

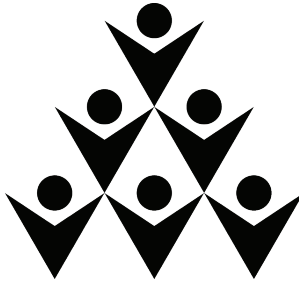


# CATALOG

2019-2020



**SOUTH TEXAS  
COLLEGE**



# SOUTH TEXAS COLLEGE

## 2019-2020 Catalog

**CATALOG 2019-2020** • Vol. 23, No. 1 • Effective September 1, 2019

Published by South Texas College

P.O. Box 9701, McAllen, TX 78502-9701 • (956) 872-8302

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

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



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# A MESSAGE FROM THE PRESIDENT

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South Texas College is conveniently located near your home with three campuses in McAllen, a campus in Weslaco and Rio Grande City and a Regional Center for Public Safety Excellence, in Pharr. There are also two higher education centers with expanded course offerings, one in La Joya, and another in Pharr. This means you do not have to travel far for a quality education at an affordable price. The College is proud of its numerous accomplishments throughout the years and honored to have conferred more than 62,000 degrees and certificates since its inception.

If you find that your current lifestyle keeps you from attending classes on campus, South Texas College Online allows you to take courses anytime, anywhere, from the comfort of your home or office, or even at the beach. You can select from more than 500 courses in a wide variety of subjects that may apply to earning one of over 30 certificates and associate degrees, in addition to 4 bachelor's degrees, all available online. South Texas College Online offers all of the same services as our traditional campuses including advising, career placement, counseling, library services and so much more.



As you browse through the catalog, you will find that South Texas College offers more than 120 degree and certificate program options for your consideration in a variety of allied health, business, liberal arts, math, nursing, science, social sciences and technology pathways that lead to high-wage, and rewarding careers. Dedicated students can earn certificates in as little as one year or an associate degree in less than two years, gaining skills that lead to direct entry into the job market.

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

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

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

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

Best regards,

A handwritten signature in cursive script that reads "Shirley A. Reed".

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

# AFFILIATIONS

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## National/Regional

- Accreditation Commission for Education in Nursing (ACEN)
- Accreditation Council for Occupational Therapy Education (ACOTE)
- Accreditation Council for Pharmacy Education (ACPE)
- Achieving the Dream
- Alliance for Community College Innovation
- Alpha Delta Sociology Honors Society for 2 Year Colleges
- American Alliance for Theatre & Education (AATE)
- American Alliance of Museums
- American Association for Health, Physical Education, Recreation and Dance
- American Association for Physical Activity and Recreation (AAPAR)
- American Association for Respiratory Care (AARC)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Association of Community College Trustees (AACT)
- American Association of Community Colleges (AACC)
- American Association of Medical Assistants (AAMA)
- American Health Information Management Association (AHIMA)
- American Library Association (ALA)
- American Museum Association
- American Occupational Therapy Association, Inc. (AOTA)
- American Petroleum Institute (API)
- American Physical Therapy Association's Commission on Accreditation in Physical Therapy
- American Registry of Radiologic Technologists (AART)
- American Society of Administrative Professionals (ASAP)
- American Society of Health-System Pharmacists (ASHP)
- American Society of Mechanical Engineers (ASME)
- American Society of Radiologic Technologists (ASRT)
- American Welding Society (AWS)
- Association for Early Learning Leaders
- Association for Healthcare Documentation Integrity (AHDl)
- Association for Institutional Research (AIR)
- Association of College and Research Libraries (ACRL)
- Association of Collegiate Business Schools and Programs (ACBSP)
- Association of Healthcare Documentation Integrity (AHDl)
- Association of International Educators
- Association on Higher Education and Disability (AHEAD)
- Audiovisual and Integrated Experience Association (AVIXA)
- Center for Community College Student Engagement
- Center for Internet Security (CIS)
- Central States Communication Association (CSCA)
- College Art Association (CAA)
- College Reading and Learning Association (CRLA)
- Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
- Commission on Accreditation for Respiratory Care (CoARC)
- Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
- Community College Baccalaureate Association (CCBA)
- Community College Business Officers (CCBO)
- Competency Base Education Network (C-BEN)
- Consortium of College and University Media Centers (CCUMC)
- Delta Sigma Psi Criminal Justice Honor Society
- Disaster Recovery Institute (DRI)
- EDUCAUSE
- Electric Power Supply Association (EPSA)
- Government Finance Officers Association (GFOA)
- Haas Technical Education Centers (HTEC)
- Hispanic Association of Colleges and Universities (HACU)
- InfoComm International
- Instructional Technology Council (ITC)
- International Association of Administrative Professionals (IAAP)
- International Association of Campus Law Enforcement Administrators (IACLEA)
- International Association of Electrical Inspectors (IAEI)
- International Association of GM-ASEP Schools
- International Literacy Association (ILA)
- International Nursing Association for Clinical Simulation and Learning (INACSL)
- League for Innovation of the Community College (League)
- Legal Secretaries International Inc.
- Medical Library Association (MLA)
- Multi-State Information Sharing & Analysis Center (MS-ISAC)
- National Accreditation Commission for Early Care and Education Programs (NAC)
- National Association for Developmental Education (NADE)
- National Association for the Education of Young Children (NAEYC) Early Childhood Association Degree Accreditation
- National Association of College and University Business Officers
- National Association of College Auxiliary Services (NACAS)
- National Association of Colleges and Employers (NACE)
- National Association of Community College Teacher Education Programs (NACCTEP)
- National Association of Education Office Professionals (NAEOP)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Automotive Technicians Education Foundation (NATEF)
- National Board for Respiratory Care (NBRC)
- National Center for Competency Testing (NCCT)
- National Center for Construction Education and Research (NCCER)



