7) National Institute for Automotive Service Excellence Exams for Trucks

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**TOTAL CREDIT HOURS: 42**

# HEAVY EQUIPMENT AND TRANSPORTATION TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

## CREDIT HOURS

### FIRST SEMESTER

AUMT	2437	Automotive Electronics	4
DEMR	1416	Basic Hydraulics	4
DEMR	1410	Diesel Engine Testing & Repair I	4
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4
		<u>Social/Behavioral Science Elective</u>	3

### SECOND SEMESTER

AUMT	1345	Automotive Heating & Air Conditioning	3
DEMR	1317	Basic Brake Systems	3
DEMR	1230	Steering & Suspension I	2
DEMR	1405	Basic Electrical Systems	4
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3

### THIRD SEMESTER

WLDG	1421	Introduction to Welding Fundamentals	4
DEMR	1442	Power Train Applications I	4
DEMR	2432	Electronic Controls	4
DEMR	1229	Preventative Maintenance I	2
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communication</u>	3

### FOURTH SEMESTER

DEMR	1449	Diesel Engines II	4
DEMR	2442	Automatic Power Shift & Hydrostatic Transmissions I	4
DEMR	2448	Failure Analysis	4
<u>ENGL</u>	<u>1301</u>	<u>Composition or ENGL 1312</u>	3
		<u>Humanities Elective</u>	3

CAPSTONE: Pass three (3) of seven (7) National Institute for Automotive Service Excellence Exams for Trucks

**TOTAL CREDIT HOURS: 69**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

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# Manufacturing Technology

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The Precision Manufacturing and Industrial Systems Maintenance Technology programs provide an environment to develop technical skills that are highly marketable to the area's industries. Most of the courses are set up to stimulate actual working environments.

Technical coursework begins in the first semester in order to develop a common skill base for the program. During this first semester the student will learn how to use computers, read and use industrial prints, and gain technical skills.

## **Industrial Systems Maintenance Technology, Certificate**

This Certificate program includes studies in industrial electricity, electrical motor controls, fluid power, and safety. This program will help prepare students to work with engineers to install industrial controls, troubleshoot hydraulic equipment problems, and reduce manufacturing downtime. This course will help prepare graduates to take leadership roles and progress into higher levels of employment opportunities.

## **Precision Manufacturing Technology, Certificate**

This Certificate program includes studies to enable the student to specialize in machining, precision measurement, tool and die, and manufacturing processes. Upon completion, this specialty will allow the student to continue in the Precision Manufacturing Technology's two-year Associate of Applied Science Degree program or permit the student to work in a highly rewarding career field in industry.

## **Precision Manufacturing Technology, Associate of Applied Science**

This degree program provides an environment to develop technical skills. All courses are set up to simulate a working environment.

Technical coursework includes machine tool labs, materials and processes, AutoCAD, CNC, welding and teamwork, and workplace communication. Specialty coursework includes quality control, tool, die, mold and fixture design, and advanced machine tooling.

## **Precision Manufacturing Technology, Tech Prep Enhanced Skills Certificate**

The Tech Prep Enhanced Skills Certificate offers students additional classes in mold design, gauge design, supervision and quality control.

### **ADVISORY COMMITTEE**

#### **Glen Butters**

Plant Manager,  
Rio Grande Plastics Products, McAllen

#### **John Coates**

Production Manager,  
GE Engine Services, McAllen

#### **Dan Hausbeck**

Project Designer,  
ALPS Automotive, McAllen

#### **Martha V. Hinojosa**

Owner,  
International Temporary Services

#### **Luis Loreda**

Project Manager,  
Kern-Liebers Corp.

#### **Jesus Mariscal**

Production Manager,  
Reynolds International, McAllen

#### **Jerry Nunez**

Owner,  
Nu-Co Tools Inc., Alamo

#### **Keith Patridge**

Vice-President,  
McAllen Economic Development Corporation,  
McAllen

#### **Alberto Ros**

General Manager  
Security Plastics West, McAllen

# INDUSTRIAL SYSTEMS MAINTENANCE TECHNOLOGY CERTIFICATE

TASP Waived

			<u>CREDIT HOURS</u>
<b>FIRST SEMESTER</b>			
DFTG	1325	Blueprint Reading & Sketching	3
COSC	1301	Microcomputer Applications	3
MATH	105	Technical Math	3
MCHN	1438	Basic Machine Shop I	4
HART	1401	Electricity Principles	4
<b>SECOND SEMESTER</b>			
QCTC	1305	Teaming	3
ENGL	1312	Business Writing	3
DEMR	1301	Shop Safety & Procedures	3
IEIR	1310	Motor Controls	3
DEMR	1416	Basic Hydraulics	4
<b>THIRD SEMESTER</b>			
MCHN	1382	CAPSTONE: Cooperative Education I	3

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**TOTAL CREDIT HOURS: 36**

# PRECISION MANUFACTURING TECHNOLOGY CERTIFICATE

TASP Waived

## CREDIT HOURS

### **FALL SEMESTER**

DFTG	1325	Blueprint Reading & Sketching	3
MATH	105	Technical Math	3
MCHN	1438	Basic Machine Shop I	4
ENGL	1312	Business Writing	3
MCHN	1320	Precision Tools and Measurements	3

### **SPRING SEMESTER**

QCTC	1305	Teaming	3
DFTG	1313	Drafting for Specific Occupations	3
MCHN	1419	Manufacturing Materials & Processes	4
MCHN	1452	Intermediate Machine Shop I	4
COSC	1301	Microcomputer Applications	3

### **SUMMER SEMESTER**

MCHN	1382	CAPSTONE: Cooperative Education I	3
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**TOTAL CREDIT HOURS: 36**

# PRECISION MANUFACTURING TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

### CREDIT HOURS

#### FIRST SEMESTER

DFTG	1325	Blueprint Reading & Sketching	3
MCHN	1438	Basic Machine Shop I	4
<u>ENGL</u>	<u>1312</u>	<u>Business Writing</u>	3
<u>MATH</u>	<u>105</u>	<u>Technical Math</u>	3
MCHN	1320	Precision Tools and Measurements	3

#### SPRING SEMESTER

DFTG	1313	Drafting for Specific Occupations	3
MCHN	1419	Manufacturing Materials & Processes	4
MCHN	1452	Intermediate Machine Shop I	4
QCTC	1305	Teaming	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3

#### SUMMER SEMESTER

MCHN	1382	CAPSTONE: Cooperative Education I	3
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#### FALL SEMESTER

INMT	1445	Computer Numerical Controls	4
WLDG	1337	Introduction to Metallurgy	3
MCHN	2341	Advanced Machining Operations I	3
		<u>Social and Behavioral Sciences Elective</u>	3
<u>MATH</u>	<u>1414</u>	<u>College Algebra</u>	4

#### SPRING SEMESTER

MCHN	2547	Specialized Tools and Fixtures	5
		<u>Humanities Elective</u>	3
		Program Elective	3
MATH	1316	Plane Trigonometry	3

#### SUMMER SEMESTER

MCHN	2382	CAPSTONE: Cooperative Education II	3
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#### PMTD PROGRAM ELECTIVES:

MCHN	2345	Advanced Machining Operations II	
MCHN	1293	Cost Estimating	
PLTC	1445	Plastics Processing I	

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**TOTAL CREDIT HOURS: 70**

**Identifies courses to fulfill minimum 15 hour General Education Requirement**

**PRECISION MANUFACTURING TECHNOLOGY**  
**TECH PREP**  
**ENHANCED SKILLS CERTIFICATE**

**CREDIT HOURS**

**Choose three (3) out of the five (5) courses**

DFTG 2340	Solid Modeling/Design	3
MCHN 2470	Advanced Tool & Fixture Design	4
QCTC 1446	Testing and Inspection Systems	4
MCHN 1230	Statistical Process Control for Machinist	2
BMGT 1301	Supervision	3

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**TOTAL CREDIT HOURS: 8-11**

# Course Descriptions

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# COURSE DESCRIPTIONS

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\* DENOTES COLLEGE TRANSFERABLE COURSES

## ACCT, ACNT: ACCOUNTING

### **\*ACCT 2401 PRINCIPLES OF FINANCIAL ACCOUNTING**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This is a study of underlying principles of accounting that includes classifying and recording financial transactions and reporting the results of the transactions in formal financial statements. Financial accounting systems and reporting issues are also included in the study.

Prerequisite: MATH 1414.

### **\*ACCT 2402 PRINCIPLES OF MANAGERIAL ACCOUNTING**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This is a study of the principles of managerial accounting that encompasses cost system design, cost management and strategic management.

Prerequisite: ACCT 2401.

### **ACNT 1303 INTRODUCTION TO ACCOUNTING I**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course is a study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

Prerequisite: READ 80 and MATH 80 or equivalent.

### **ACNT 1304 INTRODUCTION TO ACCOUNTING II**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course is a study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

Prerequisite: ACNT 1303.

### **ACNT 1311 INTRO TO COMPUTERIZED ACCOUNTING**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course is an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

Prerequisite: ACNT 1303, IMGT 1312 or COSC 1301.

### **ACNT 1329 PAYROLL & BUSINESS TAX ACCOUNTING**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course is a study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

Prerequisite: ACNT 1303.

### **ACNT 1331 FEDERAL INCOME TAX: INDIVIDUAL**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course includes basic instruction in the tax laws as currently implemented by the Internal Revenue

Service providing a working knowledge of preparing taxes for the individual.

Prerequisite: ACNT 1303.

**ACNT 2309 COST ACCOUNTING**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course is a study of budgeting and cost control systems, including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. An introduction to alternative costing methods such as activity-based and just-in-time costing is included.

Prerequisite: ACNT 1303.

**ANTH: ANTHROPOLOGY**

**\*ANTH 2301 PHYSICAL ANTHROPOLOGY (HUMAN EV)**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course introduces the field of archaeology. It emphasizes methods of data collection, and a world review of major events in the development of past human civilizations.

Prerequisite: None.

**\*ANTH 2346 GENERAL ANTHROPOLOGY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a study of human beings, their antecedents and related primates and their cultural behavior and institutions. This course introduces the major subfields: physical and cultural anthropology, archaeology, linguistics and ethology.

Prerequisite: None.

**\*ANTH 2351 CULTURAL ANTHROPOLOGY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and cultural change among world peoples.

Prerequisite: None.

**ARTS: ART**

**\*ARTS 1301 ART APPRECIATION**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course concentrates on values and meanings in the visual arts, including evaluation of selected works.

Prerequisite: READ 80 or equivalent.

**\*ARTS 1303 ART HISTORY I**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is an examination of painting, sculpture, architecture, and other arts from prehistory through the middle ages.

Prerequisite: READ 80 or equivalent.

**\*ARTS 1304 ART HISTORY II**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is an examination of painting, sculpture, architecture, and other arts from the middle ages to the present day.

Prerequisite: READ 90 or equivalent.

**\*ARTS 1311 DESIGN I**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This studio course focuses on the elements and principles of art with emphasis on two-dimensional concepts. The development and application of critical thinking is also emphasized.

Prerequisite: None.

**\*ARTS 1312 DESIGN II**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This studio course focuses on the elements and principles of art with emphasis on three-dimensional concepts. The development and application of critical thinking is also emphasized.

Prerequisite: ARTS 1311 or approval of the instructor.

**\*ARTS 1316 DRAWING I**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This studio course focuses on the investigation of drawing media and techniques including descriptive and expressive possibilities.

Prerequisite: None.

**\*ARTS 1317 DRAWING II**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This studio course is a further investigation of drawing media and techniques with emphasis on personal expression.

Prerequisite: ARTS 1316 or approval of instructor.

**\*ARTS 2316 PAINTING I**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This studio course explores the potential of painting media with an emphasis on color, composition and the dynamics of vision.

Prerequisite: None.

**\*ARTS 2317 PAINTING II**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This studio course is a further investigation of painting media techniques with emphasis on personal expression. This course may be repeated once for an additional three credit hours as a study in advanced problems and techniques.

Prerequisite: ARTS 2316 or approval of the instructor.

**\*ARTS 2323 DRAWING III**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a further investigation of drawing media and techniques with further emphasis on personal expression and concepts. This course can be repeated once for an additional three credit hours as a study in advanced problems or techniques.

Prerequisite: ARTS 1317 or approval of the instructor.

**\*ARTS 2324 DRAWING IV**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a further investigation of drawing media and techniques with further emphasis on personal expression, concepts and development. This course can be repeated once for an additional three credit hours as a study in advanced problems or techniques.

Prerequisite: ARTS 2323 or approval of the instructor.

**\*ARTS 2326 SCULPTURE I**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This studio course explores the potential of three-dimensional form in a variety of media.

Prerequisite: None.

**\*ARTS 2327 SCULPTURE II**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This studio course is a further investigation of three-dimensional form in a variety of media with emphasis on personal expression. This course may be repeated once for an additional three credit hours in advanced problems and techniques.

Prerequisite: ARTS 2326 or approval of the instructor.

**\*ARTS 2333 PRINTMAKING I**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This studio course explores the use of basic printmaking media and techniques.

Prerequisite: None.

**\*ARTS 2334 PRINTMAKING II**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This studio course is a further investigation of basic printmaking media and techniques with emphasis on personal expression. This course may be repeated once for an additional three credit hours in advanced problems and techniques.

Prerequisite: ARTS 2333 or approval of instructor.

**\*ARTS 2346 CERAMICS I**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This studio course explores the preparation and manipulation of clay for the creation of ceramics.

Prerequisite: None.

**\*ARTS 2347 CERAMICS II**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This studio course is a further investigation of the preparation and manipulation of clay for the creation of ceramics. This course may be repeated once for an additional three credit hours as a study in advanced problems and techniques.

Prerequisite: ARTS 2346 or approval of instructor.

## **AUMT: AUTOMOTIVE TECHNOLOGY**

**AUMT 1266 PRACTICUM I**

**CRT HRS: 02 LEC HRS: 00 OFF CAMPUS LAB HRS: 20**

This course provides practical training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experience to the student's general and technical course of study.

Prerequisite: Permission from the department.

**AUMT 1345 AUTOMOTIVE HEATING & AIR CONDITIONING**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course covers the theory of automotive air conditioning and heating systems. Emphasis is placed on the basic refrigeration cycle and diagnosis and repair of system malfunctions. EPA guidelines for refriger-

ant handling and new refrigerant replacements are also covered.

Prerequisite: Completion of or concurrent enrollment in AUMT 2437.

**AUMT 1407 AUTOMOTIVE ELECTRICAL SYSTEMS**

**CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

This course is an overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis is placed on electrical schematic diagrams and service manuals.

Prerequisite: AUMT 2437.

**AUMT 1410 AUTOMOTIVE BRAKE SYSTEMS**

**CRT HRS: 04 LEC HRS: 02 LAB HRS: 08**

This course covers the operation and repair of drum/disc type brake systems. Emphasis is placed on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes.

Prerequisite: AUMT 2437, AUMT 2417.

**AUMT 1416 SUSPENSION & STEERING**

**CRT HRS: 04 LEC HRS: 02 LAB HRS: 08**

This course covers the theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures.

Prerequisite: AUMT 2437, MATH 80 or equivalent.

**AUMT 1419 AUTOMOTIVE ENGINE REPAIR**

**CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

This course explores the fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis is placed on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine.

Prerequisite: MATH 80 or equivalent.

**AUMT 2301 AUTOMOTIVE MANAGEMENT**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course offers instruction in human relations, customer relations, and customer satisfaction. Emphasis is placed on management techniques and building relationships between the service department and the customer.

Prerequisite: SPCH 1311. AUMT 2301 may only be taken in final semester of program.

**AUMT 2313 MANUAL DRIVE TRAIN & AXLES**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a study of automotive clutches, clutch operation devices, standard transmissions, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines.

Prerequisite: AUMT 1419, MATH 80 or equivalent.

**AUMT 2417 ENGINE PERFORMANCE ANALYSIS I**

**CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

This course includes theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery system. Use of basic engine performance diagnostic equipment is emphasized.

Prerequisite: AUMT 1419, AUMT 2437, concurrent enrollment in AUMT 1407.

**AUMT 2421 AUTOMOTIVE ELECTRICAL LIGHTING & ACCESSORIES****CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

This course covers the repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis is placed on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques.

Prerequisite: AUMT 2437, AUMT 1407

**AUMT 2425 AUTOMATIC TRANSMISSION & TRANSAXLE****CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

This course is a study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques are covered.

Prerequisite: AUMT 2437, Math 80 or equivalent.

**AUMT 2434 ENGINE PERFORMANCE ANALYSIS II****CRT HRS: 04 LEC HRS: 02 LAB HRS: 08**

This course covers the diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment.

Prerequisite: AUMT 2417.

**AUMT 2437 AUTOMOTIVE ELECTRONICS****CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

Topics in this course address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology.

Prerequisite: MATH 80 or equivalent.

**BCIS: BUSINESS COMPUTER INFORMATION SYSTEMS****\*BCIS 1332 COBOL PROGRAMMING****CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This is a programming course designed to emphasize structured programming concepts using COBOL programming language. This course is designed for the student who has an understanding of data processing fundamentals. The course covers the COBOL specifications, their usage, and applicable operating system commands to enable the student to write, enter, and run business-oriented problems.

Prerequisite: COSC 1301 or permission from the department.

**\*BCIS 2332 ADVANCED COBOL PROGRAMMING****CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course is an advanced study of the COBOL programming language. Topics covered include binary table searches, variable length record techniques, hashing, ordered lists, file structures, pointers and linkages, directories, memory management, and data access methods.

Prerequisite: BCIS 1332.

**BIOL: BIOLOGY****\*BIOL 1322 NUTRITION AND DIET THERAPY****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a study of the chemical, physical and sensory properties of food, nutritional quality, and food use and diet applications.

Prerequisite: None.

**\*BIOL 1408 GENERAL BIOLOGY I**  
**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This is a study of the fundamental principles of living organisms including physical and chemical properties of life, the transfer of energy through metabolic systems, cellular organization and function, cell division, genetics and an overview of human systems.

Prerequisite: Pass the reading section of the TASP test or completion of Reading 90.

**\*BIOL 1409 GENERAL BIOLOGY II**  
**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This course is a continuation of Biology 1408. Topics include evolution and diversity of acraniate and craniate animals, mechanisms of support and movement, reproduction, development, behavior and ecology.

Prerequisite: BIOL 1408.

**\*BIOL 1411 GENERAL BOTANY**  
**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This is a study of structure and function of plant cells, tissues and organs. This course includes an evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns and seed producing organisms. Plant reproduction and functional interactions with their environment and with humans are covered. It includes selected laboratory exercises.

Prerequisite: None.

**\*BIOL 1413 GENERAL ZOOLOGY**  
**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This is a study of the principles of taxonomy, genetics and ecology as they relate to animal form and function, diversity, behavior and evolution.

Prerequisite: None.

**\*BIOL 1424 SYSTEMATIC BOTANY**  
**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This is an introduction to the identification, classification and evolutionary relationships of vascular plants with emphasis on flowering plants. It includes the importance of herbaria, collection techniques and the construction and use of taxonomic keys.

Prerequisite: None.

**\*BIOL 2306 ENVIRONMENTAL BIOLOGY**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a study of human interaction and the effect upon plant and animal communities. Conservation, pollution, energy and other contemporary ecological problems will be discussed.

Prerequisite: BIOL 1408 or 1409.

**\*BIOL 2320 MICROBIOLOGY FOR THE FOOD SERVICES**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

Consideration of metazoa, protozoa, fungi, bacteria and viruses in intoxication and the transmission of diseases by food and beverage; the role of microorganisms in the quality and control of microbial populations. Production of foods by microbial fermentations; laws, regulations and performances standards; microorganisms as food. For hotel restaurant management, merchandising and hospitality management, and health education majors.

Prerequisite: None.

**\*BIOL 2389 ACADEMIC COOPERATIVE IN THE BIOLOGICAL LIFE SCIENCES**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is an instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems.

Prerequisite: None

**\*BIOL 2401 ANATOMY & PHYSIOLOGY I**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular and nervous systems.

Prerequisite: BIOL 1408 or LVNU 1402.

**\*BIOL 2402 ANATOMY & PHYSIOLOGY II**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This is a continuation of the study of the structure and function of the human body including the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems. Consideration is given to metabolism, electrolyte and fluid balance, and human development.

Prerequisite: BIOL 2401.

**\*BIOL 2416 GENETICS**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This is a study of the principles of molecular and classical genetics and the function and transmission of hereditary material. It includes population genetics and genetic engineering.

Prerequisite: BIOL 1408 or 1409.

**\*BIOL 2421 MICROBIOLOGY**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This is an introduction to the morphology, physiology and taxonomy of bacteria and virus. The course includes the study of disease transmission, resistance to infection and microbial control. The laboratory will develop sound techniques in culturing, staining, and identifying microorganisms.

Prerequisite: BIOL 2401 and 2402. Recommended: CHEM 1411, 1412.

**\*BIOL 2428 COMPARATIVE VERTEBRATE ANATOMY**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This is a study of the structure, development and physiology of the vertebrate animals with emphasis on comparative evolution.

Prerequisite: BIOL 2401.

## **BIOM: BIOMEDICAL SERVICING TECHNOLOGY**

**BIOM 1305 SOLDERING SKILLS & SHOP SAFETY**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course includes preparation for selection of soldering equipment and application of safety practices at work. Laboratory development of proficiency in soldering and desoldering electronic components is stressed.

Prerequisite: ENGL 71 or equivalent and concurrent enrollment in INTC 1307.

**BIOM 1309 APPLIED BIOMEDICAL EQUIPMENT TECHNOLOGY****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is an introduction to biomedical instrumentation as related to anatomy and physiology. Detailed coverage of anatomical systems that use medical equipment for monitoring, diagnosis, and treatment is also included.

Prerequisite: CETT 1405, concurrent enrollment in CETT 2339.

**BIOM 2335 PHYSIOLOGICAL INSTRUMENTS I****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is an introduction to electrocardiographic equipment. Emphasis is placed on the theory of operation, circuit analysis, and troubleshooting techniques including physiology of the cardiovascular system.

Prerequisite: BIOM 1309, BIOM 2341.

**BIOM 2341 GENERAL MEDICAL EQUIPMENT I****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course emphasizes the extraction of selected current paths from a larger schematic with requirements to redraw into the proper configuration. Discussion of motors and disassembly and reassembly of equipment is also included.

Prerequisite: CPMT 1303, LOTT 1301.

**BIOM 2343 GENERAL MEDICAL EQUIPMENT II****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a study of the theory and principles of operation of a variety of basic electromechanical equipment with emphasis on repair and service of actual medical equipment.

Prerequisite: BIOM 1309, BIOM 2341.

**BIOM 2349 BASIC X-RAYS & MEDICAL IMAGING SYSTEMS****CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course is a study of radiation theory and safety hazards, fundamental circuits and application of X-ray systems including circuit analysis, troubleshooting, and isolation of system malfunctions.

Prerequisite: BIOM 1309, BIOM 2341.

**BIOM 2388 INTERNSHIP BIOMEDICAL ENGINEERING****CRT HRS: 03 LEC HRS: 00 OFF CAMPUS LAB HRS: 18**

This course is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

Prerequisite: Concurrent enrollment in BIOM 2343, BIOM 2335, BIOM 2349.

**BMGT: BUSINESS MANAGEMENT****BMGT 1301 SUPERVISION****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

Prerequisite: None.

**BMGT 1302 PRINCIPLES OF RETAILING****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing are also emphasized.

Prerequisite: None.

**BMGT 1305 COMMUNICATIONS IN MANAGEMENT****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course includes basic theory and processes of communication skills necessary for the management of an organization's workforce.

Prerequisite: IMGT 1312 or COSC 1301.