- National Center for Welding Education and Training (Weld-ed)
- National Coalition of Advanced Technology Centers (NCATC)
- National Communication Association (NCA)
- National Community College Hispanic Council (NCCCHC)
- National Conference of Standards Laboratories International (NCSLI)
- National Council for Staff and Organizational Development
- National Electrical Contractors Association (NECA)
- National Electrical Manufacturers Association (NEMA)
- National Institute for Metalworking Skills, Inc. (NIMS)
- National Institute for Staff and Organizational Development (NISOD)
- National League for Nursing (NLN)
- National Library of Medicine (NLM)
- National Pharmacy Technician Association (NPTA)
- National Registry of Emergency Medical Technicians
- North American Council for Staff, Program and Organizational Development (NCPSOD)
- Organization for Associate Degree Nursing (OADN)
- Pharmacy Technician Educator's Council
- Research and Education Networking Information Sharing and Analysis Center (REN-ISAC)
- Society for College and University Planning (SCUP)
- Society for Human Resource Management (SHRM)
- Southern Association of College and University Business Officers
- Southern Association of Collegiate Registrars and Admissions Officers (SACRAO)
- Southern States Communication Association (SSCA)
- Southwest Association of Student Financial Aid Administrators (SWASFAA)
- Supply Chain and Operations Management Processional (APICS)
- The Association for Legal Professionals (NALS)
- The Association of Executive and Administrative Professionals (AEAP)
- The Consortium of College and University Media Centers (CCUMC)
- The Instructional Technology Council (ITC)
- The National Communication Association (NCA)
- The National Executive Assistant Association
- The Online Learning Consortium (OLC)
- United States Distance Learning Association (USDLA)
- STARLINK
- Texas Affordable Baccalaureate (TAB.LAB)
- Texas Alliance of Physical Therapist Assistant Educators
- Texas Association for College Admission Counseling (TACAC)
- Texas Association for Healthcare Documentation Integrity (TXAHDl)
- Texas Association of Chicanos in Higher Education (TACHE)
- Texas Association of College Technical Educators (TACTE)
- Texas Association of Collegiate Registrars and Admissions Officers
- Texas Association of Community College Business Officers (TACCBO)
- Texas Association of Community College Trustees and Administrators (TACRAO)
- Texas Association of Community Colleges (TACC)
- Texas Association of Deans and Directors of Professional Nursing Programs (TADDPNP)
- Texas Association of Institutional Research (TAIR)
- Texas Association of Museums (TAM)
- Texas Association of School Boards (TASB)
- Texas Association of Schools of Art (TASA)
- Texas Association of Student Financial Aid Administrators (TASFAA)
- Texas Board of Nursing (BON)
- Texas Community College Instructional Administrators (TCCIA)
- Texas Community College Teachers Association (TCCTA)
- Texas Council of Academic Libraries (TCAL)
- Texas Counseling Association (TCA)
- Texas Department of State Health Services Bureau of Radiation Control
- Texas Department of State Health Services for Emergency Medical Technology
- Texas Department of State Health Services Medical Radiologic Technologist
- Texas Developmental Education State Policy Leadership Team
- Texas Distance Learning Association (TxDLA)
- Texas Health Information Management Association (TXHIMA)
- Texas Library Association (TLA)
- Texas Music Educators Association
- Texas Organization of Associate Degree Nursing (T-OADN)
- Texas Pathways Project
- Texas Society for Respiratory Care (TSRC)
- Texas Society of Allied Health Professionals
- Texas Society of Health-System Pharmacists (TSHP)
- Texas Society of Medical Assistants
- Texas Speech Communication Association (TSCA)
- Texas Team Coalition of Nursing
- Texas Vocational Nurse Educators
- The Virtual College of Texas (VCT)

## State

- Association of Texas Colleges and Universities
- Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE)
- Junior/College Student Personnel Association of Texas (J/CCSPAT)
- Legal Secretaries of Texas, Inc.
- Pharmacy Technician Educators Council (PTEC)
- South Texas Association of Registrars and Admissions Officers

## Local

- Asociación Regional de Maquiladoras de Reynosa, S.A.
- Lower RGV P-16 Council
- McAllen Chamber of Commerce
- Mission Chamber of Commerce
- Philippine Nurse Association of South Texas Rio Grande Valley Chapter (PNA RGV)

- Rio Grande Valley Collective Impact - Rio Grande Valley Focus
- Rio Grande Valley Council of Teachers of Mathematics
- Rio Grande Valley Health Information Management Association (RGVHIMA)
- Rio Grande Valley Partnership
- Rio Grande Valley Pathways Project
- South Texas Engineering Alliance
- South Texas Historical Association
- South Texas Literacy Coalition (STLC)
- South Texas Manufacturers' Association
- South Texas Mathematics Consortium
- South Texas Organization of Nurse Executives
- Tech Prep of the Rio Grande Valley
- The Upper Valley Art League
- Upper RGV P-16 Council
- Weslaco Area Chamber of Commerce

# CREATION

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

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

Since its inception, South Texas College has grown from 1,000 students to an enrollment of 32,604 in Spring 2019 and has conferred more than 62,000 degrees and certificates.

# ACCREDITATION

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

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

# SOUTH TEXAS COLLEGE CAMPUSES AND CENTERS

SouthTexasCollege.edu

## Pecan Campus

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

## Technology Campus

3700 W. Military Hwy.  
McAllen, TX 78503  
872-6100

## Nursing & Allied Health Campus

1101 E. Vermont  
McAllen, TX 78503  
872-3100

## Starr County Campus

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

## Mid-Valley Campus

400 N. Border  
Weslaco, TX 78596  
447-6600

## Higher Education Center-Pharr

1100 E. Business Hwy 83  
Pharr, Texas 78577  
872-4200

## Higher Education Center-La Joya

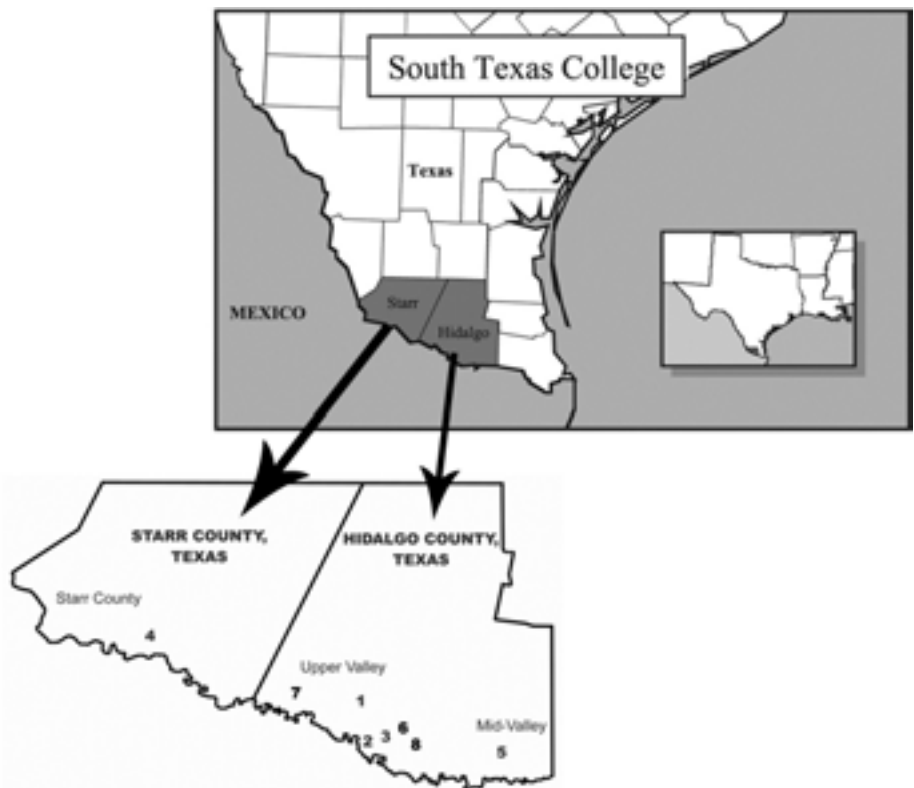
603 College Drive  
La Joya, TX 78560  
872-6717

## STC Regional Center for Public Safety Excellence

3901 S. Cage Blvd.  
Pharr, TX 78577  
872-4208

## South Texas College Online

872-2598  
[southtexascollege.edu/online](http://southtexascollege.edu/online)



# BOARD OF TRUSTEES

## Officers



**Paul R. Rodriguez - Chairman**

CEO of Valley Land Title Co.