**BMGT 2168 CAPSTONE: BUSINESS ADMINISTRATION PRACTICUM****CRT HRS: 01 LEC HRS: 10 OFF CAMPUS LAB HRS: 10**

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

Prerequisite: Approval of Practicum Coordinator.

**BMGT 2303 PROBLEM SOLVING & DECISION MAKING****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course emphasizes decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids.

Prerequisite: None.

**BMGT 2331 TOTAL QUALITY MANAGEMENT****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers quality of productivity in organizations. It includes planning for quality throughout the organization, analysis of costs of quality, and employee empowerment.

Prerequisite: BMGT 1301.

**BNKG: BANKING****BNKG 1301 MONEY & BANKING****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course surveys of the role of monetary policy and related effects upon financial intermediaries, including an overview of financial markets, regulatory functions, and structures. Descriptions of investments and funds management are also covered.

Prerequisite: None.

**BNKG 1303 PRINCIPLES OF BANK OPERATION****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an overview of the fundamental banking functions and the role of regulation in the banking industry. An explanation of financial products and services to various markets is included.

Prerequisite: None.

**BNKG 1305 TELLER TRAINING****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

The application of the functions related to negotiable instruments, cash control, handling money, and balancing is covered in this course. Explanation of compliance and regulation issues affecting bank tellers is also included.

Prerequisite: None.

**BNKG 1345 CONSUMER LENDING****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a study of the different types of consumer loans. The course identifies the federal regulations and state laws pertaining to collection and serving of a consumer loan and relate consumer credit to the lending process.

Prerequisite: BNKG 1303.

**BNKG 1347 BANK MARKETING****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course includes principles of marketing as they relate to the banking industry. Special emphasis is placed on deposit, credit, and payment related products. Pricing, promotion, product, and distribution strategies as used within the financial industry are included.

Prerequisite: BNKG 1303.

**BNKG 1349 COMMERCIAL LENDING****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an overview of the commercial lending market and process. Emphasis is placed on credit analysis, evaluation, federal regulation, and state laws related to business and industrial lending.

Prerequisite: BNKG 1303.

**BNKG 1351 SELLING BANK PRODUCTS & SERVICES****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers the characteristics and benefits of bank products and services, with an emphasis on the personal selling process and quality customer service. The application of personal selling, cross-selling, and related product benefits to individual customer needs is also covered.

Prerequisite: BNKG 1303.

**BNKG 1356 ANALYZING FINANCIAL STATEMENTS****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of the process of evaluating financial statements, cash flow, and ration analysis of individuals and businesses. Emphasis is placed on the relationship of comparative analysis and industry standards.

Prerequisite: ACNT 1303.

**BNKG 1443 LAW & BANKING****CRT HRS: 04 LEC HRS: 03 LAB HRS: 02**

This course is an introduction to basic sources of law and banking regulation. Emphasis is placed on the laws relating to contracts, negotiable instruments, secured transactions, and consumer credit.

Prerequisite: None.

## **BUSG, BUSI: BUSINESS**

### **BUSG 1315 SMALL BUSINESS OPERATIONS**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a course in the unique aspects of managing a small business. Topics address management functions including how managers plan, exercise leadership, organize, and control the operations.

Prerequisite: BMGT 1302.

### **BUSG 2309 SMALL BUSINESS MANAGEMENT**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

Prerequisite: None.

### **\*BUSI 1301 INTRODUCTION TO BUSINESS**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

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

Prerequisite: None.

### **\*BUSI 2301 BUSINESS LAW**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers principles of laws which form the legal framework for business activity. It covers applicable statutes, contracts, and agencies. (Transfers only as an elective)

Prerequisite: None.

## **CDEC: CHILD CARE AND DEVELOPMENT**

### **CDEC 1166 FIELD STUDY I**

**CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 09**

This course provides practical general training and experiences in the workplace. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Concurrent enrollment in CDEC 1317.

### **CDEC 1167 FIELD STUDY II**

**CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 09**

This course provides practical general training and experiences in the workplace. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Concurrent enrollment in CDEC 1358.

### **CDEC 1303 FAMILY AND THE COMMUNITY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues.

Prerequisite: None.

**CDEC 1311 INTRODUCTION TO EARLY CHILDHOOD EDUCATION**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues.

Prerequisite: None.

**CDEC 1313 CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAMS**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers fundamentals of curriculum design and implementation in developmentally appropriate programs for young children.

Prerequisite: None.

**CDEC 1317 CHILD DEVELOPMENT ASSOCIATE TRAINING I**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is based on the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management, and professionalism. Topics include CDA overview, general observation skills, and child growth and development overview.

Prerequisite: Concurrent enrollment in CDEC 1166.

**CDEC 1318 NUTRITION, HEALTH AND SAFETY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles is applied to a variety of settings.

Prerequisite: None.

**CDEC 1354 CHILD GROWTH & DEVELOPMENT**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a study of the principles of normal child growth and development from conception to adolescence. The course focuses on physical, cognitive, social, and emotional domains of development.

Prerequisite: None.

**CDEC 1358 CREATIVE ARTS FOR EARLY CHILDHOOD**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

Prerequisite: Concurrent enrollment in CDEC 1167.

**CDEC 1456 EMERGENT LITERACY FOR EARLY CHILDHOOD**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 02**

This course is an exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.

Prerequisite: None.

**CDEC 1494 INFLUENCES OF CULTURE & ENVIRONMENTS**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 02**

This course studies anti-bias, multi-cultural issues. Students will develop an understanding of the impor-

tance of curriculum that celebrates and values cultural diversity in all young children.

Prerequisite: None.

**CDEC 2166 FIELD STUDY III**

**CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 09**

This course provides practical general training and experiences in the workplace. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course study.

Prerequisite: Concurrent enrollment in CDEC 2322.

**CDEC 2167 CAPSTONE: FIELD STUDY IV**

**CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 09**

This course provides practical general training and experiences in the workplace. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Concurrent enrollment in CDEC 2324.

**CDEC 2322 CHILD DEVELOPMENT ASSOCIATE TRAINING II**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance.

Prerequisite: CDEC 1317, concurrent enrollment in CDEC 2166.

**CDEC 2324 CHILD DEVELOPMENT ASSOCIATE TRAINING III**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The four functional areas of study are creative, cognitive, physical, and communication.

Prerequisite: Concurrent enrollment in CDEC 2167.

**CDEC 2326 ADMINISTRATION OF PROGRAMS FOR CHILDREN I**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Course topics include philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

Prerequisite: None.

**CDEC 2341 THE SCHOOL AGE CHILD**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques.

Prerequisite: None.

**CDEC 2421 THE INFANT AND TODDLER**

**CRT HRS: 04 LEC HRS: 04 LAB HRS: 00**

This course is a study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality care giving routines, appropriate environments, materials and activities, and teaching/guiding techniques.

Prerequisite: None.

## **CETT, EECT, ELMT: ELECTRONICS TECHNOLOGY**

### **CETT 1321 ELECTRONIC FABRICATION**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

Prerequisite: Concurrent enrollment in MATH 105.

### **CETT 1341 SOLID STATE CIRCUITS**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a study of various semiconductor devices incorporated in circuits and their applications. Emphasis is placed on circuit construction, measurements, and analysis.

Prerequisite: Concurrent enrollment in CETT 1405, CETT 1403.

### **CETT 1349 DIGITAL SYSTEMS**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This is a course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems using counters, registers, code converters, multiplexers, analog-to-digital to-analog circuits, and large-scale integrated circuits is included.

Prerequisite: Completion of or concurrent enrollment in INTC 1307.

### **CETT 1353 BASIC TV/CRT SYSTEMS**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is an introduction to television theory and CRT display systems including TV applications, maintenance, FCC broadcast standards and frequency allocations. Practical hands-on training and TV circuit testing is provided.

Prerequisite: CETT 1405, concurrent enrollment in CETT 2339.

### **CETT 1357 LINEAR INTEGRATED CIRCUITS**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a study of the characteristics, operations, stabilization, testing, and feedback techniques of linear integrated circuits. Application in computation, measurements, instrumentation, and active filtering is emphasized.

Prerequisite: CETT 1341.

### **CETT 1403 DC CIRCUITS**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This course is a study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis is placed on circuit analysis of resistive networks and DC measurements.

Prerequisite: Concurrent enrollment in MATH 105 or MATH 1414.

### **CETT 1405 AC CIRCUITS**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This course is a study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance.

Prerequisite: CETT 1403.

**CETT 2335 ADVANCED MICROPROCESSORS****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This is an advanced course utilizing the microprocessor in control systems and interfacing. Emphasis is placed on microprocessor hardware and implementation of peripheral interfacing.

Prerequisite: CPMT 2433.

**CETT 2339 AMPLIFIER ANALYSIS****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is an advanced study of electronic amplifier applications including op-amps, audio amps, video amps, and other high frequency amplifiers.

Prerequisite: CETT 1405 and CETT 1341.

**EECT 2439 COMMUNICATIONS CIRCUITS****CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This course is a study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital pulse modulation. Discussion of several types of modulators, demodulators, receivers, transmitters, and transceivers is included.

Prerequisite: CETT 1405, CETT 2339.

**ELMT 2335 CERTIFIED ELECTRONICS TECHNICIAN TRAINING****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a review of electronics concepts and principles in preparation for sitting for a certification examination administered by an outside organization or agency.

Prerequisite: CETT 1341, CETT 1405.

**ELMT 2337 ELECTRONIC TROUBLESHOOTING, SERVICE & REPAIR****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course provides in-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, and preventative maintenance. Emphasis is placed on safety and proper use of test equipment.

Prerequisite: CETT 1353, CETT 2339.

**CHEM: CHEMISTRY****\*CHEM 1411 GENERAL CHEMISTRY I****CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

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

Prerequisite: MATH 90 or equivalent.

**\*CHEM 1412 GENERAL CHEMISTRY II****CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This course is a continuation of CHEM 1411 covering ionic equilibria, oxidation-reduction, electrochemistry, gas laws, thermodynamics, introduction to carbon compounds, nuclear and radiochemistry.

Prerequisite: CHEM 1411.

**\*CHEM 2423 ORGANIC CHEMISTRY I****CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This is a study of carbon chemistry that considers covalent bonding, nomenclature, stereochemistry,

structure and reactivity, reaction mechanisms, functional groups and introductory synthesis. Laboratory experiments develop organic techniques and reinforce lecture material.

Prerequisite: CHEM 1412.

**\*CHEM 2425 ORGANIC CHEMISTRY II**  
**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This is a continuation of CHEM 2423 that includes methods of structural analysis, advanced synthesis and reactions, biochemistry and organometallic topics. Laboratory experiments emphasize techniques in synthesis, purification, and analyses, and reinforce lecture material.

Prerequisite: CHEM 2423.

## **COMM: COMMUNICATIONS**

**\*COMM 2311 NEWS GATHERING & WRITING I**  
**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course focuses on the fundamentals of writing news for the mass media. This course includes instruction in methods and techniques for gathering, processing and delivering news in a professional manner.

Prerequisite: READ 90 or ENGL 91 or equivalent.

**\*COMM 2315 NEWS GATHERING & WRITING II**  
**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a continuation of the aims and objectives of COMM 2311 with an emphasis on advanced reporting techniques.

Prerequisite: COMM 2311.

## **COSC: COMPUTER SCIENCE**

**\*COSC 1301 MICROCOMPUTER APPLICATIONS**  
**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course presents terminology, concepts and techniques to begin the study of Computer Information Systems. It covers history, number systems, computer hardware, software, procedures, systems and human resources, and explores their integration and application in business and other segments in society. It also includes an introduction to modular program design and flowcharts. Emphasis is placed on using computer software packages including a word processor to process textual information, an electronic spreadsheet for numerical information, a database management system, 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.

Prerequisite: None.

**\*COSC 1309 PROGRAMMING METHODOLOGY**  
**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This is 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 or permission from the department.

**\*COSC 1315 FUNDAMENTALS OF PROGRAMMING**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This is a survey of technical topics related to microcomputer systems with emphasis on the relationship between hardware architecture, systems software, programming and application software. This course is designed for the student who will have to make decisions about hardware and software selection.

Prerequisite: COSC 1301 or permission from the department.

**\*COSC 1318 COMPUTER SCIENCE PROGRAMMING I**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This is a first course which emphasizes algorithm development and problem solving methodology for computer programming. The fundamentals of the Pascal programming language will be introduced. How to design, code, debug, and document programs using techniques of top-down design and stepwise refinement will be stressed throughout the course. A blocked structured programming language will be used for programming solutions. Extensive interaction with computers will be expected.

Prerequisite: COSC 1301, concurrent enrollment in MATH 90 or completion of equivalent, or permission from the department.

**\*COSC 2317 SURVEY OF ELEMENTARY SCIENTIFIC PROGRAMMING**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

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 90 or completion of equivalent.

**\*COSC 2318 COMPUTER SCIENCE PROGRAMMING II**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This is 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 1318 with a grade of "C" or better.

**\*COSC 2325 COMPUTER ORGANIZATION & MACHINE LANGUAGE**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This is an introduction to computer organization, machine language programming and use of assembly language programming systems. Topics include basic instructional sets, coding arithmetic problems, logical operations, indexing, indirect addressing, MACRO commands, MACRO programming techniques, methods of program debugging, looping techniques and subroutines.

Prerequisite: COSC 1318 or COSC 2420.

**\*COSC 2330 ADVANCED C/C++ PROGRAMMING**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This is a continuation course for computer science majors introducing more advanced features of high-level programming. Continued emphasis will be placed on good programming methodologies and problem solving techniques. Topics include file processing, list processing, and system calls. Unix, ooP concepts and C++ programming concepts.

Prerequisite: COSC 2420.

**\*COSC 2420 C PROGRAMMING****CRT HRS: 04 LEC HRS: 03 LAB HRS: 02**

This course is an introduction to fundamental high-level programming using C Programming Language. Topics include algorithm development and problem solving methodology for computer programming. How to design, code, debug and document programs using techniques of top-down design and stepwise refinement will be stressed throughout the course. A blocked structured programming language will be used for programming solutions. Other topics include two high-level programming languages selected from languages such as Ada, Modula 2 and LISP.

Prerequisite: COSC 1301, 1318, concurrent enrollment in MATH 90 or completion of equivalent.

**COTP: COMPUTERIZED OFFICE TECHNOLOGY****COTP 0090 BASIC TYPING****CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course covers application and instruction in the basic keying of alphabetic, numeric and symbol keys, basic keyboard knowledge and skill building, techniques in basic machine operations and centering applications.

Prerequisite: None.

**COTP 1311 INTERMEDIATE TYPING****CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course covers 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: Confirmation student can type 25 wpm.

**COTP 1312 INTRODUCTION TO THE LAW OFFICE****CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

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).

Prerequisite: None.

**COTP 1313 SPEEDWRITE****CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

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 90 or confirmation student can type 25 wpm.

**COTP 1314 WORDPROCESSING I****CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

In this course, word processing concepts and machine functions are developed using word processing software to create, revise, edit, format, paginate, print, merge, and store documents. This course introduces desktop publishing and shows the student how to select, use, construct, and integrate text, graphics, and data.

Prerequisite: COTP 90 or confirmation student can type 25 wpm.

**COTP 1321 ADVANCED TYPING**  
**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course covers 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 and ruled tables.

Prerequisite: COTP 1311.

**COTP 1322 SURVEY OF LEGAL SYSTEM & DOCUMENTS I**  
**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

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.

**COTP 1323 OFFICE PROCEDURES**  
**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

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: None.

**COTP 1324 WORK CENTER MANAGEMENT**  
**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course is a study of the word processing center environment with an emphasis on work flow prioritizing, logging, time management, etc. Emphasis is placed on the integration of office systems using microcomputers. Advanced applications using desktop publishing and integrating software are covered.

Prerequisite: COTP 1314.

**COTP 1331 LITIGATION SUPPORT PROCEDURES**  
**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

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 1312.

**COTP 2311 MACHINE TRANSCRIPTION**  
**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

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

Prerequisite: COTP 1314.

**COTP 2312 BUSINESS CORRESPONDENCE**  
**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course covers the application of letter writing principles. Business communication includes the forms and processes of written communication. The use of practical psychology, good business judge-

ment, and clear, forceful English in written communication is stressed.

Prerequisite: None.

**COTP 2324 WORD PROCESSING II**  
**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course emphasizes macros, columns of text, tables, math functions, document assembly, footnotes, outlining, graphics and equations. Windows functions are also introduced.

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

**COTP 2332 SURVEY OF LEGAL SYSTEM & DOCUMENTS II**  
**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

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 1312.

**COTP 2334 WORD PROCESSING III**  
**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

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 90 or keyboard test.

**COTP 2344 CAPSTONE: ADVANCED OFFICE TECHNOLOGY/MANAGEMENT (INTERNSHIP)**  
**CRT HRS: 03 LEC HRS: 01 OFF CAMPUS LAB HRS: 08**

This is an internship course which provides experience-based education in a controlled environment. It 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 are covered.

Prerequisite: Student must have completed 46 semester credit hours.

## **CPMT: COMPUTER MAINTENANCE TECHNOLOGY**

**CPMT 1280 COOPERATIVE EDUCATION - COMPUTER MAINTENANCE TECHNOLOGY/TECH**  
**CRT HRS: 02 LEC HRS: 01 OFF CAMPUS LAB HRS: 08**

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

Prerequisite: CPMT 1303, CPMT 1445.

**CPMT 1303 INTRODUCTION TO COMPUTER TECHNOLOGY**  
**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This is a fundamental computer course that provides in-depth explanation of the procedures required to utilize hardware and software. Emphasis is placed on terminology, acronyms, and hands-on activities.

Prerequisite: CETT 1349 and concurrent enrollment in LOTT 1301.

**CPMT 1307 ELECTRONIC & COMPUTER SKILLS**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course covers the study of modern electronic construction techniques including the application of the most common hand tools used in disassembly, repair, and reassembly of electronics and computer components.

Prerequisite: Concurrent enrollment in MATH 105.

**CPMT 1347 COMPUTER SYSTEM PERIPHERALS**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course covers principles and practices involved in computer system troubleshooting techniques, programs, and the use of specialized test equipment.

Prerequisite: CPMT 1303, concurrent enrollment in CPMT 1445.

**CPMT 1349 COMPUTER NETWORKING TECHNOLOGY**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This is a beginning course in computer networks with focus on networking fundamentals, terminology, hardware, software, and network architecture. A study of local/wide area networking concepts and networking installations and operations is included.

Prerequisite: CPMT 1303, CETT 1341.

**CPMT 1445 COMPUTER SYSTEMS MAINTENANCE**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This course is an examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids is emphasized.

Prerequisite: CPMT 1303, LOTT 1301.

**CPMT 2345 COMPUTER SYSTEM TROUBLESHOOTING**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course includes principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment.

Prerequisite: CPMT 1445, CPMT 1349.

**CPMT 2349 ADVANCED COMPUTER NETWORKING TECHNOLOGY**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is an in-depth study of network technology with emphasis on network operating systems, network connectivity, hardware, and software. Mastery of implementation, troubleshooting, and maintenance of LAN and/or WAN network environments.

Prerequisite: CPMT 1445, CPMT 1303.

**CPMT 2433 COMPUTER INTEGRATION**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This is an advanced course in integration of hardware, software, and applications. Customization of computer systems for specific applications in engineering multimedia, or data acquisition is covered.

Prerequisite: CPMT 1303, CPMT 1445.

## **CRIJ: CRIMINAL JUSTICE**

### **\*CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a multi-disciplinary overview and analysis of the major agencies, personnel and decision-making points which comprise the criminal justice system. Included are a survey of problems and issues confronting legislatures, police, courts, corrections and the community as they respond to crime in a free society. Legal precedents guiding the decisions of criminal justice agents are also discussed.

Prerequisite: None.

### **\*CRIJ 1306 THE COURTS & CRIMINAL PROCEDURE**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a 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.

Prerequisite: None.

### **\*CRIJ 1307 CRIME IN AMERICA**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a survey of the nature, location and impact of crime in America. It includes historical foundations of crime, theoretical explanations of criminality and delinquency, the recording and measurement of crime, descriptions of criminal careers and an analysis of public policy concerning crime control.

Prerequisite: None.

### **\*CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of the nature of criminal law; historical and philosophical development of law in society; major definitions and concepts; classifications of crime; elements of crime and penalties using the Texas statutes as illustrations, and criminal responsibility.

Prerequisite: None.

## **CSIR: COMMUNICATION SERVICING TECHNOLOGY**

### **CSIR 1344 GENERAL COMMUNICATION CIRCUITS I**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course includes the basic theory of operation and troubleshooting of communication circuits used in radio communication electronics systems.

Prerequisite: CETT 1403, CETT 1405, and concurrent enrollment in CETT 2339.

### **CSIR 1347 GENERAL COMMUNICATION CIRCUITS II**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a continuation of General Communication Circuits I including advanced circuits found in radio communication systems.

Prerequisite: CSIR 1344.

**CSIR 1355 INDUSTRY CERTIFICATIONS****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course prepares the student for the certifications required by industry.

Prerequisite: None.

**CSIR 1359 DIGITAL DATA COMMUNICATION****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is an introduction to the theory and troubleshooting skills needed in the digital data communication field.

Prerequisite: Concurrent enrollment in CSIR 1347.

**CSIR 2234 PAGER TESTING PROCEDURES****CRT HRS: 02 LEC HRS: 01 LAB HRS: 04**

This course refines the skills necessary to maintain, test, troubleshoot, and repair pagers and pager systems.

Prerequisite: Concurrent enrollment in CSIR 1344, CETT 2339.

## **CULN: CULINARY ARTS**

**CULN 1301 SANITATION AND SAFETY****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course introduces the laws and regulations governing sanitation and safety in food service. It presents sanitation procedures necessary with food, the food production area and equipment, and the employee. Food-borne illnesses and their origins are introduced. It includes accident prevention and response including general first aid. The student is taught to perform the Heimlich maneuver.

Prerequisite: None.

**CULN 1320 FOOD PREPARATION & MEAL MANAGEMENT****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course presents basic culinary techniques including measurement, cutlery skills and maintenance. In the kitchen lab, students prepare basic menu items such as soups, stocks, sauces, vegetables, breakfasts, and entrees. Students rotate through the stations of a kitchen gaining knowledge and experience in food selection, production, portion control, plating and storage. Food and environmental sanitation and safety, as well as professional work habits are emphasized. The student learns kitchen etiquette.

Prerequisite: None.

**CULN 1330 BAKING****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course will introduce the student to baking terminology, the basic principles and ingredients used in the production of baked products in a lab setting. Students will prepare basic dough, batters, and pastry items. Proper scaling procedures and baking techniques are emphasized.

Prerequisite: None.

**CULN 1340 QUANTITY FOOD PRODUCTION****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course provides the principles underlying the selection, composition and preparation of the major food products. Course content includes quantity food production and equipment, sanitation, cooking principles, techniques and methods, menu planning, production management, and recipe modification. Lab emphasis is on quantity food production.

Prerequisite: CULN 1320.

**CULN 1350 FOOD SERVICE OPERATIONS/SYSTEMS****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course offers a systems approach to food service operations. Basic principles of management, decision-making and marketing are introduced. Menu pricing and analysis, cost control and budgeting, and food selection are emphasized. Human resources management, procurement, receiving, storage, and inventory control are taught.

Prerequisite: None.

**CULN 1357 CAPSTONE: PRACTICUM****CRT HRS: 03 LEC HRS: 01 OFF CAMPUS LAB HRS: 14**

This is a capstone course for Certificate students. Students will be trained on-the-job at various kitchen stations at the invitation of a host employer. The Practicum experience provides students with an opportunity to implement technical and human relations skills they have developed in their course work. Students will work under supervision and be evaluated by both the host employer and faculty members. A one hour per week classroom seminar is also scheduled to provide students with support and direction during their Practicum semester.

Prerequisite: Second semester standing in the Commercial Cooking Certificate.

**CULN 1360 CUISINE TRENDS****CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

In this course, students learn current trends and international cuisine. Students practice preparing specialty and theme foods such as hors d'oeuvres, low fat and low cholesterol dishes, and international cuisine including Mexican and Spanish dishes.

Prerequisite: None.

**CULN 2330 INTERMEDIATE BAKING****CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

In this course, students learn the preparation, assembly and presentation of pastries and desserts, including cakes, cookies, and decorative work.

Prerequisite: None.

**CULN 2340 MIXOLOGY AND WINE COMPREHENSION****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course provides the student with a basic understanding of regulations regarding alcohol service, and very importantly, the responsible service of alcohol. The mixology portion provides the student with the skills necessary to mix and garnish all classifications of drinks, and the proper use of equipment common to bar operations. The Wine Comprehension portion introduces the student to the history, mystique and ritual of wine including types, vintages, handling, storage and techniques of wine service. It also identifies the role of wine in cooking.

Prerequisite: None.

**CULN 2345 ENTREE PREPARATION****CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course introduces students to basic meat cutting and selection. Students prepare meats, poultry, fish, and seafood with an emphasis on portion control and sanitation.

Prerequisite: None.

**CULN 2350 PROFESSIONAL COOKING SKILLS****CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course provides students with an understanding of the reliable judgement of food quality and techniques essential in producing the desired food characteristics consistently. Students develop the ability to relate food acceptance, safety, aesthetic qualities, and economic considerations in food production and sales.

Prerequisite: None.

**CULN 2357 CAPSTONE: PRACTICUM****CRT HRS: 03 LEC HRS: 01 OFF CAMPUS LAB HRS: 14**

This is a capstone course for AAS Culinary Arts students. Students will be trained on-the-job at the invitation of a host employer. Students will receive both back and front of the house experiences. The practicum provides students with an opportunity to implement both the technical and human relations skills they have developed in their course work. Students will work under supervision and be evaluated by both the host employer and faculty members. A one hour per week classroom seminar is also scheduled to provide students with support and direction during their practicum semester.

Prerequisite: Fourth semester standing in A.A.S. Culinary Arts.

**DEMR: DIESEL ENGINE MECHANIC AND REPAIRER****DEMR 1229 PREVENTATIVE MAINTENANCE****CRT HRS: 02 LEC HRS: 01 LAB HRS: 02**

This is an introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems.

Prerequisite: DEMR 1410, DEMR 1317.

**DEMR 1230 STEERING & SUSPENSION I****CRT HRS: 02 LEC HRS: 01 LAB HRS: 04**

This course is a study of design, function, maintenance, and repair of steering and suspension systems. Emphasis is placed on troubleshooting and repair of failed components.

Prerequisite: MATH 80 or equivalent.

**DEMR 1301 SHOP SAFETY & PROCEDURES****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of shop safety, rules, basic shop tools, and test equipment.

Prerequisite: None

**DEMR 1317 BASIC BRAKE SYSTEMS****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is an introduction to the basic principles of brake systems of diesel powered equipment. Emphasis is placed on maintenance, repairs, and troubleshooting.

Prerequisite: MATH 80 or equivalent.

**DEMR 1405 BASIC ELECTRICAL SYSTEMS****CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

This course is an introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, batteries, and regulators.

Prerequisite: AUMT 2437.

**DEMR 1410 DIESEL ENGINE TESTING & REPAIR I**

**CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

This course is an introduction to testing and repairing diesel engines including related systems specialized tools.

Prerequisite: MATH 80 or equivalent.

**DEMR 1416 BASIC HYDRAULICS**

**CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

This course covers the fundamentals of hydraulics including components and related systems are studied in this course.

Prerequisite: MATH 80 or equivalent.

**DEMR 1442 POWER TRAIN APPLICATIONS I**

**CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

This course provides in-depth coverage of the mechanics and theory of power trains. Emphasis is placed on disassembly, inspection, and repair of power train components.

Prerequisite: MATH 80 or equivalent.

**DEMR 1449 DIESEL ENGINES II**

**CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

This course provides in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines.

Prerequisite: DEMR 1410.

**DEMR 2432 ELECTRONIC CONTROLS**

**CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

This course covers advanced skills in diagnostic and programming techniques of electronic control systems.

Prerequisite: DEMR 1410, AUMT 2437.

**DEMR 2442 AUTOMATIC POWER SHIFT & HYDROSTATIC TRANSMISSIONS I**

**CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

This course is a study of the operation, maintenance, and repair of automatic power shift hydrostatic transmissions.

Prerequisite: DEMR 1442.

**DEMR 2448 FAILURE ANALYSIS**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 02**

This is an advanced course designed for analysis of typical part failures on equipment.

Prerequisite: DEMR 1410, DEMR 1317, DEMR 1442.

## **DFTG: DRAFTING**

**DFTG 1305 TECHNICAL DRAFTING**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is an introduction to the principles of drafting to include terminology and fundamentals, basic drafting techniques, sketching techniques, drafting equipment identification and usage, lettering techniques, alphabet of lines, projection methods, geometric construction, including size and shape description, dimensioning, sections, auxiliary views, and reproduction processes.

Prerequisite: Concurrent enrollment in DFTG 1309.

**DFTG 1309 BASIC COMPUTER-AIDED DRAFTING****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is an introduction to basic computer-aided drafting. Emphasis is placed on basic computer operating principles, hardware descriptions and requirements, drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices.

Prerequisite: Completion of or concurrent enrollment in DFTG 1305.

**DFTG 1313 DRAFTING FOR SPECIFIC OCCUPATIONS****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a discussion of theory and practice with drafting methods and the terminology required for non-drafting majors to prepare working drawings in Precision Manufacturing.

Prerequisite: DFTG 1325.

**DFTG 1317 ARCHITECTURAL DRAFTING-RESIDENTIAL****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a study of architectural drafting procedures, practices, and symbols, including basic house design, design considerations, room planning, foundation plan design, roof design, elevations, new products, material and tradework specifications and preparation of detailed working drawings for residential structure with emphasis on light frame construction methods.

Prerequisite: DFTG 1305, DFTG 1309.

**DFTG 1321 ARCHITECTURAL ILLUSTRATION****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course covers architectural drawing and sketching, including freehand drawing, perspectives, delineation in various media, to include computer generated developments of students' graphical expression, including an introduction to various reproduction methods.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1354.

**DFTG 1325 BLUEPRINT READING AND SKETCHING****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is an introduction to reading and interpreting the "working drawings" for manufactured products and associated tooling. Use of sketching techniques to create pictorial and multiple-view drawings of manufactured parts.

Prerequisite: None.

**DFTG 1348 TOPOGRAPHICAL DRAFTING****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This is a course in map drafting, map scales, map feature, and civil measurements. Emphasis is given to plotting of surveyors' field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses, line assignments and the utilization of CAD system in the development of various civil engineering related projects.

Prerequisite: DFTG 1305, DFTG 1309.

**DFTG 1352 INTERMEDIATE COMPUTER-AIDED DRAFTING****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a continuation of practices and techniques used in basic computer-aided drafting emphasizing creation of symbol libraries, batched files, scripted files, model space viewpoints, introduction to rendering customized program menus, and extracted attributes. This course provides an introduction to

three-dimensional drafting and solid modeling. A portfolio to be submitted for evaluation will be required.  
Prerequisite: DFTG 1305, DFTG 1309.

**DFTG 1354 ARCHITECTURAL DRAFTING-COMMERCIAL**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course covers architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Emphasis will be placed on developing drawings to show the functionality of structures using specified building materials and following current building codes. Building types to be covered will be residential, commercial, industrial and institutional.

Prerequisite: DFTG 1305, DFTG 1309.

**DFTG 1356 DESCRIPTIVE GEOMETRY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an examination of the graphical solution to problems involving points, lines, and planes in space in addition to the study of various applications common to the construction industry including surveying math, reading scales, measurements and area calculations, conversion, and construction material calculations.

Prerequisite: Completion of or concurrent enrollment in MATH 105.

**DFTG 1380 COOPERATIVE EDUCATION**

**CRT HRS: 03 LEC HRS: 01 OFF CAMPUS LAB HRS: 20**

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1317, DFTG 1352, DFTG 1354, DFTG 1356.

**DFTG 1391 CONSTRUCTION MATERIALS & SPECIFICATIONS**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a study in the utilization of various industry standard reference materials to include building code manuals, life safety manuals, architectural graphic standards, and manufacturing resources manuals as related to the production of construction documentation for architectural and commercial projects.

Prerequisite: DFTG 1305, DFTG 1317, DFTG 1354.

**DFTG 2310 STRUCTURAL DRAFTING**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a discussion of detailed drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Drawings and specifications will be designed to meet the standards of American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1354.

**DFTG 2332 CAPSTONE: ADVANCED COMPUTER-AIDED DRAFTING**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is an exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced applications, such as three-dimensional objects creation and linking graphic entities to external non-graphical data in. Advanced rendering techniques and an introduction to AutoLISP will also be discussed.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1352.

**DFTG 2340 SOLID MODELING/DESIGN****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This is a computer-aided modeling course. This course covers development of three-dimensional drawings and models from engineering sketches and orthographic drawings. The application of rendering and animation techniques in design works will also be discussed.

Prerequisite: DFTG 1309, DFTG 1352.

**DFTG 2352 MECHANICAL AND ELECTRICAL SYSTEMS****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course covers the properties of building materials (assemblies), specifications, codes, vendor references and uses of mechanical, plumbing, conveying, and electrical systems as related to architecture for residential and commercial construction.

Prerequisite: DFTG 1305, DFTG 1317, DFTG 1354.

**DRAM: DRAMA****\*DRAM 1310 THEATER APPRECIATION****CRT HRS: 03 LEC HRS: 03 LAB HRS: 01**

This course introduces the theater and develops an appreciation and understanding of the various factors which make up a live theater performance. This course surveys all phases of theater including its history, dramatic works, stage techniques, production procedure, and relationship to the fine arts.

Prerequisite: None.

**\*DRAM 1351 ACTING I****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

Acting I stresses the development of basic skills and techniques in acting and theatrical performance, including increased sensory awareness, improvisational skills, ensemble performing, character analysis, and script analysis. Emphasis will be on developing these acting tools through prepared exercises, monologues and dialogues.

Prerequisite: None.

**ECON: ECONOMICS****\*ECON 2301 PRINCIPLES OF ECONOMICS I-MACRO****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course introduces basic macroeconomic concepts and methods. Primary emphasis is placed on supply and demand, income determination, money and banking, unemployment, and public debate.

Prerequisite: MATH 85 or satisfactory score on placement test.

**\*ECON 2302 PRINCIPLES OF ECONOMICS II-MICRO****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course introduces basic microeconomic concepts and methods. Primary emphasis is placed on supply and demand, demand elasticity, market structure differentiation, and government regulation.

Prerequisite: MATH 85 or satisfactory score on placement test.

## **EDUC: EDUCATION**

### **\*EDUC 1301 INTRODUCTION TO EDUCATION**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an introduction to different teaching programs, teaching fields and employment opportunities. This is a field-based course. Significant time will be spent in local school district classrooms completing detailed observations and activities.

Prerequisite: None.

## **EMTB, EMTI, EMTF: EMERGENCY MEDICAL TECHNOLOGY**

### **EMTB 1103 EMTB CLINICAL**

**CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 05**

This is a supervised clinical learning experience in a clinical facility that will enable a student to develop the skills and apply the knowledge needed to perform emergency medical procedures. This course is taught concurrently with EMTB 1601.

Prerequisite: Concurrent enrollment in both EMTB 1601, EMTB 1202 and EMTB 1104 or successful completion of EMTB 1103 and EMTB 1104 with a "C" or better within one academic year.

### **EMTB 1104 CAPSTONE: EMTB EMS CLINICAL**

**CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 05**

This is a supervised clinical learning experience on an EMS ambulance that will enable a student to develop the skills and apply the knowledge needed to perform emergency medical procedures.

Prerequisite: Concurrent enrollment in both EMTB 1601, EMTB 1202 and EMTB 1103 or successful completion of EMTB 1104 with a "C" or better within one academic year.

### **EMTB 1202 EMTB LAB**

**CRT HRS: 02 LEC HRS: 00 LAB HRS: 06**

This course is designed to develop student skills in performing emergency medical procedures at the Emergency Medical Technician Basic Level, such as bandaging and splinting, administration of oxygen, spinal immobilization, patient assessment and vital signs. These skills are tested in accordance with Texas Department of Health Certification requirements.

Prerequisite: EMTB 1601 or concurrent enrollment.

### **EMTB 1236 EMS DRIVING (EVOC)**

**CRT HRS: 02 LEC HRS: 01 LAB HRS: 02**

EMS driving promotes safe driving techniques for emergency and non-emergency driving. Attention is given to the hazards and legal implications of EMS driving. The student is presented with techniques for accident avoidance as well as performance of routine maintenance on EMS vehicles.

Prerequisite: Completion of or concurrent enrollment in EMTB 1601 and EMTB 1202.

### **EMTB 1301 EMTB DOCUMENTATION**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is designed to develop the student's documentation skills with regard to rendering emergency medical care. Both written and oral reports will be reviewed as well as the legal implications associated with report writing.

Prerequisite: Concurrent enrollment in or successful completion of EMTB 1601, EMTB 1202, EMTB 1103, and EMTB 1104 or successful completion of EMTB 1301 with a "C" or better within one academic year.

**EMTB 1601 EMERGENCY MEDICAL TECHNICIAN****CRT HRS: 06 LEC HRS: 06 LAB HRS: 00**

In this course, 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: Must be 18 years of age and meet TDH EMT Certificate requirements. Concurrent enrollment in EMTB 1202, EMTB 1103 and EMTB 1104, or successful completion of EMTB 1103 with a "C" or better within the first academic year.

**EMTI 1113 EMTI HOSPITAL CLINICAL****CRT HRS: 01 LEC HRS: 00 OFF CAMUS LAB HRS: 05**

This supervised clinical experience in a clinical facility that reinforces the theoretical and practical experience learned in EMS courses with emphasis on advanced emergency medical procedures.

Prerequisite: Concurrent enrollment in EMTI 1311, EMTI 1212 and EMTI 1114 or successful completion of EMTI 1113 and EMTI 1114 with a "C" or better within one academic year.

**EMTI 1114 CAPSTONE: EMTI EMS CLINICAL****CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 05**

This supervised clinical experience on an MICU EMS Unit reinforces the theoretical and practical experiences learned in EMS courses with emphasis on advanced medical procedures.

Prerequisite: TDH EMT - Basic Certification. Concurrent enrollment in EMTI 1311, EMTI 1212, EMTI 1113, or successful completion of EMTI 1113 with a "C" or better within one academic year.

**EMTI 1212 EMTI LAB****CRT HRS: 06 LEC HRS: 00 LAB HRS: 06**

This lab focuses on the practice of advanced skills associated with the job requirements of an EMT Intermediate including endotracheal intubation, administration of intravenous fluid therapy and use of pneumatic anti-shock garments. These skills are tested in accordance with Texas Department of Health certification requirements.

Prerequisite: Concurrent enrollment in EMTI 1311, EMTI 1113 and EMTI 1114 or successful completion of EMTI 1113 with a "C" or better within one academic year.

**EMTI 1311 EMT-INTERMEDIATE****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course includes the study of fluids and electrolytes, blood and its components, hydration disorders, recognition and treatment of shock, the anatomical structures and the mechanics of respiration and the techniques used to perform a complete patient assessment.

Prerequisite: TDH Emergency Medical Technician Basic Certification. Concurrent enrollment in both EMTI 1212, EMTI 1113 and EMTI 1114, or successful completion of EMTI 1113 with a "C" or better within first academic year.

**EMTP 2123 EMTP HOSPITAL CLINICAL I****CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 05**

This is a supervised learning experience in a clinical facility that will enable a student to develop the skills and the knowledge needed to perform advanced emergency medical procedures.

Prerequisite: TDH EMT Intermediate certification and concurrent enrollment in EMTP 2221, EMTP 2222, EMTP 2224 and EMTP 2124.

**EMTP 2124 EMTP EMS CLINICAL I****CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 05**

This is a supervised learning experience on an MICU EMS Unit that will enable a student to develop both the skills and the knowledge needed to perform advanced emergency medical procedures.

Prerequisite: TDH EMT - Intermediate Certification. Concurrent enrollment in EMTP 2221, EMTP 2224, EMTP 2222 and EMTP 2123.

**EMTP 2137 EMTP HOSPITAL CLINICAL II****CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 05**

This is a supervised clinical experience in a clinical facility that enables a student to develop the skills and use the knowledge needed to perform basic and advanced emergency medical procedures.

Prerequisite: Concurrent enrollment in EMTP 2631, EMTP 2232 and EMTP 2138.

**EMTP 2138 EMTP EMS CLINICAL II****CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 05**

This is a supervised learning experience on an MICU ambulance that will enable a student to develop the skills and use the knowledge needed to perform basic and advanced emergency medical procedures.

Prerequisite: Concurrent enrollment in EMTP 2631, EMTP 2232, and EMTP 2137.

**EMTP 2221 EMS CARDIOLOGY****CRT HRS: 02 LEC HRS: 01 LAB HRS: 02**

This course is the study of anatomy and physiology of the cardiovascular system, cardiac patient assessment and cardiac pathophysiology. This course also includes the interpretation of electrocardiograms, arrhythmia recognition and techniques of cardiac management.

Prerequisite: TDH Emergency Medical Technical Intermediate Certificate and concurrent enrollment in EMTP 2123, EMTP 2124, EMTP 2222, and EMTP 2224.

**EMTP 2222 EMTP LAB I****CRT HRS: 02 LEC HRS: 00 LAB HRS: 06**

This lab affords the student 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, endotracheal intubation and intravenous fluid therapy. These skills are tested in accordance with Texas Department of Health certification requirements.

Prerequisite: Concurrent enrollment in EMTP 2221, EMTP 2223 and EMTP 2224.

**EMTP 2224 EMS PHARMACOLOGY****CRT HRS: 02 LEC HRS: 01 LAB HRS: 02**

EMS pharmacology provides pre-hospital medication information, discusses actions and reactions of pre-hospital medications, discusses different routes of medication administration, and the indications and contraindications for the use of these medications.

Prerequisite: Concurrent enrollment in EMTP 2123, EMTP 2124, EMTP 2221, and EMTP 2222.

**EMTP 2232 EMTP LAB II****CRT HRS: 02 LEC HRS: 00 LAB HRS: 06**

This lab is designed to afford students an opportunity to learn and practice advanced skills associated with the job requirements of an EMT-Paramedic, pneumatic anti-shock garments, medication administration and interpretation of EKGs. These skills are tested in accordance with Texas Departments of Health certification requirements.

Prerequisite: Concurrent enrollment in EMTP 2137, EMTP 2138, and EMTP 2631.

**EMTP 2234 EMS RESCUE & EXTRICATION****CRT HRS: 02 LEC HRS: 01 LAB HRS: 02**

This course develops the students' basic understanding of principles and considerations involved in extricating persons from entrapment in various situations. This course also includes familiarization with some of the major rescue tools, their uses, their capacities, and safety needed in their use.

Prerequisite: Successful completion of EMTB 1601 and EMTB 1202 with a "C" or better or concurrent enrollment in EMTB 1601 and EMTB 1202.

**EMTP 2235 EMS MANAGEMENT****CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

This course reviews and outlines the procedures necessary to manage an EMS system in an organized and efficient manner. The concepts of rural versus urban and paid personnel versus volunteer services will be studied in development of a method for day-to-day operation of an emergency medical services system.

Prerequisite: Successful completion of ENGL 1301 and COSC 1301 with a "C" or better, or concurrent enrollment in ENGL 1301 and COSC 1301.

**EMTP 2631 EMT-PARAMEDIC****CRT HRS: 06 LEC HRS: 06 LAB HRS: 00**

This course familiarizes the student with the roles and responsibilities, medical legal issues and the overall functions of the Paramedic. This course also includes recognition and treatment of medical emergencies, CNS emergencies, environmental emergencies, pediatric emergencies, OB/GYN emergencies, geriatric emergencies, psychiatric emergencies, HAZMAT, triage and disaster management.

Prerequisite: 1. TDH EMT Intermediate certification.

2. Concurrent enrollment in EMTP 2137, EMTP 2138, and EMTP 2232.

3. Successful completion of EMTP 2221, EMTP 2222, EMTP 2223 and EMTP 2224 with a "C" or better.

**ENGL: ENGLISH****ENGL 0071 WRITING SKILLS I****CRT HRS: 03 LEC HRS: 03 LAB HRS: 01**

This English course is designed to improve the students' writing skills. The aim of this course is to prepare the students for TASP and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on sentence skills in the context of essay writing. This course has required one-hour lab.

Prerequisite: Placement based on assessment scores.

**ENGL 0081 WRITING SKILLS II****CRT HRS: 03 LEC HRS: 03 LAB HRS: 01**

This English course is designed to advance the students' writing skills. The aim of this course is to prepare the students for TASP and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on paragraph construction in the context of essay writing. This course has a required one-hour lab.

Prerequisite: Completion of ENGL 71 with a grade of "C" or better or placement based on assessment scores.

**\*ENGL 0091 WRITING SKILLS III**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 01**

This English course is designed to advance the students' writing skills. The aim of this course is to prepare the students for TASP and college writing. The students will study professional and peer writing samples; the composing techniques of different modes of writing; and grammar, usage, and mechanics. Special emphasis is placed on paragraph construction in the context of essay writing. This course has a required one-hour lab.

Prerequisite: Completion of ENGL 81 with a grade of "C" or better or placement based on assessment scores.

**\*ENGL 1301 COMPOSITION**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course focuses on the development of effective communication through written discourse. Emphasis is placed on the process of writing, including pre-writing, writing, stages of revision, and editing. Students will learn to employ various organizational strategies to expository essays and will analyze style, tone, and point of view in different literary genres.

Prerequisite: A passing score of 220+ on writing portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

**\*ENGL 1302 RHETORIC**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

Students will examine and employ rhetorical strategies and techniques of argumentation in written discourse, principles of logic will be discussed, and research and documentation techniques will be applied in the process of completing a research project.

Prerequisite: A grade of "C" or higher in ENGL 1301, a passing score of 220+ on the writing portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

**\*ENGL 1312 BUSINESS WRITING**  
**CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course emphasizes the practical application of planning, organizing, researching, and presenting business communications typically required in various professions such as letters, resumes, memoranda, and reports.

Prerequisite: Placement based on placement test scores or successful completion of ENGL 81.

Note: All of the literature courses (ENGL 2300, ENGL 2322, ENGL 2336, ENGL 2331, ENGL 2399) fulfill degree requirements, which are not fulfilled with ENGL 2399.

**\*ENGL 2300 INTRODUCTION TO LITERATURE**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course provides students an introduction to the study of a minimum of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2300 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

**\*ENGL 2307 CREATIVE WRITING I**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is for students who want to explore, discover, and develop their writing talents. The focus of this course is on the techniques and skills necessary in writing fiction, nonfiction, poetry, or drama.

Prerequisite: A minimum of READ 90 and/or ENGL 91 skills level.

**\*ENGL 2308 CREATIVE WRITING II**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a further exploration and discovery in student writing, which may include fiction, nonfiction, poetry, or drama. This course focuses on producing work of publishable quality and on the practical aspects of publication.

Prerequisite: ENGL 2307.