***District 3***

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

Appointed: August 2012 - May 2016  
Second Term: May 2016 - May 2022

Serves as a Member of the Finance, Audit, and Human Resources Committee and the Facilities Committee. Formerly served as Secretary of the Board and as Chairman of the Finance, Audit, and Human Resources Committee.



**Rose Benavidez - Vice Chair**

President of Starr County Industrial Foundation

***District 1***

Representing Starr County

First Term: Nov. 2009 - May 2012  
Second Term: May 2012 - May 2018  
Third Term: May 2018 - May 2024

Serves as a Member of the Facilities Committee and the Finance, Audit and Human Resources Committee. Previously served as Chair and Vice Chair of the Board.



**Roy de León - Secretary**

Branch Retail Executive, BBVA Compass - Mercedes

***District 7***

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

Appointed: July 1997 - May 2002  
Second Term: May 2002 - May 2008  
Third Term: May 2008 - May 2014  
Fourth Term: May 2014 - May 2020

Serves as Chair of the Finance, Audit, & Human Resources Committee. Formerly served as Chair and Vice Chair of the Board.

# BOARD OF TRUSTEES

## Members



### **Victoria Cantú - Member**

CEO of Children's Education Station, LLC

#### ***District 2***

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

First Term: May 2018 - May 2024

Serves as a Member of the Education and Workforce Development Committee.



### **Gary Gurwitz - Member**

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

#### ***District 4***

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

Appointed: 1993 - May 1998

Second Term: May 1998 - May 2004

Third Term: May 2004 - May 2010

Fourth Term: May 2010 - May 2016

Fifth Term: May 2016 - May 2022

Serves as Chair of the Facilities Committee and as a Member of the Education and Workforce Development Committee. Formerly served as Chair, Vice Chair, and Secretary of the Board.



### **Dr. Alejo Salinas, Jr. - Member**

Retired Lecturer, University of Texas-Rio Grande Valley

Retired Superintendent, Superintendent Emeritus, Hidalgo ISD

#### ***District 5***

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

First Term: May 1996 - May 2002

Second Term: May 2002 - May 2008

Third Term: May 2008 - May 2014

Fourth Term: May 2014 - May 2020

Serves as Chair of the Education and Workforce Development Committee and as a Member of the Finance, Audit, and Human Resources Committee. Formerly served as Chair and Vice Chair of the Board.



### **Rene Guajardo - Member**

Human Resources Director at Mercedes Independent School District

#### ***District 6***

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

First Term: May 2018 - May 2024

Serves as a Member of the Finance, Audit, and Human Resources Committee.



# ACADEMIC CALENDAR

## Fall 2019

(August 26, 2019 - December 15, 2019)

August 14	New Faculty Start Date - New Faculty Benefits & Orientation (Human Resources)
August 15	New Faculty Orientation
August 16	New Faculty Service Area Tour
August 19	Faculty Return - Academic Affairs Convocation / Division Meetings
August 20	Faculty Preparation Day / Departmental Meetings
August 21	Faculty Preparation Day / Departmental Meetings
August 22	Faculty Preparation Day / Distance Learning Symposium / Full-time Faculty Teaching Dual Credit Courses PD Day / Departmental Meetings
August 23	Faculty Preparation Day / Departmental Meetings
August 24	Adjunct & Dual Credit Faculty Development Day
<b>August 26</b>	<b>Classes Begin</b>
<b>September 2</b>	<b>College Closed - Labor Day</b>
September 11	Census Day - Twelfth Class Day
<b>September 27</b>	<b>College Closed - College-Wide Organizational Development Day</b>
November 15	Last Day to Withdraw
<b>November 28 - Dec. 1</b>	<b>College Closed - Thanksgiving Holiday</b>
<b>December 9 - 15</b>	<b>Finals</b>
December 14	Certificate and Degree Award Date
December 14	Commencement Ceremonies*
December 15	End of Term
December 16	Grades Due Date
December 16 - January 1	Winter Break (College Closed)

\* May vary depending on facility availability.

## Spring 2020

(January 21, 2020 - May 14, 2020)

January 2	College Opens - Staff Return
January 13	Faculty Return - Division / Department Meetings
January 14	Faculty Preparation Day / New Faculty Start Date - New Faculty Benefits & Orientation - (Human Resources)
January 15 - 17	Faculty Preparation Day / Departmental Meetings
January 18	Adjunct / Dual Credit Faculty Professional Development Day
<b>January 20</b>	<b>College Closed - Martin Luther King, Jr. Day</b>
<b>January 21</b>	<b>Classes Begin</b>
<b>February 5</b>	<b>Census Day - Twelfth Class Day</b>
<b>February 14</b>	<b>College Closed - College-Wide Organizational Development Day</b>

March 16 - 22	College Closed - Spring Break
<b>April 9 - 12</b>	<b>College Closed - Semester Break</b>
April 20	Last Day to Withdraw
<b>May 8 - 14</b>	<b>Finals</b>
May 14	End of Term
May 15 - 16	Commencement Ceremonies*
May 15 - 16	Certificate and Degree Award Date
May 18	Grades Due Date

\* May vary depending on facility availability.

## Summer Session 2020

(June 1, 2020 - August 7, 2020)

<b>June 1</b>	<b>Classes Begin</b>
June 9	Census Day - Seventh Class Day
<b>July 3</b>	<b>College Closed - Independence Day</b>
<b>July 6-7</b>	<b>No Classes</b>
July 22	Last Day to Withdraw
<b>August 6</b>	<b>Last Day of Term/Finals (Classes Meeting M-R)</b>
<b>August 7</b>	<b>Last Day of Term/Finals (Classes Meeting M-F)</b>
August 10	Grades Due Date

## SI - Minimester

(June 1, 2020 - July 1, 2020)

<b>June 1</b>	<b>Classes Begin</b>
June 4	Census Day - Fourth Class Day
June 24	Last Day to Withdraw
June 30	End of Classes
<b>July 1</b>	<b>Finals / End of Term</b>
<b>July 3</b>	<b>College Closed - Independence Day</b>
July 6	Grades Due Date

## SII - Minimester

(July 8, 2020 - August 7, 2020)

<b>July 8</b>	<b>Classes Begin</b>
July 13	Census Day - Fourth Class Day
July 30	Last Day to Withdraw
<b>August 6</b>	<b>Last Day of Term/Finals (Classes Meeting M-R)</b>
<b>August 7</b>	<b>Last Day of Term/Finals (Classes Meeting M-F)</b>
August 10	Grades Due Date

# LEGAL DISCLOSURES

- Equal Education and Equal Employment Opportunity (p. 15)
- Rights of Individuals with Disabilities (p. 15)
- Drugs, Alcohol and Other Substances (p. 15)
- Smoke/Tobacco Free Environment (p. 15)
- Concealed Carry and Weapons on Campus (p. 15)
- Sexual Harassment (p. 16)
- Sexual Misconduct (p. 17)
- Title IV (p. 17)

## Equal Education and Equal Employment Opportunity

### Equal Education Institution and Equal Employment Opportunity

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.