**\*ENGL 2311 TECHNICAL WRITING**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course focuses on writing special types of reports often used in engineering, science, and business.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

**\*ENGL 2321 ENGLISH LITERATURE**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course emphasizes selected readings of British literature. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2321 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302. A passing score of 230+ on the reading portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

**\*ENGL 2326 AMERICAN LITERATURE**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course emphasizes selected readings of American literature. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2326 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302. A passing score of 230+ on the reading portion of the TASP test, or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

**\*ENGL 2331 WORLD LITERATURE**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course emphasizes selected readings of world literature. It will include the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2331 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302. A passing score of 230+ on the reading portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

**\*ENGL 2399 SPECIAL TOPICS IN LITERATURE**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is designed to focus on literary works which may be unified by theme, period, or subject matter. It will include the study of three literary genres which may include short stories, poetry and drama, novel or novella and essay. English 2399 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

## ENGR: ENGINEERING

### **\*ENGR 1101 INTRODUCTION TO ENGINEERING**

**CRT HRS: 01 LEC HRS: 01 LAB HRS: 00**

This course is an introduction to engineering as a discipline and a profession. It includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society.

Prerequisite: COSC 1301.

### **\*ENGR 1204 ENGINEERING GRAPHICS**

**CRT HRS: 02 LEC HRS: 01 LAB HRS: 03**

This course is an introduction to spatial relationships, multiview projection and sectioning, dimensioning, graphical presentation of data and fundamentals of computer graphics.

Prerequisite: COSC 1301.

### **\*ENGR 2301 STATICS**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a calculus-based study of composition and resolution of forces, equilibrium of force system, friction, centroids, and moments of inertia.

Prerequisite: PHYS 1401, MATH 2413, and completion of or concurrent enrollment in MATH 2414.

### **\*ENGR 2302 DYNAMICS**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a calculus-based study of dynamics of rigid bodies, force mass acceleration, work-energy and impulse momentum computation.

Prerequisite: ENGR 2301, MATH 2414.

## GEOG: GEOGRAPHY

### **GEOG 1301 PRINCIPLES OF PHYSICAL GEOGRAPHY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

An introductory course designed to provide a foundation of the study of geography. Emphasis is placed on weather, ocean currents and climates. Course material includes soils and vegetation types and distributions.

Prerequisite: Passage of the reading section of the TASP or completion of READ 90.

## GEOL: GEOLOGY

### **\*GEOL 1403 GENERAL GEOLOGY I**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This course includes the study of the principles of physical and historical geology. It includes the study of the earth's composition, structure and internal and external processes, as well as the geologic history of the earth and evolution of life.

Prerequisite: None.

### **\*GEOL 1404 GENERAL GEOLOGY II**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This course is a continuation of Geology I covering the principles related to the deformation of the earth,

glaciology, history of the universe and the practical applications of geology in areas such as oil and mining exploration, hydrogeology, pollution and the conservation of our ecosystem.

Prerequisite: GEOL 1403.

## **GOVT: GOVERNMENT**

### **\*GOVT 2301 AMERICAN GOVERNMENT I**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course provides an introduction to the theory and practice of politics and government in the United States at the national and state levels. Topics include political theory, the United States and Texas constitutions, federalism, and the legislative, executive and judicial institutions of government.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

### **\*GOVT 2302 AMERICAN GOVERNMENT II**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course examines many of the forces that affect the political process in the United States and Texas. Topics include political participation and the role of the media in politics. It also examines some of the major issues and controversies in domestic and foreign policy.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or qualify for the "B or Better" option or TASP completion via SAT or ACT scores. Recommended completion of GOVT 2301.

### **\*GOVT 2304 INTRODUCTION TO POLITICAL SCIENCE**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is an introductory survey of the discipline of political science focusing on the history, theory, scope and methods of the field, and the substantive topics in the discipline.

Prerequisite: Completion of READ 80, ENGL 81 or TASP completion.

### **\*GOVT 2389 ACADEMIC COOPERATIVE IN SOCIAL SCIENCE**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is an instructional program designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of government.

Prerequisite: None.

## **HAMG: HOSPITALITY AND TOURISM**

### **HAMG 1166 PRACTICUM - HOSPITALITY, ADMINISTRATION & MANAGEMENT**

**CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 10**

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Permission from the department.

### **HAMG 1311 SANITATION & SAFETY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

The fundamentals of sanitation practices, laws, methods, and techniques of food handling for protection, safety, and accident prevention are emphasized in this course.

Prerequisite: None.

**HAMG 1313 FRONT OFFICE PROCEDURES****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted, and computer based methods for each front file function.

Prerequisite: None.

**HAMG 1324 HOSPITALITY HUMAN RESOURCES MANAGEMENT****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

In this course, students will study the principles and procedures of managing people in the hospitality workplace.

Prerequisite: None.

**HAMG 1342 GUEST ROOM MAINTENANCE****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course demonstrates the working relationship in the lodging industry between housekeeping and maintenance.

Prerequisite: None.

**HART: HEATING, AIR CONDITIONING & REFRIGERATION TECHNOLOGY****HART 1401 ELECTRICITY PRINCIPLES****CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

Principles of electricity as required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation are taught in this course.

Prerequisite: None.

**HART 1407 REFRIGERATION PRINCIPLES****CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This is an introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components.

Prerequisite: None.

**HART 1442 COMMERCIAL REFRIGERATION****CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

The theory of and practical application in the maintenance of commercial refrigeration; high, medium, and low temperature applications and ice machines is introduced in this course.

Prerequisite: HART 1401, HART 1407, HART 1494.

**HART 1445 GAS & ELECTRICAL HEATING****CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This course provides a study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces.

Prerequisite: HART 1401, HART 1407, HART 1494.

**HART 1494 SPECIAL TOOLS, FITTINGS & BRAZING BASICS****CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This course introduces students to basic hand tools and refrigeration tools that are commonly used in the refrigeration and air conditioning industry stressing proper application, use and care of these tools. In addition, tubing operations are performed on copper tubing and fittings. These are correctly connected by

mechanical methods using acetylene and oxygen welding equipment. Safety techniques are carefully observed and employed in all areas of instruction.

Prerequisite: None.

### **HART 2436 TROUBLESHOOTING**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This is an advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance A tests.

Prerequisite: HART 1401, HART 1407, HART 1494.

### **HART 2438 AIR CONDITIONING INSTALLATION/SERVICE**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

Students will study air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on service, troubleshooting, performance testing, and repair techniques in this course.

Prerequisite: HART 1401, HART 1407, HART 1494.

### **HART 2441 COMMERCIAL AIR CONDITIONING**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This is a study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less.

Prerequisite: HART 1401, HART 1407, HART 1494.

### **HART 2443 INDUSTRIAL AIR CONDITIONING**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

A study of components, accessories, applications, and installation of air conditioning systems above 25 tons capacity will be presented.

Prerequisite: HART 1401, HART 1407, HART 1494.

### **HART 2445 AIR CONDITIONING SYSTEMS DESIGN**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This course is a study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

Prerequisite: HART 1401, HART 1407, HART 1494.

## **HHSA: HEALTH AND HUMAN SERVICES**

### **HHSA 1301 INTRODUCTION TO HEALTH & HUMAN SERVICES**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course introduces students to the field of human service. Major areas of study include the history and nature of human services, including theory, practice and current issues, as well as an exploration of regional social service agencies.

Prerequisite: None.

### **HHSA 1305 ORGANIZED COMMUNITY SERVICES**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course examines public and private social service agencies as the context for practice in the human

service field. It explores the internal and external environments of these agencies, including relationships with other agencies, regulatory concerns, agency structure and decision-making, and the referral process. It also addresses the practitioner's role in influencing the development of social welfare policy and programs.

Prerequisite: None.

### **HHSA 2301 CLIENT RELATING**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course offers instruction and activities in the principles of human communication and interaction in the realm of the social service setting. It examines the qualities which facilitate the helping relationship and offers skills training in effective communication, ethical decision-making, and each of the phases of the social work practice process.

Prerequisite: None.

### **HHSA 2302 POLICIES AND PROCEDURES**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course explores the nature and scope of the major social welfare policies and programs in the United States and the political process involved in their development. It provides an in-depth examination of public assistance and social insurance programs. Policies and programs addressing poverty, hunger, people with disabilities, older Americans, and other special populations are also examined.

Prerequisite: None.

### **HHSA 2303 CASE DOCUMENTATION**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course provides comprehensive instruction in the interview process, including an exploration of the attitudes and behaviors involved in the helping interview. Through a focus on interviews for assessment purposes, this course teaches skills in case documentation methods and techniques used in social service agencies.

Prerequisite: None.

### **HHSA 2304 ORGANIZATIONAL WORKPLACE**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course provides a conceptual and theoretical framework for human service practice in diverse settings and client systems with which human service workers interact. It examines theory of organizational structures and cultures.

Prerequisite: HHSA 1301, HHSA 2301, HHSA 2302, HHSA 2303.

### **HHSA 2305 CAPSTONE: FIELD EXPERIENCE**

**CRT HRS: 03 LEC HRS: 02 OFF CAMPUS LAB HRS: 10**

This course provides extended practical experience in the social service setting in which the student has a career interest, concomitant with a weekly two-hour classroom session in which students have the opportunity to apply what they have learned in the classroom to real situations in the field practice setting. The field experience is closely supervised by faculty field liaisons who help students to identify their strengths and weaknesses and to explore social work settings through interaction with other social service agencies.

Prerequisite: None.

## HIST: HISTORY

### **\*HIST 1301 UNITED STATES HISTORY I**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from the discovery of America to the Civil War.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

### **\*HIST 1302 UNITED STATES HISTORY II**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from reconstruction to the present.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

### **\*HIST 2311 WESTERN CIVILIZATION I**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course provides a survey of the major political, economic, cultural and intellectual history of Europe through the Reformation. Emphasis will be placed on the contributions of Ancient Mesopotamia, Egypt, Greece and Rome to the Western world, the fall of Rome, the Byzantine Empire, the Middle Ages and the Renaissance. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: TASP exempt or TASP completed, or READ 80, ENGL 81.

### **\*HIST 2312 WESTERN CIVILIZATION II**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is the continuation of Western Civilization I to the present. This will include momentous economic, political, social and intellectual issues and events such as the Renaissance and Reformation, European expansion, the Enlightenment, the age of democratic revolutions, the height of Western Civilization prior to World War I, and the gradual decline of western hegemony in the world in the 20th century. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: TASP exempt or TASP completed, or READ 80, ENGL 81.

### **\*HIST 2321 WORLD CIVILIZATIONS I**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a survey of ancient and medieval history with emphasis on Asian, African, American and European cultures.

Prerequisite: TASP exempt or TASP completed, or READ 80, ENGL 81.

### **\*HIST 2322 WORLD CIVILIZATIONS II**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a survey of the modern history and cultures of Asia, Africa, Europe and the Americas.

Prerequisite: TASP exempt or TASP completed, READ 80, ENGL 81.

### **\*HIST 2380 MEXICAN AMERICAN HISTORY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course provides an interpretation of the historical heritage of the Mexican American in the United

States. Emphasis will be given to the development of New Spain's northern frontier, the impact of Mexico's Independence movement on the northern frontier, 19th century U.S. territorial expansion and the incorporation of Texas, the Southwest, and California into the United States, twentieth century social, political and economic issues among Mexican American culture. In addition, the course may cover topics dealing with the South Texas border culture. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: TASP exempt or TASP completed, or READ 80, ENGL 81.

## **HITP: HEALTH INFORMATION TECHNOLOGY**

### **HITP 1202 LEGAL ASPECTS OF MEDICAL RECORDS**

**CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

This course covers legal procedures and terminology, court system, policies and procedures for control and use of personal health information, health care legislations relating to the maintenance of confidentiality and appropriate use for health records, and ethical standards for health record practice.

Prerequisite: MIPR 1300.

### **HITP 1203 HEALTH INFORMATION SCIENCE II**

**CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

This course 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). It includes the study of medical record content and management in the following areas: long-term care, ambulatory care, rehabilitation, hospice, home health care and mental care.

Prerequisite: MIPR 1300.

### **HITP 2201 DIRECTED PRACTICE I**

**CRT HRS: 02 LEC HRS: 01 OFF CAMPUS LAB HRS: 10**

This course allows the student to learn about admitting and discharge procedures, filing and numbering systems and record assembly, and quantitative analysis. This practicum will take the student to hospitals and alternative settings.

Prerequisite: MIPR 1300, HITP 1202.

### **HITP 2224 HEALTH CARE STATISTICS**

**CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

This course covers the introduction to hospital statistics and practice of computation and calculations of health data. Guidelines for Texas Department of Health Vital statistics are studied.

Prerequisite: MIPR 1300.

### **HITP 2306 CAPSTONE: DIRECTED PRACTICE II**

**CRT HRS: 03 LEC HRS: 01 OFF CAMPUS LAB HRS: 17**

This course 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. It includes 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 2201.

**HITP 2325 QUALITY IMPROVEMENT HEALTH INFORMATION****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course 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 1203.

**HITP 2326 MANAGEMENT PRINCIPLES IN HEALTH INFORMATION****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers the principles of the use of authority and supervision along with delegation of responsibilities and effective communication along with the daily operations of the medical record department management and capital budget. It will also include organization charts, job descriptions and policies and procedures. Emphasis will be placed on planning, organizing, directing, controlling, motivation, discipline, and performance evaluation.

Prerequisite: HITP 1203.

**HRPO: HUMAN RESOURCES MANAGEMENT****HRPO 1311 HUMAN RELATIONS****CRT HRS:03 LEC HRS:03 LAB HRS:00**

This course provides practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

Prerequisite: None.

**HRPO 2301 HUMAN RESOURCES MANAGEMENT****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

Behavioral and legal approaches to the management of human resources in organizations are studied in this course.

Prerequisite: BMGT 1301.

**HUCP: HEALTH UNIT COORDINATION TECHNOLOGY****HUCP 1225 HEALTH UNIT COORDINATOR PROCEDURES-LAB****CRT HRS: 02 LEC HRS: 01 LAB HRS: 03**

This course covers the application of unit coordinating skills and procedures in the laboratory setting.

Corequisite: HUCP 1321.

**HUCP 1230 CAPSTONE: HEALTH UNIT COORDINATOR PRACTICUM****CRT HRS:02 LEC HRS:01 OFF CAMPUS LAB HRS:10**

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, MIPR 1301, HUCP 1300, concurrent enrollment in HUCP 1321 and HUCP 1225.

**HUCP 1300 INTRODUCTION TO HEALTH UNIT COORDINATOR****CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course covers the role and responsibilities, communication processes, human relations, and coordina-

tion of the non-clinical aspect of the nursing unit.

Prerequisite: None.

### **HUCP 1321 HEALTH UNIT COORDINATOR PROCEDURES**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course 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 postoperative procedures.

Prerequisite: None.

## **HUMA: HUMANITIES**

### **\*HUMA 1301 INTRODUCTION TO THE HUMANITIES I**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course emphasizes an interdisciplinary, multi-perspective survey of cultural, philosophical, aesthetic, and political factors critical to the formulation of values and the historical development of the individual and society. The course may involve field trips.

Prerequisite: TASP exempt or TASP completed or ENGL 80, ENGL 81.

### **\*HUMA 1302 INTRODUCTION TO THE HUMANITIES II**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an in-depth, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formation of values, and the historical development of the individual and of society.

Prerequisite: HUMA 1301.

## **IBUS: IMPORT/EXPORT**

### **IBUS 1301 PRINCIPLES OF IMPORTS-EXPORTS I**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of export management processes and procedures. Topics include governmental controls, licensing of products, documentation, commercial invoices, and traffic procedures. Application to human and public relations, management of personnel, finance, and accounting procedures.

Prerequisite: None.

### **IBUS 1305 INTRODUCTION TO INTERNATIONAL BUSINESS/TRADE**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers the techniques for entering the international marketplace. Emphasis is on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.

Prerequisite: None.

### **IBUS 1341 INTERNATIONAL PURCHASING**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers the skills needed by a buyer in international purchasing or sourcing. Topics include the advantages and the barriers of purchasing internationally, global sourcing, and purchasing processes, including issues of contract administration, location, and evaluation of foreign suppliers, total cost approach, exchange fluctuations, customs procedures, and related topics.

Prerequisite: IBUS 1305.

**IBUS 1349 INTERNATIONAL INFORMATION SYSTEMS****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a course in managing information systems and technology for multinational corporations. Skill development in the use of appropriate software and the National Trade Data Base. Topics include the role of global strategic information systems as applied to problem solving and current transportation and customs software.

Prerequisite: IBUS 1301, IBUS 1305, IBUS 2345.

**IBUS 1354 INTERNATIONAL MARKETING MANAGEMENT****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an analysis of international marketing strategies using market trends, costs, forecasting, pricing, sourcing, and distribution factors. Development of an international export/import marketing plan.

Prerequisite: IBUS 1305.

**IBUS 2345 IMPORT CUSTOMS REGULATIONS****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a study of the duties and responsibilities of the licensed customs broker or customhouse broker. Topics include processes for customs clearance including appraisement, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding, penalties, quotas, immediate delivery, consumption, and liquidation, computerized systems, laws, and regulations.

Prerequisite: None.

**IEIR: INDUSTRIAL ELECTRONIC INSTALLER/REPAIRER****IEIR 1310 MOTOR CONTROLS****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

General principles and fundamentals of electrical controls and control components including starters, troubleshooting techniques, various protective devices, schematics, and diagrams are covered throughout this course.

Prerequisite: HART 1401.

**IMGT: INFORMATION MANAGEMENT****IMGT 1302 OPERATING SYSTEMS****CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course is a study of operating system concepts, 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: Completion of or concurrent enrollment in COSC 1301.

**IMGT 1312 INTRODUCTION TO COMPUTER APPLICATIONS****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is an introduction to microcomputer operations and the use of application software. Microcomputer topics include word processing, spreadsheet analysis and database. Topic reinforcement accomplished through laboratory experience.

Prerequisite: None.

**IMGT 1313 INTRODUCTION TO DESKTOP PUBLISHING****CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course is an introduction to desktop publishing on a microcomputer. Students will, using a 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, IMGT 1312 or Program Chair's approval.

**IMGT 1314 MANAGEMENT OF WINDOWS APPLICATIONS****CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course is a survey of manual and electronic tools for scheduling, keeping calendars, project management, message exchange, and graphics.

Prerequisite: Completion of or concurrent enrollment in COSC 1301 or IMGT 1312.

**IMGT 1315 FUNDAMENTALS OF IBM AS/400 RPG****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course introduces the student to the RPG/400 programming language. Topics include language syntax, input/output and arithmetic operations, control-break processing, multiple-record types, table/array processing exception output and sequential file processing.

Prerequisite: Completion of or concurrent enrollment in COSC 1301, concurrent enrollment in IMGT 1316.

**IMGT 1316 IBM AS/400 OPERATIONS & FACILITIES****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

The object of this course is to develop a student's competencies in the operating environment of the IBM AS/400. Topics include working with jobs and commands, single-level storage, advanced message handling, physical, logical, display and device files, advanced work with SEU and DFU, SDA (Screen Design Aid), Control Language, working with User Profiles, save/restore operations, journaling and security.

Prerequisite: IMGT 1320.

**IMGT 1320 IBM AS/400 CONCEPTS****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course introduces students to the fundamentals of the IBM AS/400 midrange system, including terminology, applications and theory. Topics include system overview and menu navigation, sign-on procedures, using HELP, an introduction to objects, libraries and members, job and printer control, message handling, aspects of system security, physical and logical files, the Data File Utility, the Source Entry Utility, CL commands, and source file compilation.

Prerequisite: Completion of or concurrent enrollment in COSC 1301 or IMGT 1312.

**IMGT 1321 DATABASE I****CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

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: COSC 1301, IMGT 1302 or Program Chair's approval.

**IMGT 1331 DATA COMMUNICATIONS****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

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 databases, electronic mail, access methods and standards, modems, protocol and topologies.

Prerequisite: IMGT 1302, IMGT 2421.

**IMGT 1412 PROGRAM DESIGN & DEVELOPMENT****CRT HRS: 04 LEC HRS: 03 LAB HRS: 02**

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.

**IMGT 2310 ADVANCED IBM AS/400 RPG****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a continuation of the development of skill in the use of RPG/400. Tables, arrays, and structured coding techniques are used to write, compile, and run programs. Multiple-occurrence data structures, Source and Data File Utilities, exception time processing and subroutines are included.

Prerequisite: IMGT 1315.

**IMGT 2311 NETWORKS AND CONNECTIVITY****CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course covers components of different types of network operating systems. Topics include workstation and protocol support, performance features, fault tolerant capabilities, technical specifications, commands, security features, utilities and client server capabilities. Network operating systems include NetWare, LAN Server, LAN Manager, MacIntosh LAN, AT&T STARLAN, ARCnet, 10net, Vines, LANtastic and Windows for workgroups/95.

Prerequisite: IMGT 1320, IMGT 1316, IMGT 2421.

**IMGT 2312 ELECTRONIC SPREADSHEETS****CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

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 COSC 1301, or Program Chair's approval.

**IMGT 2315 IBM AS/400 DATABASE CONCEPTS****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

The content of this course provides students with the required knowledge and skills to implement a relational database application using DB2/400. Query 400 is also examined as a tool for manipulating a

database. Topics include basic database concepts, physical definition and description, logical file creation and use, join and non-join logical files, accessing database files from high-level languages, and database modeling and design.

Prerequisite: IMGT 1316, IMGT 1320, IMGT 1314, IMGT 1321.

### **IMGT 2317 GROUPWARE**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course introduces a GroupWare program such as Lotus Notes '97, Microsoft Office '97, Smart Suite '97, etc. in the AS/400 environment.

Prerequisite: IMGT 1320, IMGT 1316.

### **IMGT 2322 NETWORK DESIGN & DEVELOPMENT**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of hardware, software and interface requirements 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 1331.

### **IMGT 2323 NETWORK TECHNIQUES & TROUBLESHOOTING**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

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 common network problems.

Prerequisite: IMGT 1331.

### **IMGT 2324 WORKSTATION COMPONENTS**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a survey of various peripheral equipment used with an automated workstation. This course includes labs in setting up and adjusting equipment. Cabling and connecting devices are studied and made.

Prerequisite: IMGT 1314, IMGT 1302, IMGT 2421.

### **IMGT 2331 ADVANCED MICROCOMPUTER APPLICATIONS**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

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: None.

### **IMGT 2332 ADVANCED DATA COMMUNICATIONS**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course emphasizes data communications. Physical topologies, transmission protocols, distributed computing environment, applications programmer interfaces and line management are covered.

Prerequisite: IMGT 1331.

**IMGT 2340 PROGRAMMING TOOL SETS****CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course introduces the student to the Visual Age products, and how they work with AS/400 programs.

Prerequisite: IMGT 1320, IMGT 1315.

**IMGT 2341 SOFTWARE INTEGRATION****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

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****CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

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 1302, IMGT 2421.

**IMGT 2343 CAPSTONE: SYSTEMS MANAGEMENT****CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

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 documentation, standards, operating procedures, control language and perform audit logs.

Prerequisite: IMGT 2421, IMGT 2342.

**IMGT 2345 CAPSTONE: NETWORK PROJECT****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course covers the planning, development and implementation of small peer to peer network.

Prerequisite: IMGT 2323.

**IMGT 2346 CAPSTONE: MINICOMPUTER PRACTICUM****CRT HRS: 03 LEC HRS: 01 OFF CAMPUS LAB HRS: 20**

This is a planned and supervised occupational work experience at selected AS/400 work sites. Jobs and tasks given to the students are organized to include those of a beginning, intermediate and advanced nature so as to provide exposure to as much as possible of the total operation of an information services center. Students meet eligibility requirements. The internship requires a minimum of 160 clock hours of on-the-job activities.

Prerequisite: IMGT 2310.

**IMGT 2421 NETWORKING CONCEPTS****CRT HRS: 04 LEC HRS: 03 LAB HRS: 02**

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: Concurrent enrollment in COSC 1301.

### **IMGT 2423 DATABASE II**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 02**

In this course, 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 database management system problems and a team approach.

Prerequisite: IMGT 1321.

## **INMT: INDUSTRIAL MANUFACTURING TECHNOLOGY**

### **INMT 1445 COMPUTER NUMERICAL CONTROLS**

**CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

This course is a study of numerically controlled machine operations. Emphasis is placed on standard and computer numerically controlled procedures for planning, preparing and operating a computer-assisted program.

Prerequisite: MCHN 1452, DFTG 1313, MCHN 1438.

### **INMT 2380 CAPSTONE: COOPERATIVE EDUCATION**

**CRT HRS: 03 LEC HRS: 01 OFF CAMPUS LAB HRS: 20**

This course is designed as a work experience in which the student develops his or her skills at the work site. Work ethics and attitudes are emphasized. The co-op experience will be directly related to the students training level.

Prerequisite: Permission of the instructor.

## **INTC: INSTRUMENTATION TECHNOLOGY**

### **INTC 1307 ELECTRONIC TEST EQUIPMENT**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This is a study of the theory and application of analog and digital meters, oscilloscopes, frequency generation, frequency measurements, and special measuring instruments. Emphasis is on accuracy and limitations of instruments and calibration techniques.

Prerequisite: Concurrent enrollment in MATH 105 or MATH 1414.

### **INTC 1357 AC/DC MOTOR CONTROL**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This is a study of electric motors and motor control devices common to a modern industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems is included.

Prerequisite: CETT 2339.

## **KINE: KINESIOLOGY**

### **\*KINE 1238 CONCEPTS OF PHYSICAL FITNESS**

**CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

This course covers the concepts of fitness, stress and its control, weight control, nutrition, individual testing and consultation, organization of sport and fitness programs. The basic principles of training are discussed.

Prerequisite: None.

**\*KINE 1301 INTRODUCTION TO KINESIOLOGY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an orientation to the field of kinesiology, physical fitness and sport, vocational opportunities, and the scope of modern programs in physical education, sport, and recreation.

Prerequisite: None.

**\*KINE 1304 PERSONAL HEALTH**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers the fundamentals of personal health with emphasis on family health, including wellness behavior, substance use and abuse, physical fitness, health enhancing skills, consumer health issues and current health concerns.

Prerequisite: None.

**\*KINE 1305 COMMUNITY HEALTH**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course focuses on the aspects of the community that relate to health, identification and analysis of the school and community health programs, public health agencies, and health issues of today.

Prerequisite: None.

**\*KINE 1321 TECHNIQUES OF COACHING SPORTS I**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course provides instruction in fundamental skills of coaching, organization of practices, and handling of teams during competitive seasons of sport. Emphasis is placed on the ability of the coach to teach and exercise leadership. Topics include the history, theories, and philosophies of competitive sports.

Prerequisite: None.

**\*KINE 1322 TECHNIQUES OF COACHING SPORTS II**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a continuation of KINE 1321 and includes advanced theories and philosophies of coaching.

Prerequisite: KINE 1321.

**\*KINE 1331 KINESIOLOGY FOR ELEMENTARY SCHOOL**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers physical education for elementary education majors. It includes an orientation to the field of kinesiology, physical fitness and sport, vocational opportunities, and a detailed analysis of fundamental principles, content, and curriculum of the elementary school kinesiology program.

Prerequisite: None.

**\*KINE 1336 INTRODUCTION TO RECREATION**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers the fundamental theory and concepts of recreational activities, programs, planning, and leadership. This is an introductory course to the large and growing field of leisure and recreation and its interface with tourism. It includes indoor and outdoor recreation, and physical and mental recreational activities.

Prerequisite: None.

**\*KINE 1346 DRUG USE AND ABUSE**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is the study of human behavior relating to legal and illegal drug use and abuse, with emphasis

on physiological, sociological, and psychological factors.

Prerequisite: None.

## **LGLA: LEGAL ASSISTING**

### **LGLA 1301 LEGAL RESEARCH & WRITING**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course provides a working knowledge of fundamentals of effective legal research and writing. Topics include law library techniques, computer assisted legal research, briefs, and legal memoranda.

Prerequisite: COTP 1312, READ 80 and MATH 85 or equivalent.

### **LGLA 1341 ADMINISTRATIVE LAW**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course presents fundamental concepts of administrative law and procedure in governmental agencies at all levels with emphasis on the paralegal's role in the administrative process. Topics include creation of governmental agencies, operation, rule making, and adjudication.

Prerequisite: LGLA 1301, completion of or concurrent enrollment in ENGL 1301 and MATH 1414.

### **LGLA 1346 CIVIL LITIGATION I**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Civil Litigation I together with Civil Litigation II covers litigation from the pretrial stage to the post trial phase.

Prerequisite: READ 80 and MATH 85 or equivalent, completion of or concurrent enrollment in COTP 1312.

### **LGLA 1347 CIVIL LITIGATION II**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Civil Litigation II together with Civil Litigation I covers litigation from the pretrial stage to the post trial stage.

Prerequisite: COTP 1312, LGLA 1346, READ 80 and MATH 85 or equivalent.

### **LGLA 1353 WILLS, TRUSTS & PROBATE ADMINISTRATION**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.

Prerequisite: COTP 1312, READ 80 and MATH 85 or equivalent, completion of or concurrent enrollment in LGLA 1346.

### **LGLA 1355 FAMILY LAW**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.

Prerequisite: COTP 1312, READ 80 and MATH 85 or equivalent, completion of or concurrent enrollment in LGLA 1346.

**LGLA 1391 SURVEY OF INDIVIDUAL RIGHTS UNDER FEDERAL LAW****CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course surveys federal legislation, U.S. Code and federal agencies created for the protection of individual rights. Specific attention will be given to laws affecting the workplace, including employment based discrimination, affirmative action, sexual harassment and the Americans with Disabilities Act. Public education, the Community Reinvestment Act and the Fair Housing Act will also be discussed. Comprehension and discussion of topics will take place through intensive reading, written essays and class debate.

Prerequisite: LGLA 1301, completion of or concurrent enrollment in ENGL 1301 and MATH 1414.

**LGLA 2303 TORTS & PERSONAL INJURY LAW****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

Prerequisite: COTP 1312, LGLA 1346, READ 80 and MATH 85 or equivalent, completion of or concurrent enrollment in LGLA 1347.

**LGLA 2307 LAW OFFICE MANAGEMENT****CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

The course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology.

Prerequisite: COTP 1312, READ 80 and MATH 85 or equivalent.

**LGLA 2309 REAL PROPERTY****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.

Prerequisite: COTP 1312, completion of or concurrent enrollment in ENGL 1301 and MATH 1414.

**LGLA 2311 BUSINESS ORGANIZATIONS****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities.

Prerequisite: LGLA 1301, completion of or concurrent enrollment in ENGL 1301 and MATH 1414.

**LGLA 2380 CAPSTONE: CO-OP LEGAL ASSISTANT****CRT HRS: 03 LEC HRS: 01 OFF CAMPUS LAB HRS: 20**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

Prerequisite: To be taken as the last course of the Legal Assisting Program.

## **LOTT: LASER AND OPTICAL TECHNOLOGY**

### **LOTT 1301 INTRODUCTION TO FIBER OPTICS**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course provides an introduction to fiber optics and its application including advantages of fiber, light transmission in fiber, types of fiber, sources, detectors, and connectors.

Prerequisite: MATH 105 or MATH 1414, CETT 1403, INTC 1307.

## **LVNU: VOCATIONAL NURSING**

### **LVNU 1131 CLINICAL II**

**CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 06**

This is a supervised clinical experience in a hospital maternity unit where the student is introduced 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 clinical experience.

Prerequisite: Concurrent enrollment in LVNU 1330.

### **LVNU 1141 CLINICAL III**

**CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 06**

This is a supervised clinical experience which introduces the student to the clinical aspects of the care of the pediatric patient and the families' needs and support. It includes the application of the nursing process.

Prerequisite: Concurrent enrollment in LVNU 1340.

### **LVNU 1203 SCIENCES FOR VOCATIONAL NURSING**

**CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

Normal nutrition is one of 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 good 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.

Prerequisite: Admission to the Vocational Nursing program.

### **LVNU 1204 GERIATRICS**

**CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

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.

Prerequisite: Admission to the Vocational Nursing program.

### **LVNU 1211 NURSING SKILLS THEORY LAB**

**CRT HRS: 02 LEC HRS: 00 LAB HRS: 06**

This course is an introduction to the nursing skills laboratory where emphasis is placed on use of concepts and principles learned in LVNU 1410. All basic nursing skills (bathing, dressing, feeding, vital signs, etc.) are demonstrated, practiced and tested. The nursing process provides the focus for all nursing interventions as practiced in the lab activities.

Prerequisite: Admission to the Vocational Nursing program.

**LVNU 1221 CLINICAL I****CRT HRS: 02 LEC HRS: 00 OFF CAMPUS LAB HRS: 12**

This is an introduction to basic patient care in the clinical facility. Through supervised clinical practice the student has the opportunity to apply nursing procedures in the clinical setting. Implementation of the nursing process is emphasized.

Prerequisite: Admission to the Vocational Nursing program.

**LVNU 1251 CLINICAL IV****CRT HRS:02 LEC HRS:00 OFF CAMPUS LAB HRS: 09**

This is a supervised clinical experience which allows the student to gain experience in basic nursing care on medical and surgical units. Knowledge and application of the nursing process are utilized in providing direct patient care in the clinical facility. Administration of medications is emphasized.

Prerequisite: Concurrent enrollment in LVNU 1550.

**LVNU 1305 PHARMACOLOGY****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an introduction to nursing pharmacology. This course provides a basic understanding of drug forms, drug effects by classification, current drug therapy, accurate calculation of dosage, and principles of medication preparation and safe administration.

Prerequisite: Admission to the Vocational Nursing program.

**LVNU 1320 FUNDAMENTALS OF NURSING****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is designed to guide the vocational nursing student in self assessment for the necessary personal and professional adjustments that are essential to becoming 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.

Prerequisite: Admission to the Vocational Nursing program.

**LVNU 1330 MATERNAL AND NEWBORN****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an introduction to nursing concepts related to the family unit. Topics include physiological changes associated with pregnancy, fetal development, prenatal care, nursing care during labor, delivery and postpartum, as well as care of the newborn infant. Use of the nursing process is integrated throughout the course.

Prerequisite: Concurrent enrollment in LVNU 1131.

**LVNU 1340 PEDIATRICS****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an introduction to the special needs of the child and the family. Emphasis is placed on the use of the nursing process in care of children. Pathophysiological variations as affected by various ages and stages of development of children are presented in relation to the principles of the biological, physical, social and behavioral sciences.

Prerequisite: Concurrent enrollment in LVNU 1141.

**LVNU 1402 ANATOMY AND PHYSIOLOGY****CRT HRS: 04 LEC HRS: 04 LAB HRS: 00**

This course is designed to provide the vocational nursing student with introductory level information of

the structure and function of the human body. This information will be used as a basis to provide understanding of disease processes and their effect on the human body.

Prerequisite: Eligibility for READ 90 or instructor approval.

#### **LVNU 1410 NURSING SKILLS THEORY**

**CRT HRS: 04 LEC HRS: 04 LAB HRS: 00**

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 simple to complex. Emphasis is placed on the utilization of scientific principles to guide the student in developing competency in the performance of these skills.

Prerequisite: Admission to the Vocational Nursing program.

#### **LVNU 1461 CLINICAL V**

**CRT HRS: 04 LEC HRS: 00 OFF CAMPUS LAB HRS: 21**

This is a final supervised clinical experience that focuses on the integration of all nursing skills and theory from the previous semesters. Beginning leadership practices are introduced and utilization of the nursing process is implemented in more complex nursing situations.

Prerequisite: Concurrent enrollment in LVNU 1660.

#### **LVNU 1550 MEDICAL/SURGICAL PROCEDURES**

**CRT HRS: 05 LEC HRS: 05 LAB HRS: 00**

This course introduces the concepts and theories associated with the nursing care of the adult patient with a major focus on pathophysiology and treatment modalities of selected medical and surgical conditions, including the impact of illness, cultural influences and the incorporation of the family in implementation of the nursing process.

Prerequisite: Concurrent enrollment in LVNU 1251.

#### **LVNU 1660 ADVANCED MEDICAL/SURGICAL**

**CRT HRS: 06 LEC HRS: 06 LAB HRS: 00**

This course is a continuation of medical surgical nursing of adult clients with selected disorders and their treatment modalities. Students will be introduced to psychological disorders with emphasis on recognizing inappropriate behavior and approaches for therapeutic nursing interventions. A third segment of this course is an introduction of the scientific principles and techniques in intravenous therapy to establish a foundation that will further enable the student to develop competence in performance of skills related to intravenous infusion therapy.

Prerequisite: Concurrent enrollment in LVNU 1461.

### **MAIR: MAJOR APPLIANCE INSTALLER AND REPAIRER**

#### **MAIR 1449 REFRIGERATORS, FREEZERS, WINDOW AIR CONDITIONERS**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This course covers theory, sequence of operation, components and repair, electrical schematics, and troubleshooting electronic components in air conditioning and refrigeration. Emphasis is placed on safety for the electrical, mechanical, and sealed systems.

Prerequisite: HART 1401, HART 1407, HART 1494.

## MATH: MATHEMATICS

### **MATH 0080 BASIC MATHEMATICS**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 01**

This course is a study of fundamental mathematics principles and concepts. Topics include performing basic arithmetic operations on integers, fractions, and decimals; solving problems involving order of operations, proportions, and percents; performing calculations involving exponents and scientific notation; estimating solutions to problems; using the concepts of "less than" and "greater than"; solving word problems involving integers, fractions, decimals, and different units of measurement; solving problems involving data interpretation and analysis; and solving problems involving geometric concepts and figures. The lab concentrates on TASP materials to reinforce the concepts learned in lecture.

Prerequisite: Placement based on assessment scores.

### **\*MATH 0085 INTRODUCTORY ALGEBRA**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 01**

This course is a study of introductory algebra. Topics include rules of exponents, operations with polynomials, factorization of polynomials, introduction to radicals, solving linear equations and inequalities in one variable, graphing linear equations and inequalities in two variables, and solving application problems involving linear models. The lab concentrates on TASP materials to reinforce the concepts learned in lecture.

Prerequisite: MATH 80 with a "C" or better or equivalent.

### **\*MATH 0090 INTERMEDIATE ALGEBRA & GEOMETRY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 01**

This course is a study of intermediate algebra and geometry. Topics include absolute-value equations and inequalities, systems of linear equations, radical expressions and equations, rational expressions and equations, rational exponents, complex numbers, quadratic equations and inequalities and their graphs, application problems involving quadratic models, introduction to functions, direct and indirect variations, application problems on geometry, and inductive and deductive reasoning. The lab concentrates on TASP materials to reinforce the concepts learned in lecture.

Prerequisite: MATH 85 with a "C" or better or equivalent.

### **MATH 0105 TECHNICAL MATHEMATICS**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

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 applied problems.

Prerequisite: Math 80 or equivalent.

### **MATH 0106 TECHNICAL BUSINESS MATHEMATICS**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

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 0107 MATHEMATICS FOR ALLIED HEALTH**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

Topics in this course include common fractions, decimal numbers, percentages, ratios and proportions,

systems of measurements and equivalents, drugs measured in units, intravenous drug administration, and pediatric dosages.

Prerequisite: MATH 80 or equivalent.

**\*MATH 1316 PLANE TRIGONOMETRY**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers trigonometric functions, identities, equations and applications.

Prerequisite: MATH 1414, a passing score of 240+ on the math portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

**\*MATH 1325 BUSINESS CALCULUS**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

Course topics include applications of differential and integral calculus to business and economics, probability and statistics.

Prerequisite: MATH 1414.

**\*MATH 1335 MATH FOR ELEMENTARY TEACHERS I**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

In this course students study the mathematical background for meaningful learning of number concepts, precise definition, fundamental operations and problem solving mathematics. The structure of the real number system is developed through the use of elementary logic set theory.

Prerequisite: MATH 1414.

**\*MATH 1336 MATH FOR ELEMENTARY TEACHERS II**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a continuation of MATH 1335. Topics include measurements, geometry, probability, statistics, elementary algebra and problem solving.

Prerequisite: MATH 1335.

**\*MATH 1342 STATISTICS**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is the presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and use of statistical software.

Prerequisite: TASP 240+, ACT 20+, SAT 480+.

**\*MATH 1414 COLLEGE ALGEBRA**  
**CRT HRS: 04 LEC HRS: 04 LAB HRS: 00**

This course is the study of quadratic, polynomial, rational, logarithmic and exponential functions. It includes systems of equations, progression, sequence and series, matrices and determinants.

Prerequisite: A passing score of 240+ on the math portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

**\*MATH 2312 PRECALCULUS**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers the applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational exponential logarithmic and trigonometric functions. It may include topics from analytical geometry.

Prerequisite: MATH 1414, MATH 1316.

**\*MATH 2318 LINEAR ALGEBRA**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers finite dimensional vector spaces, linear transformation and matrices, quadratic forms and general eigen values and eigen vectors.

Prerequisite: MATH 2413.

**\*MATH 2320 DIFFERENTIAL EQUATIONS**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers solutions of ordinary differential equations and applications.

Prerequisite: MATH 2414.

**\*MATH 2413 CALCULUS I**

**CRT HRS: 04 LEC HRS: 04 LAB HRS: 00**

This course covers functions, limits, continuity, differentiation, antiderivatives, and the definite integral and its applications.

Prerequisite: MATH 2312 or permission from the department.

**\*MATH 2414 CALCULUS II**

**CRT HRS: 04 LEC HRS: 04 LAB HRS: 00**

This course covers derivatives and integrals of transcendental functions, integration methods and applications, infinite sequences and series.

Prerequisite: MATH 2413.

**\*MATH 2415 CALCULUS III**

**CRT HRS: 04 LEC HRS: 04 LAB HRS: 00**

This course covers the study of vectors, calculus of several variables, partial derivatives, multiple integrals and vector calculus, Divergence Theorem and Stoke's Theorem.

Prerequisite: MATH 2414.

## **MCHN: MACHINING**

**MCHN 1230 STATISTICAL PROCESS CONTROL (SPC) FOR MACHINIST**

**CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

This course is an introduction to statistical process control, used by machinists and machine operators. It will include analysis of data collected from work pieces.

Prerequisite: DFTG 1313, QCTC 1305, MCHN 1419, MCHN 1452.

**MCHN 1293 COST ESTIMATING**

**CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

This course covers principles of direct and indirect cost productivity, cycle time forecasting, production scheduling, optimization and continuous improvement.

Prerequisite: MCHN 2341.

**MCHN 1320 PRECISION TOOLS AND MEASUREMENT**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is an introduction to the modern science of dimensional metrology. Emphasis is placed on the identification, selection, and application of various types of precision instruments associated with the machine trade. Students will gain practice of basic layout and piece part measurements while using standard measuring tools.

Prerequisite: None.

**MCHN 1382 CAPSTONE: COOPERATIVE EDUCATION I**

**CRT HRS: 03 LEC HRS: 01 OFF CAMPUS LAB HRS: 20**

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

Prerequisite: None.

**MCHN 1419 MANUFACTURING MATERIALS AND PROCESSES**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This course is a basic study of various materials used in the metals industry and the chemical, physical, and mechanical properties of various metals. Emphasis is placed on manufacturing processes, including casting, forming, machining and molding.

Prerequisite: None.

**MCHN 1438 BASIC MACHINE SHOP I**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This is an introduction to machine shop theory, math and terminology, basic bench work, and part layout using a variety of common measuring tools. Application of basic operation of machine tools, such as bandsaws, grinders, drill presses, lathes and mills with common hand tools is provided.

Prerequisite: None.

**MCHN 1452 INTERMEDIATE MACHINE SHOP I**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This course covers the operation of drills, milling machines, lathes, and power saws, and provides an introduction to precision measuring techniques.

Prerequisite: DFTG 1325, MCHN 1438.

**MCHN 2341 ADVANCED MACHINING OPERATIONS I**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This is an advanced study of lathe and milling operations. Emphasis is placed on advanced cutting operations of the lathe and milling machines, including the use of carbide insert tooling, bench assembly and metals metallurgy.

Prerequisite: MCHN 1452.

**MCHN 2345 ADVANCED MACHINING OPERATIONS II**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course covers advanced milling, drilling, grinding and lathe operations to close tolerance dimensions. Emphasis is placed on job planning and advanced uses of precision measuring instruments.

Prerequisite: MCHN 2341.

**MCHN 2382 CAPSTONE: COOPERATIVE EDUCATION II**

**CRT HRS: 03 LEC HRS: 01 OFF CAMPUS LAB HRS: 20**

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

Prerequisite: MCHN 1382.

**MCHN 2470 ADVANCED TOOL & FIXTURE DESIGN****CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

In this course, students learn the procedure for designing tools, dies, jigs & fixtures that are required to successfully assist in the production of a part.

Prerequisite: INMT 1445, MCHN 2341, MCHN 1419.

**MCHN 2547 SPECIALIZED TOOLS AND FIXTURES****CRT HRS: 05 LEC HRS: 03 LAB HRS: 06**

This is an advanced course in the designing and building of special tools, such as jigs, fixtures, punch press dies and molds. This course covers the machining and assembling of a production tool, using conventional machine shop equipment. It includes the application of production tool theory, care and maintenance.

Prerequisite: DFTG 1313, MCHN 2341, MCHN 1452.

**MIPR: MEDICAL INFORMATION****MIPR 1210 MEDICAL OFFICE PROCEDURES I****CRT HRS: 02 LEC HRS: 01 LAB HRS: 04**

This is 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. Students must maintain a typing speed of 45 wpm within three minutes with three errors or less.

Prerequisite: Must type at least 35 wpm.

**MIPR 1300 INTRODUCTION TO HEALTH INFORMATION SCIENCE****CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This 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.

Prerequisite: None.

**MIPR 1301 MEDICAL TERMINOLOGY I****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers the study 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: None.

**MIPR 1302 MEDICAL TERMINOLOGY II****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is 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****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers the basic concepts of pathology, disease and etiology. It focuses on general character-

istics of disease and disease processes and causative factors of pathological process in various organ systems.

Prerequisite: MIPR 1301 or Program Chair's approval.

**MIPR 1305 MEDICAL TRANSCRIPTION I**

**CRT HRS: 03 LEC HRS: 01 LAB HRS: 06**

This course introduces the development of transcription skills in the medical area. The course includes operation and care of computers, diskettes, transcribers and medical dictation; emphasis is on accuracy, use of reference materials, formatting, style and proofreading.

Prerequisite: Must type 35 wpm or better, MIPR 1301 or concurrent enrollment.

**MIPR 1311 INTERNATIONAL CLASSIFICATION OF DISEASES I**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course covers the application of Volumes I, II, and III of the International Classifications of Disease (ICD-9) Coding Book to the coding of disease and procedures/operations. It will cover 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: Completion of or concurrent enrollment in MIPR 1300.

**MIPR 2201 CAPSTONE: PRACTICUM EXPERIENCE**

**CRT HRS: 02 LEC HRS: 01 OFF CAMPUS LAB HRS: 10**

This course provides the student with the appropriate setting and proper supervision for correlation of classroom instruction and on-the-job training.

Prerequisite: Completion of all coursework within specialty with "C" or higher.

**MIPR 2210 MEDICAL OFFICE PROCEDURES II**

**CRT HRS: 02 LEC HRS: 01 LAB HRS: 04**

This is 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 writings 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**

**CRT HRS: 03 LEC HRS: 01 LAB HRS: 06**

This course is a continuation of medical transcription skills with emphasis on speed, accuracy, general medicine and several specialties.

Prerequisite: MIPR 1305 and concurrent enrollment in MIPR 2305.