The following person has been designated to handle inquiries regarding this non-discrimination statement:

Brenda J. Balderaz Director of Human Resources, Title IX Deputy Coordinator, and 504 Coordinator  
2501 W. Pecan Blvd. McAllen, Texas 78501 Office: (956) 872-3637  
Email: HR\_Administrators@southtexascollege.edu (HR\_Administrators@southtexascollege.edu)

<https://admin.southtexascollege.edu/president/policies/pdf/4000/4205.pdf>

## Rights of Individuals with Disabilities

### Section 504 of the Rehabilitation Act of 1973 / American with Disabilities Act

The College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act, and does not discriminate on the basis of a disability in the areas of admissions, 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.

South Texas College shall not exclude from consideration of employment otherwise qualified applicants with a disability or disabilities because such applicants may require reasonable accommodations for known physical and mental impairments.

During any aspect of the employment process, including without limitation, hiring, promotion, transfer, training, evaluation, and compensation increases, the College shall consider the issues of a reasonable accommodation to the known physical

or mental disability or disabilities of an otherwise qualified handicapped or disabled person.

South Texas College supports efforts in making the campus more accessible and encourages individuals with disabilities to participate in all activities. In compliance with regulations listed in Section 504, the College will designate an ADA compliance coordinator.

The following individuals have been designated to handle inquiries regarding disability:

Employee(s): Brenda J. Balderaz  
Director of Human Resources, Title IX  
Deputy Coordinator, and 504 Coordinator  
2501 W. Pecan Blvd.  
McAllen, Texas 78501  
Office: (956) 872-3637  
Email:  
HR\_Administrators@southtexascollege.edu

Student(s): Perla Y. Leo  
Coordinator of Student Disability  
Services and 504 Coordinator  
3201 W. Pecan Blvd.  
McAllen, Texas 78501  
Office: (956) 872-2165  
Email:  
ppena\_4867@southtexascollege.edu

<https://admin.southtexascollege.edu/president/policies/pdf/4000/4205.pdf>

## Drugs, Alcohol and Other Substances

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and Texas House Resolution 2253 and Senate Resolution 645 (passed in 1987), South Texas College forbids the unlawful manufacture, possession, sale, use or distribution of illegal drugs and alcoholic beverages at on-and off-campus college-sponsored events. South Texas College Policy 4213 Drug Free Workplace and Campus states that no illegal drugs (including unlawful possession of alcohol) will be allowed on campus (inside buildings and on campus property), and those students who are found guilty of such violation(s) may be subject to discipline up to and including expulsion from the college. Students in violation of the Texas Penal Code may also be arrested and prosecuted.

Please refer to Policy 4213, Drug Free Workplace and Campus. Students seeking assistance or educational materials about alcohol, drugs, or other substances should contact the Office of Counseling and Disability Services.

## Smoke/Tobacco Free Environment

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

## Concealed Carry and Weapons on Campus

South Texas College is committed to providing a safe environment for students, employees, college affiliates, and visitors, and to respecting the right of individuals licensed to carry a handgun in the state of Texas.

Subject to applicable Texas or federal laws, effective August 1, 2017, South Texas College shall allow individuals who hold a valid license to carry a concealed handgun (Concealed Handgun License or License to Carry) on land and in buildings owned or leased by South Texas College subject to the reasonable rules, regulations, and other provisions regarding the carrying of concealed handguns by license holders as established by the President of South Texas College and approved by South Texas College Board of Trustees.

College policy 6326, Concealed Carry and Weapons on Campus applies to all students, employees, college affiliates, and visitors of the college while on land or in buildings owned or leased by South Texas College. This policy does not apply to those individuals exempted by law.

License holders carrying a handgun on campus must carry it on or about their person at all times or secure their handgun in a locked, privately owned or leased motor vehicle. No handgun storage shall be provided for license holders.

At all times, the responsibility of maintaining ownership and control of a concealed handgun rests with the holder. A license holder is responsible for complying with the applicable state and federal laws.

State law strictly prohibits open carry of a handgun or other prohibited weapons on the campuses of an institution of higher education. Open carry of a handgun or unlicensed individuals carrying a handgun are not permitted on South Texas College campuses.

#### **Policy Exclusion Zones**

A license holder is prohibited from carrying a concealed handgun on the following premises.

#### **Temporary Exclusion:**

a) Polling Locations - State law prohibits license holders of handguns from carrying a handgun on premises of a polling place on the day of an election or while early voting is in process. A sign shall be posted at any polling place located on campus from early voting through Election Day that reads either "Polling Place" or "Vote Here".

#### **Permanent Exclusions:**

a) Board Room - State law excludes license holders of handguns from carrying a handgun in room or rooms where a meeting of a governmental entity is held if the meeting is an open meeting subject to Chapter 551, Government Code, and the entity provided notice as required by that chapter.

b) Mid-Valley Child Development Center - The concealed carry of handguns is prohibited on the premises of the day care facilities to ensure safety to minors.

c) Testing Center Pecan Plaza - The concealed carry of handguns is prohibited on the premises where by state or federal law or contract, at the sole discretion of the state or federal government or organization with whom the contract is entered, requires exclusion of a handgun in a specific location.

e) Other areas where contractual obligations prohibit concealed carry of handguns.

f) Other areas prohibited by state or federal law.

#### **Policy Violations**

Any violations to South Texas College policy regarding the carrying or storage of firearms is considered an offense and may be subject to criminal prosecution under state law. Any individual who violates this policy is subject to disciplinary

action including, suspension, expulsion, removal from the campus, termination or non-renewal of appointment, or termination of a business relationship.

The College maintains guidelines and information, including frequently asked questions, posted on the College website <https://www.southtexascollege.edu/about/notices/campus-carry.html>. Additional information may be obtained from the College Department of Public Safety (956-872-4444).