**MIPR 2303 MEDICAL TRANSCRIPTION III**

**CRT HRS: 03 LEC HRS: 01 LAB HRS: 06**

This course is a continuation of medical transcription skills with emphasis on surgery dictation, operating room procedures and surgical instruments.

Prerequisite: MIPR 2302.

**MIPR 2305 BASIC PHARMACOLOGY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a basic introduction to the general concepts of pharmacology. It will focus on specific body

systems, disease and therapeutic drug applications.

Prerequisite: MIPR 1301 and concurrent enrollment in MIPR 1303.

### **MIPR 2311 INTERNATIONAL CLASSIFICATION OF DISEASES II**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course covers the application of Volumes I, II and III of the International Classification of Disease (ICD-9) Coding Book to the coding of disease and procedures, operations/training and manual coding, as well as coding by means of a computerized code finder to determine the appropriate Medical Disease Category (MDC) and Diagnosis Related Groups (DRG).

Prerequisite: MIPR 1311.

### **MIPR 2322 CURRENT PROCEDURAL TERMINOLOGY CODING-CPT4**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course covers principles of ambulatory coding using CPT-4 procedures and the use of HCPCS (Health Care Financing Administration: Common Procedure Coding System).

Prerequisite: Completion of or concurrent enrollment in MIPR 1300, MIPR 1301, and concurrent enrollment in MIPR 1303.

## **MRKG: MARKETING**

### **MRKG 1311 PRINCIPLES OF MARKETING**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

Prerequisite: None.

## **MUSI: MUSIC**

### **\*MUSI 1181 PIANO CLASS I**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 03**

This course provides instruction in the fundamentals of keyboard technique for beginning piano students. No prior instrument skills are required.

Prerequisite: None.

### **\*MUSI 1182 PIANO CLASS II**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 03**

This applied music course continues exploring the fundamental techniques of playing the piano.

Prerequisite: MUSI 1181.

### **\*MUSI 1183 VOICE CLASS I**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 03**

This course offers class instruction in the fundamentals of singing including breathing, tone production, and diction. It is designed for students with little or no previous vocal training.

Prerequisite: None.

### **\*MUSI 1184 VOICE CLASS II**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 03**

This course offers class instruction in the fundamentals of singing including breathing, tone production,

and diction and builds upon the techniques learned in Voice Class I

Prerequisite: MUSI 1183.

**\*MUSI 1192 GUITAR CLASS**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 03**

This applied music course explores the fundamental techniques of playing the guitar. No prior skills are required.

Prerequisite: None.

**\*MUSI 1193 GUITAR CLASS II**

**CRT HRS: 03 LEC HRS: 00 LAB HRS: 03**

This applied music course continues exploring the fundamental techniques of guitar playing.

Prerequisite: MUSI 1192.

**\*MUSI 1201 APPLIED VIOLIN**

**CRT HRS: 02 LEC HRS: 00 LAB HRS: 02**

This course offers private instruction in violin for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

**\*MUSI 1221 APPLIED OBOE**

**CRT HRS: 02 LEC HRS: 00 LAB HRS: 02**

This course offers private instruction in oboe for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

**\*MUSI 1224 APPLIED FLUTE**

**CRT HRS: 02 LEC HRS: 00 LAB HRS: 02**

This course offers private instruction in flute for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

**\*MUSI 1225 APPLIED BASSOON**

**CRT HRS: 02 LEC HRS: 00 LAB HRS: 02**

This course offers private instruction in violin for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

**\*MUSI 1227 BAND ENSEMBLE**

**CRT HRS: 02 LEC HRS: 01 LAB HRS: 02**

This is an instrumental music course open to all who play an appropriate instrument. This course may be repeated for a maximum of eight credits hours.

Prerequisite: None.

**\*MUSI 1231 APPLIED CLARINET**

**CRT HRS: 02 LEC HRS: 00 LAB HRS: 02**

This course offers private instruction in clarinet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

**\*MUSI 1233 APPLIED SAXOPHONE**

**CRT HRS: 02 LEC HRS: 00 LAB HRS: 02**

This course offers private instruction in saxophone for Music Majors. Credit is based upon one 50 minute lesson per week and on hour of required daily practice.

Prerequisite: None.

**\*MUSI 1236 APPLIED TRUMPET**

**CRT HRS: 02 LEC HRS: 00 LAB HRS: 02**

This course offers private instruction in trumpet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

**\*MUSI 1237 MARIACHI ENSEMBLE**

**CRT HRS: 02 LEC HRS: 01 LAB HRS: 02**

This class is open to anyone who can sing and/or play an instrument traditionally used in a Mariachi ensemble. Performances on and off campus are a part of this course. This course may be repeated for a maximum of eight credit hours.

Prerequisite: None.

**\* MUSI 1241 CHOIR ENSEMBLE**

**CRT HRS: 02 LEC HRS: 01 LAB HRS: 02**

This vocal music course is open to all who have prior choral experience or who qualify after a simple audition. This course may be repeated for a maximum of 8 credit hours.

Prerequisite: None.

**\*MUSI 1243 APPLIED FRENCH HORN**

**CRT HRS: 02 LEC HRS: 00 LAB HRS: 02**

This course offers private instruction in French horn for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

**\*MUSI 1245 APPLIED TROMBONE**

**CRT HRS: 02 LEC HRS: 00 LAB HRS: 02**

This course offers private instruction in trombone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

**\*MUSI 1249 APPLIED BARITONE**

**CRT HRS: 02 LEC HRS: 00 LAB HRS: 02**

This course offers private instruction in baritone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

**\*MUSI 1253 APPLIED TUBA**

**CRT HRS: 02 LEC HRS: 00 LAB HRS: 02**

This course offers private instruction in tuba for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

**\*MUSI 1257 APPLIED PERCUSSION**  
**CRT HRS: 02 LEC HRS: 00 LAB HRS: 02**

This course offers private instruction in percussion for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

**\*MUSI 1261 APPLIED GUITAR**  
**CRT HRS: 02 LEC HRS: 00 LAB HRS: 02**

This course offers private instruction in guitar for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

**\*MUSI 1269 APPLIED PIANO**  
**CRT HRS: 02 LEC HRS: 00 LAB HRS: 02**

This course offers private instruction in piano for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

**\*MUSI 1281 APPLIED VOICE**  
**CRT HRS: 02 LEC HRS: 00 LAB HRS: 02**

This course offers private instruction in piano for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice.

Prerequisite: None.

**\*MUSI 1306 MUSIC APPRECIATION**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course introduces the student to the elements, forms, and stylistic eras in music through the study of cultural periods, major composers, and music elements.

Prerequisite: READ 80 or equivalent.

**\*MUSI 1308 MUSIC LITERATURE I**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

Prerequisite: READ 90 or equivalent.

**\*MUSI 1309 MUSIC LITERATURE II**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a continuation of the survey of principal musical forms and cultural periods as illustrated in the literature of major composers.

Prerequisite: MUSI 1308, READ 90 or equivalent.

**\*MUSI 1311 MUSIC THEORY I**  
**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course involves the analysis and writing of tonal melody and diatonic harmony up to and including the chords and extensive ear training. Analysis and writing of small compositional forms and correlated study at the keyboard is also included.

Prerequisite: READ 80 or equivalent.

**\*MUSI 1312 MUSIC THEORY II**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course is an extension of the analysis and writing of tonal melody and diatonic harmony and ear training employed in Music Theory I.

Prerequisite: MUSI 1311, READ 80 or equivalent.

**\*MUSI 2181 PIANO CLASS III**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 03**

This course continues to build more advanced keyboard techniques for piano students.

Prerequisite: MUSI 1182.

**\*MUSI 2182 PIANO CLASS IV**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 03**

This course builds upon the keyboard techniques learned in the first three semesters of piano class.

Prerequisite: MUSI 2181.

**\*MUSI 2183 VOICE CLASS III**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 03**

This course offers continued class instruction in the fundamental of singing and builds upon those skills learned in Voice Class I and II.

Prerequisite: MUSI 1184.

**\*MUSI 2184 VOICE CLASS IV**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 03**

This course offers continued instruction in the fundamentals of singing and culminates the skills learned in Voice Class I, II, & III.

Prerequisite: MUSI 2183.

**\*MUSI 2311 MUSIC THEORY III**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course contains advanced harmony part writing and keyboard analysis, writing of more advanced tonal harmony including chromatics and extended tertian structures and advanced ear training. It includes an introduction to 20th century compositional procedures, survey of traditional large forms of composition and correlated study at the keyboard.

Prerequisite: MUSI 1312, READ 80 or equivalent.

**MUSI 2312 MUSIC THEORY IV**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course is an extension of the study of advanced harmony and compositional procedures and advanced ear training employed in Music Theory III.

Prerequisite: MUSI 2311, READ 80 or equivalent.

## **NURS: NURSING**

**NURS 1209 INTRODUCTION TO NURSING**

**CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

This course is designed as a prerequisite to orient interested students to the profession of nursing and the roles of the associate degree nurse as a provider of care, coordinator of care, and member of the profession. Students will be introduced to the history and philosophy of nursing and varied practice settings for

nursing, roles of the interdisciplinary health team members, the cultural, social and economic issues that affect health care. Communication skills will be emphasized through written assignments, oral presentations and role-playing. An overview of the nursing program philosophy and curriculum will be presented.

Prerequisite: TASP completion.

### **NURS 1227 TRANSITION FROM VOCATIONAL TO ASSOCIATE DEGREE NURSING**

**CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

Preparation for role transition from vocational to associate degree nursing is included in this course. Study of health promotion, legal/ethical issues, expanded assessment, analysis of data, nursing process, critical thinking, pharmacology, multi disciplinary teamwork, and communication are addressed. Concurrent clinical placement is required.

Prerequisite: Admission to ADN Transition Option Track with unencumbered LVN license.

### **NURS 1305 NURSING SKILLS**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course focuses on the concepts and principles essential for the performance of basic nursing procedures and skills, including health assessment, patient assistance for self care, hygiene, body mechanics, mobility, asepsis, wound care, medication administration, dosage calculation, oxygenation, safety, feedings, elimination, respiratory care, nasogastric intubation, specimen collection, therapeutic communication and recording and reporting use of the nursing process.

Prerequisite: Admission to ADN Program; NURS 1209.

### **NURS 1306 NURSING SKILLS II**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course provides the opportunity in a laboratory simulation, to develop concepts and practice complex nursing skills and procedures for caring for clients. Students will be expected to relate previous and concurrent theory courses to the Associate Degree Registered Nurse role as provider of care, coordinator of care, and member of the profession.

Prerequisite: NURS 1423, NURS 1360, NURS 1305, BIOL 2401, PSYC 2314 or administrative approval.

### **NURS 1360 CLINICAL I**

**CRT HRS: 03 LEC HRS: 00 OFF CAMPUS LAB HRS: 15**

Various structured health care settings will provide the student with the opportunity to utilize critical thinking skills in the assessment of clients, and a systematic problem-solving process for providing nursing care for clients. Includes beginning development of the Associate Degree nurses' role as provider of care, coordinator of care, and member of the profession.

Prerequisite: Admission to ADN Program; NURS 1209.

### **NURS 1414 CARE OF THE CLIENT WITH COMMON HEALTH CARE NEEDS**

**CRT HRS: 04 LEC HRS: 04 LAB HRS: 00**

Instruction in this course is designed to build on the knowledge and skills acquired in Fundamentals of Nursing. Application of the nursing process utilizes critical thinking skills to provide holistic nursing care to diverse clients across the life span with common alterations in health. There is an emphasis on health promotion and maintenance, as well as disease prevention. Concurrent clinical placement is required.

Prerequisite: NURS 1423, NURS 1360, NURS 1305, BIOL 2401, PSYC 2314.

**NURS 1423 FUNDAMENTALS OF NURSING****CRT HRS: 04 LEC HRS: 04 LAB HRS: 00**

This course will provide the foundation for nursing practice of Associate Degree nurses. The concepts of asepsis, pharmacology, fluid and electrolytes, physical assessment, legal/ethical issues, and nutrition are introduced. Emphasis is placed on the acquisition of technical skills, communication skills, and critical thinking skills pertinent to the nursing process and the development of a holistic plan of care for diverse clients with alterations in health pattern across the life span. Personal professional accountability and responsibility will be stressed. Concurrent clinical placement is required.

Prerequisite: Admission to ADN Program; NURS 1209.

**NURS 1466 CLINICAL II****CRT HRS: 04 LEC HRS: 01 OFF CAMPUS LAB HRS: 18**

This course provides the opportunity for continued development and practice of nursing while caring for diverse clients with common/recurring alterations in health. Students will be expected to relate previous and concurrent courses to the Associate Degree Registered Nurse role in structured settings. A weekly seminar hour will provide opportunities for the application of theory to clinical experiences.

Prerequisite: NURS 1423, NURS 1360, NURS 1305, BIOL 2401, PSYC 2314.

**NURS 2161 TRANSITION CLINICAL****CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 06**

This course prepares the LVN transition student for the opportunity to apply the nursing process to clients across the life span in a variety of structured health care settings. Applicable competencies in basic workplace skills will be demonstrated. Includes beginning development of the associate degree nurse's role as provider of care, coordinator of care, and member of the profession.

Prerequisite: Admission to the ADN Transition Option Tract with non-encumbered LVN license.

**NURS 2466 CLINICAL III****CRT HRS: 04 LEC HRS: 01 OFF CAMPUS LAB HRS: 18**

This course integrates previous knowledge and skills into continued development of the associate degree nurse's roles of provider of care, coordinator of care, and member of the profession while caring for clients with complex alterations in health. Students will apply the nursing process to diverse clients across the life span to promote and maintain their highest level of functioning. A weekly seminar will provide opportunities to discuss the application of theory to clinical experiences.

Prerequisite: NURS 1414, NURS 1466, NURS 1306 or Transitional LVN to ADN NURS 1227, NURS 2161 and BIOL 2421, BIOL 2402.

**NURS 2467 CAPSTONE: CLINICAL IV****CRT HRS: 04 LEC HRS: 01 OFF CAMPUS LAB HRS: 18**

This course will provide an opportunity for the student to continue developing critical thinking skills in the use of nursing process in direct care of the client with multiple alternations in health and in the use of management principles while caring for multiple, diverse clients in structured settings. The first eleven weeks will concentrate on critically ill clients in structured setting and nursing management in a variety of settings. A weekly seminar will provide opportunities to discuss the application of theory to clinical experiences. During the last four weeks the students will individually work with a preceptor developing a progressively heavier load with a maximum of six clients. Individual weekly conferences with the instructor and a daily reflective journal will provide processing of the experience.

Prerequisite: NURS 2504, NURS 2466, SPCH 1311.

**NURS 2504 CARE OF THE CLIENT WITH COMPLEX HEALTH CARE NEEDS****CRT HRS: 05 LEC HRS: 05 LAB HRS: 00**

This course is designed to build on the knowledge and skills acquired in previous courses. Application of the nursing process utilizes critical thinking skills to provide holistic nursing care to diverse clients across the life span with complex alterations in health. There is an emphasis on health promotion, prevention, and maintenance. Concurrent clinical placement is required for students to utilize nursing theory to provide and coordinate care as an Associate Degree Registered Nurse.

Prerequisite: NURS 1414, NURS 1466, NURS 1306 or Transitional LVN to ADN NURS 1227, NURS 2161 and BIOL 2421, BIOL 2402.

**NURS 2535 INTEGRATED CLIENT CARE MANAGEMENT****CRT HRS: 05 LEC HRS: 05 LAB HRS: 00**

This course is designed to build on the knowledge and skills acquired in caring for clients/families in previous semesters. The nursing process will be utilized to care for diverse client/families throughout the life span whose needs may be difficult to predict. Critical thinking skills will be used to make safe, ethical and collaborative clinical decisions for diverse clients/groups of clients. The concepts of nursing leadership skills and client management will be the focus in this course. Students will examine the significance of professional development and trends that affect health care. Content includes entry level workplace skills. Concurrent clinical placement is required.

Prerequisite: NURS 2504, NURS 2466, SPCH 1311.

**ORIN: COLLEGE SUCCESS****ORIN 0101 COLLEGE SUCCESS****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course improves the student's skills in reading textbooks, listening in class, remembering information, taking notes, taking exams, communicating with instructors and other students, managing time and stress, budgeting money, developing a career plan, writing a resume, and dressing and interviewing for success. It is required of all students who are taking a Developmental Studies course for the first time. This course is also required of all students (including transfer students) with grade point averages below 2.0. It is not required of students enrolled in a certificate program of one year or less (42 or fewer semester credit hours or the equivalent).

Prerequisite: None.

**OTAP: OCCUPATIONAL THERAPY ASSISTANT**

***Special Note: All courses are sequential as detailed in the degree plan and must be taken in the semester specified. OTAP courses can only be taken by students admitted into the program.***

**OTAP 1230 FIELDWORK I-A****CRT HRS: 02 LEC HRS: 01 OFF CAMPUS LAB HRS: 07**

Students will be introduced to the occupational therapy clinic through observation and experience within an occupational therapy facility under the direct supervision of a registered occupational therapist or certified occupational therapy assistant.

Prerequisite: None.

**OTAP 1301 INTRODUCTION TO OCCUPATIONAL THERAPY****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is designed as an introductory course to the field of Occupational Therapy through presenta-

tion of information pertinent to the historical development, theoretical foundation, role, and philosophy of the profession. Description of man's need for independence, self-care, productivity, and leisure will be explored. Content includes concepts relative to basic human needs, adaptive skills development, and the role expectation of the occupational therapy team in the maintenance of health. The relationship of the occupational therapist to other health services is explored. Additionally, students will receive a basic understanding of medical terminology as it applies to occupational therapy.

Prerequisite: None.

### **OTAP 1302 THERAPEUTIC MEDIA**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course is designed to acquaint the student with basic therapist-client relationships, teaching techniques, and activity analysis for the application of specific therapeutic interventions and functional training. Emphasis is placed on providing the student with general knowledge of upper extremity anatomy, grading activity levels, tools, equipment, and basic techniques of arts and crafts used in OT, fabrication of adaptive equipment/clothing and orthotics. Supervised laboratory.

Prerequisite: None.

### **OTAP 1310 GROUP DYNAMICS**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is an introductory course to acquaint the student with psychiatric disorders through utilization of the DSM-4. Included will be the issues in psychopathology and their impact on the OTA. Criteria for diagnosis, behavioral patterns, and medications utilized in the psychiatric setting will be stressed. Additionally, the student will practice observation and reporting group behaviors with those skills needed to assess individual and group behavior. Also, practice in planning and implementing change strategies in a task group, identification of attitudes which support the roles of group leaders and followers are emphasized as well as exploration of self-behavior in group situations.

Prerequisite: None.

### **OTAP 1311 LIFESPAN-INFANTS/CHILDREN**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers identification and exploration of commonly seen conditions and programs in the area of infancy through preadolescence including normal and abnormal development, psychological, physical, emotional, cognitive, and pathological. Strong emphasis is on OT evaluation techniques and treatment strategies for this population.

Prerequisite: None.

### **OTAP 1312 LIFESPAN-ADOLESCENT/ADULTS**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers identification and exploration of commonly seen conditions of youth through young adult, including normal/abnormal, physical, pathological, social, and cognitive developments. Strong emphasis is placed on OT evaluation techniques and methods of treatment for this group and its conditions.

Prerequisite: None.

### **OTAP 2231 FIELDWORK I-B**

**CRT HRS: 02 LEC HRS: 01 OFF CAMPUS LAB HRS: 07**

Students will continue their experience within an occupational therapy facility under the directed supervision of an OTR or COTA. Students may be considered for placement in a nontraditional setting where no OTR or COTA is present to supervise based on the unavailability of OT staff, but where the exposure to a

certain type of patient population may be of interest and of benefit to the student.

Prerequisite: None.

**OTAP 2321 LIFESPAN GERIATRICS**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

Emphasis will be given to the fundamentals of dysfunction perceived in the aging population. Included will be the impact of diseases and disabilities generally associated with the elderly client, the OTA's role in providing independence and adjustment to problems of aging, and the role of the COTA as an Activity Director in long term care settings.

Prerequisite: None.

**OTAP 2322 MODALITIES/ADAPTATIONS**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This is the exploration of evaluation and treatment methods and techniques used in working with different populations and in the community. The student will focus on specialized treatment methods and procedures, including hand splinting, hand treatments, physical agent modalities, as well as adaptive devices and assistive equipment, activities of daily living, transfer techniques, body mechanics, and play-leisure activities. Strong emphasis is placed on activity analysis, grading and assessment.

Prerequisite: None.

**OTAP 2323 MANAGEMENT IN HEALTH CARE**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course includes an identification of budget administration, supervision techniques, and strategies in operating a therapy clinic. An analysis of program organization and management styles for the effective use of personnel, materials, supplies, equipment, and other resources will be completed.

Prerequisite: None.

**OTAP 2424 OT SEMINAR**

**CRT HRS: 04 LEC HRS: 04 LAB HRS: 00**

Emphasis will be placed on documentation formats, state licensing procedures, application and review for the national certification examination; reviewing medical, ethical and legal issues, and preparation for employment: preparing resumes, applications, interviewing, etc.

Prerequisite: Concurrent enrollment in OTAP 2532.

**OTAP 2532 FIELDWORK II-PRACTICUM**

**CRT HRS: 05 LEC HRS: 01 OFF CAMPUS LAB HRS: 32**

Students will expand their clinical knowledge and experience within an OT facility under the supervision of an OTR in settings providing treatment to patients with physical and psychiatric dysfunction.

Prerequisite: Concurrent enrollment in OTAP 2424.

**PHED: PHYSICAL EDUCATION**

**\*PHED 1101 AEROBICS/INDIVIDUAL FITNESS**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

In this course, students will learn basic concepts in physical fitness in relation to physical activity, fitness and wellness. Students will be taught basic low-impact aerobics, step aerobics, floor work, abdominal work and stretching techniques for flexibility.

Prerequisite: None.

**\*PHED 1102 INDIVIDUAL FITNESS/WEIGHT CONDITIONING**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

In this course, students will learn basic concepts in physical fitness in relation to physical activity, fitness and wellness. Activities will include power walking, jogging, and other aerobic activities for cardiovascular improvement. Students will be taught techniques for strength development using free weights for overall toning.

Prerequisite: None.

**\*PHED 1104 AEROBICS / CONDITIONING**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

In this course students will use basic concepts of step and low impact aerobics to develop techniques for strength development and cardiovascular conditioning. Free weights will be used during interval training and circuit training.

Prerequisite: None.

**\*PHED 1120 JAZZ DANCE**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

In this course, the student will be exposed to various styles of jazz dance including modern, classical and funk. Along with the basic dance fundamentals the history and evolution of jazz dance will also be taught.

Prerequisite: None.

**\*PHED 1126 BEGINNING FITNESS & WALKING**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

This course provides instruction for integrating walking into a lifetime fitness program. Fitness will be improved through a self-paced, progressive approach to walking. This course includes goal setting, pre & post cardiovascular assessment, and aerobic training principles.

Prerequisite: None.

**\*PHED 1130 WATER FITNESS**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

Water fitness is a coed class designed for swimmers or nonswimmers. It provides exercise to release tension, slim down and shape-up.

Prerequisite: None.

**\*PHED 1131 BEGINNING SWIMMING**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

In this course, nonswimmers and beginners are taught basic swimming skills and strokes. Personal safety skills and confidence in the water are emphasized.

Prerequisite: None.

**\*PHED 1142 KARATE**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

This course provides an introduction to basic techniques, formal exercises and sparring techniques for the beginner.

Prerequisite: None.

**\*PHED 1144 TAI CHI CHUAN**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

Tai Chi Chuan is an ancient Chinese practice that promotes mind and body awareness and rejuvenation.

It utilizes the principle of physical health based on the strengthening and relaxing of the entire body.  
Prerequisite: None.

**\*PHED 1146 KUNG FU**  
**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

In Kung Fu training one hopes to develop a balance of strength, flexibility, coordination, conditioning and power that provides a constant challenge to body and mind leading to good health, longevity and strong self-defense skills.

Prerequisite: None.

**\*PHED 1160 WEIGHT TRAINING**  
**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

This is an introductory course in weight training and body building to learn the basic techniques for strength development and cardiovascular conditioning.

Prerequisite: None.

**\*PHED 1170 TENNIS**  
**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

In this course, an introduction to the rules, scoring and fundamental techniques for beginners are stressed. Participation by skill level for singles and doubles play is made to ensure vigorous activity for fitness.

Prerequisite: None.

**\*PHED 1173 GOLF**  
**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

This course covers basic fundamentals, knowledge of the history, terminology and scoring of golf.

Prerequisite: None.

**\*PHED 1175 BOWLING**  
**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

This course is a basic introduction to beginner bowling. Ball selection, four-step approach, correct stance, rules and scoring procedures will be taught.

Prerequisite: None.

**\*PHED 1180 VOLLEYBALL**  
**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

This course consists of the history and rules of volleyball. It covers essential skills and basic volleyball movements that are important to the game. This course provides the foundation and preparation for Intermediate Volleyball.

Prerequisite: None.

**\*PHED 1181 BASKETBALL**  
**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

In this course, fundamental skills and strategies are reviewed through knowledge of the history, rules and terminology, such as the dribble, the lay up, chest pass and overhead pass of basketball are practiced to promote agility and endurance.

Prerequisite: None.

**\*PHED 1182 FLAG FOOTBALL**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

This course covers skills, rules and strategies. It emphasizes individual and team offensive, defensive and kicking techniques as well as concepts of team organization and play. Considerable time will be spent playing the game.

Prerequisite: None.

**\*PHED 1183 SOFTBALL**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

This course consists of the study of history, rules, regulations and basic fundamentals of softball. The course study promotes eye-hand coordination, as well as agility needed for the sport.

Prerequisite: None.

**\*PHED 1185 SOCCER**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

In this course, students develop the basic skills and strategies through knowledge of the history, rules and terminology along with participation in game situations.

Prerequisite: None.

**\*PHED 1187 BADMINTON**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

This course covers the history, rules, basic strokes and strategies in singles and doubles play emphasized through intra-class competition.

Prerequisite: None.

**\*PHED 2103 INTERMEDIATE AEROBICS**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

In this course, students will improve cardiovascular endurance and improve muscle tone while having fun. Students will learn new combinations and advanced choreography while doing step and low impact aerobics.

Prerequisite: PHED 1101 or instructor's approval.

**\*PHED 2132 SWIM CONDITIONING (LAP SWIMMING FITNESS)**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

In this course, students will learn to plan and follow a swim fitness program based on the selection of their own goals and activities. Basic fitness principles will be discussed and various aquatic exercises will be experienced. Stroke analysis and the development of related skills will be covered.

Prerequisite: Students must be able to perform basic swim strokes, including front crawl (free style), back and breast strokes.

**\*PHED 2133 LIFEGUARD TRAINING**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

In this course, skills, methods and techniques involved in lifesaving and water safety are reviewed. Successful completion leads to American Red Cross Lifesaving Certification. The course also teaches other skills an individual needs to become a professional lifeguard.

Prerequisite: PHED 2132 or instructor's approval.

**\*PHED 2134 SWIMMING INSTRUCTOR TRAINING**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

In this course, students study skills, methods and techniques involved in teaching nonswimmers how to

swim. Water safety will also be taught. This course will teach other skills an individual needs to become a swimming instructor.

Prerequisite: PHED 2132 or instructor's approval.

**\*PHED 2142 INTERMEDIATE KARATE**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

This course covers advanced skills and techniques of karate. The use of formal exercises and sparring techniques are also used.

Prerequisite: PHED 1141 or instructor's approval.

**\*PHED 2170 INTERMEDIATE TENNIS**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

This course develops and improves each skill level in serving, forehand and backhand drives, lobs and volleys. Performance strategies for both singles and doubles are drilled.

Prerequisite: PHED 1170 or instructor's approval.

**\*PHED 2173 INTERMEDIATE GOLF**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

In this course, advanced skills techniques and strategies are developed.

Prerequisite: PHED 1173 or instructor's approval.

**\*PHED 2180 INTERMEDIATE VOLLEYBALL**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

This course consists of the playing systems, specialization and physical preparation of the game of volleyball. It involves specific offensive and defensive systems, as well as team composition of players by position and function of the game.

Prerequisite: PHED 1180 or instructor's approval.

**\*PHED 2181 INTERMEDIATE BASKETBALL**

**CRT HRS: 01 LEC HRS: 00 LAB HRS: 02**

This course requires all of the basic skills of beginning basketball with additional stamina, speed and a high degree of skill.

Prerequisite: PHED 1181 or instructor's approval.

## **PHIL: PHILOSOPHY**

**\*PHIL 1301 INTRODUCTION TO PHILOSOPHY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is an introduction to some of the major philosophical questions that have intrigued mankind over the centuries. This will include examination of the thought of some of the most important figures in the history of philosophy from the early Greeks to modern times.

Prerequisite: Eligible for ENGL 1301.

**\*PHIL 2303 INTRODUCTION TO LOGIC**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course teaches the student clear and effective thinking. The course will examine principles for correct reasoning and ways to distinguish good reasoning from bad and will consider the kinds of mistakes in reasoning that are most commonly made in everyday life.

Prerequisite: Eligible for ENGL 1301.

**\*PHIL 2306 ETHICS**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course will examine moral issues and the claims surrounding them. In addition, the course will focus on human values, where those values come from and how we make use of them, as well as examine several related questions such as personal freedom and the meaningfulness of human life.

Prerequisite: The completion of READ 80 and ENGL 81 or equivalent.

**\*PHIL 2307 INTRODUCTION TO SOCIAL PHILOSOPHY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course will critically examine theories of society, and it will investigate the basic presuppositions and structures of society, politics, and the ways in which these are to be understood and evaluated.

Prerequisite: Completion of READ 80 and ENGL 81 or equivalent.

## **PHYS: PHYSICS**

**\*PHYS 1401 COLLEGE PHYSICS I**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This course covers principles and application of mechanics, wave and heat with emphasis on fundamental concepts, problem solving, notation and units.

Prerequisite: MATH 1316 or instructor's consent.

**\*PHYS 1402 COLLEGE PHYSICS II**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This course covers principles and application of electricity, magnetics, light and sound with emphasis on fundamental concepts, problem solving, notation and units.

Prerequisite: PHYS 1401 or instructor's consent.

**\*PHYS 1415 PHYSICAL SCIENCE I**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This course introduces the concepts and principles of Physical Science for non-science majors, surveying astronomy, meteorology and physics.

Prerequisite: MATH 85 or equivalent.

**\*PHYS 1417 PHYSICAL SCIENCE II**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This course introduces the concepts and principles of Physical Science for non-science majors, surveying, geology, chemistry and physics.

Prerequisite: PHYS 1415.

**\*PHYS 2425 UNIVERSITY PHYSICS I**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This is a calculus based study of mechanics, including vibrations and wave, heat and thermodynamics.

Prerequisite: MATH 2413 or concurrent enrollment.

**\*PHYS 2426 UNIVERSITY PHYSICS II**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This is a calculus based study of electromagnetic theory and applications, electromagnetic waves, solid state and modern physics.

Prerequisite: PHYS 2425, MATH 2413 or concurrent enrollment.

## **PLTC: PLASTICS TECHNOLOGY**

### **PLTC 1445 PLASTIC PROCESSES I**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 03**

This course covers identification and examination of thermoplastic processes. Emphasis on safety, selection, and preparation of raw materials, machine functions, mold setup and the use of auxiliary equipment associated with injection molding.

Prerequisite: MCHN 1419.

## **PSAP: PUBLIC SERVICE ADMINISTRATION**

### **PSAP 1301 INTRODUCTION TO PUBLIC ADMINISTRATION**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course introduces students to the organization and management of government. Emphasis is placed on coordination of departmental activities, politics of administration, intergovernmental relations, program management, financial administration and human resources management.

Prerequisite: None.

### **PSAP 1302 PUBLIC SECTOR SUPERVISION**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course introduces students to supervisory techniques in public sector management. Emphasis is placed on organizational structure, motivation, planning, control, delegation, authority appraisals and leadership.

Prerequisite: None.

### **PSAP 1303 PRINCIPLES OF PUBLIC ADMINISTRATION**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course focuses on the principles of public administration as applied in government. Emphasis is placed on identifying and solving urban problems and recognizing political and structural influences as they relate to metropolitan concepts in public management.

Prerequisite: None.

### **PSAP 1304 GOVERNMENTAL AGENCIES**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course introduces students to selected local, state, federal and special district agencies. The focus is on governmental agencies and their relationships; goals and objectives and the organizational structure of each agency. Emphasis is on the coordination of legislation and policies concerning taxation, administration of justice, grants-in-aid and law enforcement.

Prerequisite: None.

### **PSAP 1305 PUBLIC RELATIONS IN THE PUBLIC SECTOR**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course introduces students to the role of the public sector employee, manager and public relations specialist in dealing with the public and the press. Topics include assessing public attitudes, relating organizational policies to the public interest, and acting to earn public assistance.

Prerequisite: None.

**PSAP 2305 ETHICS IN THE PUBLIC SECTOR****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course focuses on reconciling the practice of public administration with provisions of law. It examines codes of conduct, financial disclosure, conflict of interest, nepotism and ethical problems.

Prerequisite: None.

**PSAP 2310 HUMAN RESOURCE MANAGEMENT IN THE PUBLIC SECTOR****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an advanced study of the principles of personnel management in the public sector. Emphasis is placed on major human resource functions such as recruitment, selection, testing, classification, compensation, interviewing, labor relations and disciplinary actions.

Prerequisite: None.

**PSAP 2320 BUDGETING IN THE PUBLIC SECTOR****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course examines the politics, theories, systems and processes associated with fiscal administration in public sector institutions. Topics include budget cycle, taxation, bonds and indebtedness. Emphasis is placed on revenue-producing activities and sources of funds, construction and implementation of budgets.

Prerequisite: None.

**PSAP 2330 URBAN PLANNING****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course focuses on urban and regional planning, including land surveys, drainage, water treatment, and distribution of streets and roads. Emphasis is placed on the growth and development of cities, including planning, zoning, subdividing, developing and managing growth.

Prerequisite: None.

**PSAP 2340 CAPSTONE: PRACTICUM IN ADMINISTRATIVE TECHNIQUES****CRT HRS: 03 LEC HRS: 01 OFF CAMPUS LAB HRS: 20**

This is a course that will allow students to have practical, hands-on training and to apply learned concepts and theories in a workplace setting. It is a supervised employment in the student's career field which will require evaluation by both employer and faculty member. A weekly one hour seminar is held in conjunction with the work experience.

Prerequisite: Note: Current employment in the public sector may satisfy course requirement.

**PSYC: PSYCHOLOGY****\*PSYC 2301 GENERAL PSYCHOLOGY****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of the major topics in psychology. It introduces the study of behavior and the factors that determine and affect behavior.

Prerequisite: A passing score of 230+ on the reading portion of the TASP test or qualify for the "B or Better" option or TASP exemption via SAT or ACT scores.

**\*PSYC 2302 APPLIED PSYCHOLOGY****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work and government work. Emphasis is placed on interpersonal communication and intrapersonal awareness.

Prerequisite: None.

**\*PSYC 2306 HUMAN SEXUALITY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is a social and behavioral science course in which topics will include the genesis of sexuality, psychosexual development, role identity, sexual behavior and physiology.

Prerequisite: None.

**\*PSYC 2307 ADOLESCENT PSYCHOLOGY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of physical, mental, emotional and social growth from childhood through adolescence.

Prerequisite: None.

**\*PSYC 2308 CHILD PSYCHOLOGY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of physical, mental, emotional and social growth from conception through childhood.

Prerequisite: None.

**\*PSYC 2314 LIFE SPAN GROWTH & DEVELOPMENT**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of the relationship of the physical, emotional, social and mental factors of growth and development throughout the life span.

Prerequisite: None.

**\*PSYC 2315 PSYCHOLOGY OF HUMAN ADJUSTMENT**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is an examination of the psychological dynamics underlying personal and social adjustment and maladjustments; including frustration, conflict, anxiety, adjustment mechanisms and psychotherapy. Strong emphasis is placed on principles of mental hygiene.

Prerequisite: None.

**\*PSYC 2316 PSYCHOLOGY OF PERSONALITY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers the development of personality. It focuses on contributions of various theorists and their work on the understanding of normal personality. Techniques for measuring personality are included.

Prerequisite: None.

**\*PSYC 2317 STATISTICAL METHODS IN PSYCHOLOGY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of statistical methods used in psychological research, assessment and testing. It includes the study of measures of central tendency and variability, statistical inference, correlation and regression as they apply to psychology.

Prerequisite: None.

**\*PSYC 2319 SOCIAL PSYCHOLOGY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of the effect of society on the individual, with emphasis on the interaction between the individual and the various groups of which she or he is a member. Emphasis is placed on group dynamics.

Prerequisite: None.

**\*PSYC 2340 CURRENT ISSUES IN PSYCHOLOGY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is an in-depth study of specific contemporary issues in psychology such as gerontology, sex roles, and death and dying.

Prerequisite: None.

**PTAP: PHYSICAL THERAPIST ASSISTANT**

**PTAP 1201 PROFESSION OF PHYSICAL THERAPY**

**CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

This course is designed as a prerequisite to orient interested students to the profession of physical therapy and the role of the physical therapist assistant. It includes the history, development and philosophy of the profession, the functions of PTs and PTAs, and their relationship to other health care services. Students will be introduced to the varied practice settings in physical therapy, the cultural, social and economic issues that affect health care, the aspects of time management, and basic observation skills. Communications skills will be emphasized through written assignments, oral presentations and role playing. Additionally, an overview of the PTA program, philosophy and curriculum will be presented.

Prerequisite: TASP completion; composite score of 19 or better on the ACT, current within the last five years, departmental approval.

**PTAP 1240 NEUROPHYSIOLOGY**

**CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

This course is designed to provide the PTA student with in-depth study of neuroanatomy and neurophysiology as it relates to the neurological approaches utilized in physical therapy. Emphasis will be placed on the neurological approaches utilized in physical therapy, including etiology, signs, symptoms, progression, prognosis, and medical and therapeutic management.

Prerequisite: PTAP 2451 with a minimum grade of "C" or better and concurrent enrollment in PTAP 2350 and PTAP 2552.

**PTAP 1321 CLINICAL PATHOLOGY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a survey of conditions commonly encountered in the practice of physical therapy. This course includes etiology, signs, symptoms, progression, prognosis, and medical/therapeutic management of disease entities and injuries. It provides an introduction to surgical and pharmacological treatment for selected conditions. Comparisons between normal and abnormal movements, structural and functional relationships and the need for physical therapy intervention are presented. Emphasis is placed on diseases and/or injuries involving musculoskeletal and neuromuscular systems.

Prerequisite: Completion of or concurrent enrollment in BIOL 2401 and BIOL 2402, PTAP 1410 and PTAP 1511 with a minimum grade of "C" or better, concurrent enrollment in PTAP 1520.

**PTAP 1330 PRACTICUM I**

**CRT HRS: 03 LEC HRS: 02 OFF CAMPUS LAB HRS: 09**

In this course, students will be introduced to clinical experience in a physical therapy facility under direct supervision of a licensed physical therapist or a physical therapist assistant. Students observe and utilize skills obtained in the classroom and laboratory. Opportunities for selecting and applying procedures and equipment, improving decision-making, problem solving and reasoning abilities are provided in selected community PT service settings. This course consists of approximately six weeks part-time experience. Classroom time will include presentations, inservice training, documentation formats, and introduction to testing and measurement techniques common to rehab. Completion of a student portfolio is a requirement

of this class.

Prerequisite: CPR and first aid certification, professional liability insurance, PTAP 1520 and PTAP 1321 with a minimum grade of "C" or better.

### **PTAP 1410 PHYSICAL THERAPY FUNDAMENTALS**

**CRT HRS: 04 LEC HRS: 02 LAB HRS: 04**

This course is designed to provide the students with the basic skills of patient care. Instruction includes the application of procedures related to proper body alignment, vital signs, safety, body mechanics, medical asepsis, positioning, bandaging, bed mobility, transfers, gait and patient/treatment area preparation. Students will receive instruction on management of the burn patient and wound care/debridement. Principles of physics in the application of Physical Therapy will be introduced. Concepts of wheelchairs, seating architectural barriers and disability will be included. In preparation for the student's first clinical experience, content will cover legal and ethical practice, professional development, note writing, use of the Blue Macs, general orientation to the hospital setting and medical records. Common terminology will be reviewed.

Prerequisite: Admission to the PTA program, completion of or concurrent enrollment in BIOL 2402 and ENGL 1301, concurrent enrollment in PTAP 1511.

### **PTAP 1511 PHYSICAL AGENTS**

**CRT HRS: 05 LEC HRS: 03 LAB HRS: 06**

This course focuses on the biophysical principles, assessment and application of therapeutic modalities, with emphasis on indications, contraindications, medical efficacy, and physiologic effects pertinent to utilization of various physical agents. Parts, function, and upkeep of modality equipment will be discussed. Instruction in patient-therapist interaction and related documentation is included.

Prerequisite: Admission to the PTA program, completion of or concurrent enrollment in BIOL 2401 and ENGL 1301, concurrent enrollment in PTAP 1410.

### **PTAP 1520 SURFACE & FUNCTIONAL ANATOMY**

**CRT HRS: 05 LEC HRS: 03 LAB HRS: 06**

In this course, the student gains knowledge of the human musculoskeletal system and related concepts of kinesiology and biomechanics as they relate to normal activities and dysfunctions. This course provides further study of the principles of physics as applied to the human body. Students will learn muscles, ligaments, joints, and body landmarks, as well as goniometry, muscle testing and gait analysis.

Prerequisite: BIOL 2401, completion of or concurrent enrollment in BIOL 2402 and SPCH 1311, completion of PTAP 1410 and PTAP 1511 with a minimum grade of "C" or better, concurrent enrollment in PTAP 1321.

### **PTAP 2350 MANAGEMENT IN HEALTH CARE**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course emphasizes the identification of budget administration, supervision techniques, and strategies in operating a therapy clinic. An analysis of program organization and management styles for the effective use of personnel, material supplies, equipment, and other resources will be completed.

Prerequisite: PTAP 2451 with a minimum grade of "C" or better, concurrent enrollment in PTAP 1240 and PTAP 2552.

### **PTAP 2451 THERAPEUTIC EXERCISE**

**CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

This course is a study of the principles, theory, indications and contraindications of exercise for strength, mobility, flexibility, endurance, relaxation, coordination, and skill. Instruction will include application to

arthritis, pulmonary conditions, cardiac and vascular disorders, as well as management of the med-surg, orthopedics, sport medicine, and industrial patient. The student gains technical skills specific to mat programs, postural training, basic mobilizations, and gait drills and patterns, as well as home program instruction and the appropriate use of exercise equipment. The student will justify the rationale for the selection and revision of exercise. Basic testing and measurement procedures will be continued, with emphasis on an understanding of how to assist the physical therapist with assessment and implementation of care within a treatment plan.

Prerequisite: Completion of or concurrent enrollment in PSYC 2314, PTAP 1330 with a minimum grade of "C" or better, or departmental approval.

### **PTAP 2460 PT SEMINAR**

**CRT HRS: 04 LEC HRS: 04 LAB HRS: 00**

This capstone course is designed to explore nontraditional therapies and new and innovative techniques via student presentation projects, as well as discuss long-term disability, chronic pain, and various clinical specialties. Additional emphasis will be placed on the transition from student to practicing health care provider, including licensure, employment issues, job interviews, resumes, continuing education, and professional development. Students must take a PTA exit examination.

Prerequisite: PTAP 2350, PTAP 1240, and PTAP 2552 with a minimum grade of "C" or better, concurrent enrollment in PTAP 2561.

### **PTAP 2552 REHAB PROCEDURES**

**CRT HRS: 05 LEC HRS: 03 LAB HRS: 06**

This course is a study of theory, contraindications and technique development in the rehabilitation of various neurological and musculoskeletal disorders, with emphasis on various long term pathologies, such as cerebrovascular accidents, cerebral palsy, spinal cord injuries, and traumatic brain injuries. It will include discussion of the amputee, orthotics, and prosthetics. Course content will cover normal versus abnormal development, balance, activities of daily living, geriatrics and pediatrics, and specific rehabilitation techniques (basic NDT, PNF, sensory integration, functional training, and spasticity inhibiting techniques).

Prerequisite: PTAP 2451 with a minimum grade of "C" or better, concurrent enrollment in PTAP 1240 and PTAP 2350.

### **PTAP 2561 PRACTICUM II**

**CRT HRS: 05 LEC HRS: 01 OFF CAMPUS LAB HRS: 32**

This capstone course provides continued exposure to the clinical environment. Students observe and utilize skills obtained in the classroom and laboratory. Student placements in selected PT service settings in the community will provide opportunities for selecting and applying procedures and equipment, and improving decision-making, problem-solving and reasoning abilities. Experiences consist of two six-week, full-time rotations, under close supervision of a licensed physical therapist or physical therapist assistant.

Prerequisite: Completion of or concurrent enrollment in BIOL 2401 and BIOL 2402, completion of PTAP 1410 and PTAP 1511 with a minimum grade of "C" or better, concurrent enrollment in PTAP 1520.

## **PTCA: PATIENT CARE ASSISTANT**

### **PTCA 1207 CLINICAL EXPERIENCE**

**CRT HRS: 02 LEC HRS: 00 OFF CAMPUS LAB HRS: 12**

This is a supervised clinical practice in hospital or nursing home settings. Students are involved in all

aspects of direct patient care including bathing, dressing, feeding, transferring and measuring vital signs.  
Prerequisite: PTCA 1504 and PTCA 1405 with a "C" or better, MATH 80 or equivalent,  
concurrent enrollment in PTCA 1606, and completion of the nurse aid competency exam.

#### **PTCA 1405 BODY SYSTEMS**

**CRT HRS: 04 LEC HRS: 04 LAB HRS: 00**

This course is a basic study of the structures and functions of the human body. It includes a review of all body systems.

Prerequisite: Eligibility for READ 80, concurrent enrollment in PTCA 1504.

#### **PTCA 1504 INTRODUCTION TO LONG TERM CARE**

**CRT HRS: 05 LEC HRS: 03 LAB HRS: 06**

This course is the study of basic nursing care. It includes topics on patient safety, universal precautions, hygiene, grooming, feeding and nutrition, exercise and activity, and vital sign measurements. It includes laboratory practice and supervised clinical application of all basic nursing care procedures for clients of long term care and skilled nursing facilities. This course prepares the student for Texas state certification examination for certified nursing assistants in long term care.

Prerequisite: Concurrent enrollment in PTCA 1405 and eligible for READ 80.

#### **PTCA 1606 PATIENT CARE**

**CRT HRS: 06 LEC HRS: 06 LAB HRS: 00**

This course is a review of specialized care for nursing assistants in all areas of the hospital including medical, surgical pediatrics, maternity and newborn nursery, geriatrics, and special care units. Roles and responsibilities of nursing assistants in a variety of settings including hospital, home health, long term care and hospice are included.

Prerequisite: Completion of PTCA 1405 and 1504 with a "C" or better and concurrent enrollment in PTCA 1207.

### **QCTC: QUALITY CONTROL TECHNOLOGY**

#### **QCTC 1303 QUALITY CONTROL**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

Information on quality control principles and applications is provided. This course is designed to introduce the student to the quality control profession.