## **Sexual Harassment**

As per policy 4216 Discrimination, Harassment, and Sexual Misconduct, South Texas College assumes an affirmative position to prevent and eliminate sexual misconduct, including sexual harassment in any division, department, or any unit by any individual. It is the policy of South Texas College to provide an educational and working environment for its students, faculty, staff, guests and visitors that is free from sex discrimination and sexual harassment. It is the policy of the College that any practice or behavior that constitutes sexual harassment will not be tolerated.

Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of sexual nature when submission of such conduct:

- creates a hostile environment, that is intentionally directed towards a specific individual or a group of individuals, that is sufficiently severe, persistent, or pervasive and objectively offensive that unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the education or employment, and/or activities or other benefits of the College;
- based on power differentials (*quid pro quo*), which refers to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational development or performance; or that is made either explicitly or implicitly a term or condition of a person's student status, employment, or participation in College activities; or
- is retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices, includes but not limited to intimidation, threats, or harassment against any complainant, witness, or third party.

This policy has been developed to reaffirm this principle and to provide recourse for those individuals whose rights have been violated.

The following person has been designated to handle inquiries regarding sexual harassment and sexual violence:

Mary G. Elizondo Vice President for Finance and Administrative Services and Title IX Coordinator  
3201 W. Pecan Blvd. McAllen, Texas 78501 Email: [TitleIX@southtexascollege.edu](mailto:TitleIX@southtexascollege.edu)  
Resources, questions, or requests for information regarding Title IX, including complaints of gender based sexual harassment, sexual assault, sexual violence, or other sexual misconduct should be directed to the Title IX Coordinator or Title

IX Deputy Coordinators as listed at the Title IX webpage: <https://www.southtexascollege.edu/about/notices/title-ix.html>.

You may refer to Policy 4216 Harassment, Discrimination, and Sexual Misconduct at: <https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf>

## Sexual Misconduct

Policy 4216: Harassment, Discrimination and Sexual Misconduct prohibits any form of sexual misconduct. Sexual misconduct includes, but is not limited to, behaviors often described as sexual harassment, non-consensual sexual contact, sexual exploitation, sexual violence, rape, stalking, and intimate partner violence, also known as dating violence and or domestic violence. It is a violation of policy and the law, including Title IX, to commit these acts or attempt to commit them. Sexual misconduct can occur in any sex or gender configuration regardless of sex and gender identity whether it be an employee or student.

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

The following person has been designated to handle inquiries regarding sexual harassment and sexual violence:

Mary G. Elizondo Vice President for Finance and Administrative Services and Title IX Coordinator  
3201 W. Pecan Blvd. McAllen, Texas 78501 Email: [TitleIX@southtexascollege.edu](mailto:TitleIX@southtexascollege.edu)  
Resources, questions, or requests for information regarding Title IX, including complaints of gender based sexual harassment, sexual assault, sexual violence, or other sexual misconduct should be directed to the Title IX Coordinator or Title IX Deputy Coordinators as listed at the Title IX webpage: <https://www.southtexascollege.edu/about/notices/title-ix.html>.

You may refer to Policy 4216 Harassment, Discrimination, and Sexual Misconduct at <https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf>

## Title IV

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

# GENERAL ADMISSIONS

- Requirements (p. 18)
- Testing (p. 18)
- Enrollment Guidelines (p. 24)
- Auditing a Class (p. 24)
- Dual Credit (p. 24)
- Student Records (p. 24)
- Resident Status for Students (p. 25)

## Requirements

Students are admitted to South Texas College through the provisions of STC Board Policy #3200. General admission to the College does not imply admission to all programs of the College. The College complies fully with the state mandated Texas Success Initiative (TSI) Rules as specified in Section 51.306 of the Texas Education Code. Students entering South Texas College must comply with state-mandated Texas Success Initiative Rules (TSI) and the South Texas College Developmental Education Plan regarding testing requirements.

The College is committed to student success and to a quality education for all. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, gender, disability, genetic information, or veterans status.

Any individual meeting any one of the following conditions may be admitted to the College:

## High School Graduation

Students who are high school graduates, including public, private, and non-traditional high schools are eligible for admission to the College. The College complies fully with Texas Education Code Section 51.9241 for graduates of non-traditional secondary education. Procedures for application, submission of transcripts and test scores may be found in the College Catalog and on the College website.

## Examination

Applicants who did not graduate from high school may be admitted by successfully completing the General Education Development Testing Program (GED). A copy of the GED scores or Certificate of High School Equivalency will be submitted to the Enrollment Center as evidence of completion.

## Individual Approval

Students who do not qualify for admission under either of the above conditions are admitted if they are at least 18 years of age and submit placement score test results from the Texas Success Initiative Assessment placement exam. All applicants must submit an official transcript from the last high school attended prior to enrollment.

## Transfer from Another College

A student transferring from another accredited college or university is eligible for admission. Transfer students must comply with the Academic Progress Standards as outlined by Board Policy 3320.

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Enrollment Center.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and credit will be awarded based upon applicability of transfer hours to the student's degree plan.
3. Credits for courses in which a passing grade of "C" or higher was earned may be transferred from any accredited college. Developmental or other non-degree credit courses are not transferable.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools can be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluation service. A list of such services is available at the Enrollment Center.
5. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute outline in Texas Education Code Section 51.931.

## Dual Credit

Dual credit allows high school students to enroll in college courses while attending high school and permits students to take courses in place of, or in addition to, the normal course load at the high school. High school students admitted to the College must meet Student Eligibility criteria outlined in Texas Higher Education Coordinating Board Rule Title 19, Part I, Chapter 4, Subchapter D, Rule 4.85.

## International Student

The college is authorized under federal law to enroll students who are valid F-1 or M-1 visa holders under the Student Exchange and Visitor Information System (SEVIS) and authorized by the United States Citizenship and Immigration Services (USCIS). Upon initial admission to the College, international students must comply with all federal regulations in order to obtain a student visa prior to enrollment and must remain in compliance throughout the duration of study. International students may seek general admission to the College or admission to selective programs.

## Testing

- Placement Testing (p. 18)
- Placement Scale (p. 22)

## Placement Testing

It is the intent of the Texas Higher Education Coordinating Board that Texas public institutions of higher education use the flexibility and responsibility granted under the Texas Success Initiative (TSI) rules to improve individualized programs to ensure the success of students in higher education. Effective with the Fall 2013 semester, all public colleges and universities shall assess the academic skills of each entering undergraduate student prior to enrollment of the student.

Beginning Fall 2013, the Student Assessment Center administers the New TSI Assessment Exam throughout the year. Information on test dates, registration deadlines, and general information is available upon request and/or can be found at <http://www.southtexascollege.edu/go/tsi>.

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

## Who Must Take the TSI Assessment Exam?

As of the Fall 2013 semester, all students who plan to enroll at South Texas College (STC) and students in high school enrolling in a college-level course MUST take the TSI Assessment Exam before enrolling in any college-level credit coursework.