Prerequisite: None.

#### **QCTC 1305 TEAMING**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study in group dynamics, synergy, team building, consensus decision making, work place communication skills, active listening skills, win/win resolution, confrontation skills, creativity, and brainstorming. Students will examine team presentation skills, overall team communication, and resolving personality conflicts.

Prerequisite: None.

#### **QCTC 1446 TESTING AND INSPECTION SYSTEMS**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 02**

This course is a study of testing and inspection systems, including pertinent specifications, inspection tools, gauges, instruments and mechanisms used for maintaining quality to established standards.

Prerequisite: DFTG 1313, MCHN 2341, MCHN 1419.

## **RADT: RADIOLOGIC TECHNOLOGY**

### **RADT 1213 PRACTICUM I**

**CRT HRS: 02 LEC HRS: 00 OFF CAMPUS LAB HRS: 18**

This is an introductory clinical experience. Students will be assigned to observe, assist in performing, then perform examinations in the fluoroscopic and diagnostic areas. Experience will begin in the areas of the chest, abdomen, upper and lower extremities, genitourinary and gastrointestinal examinations. It includes clinical participation in routine radiographic, darkroom and office procedures and use and care of equipment. Experience will begin in portable radiography. Clinical competency evaluations begin.

Prerequisite: Professional practice liability insurance required.

### **RADT 1222 PRACTICUM II**

**CRT HRS: 02 LEC HRS: 00 OFF CAMPUS LAB HRS: 18**

In the second clinical experience, students continue to build upon fundamental knowledge acquired in Practicum I. Experience will be gained in basic routine positions of the pelvic girdle, bony thorax, spine, skull and facial bones by assisting and performing these examinations in supervised clinical settings. Clinical competency evaluations continue to measure proficiency.

Prerequisite: RADT 1310, RADT 1311 and RADT 1312 with a minimum grade of "C" or better, RADT 1213 with a minimum grade of "B" or better.

### **RADT 1231 PRACTICUM III**

**CRT HRS: 02 LEC HRS: 00 OFF CAMPUS LAB HRS: 20**

In the third clinical experience, students strengthen and apply knowledge acquired in Practicum I & II. Also, experience is gained in the operating room and observation of special radiographic procedures begin, including myelography, cerebral angiography and cardiovascular interventional angiography. Clinical competency evaluations continue to measure proficiency. Radiology quality assurance assignments begin during this course.

Prerequisite: RADT 1420 and RADT 1321 with a minimum grade of "C" or better, RADT 1222 with a minimum grade of "B" or better.

### **RADT 1310 ORIENTATION TO RADIOGRAPHY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

An introduction to a hospital department of radiology, to the role of the technologist as a member of the health care team, to ethics, to basic hospital terminology and to principles of physical science. Pharmacology and Radiation Protection & Safety are also introduced. This course will include topics concerning The Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation and credentialing, professional organizations, continuing education and professional development. This course also covers the study of the basic structure of medical words, prefixes, suffixes, roots, and combining forms, plurals and medical terms associated with the field of radiology. Emphasis is placed on pronunciation, spelling and definition of medical terms.

Prerequisite: Admission to the Radiologic Technology Program.

### **RADT 1311 METHODS OF PATIENT CARE/ETHICS & LAW**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course will provide the basic concepts of patient care including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures along with elementary nursing skills including phlebotomy, IV pumps and lab values. Solid understanding of the principles and practices of medical ethics and legal issues relative to health care. Specific areas of concentration include professionalism, the right-of-confidentiality, interpersonal relationships, liability,

medicolegal aspects and bioethical issues.

Prerequisite: RADT 1310, RADT 1312, RADT 1213.

### **RADT 1312 RADIOGRAPHIC POSITIONING I**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course includes the fundamentals of radiographic positioning with reference to preliminary steps in radiography, radiation protection, general anatomy, body habitus, radiographic positioning terminology and body movement terminology. Emphasis is placed on the basic routine positions of the chest, abdomen, upper and lower extremities, genitourinary and gastrointestinal systems. All examinations are described and discussed in terms of patient positioning, body part positioning, anatomy and physiology visualized, pathologic findings and proper exposure factors.

Prerequisite: RADT 1310, RADT 1311, RADT 1213.

### **RADT 1321 RADIOGRAPHIC POSITIONING II**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course emphasizes the basic routine positions of the pelvic girdle, bony thorax, spine, skull and facial bones. All examinations are described and discussed in terms of patient positioning, body part positioning, anatomy and physiology, pathologic findings and proper exposure factors. Beginning discussion on radiographic procedures that utilize contrast media including the upper and lower gastrointestinal series, intravenous pyelography and gall bladder studies.

Prerequisite: RADT 1310, RADT 1311, RADT 1312 with a minimum grade of "C" or better, RADT 1213 with a minimum grade of "B" or better.

### **RADT 1330 RADIOGRAPHIC EXPOSURE II/QA**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a comprehensive instruction and discussion of principles related to radiographic exposure and radiographic quality, including control of the remnant beam, technique formation, exposure calculations and digital imaging. All aspects of radiology quality assurance are included.

Prerequisite: RADT 1420 and RADT 1321 with a minimum grade of "C" or better, RADT 1222 with a minimum grade of "B" or better.

### **RADT 1420 RADIOGRAPHIC EXPOSURE I**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This course provides knowledge of factors that govern and influence the production of the radiographic image on radiographic film. Photographic versus geometric properties are presented. Radiographic film types and development, film construction, sections and systems of the process and processor, and quality control are included. Lab experiments are required to reinforce class concepts.

Prerequisite: RADT 1310, RADT 1311 and RADT 1312 with a minimum grade of "C" or better, RADT 1213 with a minimum grade of "B" or better.

### **RADT 2160 RADIOLOGIC TECHNOLOGY SEMINAR**

**CRT HRS: 01 LEC HRS: 01 LAB HRS: 00**

This course provides a comprehensive review of all aspects of radiologic technology in order to prepare for the American Registry of Radiologic Technologists (ARRT) National Registry Examination. Instruction in radiology management systems and hospital organization. Interview skills and resume writing and preparation are also included.

Prerequisite: RADT 2350 with a minimum grade of "C" or better, RADT 2251 with a minimum grade of "B" or better.

**RADT 2161 PRACTICUM VI****CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 10**

In the final clinical experience, students enhance skills and integrate knowledge acquired in all previous practicums. Completion of all clinical competencies and discussion and demonstration of new equipment, policies or procedures in an assigned clinical facility will be conducted.

Prerequisite: RADT 2251 with a minimum grade of "B" or better, RADT 2350 with a minimum grade of "C" or better.

**RADT 2242 RADIATION BIOLOGY AND PROTECTION****CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

This course is a study of radiation interaction and its effects biologically. Radiation dangers and safety procedures used in response to these dangers are the basic components of the course. X-ray equipment, radiation quantities and units of radiation protection, the MPD, detection instruments, images and basic protection methods are discussed. Discussion will also include state regulations, licensing and federal standards for radiation safety.

Prerequisite: RADT 1330 with a minimum grade of "C" or better, RADT 1231 with a minimum grade of "B" or better.

**RADT 2243 PRACTICUM IV****CRT HRS: 02 LEC HRS: 00 OFF CAMPUS LAB HRS: 20**

In the fourth clinical experience, students continue to build upon skills and continue application of knowledge acquired in previous practicums. Experience is gained in performance of special radiographic procedures, tomography of bony anatomy and visceral anatomy, and additional contrast media studies including sialography and hysterosalpingography. Clinical competency evaluations will be done on the various special radiographic procedures, such as myelography, cerebral angiography and cardiovascular interventional angiography.

Prerequisite: RADT 1231 with a minimum grade of "B" or better, RADT 1330 with a minimum grade of "C" or better.

**RADT 2251 PRACTICUM V****CRT HRS: 02 LEC HRS: 00 OFF CAMPUS LAB HRS: 20**

In the fifth clinical experience, students continue to build upon knowledge acquired in previous practicums. Opportunities are made available to gain experience in computerized tomography, digital imaging and other specialized radiologic modalities which include magnetic resonance imaging, ultrasound, nuclear medicine, mammography, and radiation therapy. Clinical competency evaluations continue to measure proficiency.

Prerequisite: RADT 2243 with a minimum grade of "B" or better; RADT 2340, RADT 2441 and RADT 2242 with a minimum grade of "C" or better.

**RADT 2340 RADIOGRAPHIC POSITIONING III****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course provides a continued discussion of radiographic procedures relative to body systems covered in Radiographic Positioning II that utilize contrast media. Emphasis is placed on sterile technique and specialized equipment. Non-routine radiographic positioning is introduced along with cross-sectional anatomy. Non-routine positioning includes trauma, hip examinations, positions for the bicipital groove, foreign body eye localization, and pelvimetry. General discussion of specialized fields in radiology, such as Computed Tomography, Magnetic Resonance Imaging, Radiation Therapy, Nuclear Medicine, Ultrasound, Mammography and Cardiovascular Imaging are introduced.

Prerequisite: RADT 1330 with a minimum grade of "C" or better, RADT 1231 with a minimum grade of "B" or better.

**RADT 2350 RADIOGRAPHIC PATHOLOGY****CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course emphasizes the study of disease as it relates to radiologic technology. Areas of concentration include radiographic manifestations of pathologic conditions and special imaging procedures and modalities used to visualize various body areas relevant to diagnosis and treatment, such as magnetic resonance imaging, ultrasound, nuclear medicine and computerized tomography.

Prerequisite: RADT 2340, RADT 2441 and RADT 2242 with a minimum grade of "C" or better; RADT 2243 with a minimum grade of "B" or better.

**RADT 2441 RADIOGRAPHIC PHYSICS****CRT HRS: 04 LEC HRS: 03 LAB HRS: 04**

This course emphasizes units of measurements, physical concept of energy, structure of matter, electrostatics, electrodynamics, electric current, magnetism, electromagnetism, electric generators and motors, production and control of high voltage, regulation of current and rectification, roentgen rays, x-ray tubes and rectifiers and x-ray circuits. Discussion will also include intensifying screen luminescence, film characteristic curve, fluoroscopy, digital imaging, computed tomography and physical principles of magnetic resonance imaging. Students perform laboratory experiments using simulated x-ray circuits and various radiographic equipment.

Prerequisite: RADT 1330 with a minimum grade of "C" or better, RADT 1231 with a minimum grade of "B" or better.

**RBTC: ROBOTICS TECHNOLOGY****RBTC 1347 ELECTRO-MECHANICAL DEVICES****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a study of basic electro-mechanical devices found in robotic systems, including transformers, switches, and solid state relays.

Prerequisite: CETT 1341.

**RBTC 2331 ROTARY DEVICES****CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a study of AC, DC, synchronous, induction, and step motors. Topics include motor control devices, transformers, starting circuits, semiconductors, and generators and their uses in automated systems.

Prerequisite: CETT 2339, concurrent enrollment in INTC 1357.

**READ: READING****READ 0070 DEVELOPMENTAL READING I****CRT HRS: 03 LEC HRS: 03 LAB HRS: 01**

This initial reading course is designed to help students develop the basic skills needed to become successful readers. Emphasis is placed on the basic reading skills of main idea, context clues, and inference.

Prerequisite: Assessment results of The Nelson-Denny Reading Test.

**READ 0080 DEVELOPMENTAL READING II****CRT HRS: 03 LEC HRS: 03 LAB HRS: 01**

This reading course is designed to build on the foundation skills of reading. Emphasis is placed on the

development of study skills, the integration of new information with prior knowledge, and the use of supporting details in reading.

Prerequisite: Successful completion of READ 70 with a "C" or better or assessment results of The Nelson-Denny Reading Test.

**\*READ 0090 DEVELOPMENTAL READING III**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 01**

This developmental reading course focuses on advanced reading skills necessary to read critically. The development of interpretive comprehension skills and expansion of these skills into advanced analysis, synthesis, and evaluation processes are emphasized as is improvement of reading and critical thinking skills. Students are expected to take the TASP Test while they are enrolled in the course or after they complete it.

Prerequisite: Successful completion of READ 80 with a "C" or better or assessment results of The Nelson-Denny Reading Test.

## **R.O.T.C.**

**\*ROTC 1201 MARKSMANSHIP AND FIRST AID**

**CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

This course provides studies in the fundamentals of rifle and pistol marksmanship and practical experience in marksmanship on an indoor range. Emphasis is placed on the study of weapons safety. The course also examines basic first aid procedures. Two hours of class lecture and an optional 75-minute leadership laboratory. An optional weekend field training exercise is offered.

Prerequisite: None.

**\*ROTC 1202 SURVIVAL & LAND NAVIGATION TRAINING**

**CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

This is an Introduction to Basic Military Science. It includes studies in basic military skills. Emphasis is placed on methods and techniques of survival and land navigation, but it is also designed to enhance self-confidence and physical fitness through active participation in adventure training. Two hours of class time and an optional 75-minute laboratory teach these principles. An optional weekend field training exercise is offered.

Prerequisite: None.

**\*ROTC 3202 ADVANCED ARMY PHYSICAL DEVELOPMENT**

**CRT HRS: 02 LEC HRS: 02 LAB HRS: 00**

This is a practicum in physical development where a student applies the physical development skills learned in Basic Army Physical Development and applies them to a program that best suits the individual. The student will be tested in accordance with FM 21-20 and the Army Physical Fitness Test to determine one's ability and AR 600-9 in attainment of physical goals. Three hours of outdoor physical conditioning and an optional 75-minute leadership laboratory.

Prerequisite: None.

## **SMFT: SEMICONDUCTOR MANUFACTURING TECHNOLOGY**

**SMFT 1343 SEMICONDUCTOR MANUFACTURING TECHNOLOGY I**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is the study of processes, materials, and equipment used in the manufacturing of semiconduc-

tors, including an overview of the semiconductor industry, related, terminology, and standard safety practice.

Prerequisite: CETT 1349, CHEM 1411.

### **SMFT 2343 SEMICONDUCTOR MANUFACTURING TECHNOLOGY II**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a continuation of Semiconductor Manufacturing I covering the processes, materials and equipment used in the manufacturing of semiconductors. Topics address process-yield analysis and process troubleshooting.

Prerequisite: SMFT 1343.

### **SMFT 2231 RF POWER SYSTEMS**

**CRT HRS: 02 LEC HRS: 01 LAB HRS: 04**

This course is a study of RF power systems and their applications in the semiconductor manufacturing industry. Topics include plasma physics, RF power amplifiers and oscillators, transmission lines, impedance matching and safety.

Prerequisite: SMFT 1343, CETT 2339.

### **SMFT 2335 VACUUM TECHNOLOGY**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course covers skill development in vacuum technology, including vacuum principles, pumping systems, gauging, leak detection, and safety principles.

Prerequisite: RBTC 1347, SMFT 1343.

## **SOCI: SOCIOLOGY**

### **\*SOCI 1301 INTRODUCTION TO SOCIOLOGY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is an introduction to the scientific study of human behavior as related to group membership. Major areas of study in sociology including basic structure of human society and of smaller groups, transmission of culture and regulating behavior, acquisition of the social self, violation of norms, stratification by class, race-ethnicity, sex, age, major social institutions, population dynamics, and sociocultural change.

Prerequisite: None.

### **\*SOCI 1306 CONTEMPORARY SOCIAL PROBLEMS**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course studies specific contemporary topics in sociology in depth. Emphasis is on increasing student awareness of major social problems in the United States, and of possibilities of social action in dealing with problems such as sociobiology, urban society, gerontology, death and dying, or sex roles.

Prerequisite: None.

### **\*SOCI 2301 MARRIAGE AND THE FAMILY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course studies marriage and family life in the United States with emphasis on social and cultural changes affecting the structure of the family, courtship and mate selection, sexual norms and relationships and marital and family relationships throughout the family cycle.

Prerequisite: None.

**\*SOCI 2319 MINORITY STUDIES**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers the historical, economic, social and cultural development of minority groups. May include Afro-American, Mexican-American and Native-American issues.

Prerequisite: None.

**\*SOCI 2339 CRIMINOLOGY-JUVENILE DELINQUENCY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course covers current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment and rehabilitation as it applies to the Juvenile Justice System.

Prerequisite: None.

**\*SOCI 2399 CURRENT ISSUES IN SOCIOLOGY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is an in-depth study of specific contemporary topics in sociology such as sociobiology, urban society, gerontology, death and dying or sex roles.

Prerequisite: None.

## **SOCW: SOCIAL WORK**

**\*SOCW 2361 INTRODUCTION TO SOCIAL WORK**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course identifies the philosophy, history and practice of social work in the United States and provides a survey of the field, as well as the various methods and techniques used in social work practice.

Prerequisite: None.

**\*SOCW 2362 SOCIAL WELFARE AS A SOCIAL INSTITUTION**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is an introduction to the study of modern social work in the context of the institution of social welfare, the underlying philosophy and ethics of social work, together with their methods and objectives. It also examines the political, economic and cultural values and ideologies which shape social welfare policy, programs and services.

Prerequisite: None.

## **SPAN: SPANISH**

**\*SPAN 1311 BEGINNING SPANISH I-NON NATIVE**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

Fundamental skills in listening comprehension, speaking, reading and writing are stressed in this course. It includes basic vocabulary, grammatical structures and culture.

Prerequisite: None.

**\*SPAN 1312 BEGINNING SPANISH II-NON NATIVE**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 02**

This course is a continuation of SPAN 1311, covering fundamental skills in listening comprehension, speaking, reading and writing. It includes basic vocabulary, grammatical structures and culture.

Prerequisite: SPAN 1311.

**\*SPAN 2311 INTERMEDIATE SPANISH I**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course reviews an application of skills in listening comprehension, speaking, reading, and writing, emphasizing conversation, vocabulary acquisition, reading, composition and culture.

Prerequisite: SPAN 2313, SPAN 2315.

**\*SPAN 2312 INTERMEDIATE SPANISH II**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a continuation of SPAN 2311 covering a review and application of skills in listening comprehension, speaking, reading and writing. This course emphasizes conversation, vocabulary acquisition, reading, composition and culture.

Prerequisite: SPAN 2311.

**\*SPAN 2313 BEGINNING SPANISH I (FOR NATIVE SPEAKERS)**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course emphasizes a basic practice in comprehension and production of the spoken language. Reading and writing skills will be developed and culture will be an integral part of the course.

Prerequisite: None.

**\*SPAN 2315 BEGINNING SPANISH II (FOR NATIVE SPEAKERS)**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

Spanish 2315 is a continuation of SPAN 2313 covering basic practice in comprehension and production of the spoken language. Reading and writing skills will be developed and culture will be an integral part of the course.

Prerequisite: SPAN 2313.

## **SPCH: SPEECH**

**\*SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course includes theory and application of the various elements of the speech communication process through lecture, class discussion and active participation. Students have the opportunity to develop skills in specific types of communication behavior including listening, interviewing, small group interaction and public speaking.

Prerequisite: None.

**\*SPCH 1315 PUBLIC SPEAKING**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course focuses on research, composition, organization, delivery and analysis of speeches for various purposes and occasions.

Prerequisite: None.

**\*SPCH 1318 INTERPERSONAL COMMUNICATIONS**  
**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course includes instruction and activities in the principles of human communication and interaction. Includes self-concept, self-disclosure and risk, defensiveness, perception, empathy, semantics and abstraction, language, attitudes and behavior, and nonverbal communication. Listening and feedback, relational communication, assertiveness and conflict resolution are included.

Prerequisite: None.

**\*SPCH 1321 BUSINESS & PROFESSIONAL SPEAKING**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course emphasizes theories and practice of speech communication as applied to business and professional situations.

Prerequisite: None.

**\*SPCH 2333 DISCUSSION & SMALL GROUP COMMUNICATION**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course studies discussion and small group theories and techniques as they relate to group process and interaction.

Prerequisite: None.

**\*SPCH 2335 ARGUMENTATION AND DEBATE**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course emphasizes theories and practice in argumentation and debate including analysis, reasoning, organization, evidence and refutation.

Prerequisite: None.

## **TRVM: TRAVEL AND TOURISM**

**TRVM 1166 PRACTICUM - TRAVEL & TOURISM**

**CRT HRS: 01 LEC HRS: 00 OFF CAMPUS LAB HRS: 08**

This course provides practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisite: Permission from the department.

**TRVM 1300 INTRODUCTION TO TRAVEL & TOURISM**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This is an overview of the travel industry. Emphasis is placed on travel careers and the impact on society.

Prerequisite: None.

**TRVM 1308 TRAVEL DESTINATIONS I - WESTERN HEMISPHERE**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of countries located in the Western Hemisphere including Canada, United States, Latin America, South America, and the Caribbean Islands. Emphasis on the culture, customs, climate, physical features, language, currency, tourist, and seasonal attractions.

Prerequisite: None.

**TRVM 1323 GROUP TOUR OPERATIONS**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course is a study of the role of the group planner, selling to groups, and planning itineraries, including components of a tour package, tour costing, advertising and promotion, group dynamics, and tour guide qualifications.

Prerequisite: None.

**TRVM 1327 HOSPITALITY & SPECIAL EVENTS**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course focuses on planning and managing special events in the meeting planning arena. It provides

an overview of the entire sequence of events, from conceptual stage of the first meeting through completion of the event. Emphasis is placed on technical planning skills including site selection, negotiating with suppliers, devising meeting specifications, preparing a budget, and working with facility staff to manage a successful event.

Prerequisite: None.

### **TRVM 1345 TRAVEL AND TOURISM SALES & MARKETING TECHNIQUES**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course includes a study of marketing, sales techniques, promotions, and advertising theories as applied to the travel and tourism industry. Other topics covered include marketing mix in travel, market segmentation, market planning, and the use of advertising and other communications techniques. Emphasis is placed on buyer motivation, telephone sales techniques, profitable travel counseling, and the use of promotional material in selling travel.

Prerequisite: None.

### **TRVM 1349 TRAVEL OPERATIONS I**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 03**

This course is a study of manual travel agency operations and basic hands-on computerized reservations techniques in manual travel agency operations; emphasis on making air, hotel, tour and cruise reservations, writing itineraries, reading and interpreting brochures, and ticketing rules, credit card sales, ticket refunds, exchanges, and reissues. Topics include building a simple Passenger Name Record on an airline computer reservation system, accessing availability, fares, and miscellaneous related information.

Prerequisite: None.

### **TRVM 1371 TRAVEL TOURISM DESTINATIONS - VALLEY**

**CRT HRS: 03 LEC HRS: 03 LAB HRS: 00**

This course takes an in-depth look at the Lower Rio Grande Valley as a tourist destination area (TDA). Students examine the region's geography, history, economy, infrastructure, attractions, and lodging facilities, as well as the characteristics of the region's inbound visitors.

Prerequisite: None.

### **TRVM 2437 TRAVEL INDUSTRY OPERATIONS II**

**CRT HRS: 04 LEC HRS: 03 LAB HRS: 02**

This course is a continuation of the study of airline computer reservation systems. Emphasis is placed on reserving cars and hotels, using queues, creating passenger profiles, interpreting air fares, rules, and routing, and explaining these to a passenger.

Prerequisite: None.

## **WLDG: WELDING**

### **WLDG 1337 INTRODUCTION TO METALLURGY**

**CRT HRS: 03 LEC HRS: 02 LAB HRS: 04**

This course is a study of ferrous and nonferrous metals from the ore to the finished product. Emphasis is placed on metal alloys, heat treating, hard surfacing, heliarc welding, forging, foundry processes, and mechanical properties of metal including hardness, machinability and ductility.

Prerequisite: None.

**WLDG 1421 INTRODUCTION TO WELDING FUNDAMENTALS**

**CRT HRS: 04 LEC HRS: 02 LAB HRS: 06**

This course provides an introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy.

Prerequisite: MATH 80 or equivalent.

# Faculty and Staff

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M.S., University of Hawaii  
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