## Who Does Not Have to Take the TSI Assessment Exam?

- A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
- Students who have achieved a sufficiently high score on ACT, SAT, TAAS/TAKS, STAAR End of Course Exams (EOC), or approved College Preparatory Courses in Mathematics and ELA. ACT, SAT, TAAS/TAKS, and STARR EOC scores may be no more than five (5) years from the date of testing, completion of STC approved College Preparatory courses must be within two (2) year of high school graduation. See Placement Scale (p. 22).
- Students who are enrolled in a certificate program of one-year or less (42 or fewer semester credit hours or the equivalent) unless required for a prerequisite.
- Students who have graduated with an associate's or baccalaureate degree from an accredited institution of higher education.
- Transfer students from an accredited institution of higher education who have earned a "C" or better in a corresponding course (See Developmental Education Plan Procedures Guide).
- A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard.

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

A student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twenty four (24) months from the date of high school graduation with respect to the content area of the course. The student must enroll in the student's first college level course in the exempted content area in the student's first year of enrollment in an institution of higher education. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.

## When Must a Student Take the TSI Assessment Exam?

All students enrolling in credit programs at STC for the first time in the Fall 2013 and thereafter,

must have scores from the New TSI Assessment instrument approved by the Texas Higher Education College Board by the First Class Day.

## TSI Pre-Assessment Activity Requirement

THECB Rule 4.55 Assessment and Placement, section (B), requires all institutions offering the TSI assessment to provide students a pre-assessment activity(ies). South Texas College offers an online pre-assessment module that is available for students at [www.onlineorientation.net/stc-pa](http://www.onlineorientation.net/stc-pa). After completing the online module, students can print their Pre-Assessment completion page to show proof of completing their Pre-Assessment Activity.

The Pre-Assessment Activity is required for all students testing for the very first time. Students who have previously tested for TSI are not required to redo the Pre-Assessment Activity, but are highly encouraged to do so. Students who are testing for the very first time are required to submit proof of completion. Failure to do so may require the student to not be admitted or to reschedule until proof of completion.

## Registration for the TSI Assessment Exam

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

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

## Texas Success Initiative Test Content

### TSI Mathematics and Statistics Test

The TSI Mathematics Test is a multiple-choice assessment with four basic content areas, or "strands". Scores range from 310 to 390. Shown below are brief descriptions of each of the four strands.

#### Elementary Algebra and Functions

(6 items on the Placement Test; 12 items on diagnostic test)

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

#### Intermediate Algebra and Functions

(9 items on the placement test; 12 items on diagnostic test)

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

#### Geometry and Measurement

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



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

### Data Analysis, Statistics and Probability

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

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

### TSI Writing Test

The TSI Writing Test is an assessment that contains a multiple-choice section and an essay section. The multiple-choice section has four strands. Score range from 310 to 390. Shown below are brief descriptions of each of the four strands.

#### Essay Revision

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

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

#### Agreement

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

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

#### Sentence Structure

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

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

#### Sentence Logic

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

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

### TSI Reading Test

The TSI Reading Test is a multiple-choice assessment with four basic strands. Scores range from 310 to 390. Shown below are brief descriptions of each of the four strands.

#### Literary Analysis

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

- All items in this category will be passage-based items.

- Passages are fiction or literary nonfiction and will be approximately 400 words in length.
- Items will ask students to identify and analyze ideas in and elements of literary texts.

#### Main Idea and Supporting Details

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

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

#### Inferences in a Text or Texts

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

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

#### Author's Use of Language

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

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

#### WritePlacer

Students who score a 350 or higher on the TSI Writing multiple-choice test or who score a Level 4 on the ABE Writing multiple choice test will be asked to write a persuasive essay (approximately 300-500 words) that "demonstrates clear focus, the logical development of ideas in well-organized paragraphs, and the use of appropriate language that advances the authors purpose." They will be expected to clearly state a main idea and provide specific examples and details to back up the main idea, as well as follow conventions of Standard English. The essay is also untimed, per THECB decision.

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

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

The extent to which the writer communicates a point of view and demonstrates reasoned relationships among ideas.

## **Payment for the TSI Assessment Exam**

The TSI ASSESSMENT Exam fee is \$29 for all three sections; or \$10 for one section or \$20 for two sections plus a \$25 Reservation Fee. Registration for this exam is now done on-line through Student Marketplace [https://secure.touchnet.com/C20193\\_ustores/web/](https://secure.touchnet.com/C20193_ustores/web/)

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

## **Mandatory Participation**

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

If they drop or are dropped for non-attendance by their instructors, they are identified by the office of Admissions as non-compliant. Students who fail to comply with any of the following policies and procedures may be withdrawn from all of their classes and will not earn any college credit hours for the semester.

## **Dropping or Withdrawing from Developmental Course Work**

Students under TSI requirements who have been assigned developmental courses due to Initial placement Exam may not drop these courses.

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

# Placement Scale

## Texas Success Initiative (TSI) Exemption Scores

TAAS	TAKS	STAAR EOC	ACT	SAT - Administered BEFORE March 5, 2016	SAT - Administered ON OR AFTER March 5, 2016
Reading - 89	Reading - 2200 & 3	English III, Level II - 4000	English - 19	Verbal - 500	EBRW - 480
Writing - 1770	Writing - 2200 & 3		Composite - 23	Composite - 1070	
Math - 86	Math - 2200	Math (Algebra II, Level II) - 4000	Math - 19	Math - 500	Math - 530

Exemption is valid for a period of five (5) years from the date of testing.

Mixing or combining scores from the SAT administered prior to March 2016 and the SAT administered on or after March 5, 2016 is not allowable.

### College Preparatory Courses in Math and ELA

English Language Arts (CP110100)	Pass course and end-of-course assessment with a Grade of "C" or Higher.
Mathematics (CP111200)	Pass course and end-of-course assessment with a Grade of "C" or Higher.

College Preparatory Course Exemptions are valid for one (1) year from the date of High School graduation.

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

## Academic and Developmental Placement Scores

### Reading

TSI	Course Placement
351+ or 349-350 <sup>1</sup> with Holistic Placement Option	College Reading Standard GOVT 2305, GOVT 2306, ARTS 1303, ARTS 1304, MUSI 1307, MUSI 1310, HIST 1301/HIST 1302 +Writing Complete HIST 2327/HIST 2328 +Writing Complete
349-350	NCBR 0300
Writing: E4/MC 339 and below and Reading 342-350 or Completion of ENGL 0100 and READ 0100 with a grade of "C" or better.	INRW 0304
340-341	NCBR 0200
310-341 or ABE Level 1-6	READ 0100
341 and below or ABE Level 1-4	READ 0100 or ESOL 0051

### Writing

TSI	Course Placement
E5+ or E4/MC 340 or E5/MC 339 and below and ABE 4+	College Writing Standard ENGL 1301 + Reading Complete
E4/MC 338-339	NCBW 0300
Writing: E4/MC 339 and below and Reading 342-350 or Completion of ENGL 0100 and READ 0100 with a grade of "C" or better.	INRW 0304
E 1-3 or no essay/MC 339 and below	ENGL 0100 or ESOL 0052

Both Essay and Sentence Skills are required for placement (E=Essay) (MC=Multiple Choice)

### Math

TSI	Course Placement
350+	College Math Standard MATH 1414 MATH 1442 MATH 1332 MATH 1324
342-349 with Holistic Placement Option <sup>2</sup>	College Math Standard MATH 1414 (+ MATL 0020), MATH 1442 (+ MATL 0042), MATH 1332 (+ MATL 0032), MATH 1324 (+ MATL 0020)
347-349	NCBM 0001
341 and Below or ABE Level 1-5	MATH 0100 or MATH 0442

<sup>1</sup> Students qualify under the Holistic Placement Option if they meet one of the following and co-enroll in NCBR 0300 Non-Course Based Developmental Reading III:

1. Graduated from high school with a GPA of 3.0 - 4.0 or
2. Graduated in the top 10% of high school graduating class.

- 2 Students qualify under the **Holistic Placement Option** if they meet two of the following criteria **and co-enroll in an MATL course**:
1. Returning STC students or transfer students, GPA of 2.5 or higher with a minimum of 9 credit hours.
  2. Continuing students, completion of MATH 0100 Developmental Mathematics I with a grade of "C" or better.
  3. First time in College without transfer credits, a grade of "B" or higher in Algebra II from High school transcript.
  4. A recommendation from a current or previous instructor.
  5. Have a declared major.

AR = Arithmetic, EA = Elementary Algebra, and CLM = College-Level Math

## Other Testing Services

South Texas College also offers a wide variety of testing services such as the HESI, HiSET, ACT, GED and Pearson Vue Exams. For a complete list of testing services or for more information, please visit the Student Assessment Center website at <https://studentservices.southtexascollege.edu/testing/index.html>, or by phone at (956) 872-3484.

## Enrollment Guidelines

### Application and Transcripts

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

### Orientation (First Year Connection)

1. Complete the mandatory New Student Orientation on campus or online.
2. New Student Orientations are held before each semester. View the orientation schedule online at <https://life.southtexascollege.edu/activities/fyc/>.

### Financial Aid

There are a number of programs that provide aid through grants, a variety of scholarships, college work-study employment, third party, and emergency loans to eligible students. Complete the financial aid application as soon as possible online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or in person at Student Financial Services. **Our school code is 031034.**

### Assessment

Students entering South Texas College must comply with state-mandated Texas Success Initiative (TSI), unless you are eligible for an exemption or waiver. For additional information, contact the Student Assessment Center or log-on to <http://studentservices.southtexascollege.edu/testing/index.html> for available test dates.

### Advising

Advisors will assist you in managing your degree plan and planning your class schedule.

Together, you will discuss academic goals, campus resources, and tools that will assist you in becoming a successful student.

### Registration

Register for classes by using <https://jagnet.southtexascollege.edu/> or in-person during registration periods. Visit <https://www.southtexascollege.edu/register/> for more information.

### Tuition & Fees

You are required to pay tuition and fees by the due date to avoid being dropped from your classes. You may pay online, in person, financial aid award, or approved installment plan. For additional information, visit <https://finance.southtexascollege.edu/businessoffice/cashiers/rates.html>.

### Books

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

### Student Life

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

## Auditing a Class

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

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

## Dual Credit

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

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

Students must submit an admission application and an official high school transcript in order to register for the college course(s). Please contact the Dual2Degree Department at 872-8391 for further details.

## Student Records

### Change of Name

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

### Change of Address

Students must provide the College with a correct, current permanent and mailing address on the Application for Admission. Students who change their address must notify the College of this change by using JagNet, or submit a completed Change of Information form to the Enrollment Center.

### Change of Major

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

## Confidentiality of Records

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

## Family Educational Rights and Privacy Act

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

- to appropriate STC officials, who require access to academic records in order to perform their legitimate duties, which means the information or records requested is relevant and necessary to accomplish a task or make a determination, and the task or determination is an employment-related responsibility of the inquirer or is a properly assigned duty for the inquirer.
- to officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record, if desired.
- to federal, state or local officials or agencies authorized by law.
- in connection with a student's application for or receipt of financial aid.
- to accrediting agencies or organizations conducting educational studies, provided that these entities do not release personally identifiable data.
- to the parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance.

### Notice:

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

## Directory Information

STC may release information that includes:

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

Students may withhold information by completing and submitting a Request to Withhold Directory Information to the Enrollment Center during the first 12 days of a fall or spring semester and the first four days of a summer session. STC will honor a request for nondisclosure for the current term only; therefore, a request must be submitted to

the Enrollment Center each term that a student is enrolled.

## Review of Records

Students who desire to review their records may do so upon request to the appropriate office.

Students who desire to challenge the accuracy and validity of their records should follow the procedure, as follows:

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

## Resident Status for Students

Students must accurately answer questions about their residency on the Application for Admission and provide supporting documentation as set out below, if necessary. Any violation of residency rules and regulations may result in disciplinary action.

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

It is the student's responsibility to provide a copy of one of the documents listed as 1-7 below, and any other supporting documents required. These documents will be used to establish that the student is domiciled in Texas and has maintained a residence in Texas continuously for at least 12 months prior to the census date of the semester in which the student is enrolling. These documents must be in the name of the student or dependent student's parent(s) and dated to encompass at least 12 months prior to the census date of the semester in which the student is enrolling.

### 1. Gainful Employment

- a. An employer's statement of dates of employment in Texas (beginning and current or ending dates) that encompass at least 12 consecutive months immediately preceding the census



date of the term in which the person enrolls (employment letter must be written in letter head paper and it must be dated)  
And

- b. W-2 Form.

Student employment, such as work-study, fellowship, research or teaching assistant positions do not qualify as basis for establishing domicile.

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

**Supporting Documents:**

- Texas high school transcript
- Texas college or university transcript
- Permanent Texas Driver License (at least one-year-old)  
Generally, the license expiration date minus the date of enrollment should not exceed three years.
- Texas Voter Registration Card
- Texas vehicle registration
- Bank statements or cancelled checks
- Utility bill (electric, telephone, water or cable for the year preceding enrollment)
- Federal income tax return for the previous year

3. **Ownership of Residential Real Property**

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

- a. accomplished and maintained for at least 12 months prior to the census date and
- b. accompanied by at least one of the supporting documents listed above.

4. **Ownership of a Business Entity**

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

5. **State or Local License**

a. State or local license to conduct in business or practice a profession in Texas for the 12 consecutive months immediately preceding the census date; and accompanied by at least one of the supporting documents listed above.

6. **Health & Human Services Benefits**

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

7. **Assigned to Duty in Texas**

Nonresident members of the U.S. Armed Forces, members of Texas units of the Army or Air National Guard, Army, Air Force, Navy, Marine Corps or Coast Guard Reserves and Commissioned Officers of the Public Health

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

## Dependent Student's Parent Who Has Established and Maintained Domicile in Texas

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

## Marriage to a Person Who Has Established and Maintained Domicile in Texas

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

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

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

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

Texas Education Code 54.052(j) provides:

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

- 1. graduated from a public high school or received the GED in Texas;

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

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

## **In-District**

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

If there are any questions about residency classification, it is the student's obligation, prior to or at the time of enrollment, to raise the questions with the proper College official for a determination. Students classified as "in-district" or "out-of-district" must provide proof of that classification as part of the admissions process, as explained above. If a student's residency classification changes for any reason, it is the responsibility of the student to notify the proper College official, and failure to do so constitutes a violation. Out-of-state students classified as "non-residents" have not met the state requirements for establishing residency prior to the census date of the semester in which they are enrolling.

# TUITION AND FEES

Tuition Fiscal Year 2019-2020

*Tuition and Fees Apply Each Term*

Number of Credit Hours	In-District Tuition	Out-of-District Tuition	Non Resident Tuition
1	\$77.00	\$87.00	\$200.00
2	\$154.00	\$174.00	\$400.00
3	\$231.00	\$261.00	\$600.00
4	\$308.00	\$348.00	\$800.00
5	\$385.00	\$435.00	\$1,000.00
6	\$462.00	\$522.00	\$1,200.00
7	\$539.00	\$609.00	\$1,400.00
8	\$616.00	\$696.00	\$1,600.00
9	\$693.00	\$783.00	\$1,800.00
10	\$770.00	\$870.00	\$2,000.00
11	\$847.00	\$957.00	\$2,200.00
12	\$924.00	\$1,044.00	\$2,400.00
13	\$1,001.00	\$1,131.00	\$2,600.00
14	\$1,078.00	\$1,218.00	\$2,800.00
15	\$1,155.00	\$1,305.00	\$3,000.00
16	\$1,232.00	\$1,392.00	\$3,200.00
17	\$1,309.00	\$1,479.00	\$3,400.00
18	\$1,386.00	\$1,566.00	\$3,600.00
19	\$1,463.00	\$1,653.00	\$3,800.00
20	\$1,540.00	\$1,740.00	\$4,000.00
21	\$1,617.00	\$1,827.00	\$4,200.00

## Note:

- **In-District** includes Hidalgo and Starr County residents.
- **Out-of-District** includes all other Texas residents.
- **Non-Resident** includes all other United States and International Students.

Tuition and fees are per semester and are subject to change upon approval of the Board of Trustees of South Texas College and upon changes in the Texas Higher Education Coordinating Board requirements or other regulatory entity requirements.

See fee schedule below for additional applicable fees.

Bachelor of Applied Science In Organizational Leadership Tuition	
Bachelor of Applied Science In Organizational Leadership Competency-Based Format for Seven Week Term	750.00
Differential Tuition per credit hour	
3000/4000 Level Courses	30.00
Architectural & Engineering Design Technology	30.00
Associate Degree Nursing	75.00
Astronomy	10.00
Automotive & Diesel Technology	20.00
Biology	15.00
Chemistry	20.00

Child Care and Development	20.00
Culinary Arts	15.00
Drama	10.00
Electrician Assistant	10.00
Electronic Equipment & Computer	15.00
Emergency/Medical Technology (EMT)	55.00
Engineering	20.00
Fire Science	5.00
Geology	20.00
Heating, Ventilation & Air Conditioning	20.00
Legal Assisting	10.00
Manufacturing Technology	10.00
Occupational Therapy Assistant	55.00
Patient Care Assistant	35.00
Pharmacy Tech	55.00
Physical Therapist Assistant	55.00
Physical Science	20.00
Physics	20.00
Radiologic Technology/ Sonography	65.00
Respiratory Therapy	65.00
Vocational Nursing	75.00

## Fees 2019-2020 Academic Year

Mandatory Fees	
Registration Fee per Student per Semester	150.00
Information Technology Fee per Credit Hour	30.00
Learning Support Fee per Credit Hour	12.00
Student Activity Fee per Credit Hour	4.00
Course Fees	
Course Repeat Fee per Credit Hour:	
Third or More Attempts (Excludes Developmental)	125.00
Enrollment in Developmental Studies Courses (>18 credit hours)	125.00
Developmental Studies Fee (One-Time Fee per Semester)	29.00
Electronic Distance Learning/VCT Course Fee per Credit Hour	10.00
Fire Academy Fees:	
Gear Rental	\$280.00/4 Weeks
Self-Contained Breathing Apparatus	\$360.00/Semester
Testing	85.00
Lab Fee per Lab Credit Hour (for applicable courses with labs)	24.00
NAH and Other Course Fees:	

Liability Insurance/ Exams/Booklets/ Badges/Special Program ID/ Certificates/Pinning Ceremony/Other Activities	Recovery of Costs and Processing Fees
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Physical Education	55.00
Special Activity Fee per Course	

#### Incidental Fees

Audit Fee	Tuition and Lab Fees
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Add/Drop Fee (One-Time Fee) - 1st Class Day Through Census Date	25.00
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Fee per Credit Hour for Dual Credit Students Attempting a Course Three or More Times	125.00
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Dual Credit Late Processing Fee per Course per Student after Census Day	200.00
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Reinstatement Fee (After Census Date)	200.00
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Returned Check	30.00
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Student ID Replacement Fee	15.00
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Withdrawal Fee (from all courses - one-time fee) - after Census date	50.00
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Student Insurance Fee (Voluntary)	Paid to Approved Insurance Carrier, Subject to Change
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#### Installment Plan/ Emergency Loan Fees

Installment Plan Fee	35.00
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Installment Plan Late Payment Fee (For each late payment)	35.00
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Emergency Loan Late Payment Fee (For each late payment)	35.00
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#### Library Fees

Lost or Damaged Library Item	Cost of Item plus Processing Fee
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Lost or Damaged Library Item Processing Fee per Item	30.00
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Overdue Inter-Library Loan or TexShare Item, per Day	Fine as Assessed and Charged by Lending Library
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Lost or Damaged Inter-Library Loan or TexShare Item, per Day	Fine and/or Replacement Cost as Assessed and Charged by Lending Library
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#### Parking/Moving Traffic Violations Fees

Parking Permit Fee (except when parking at Pecan Campus Park and Ride location during scheduled operating hours)	25.00
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Parking Permit Replacement Fee	25.00
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Parking Permit Violations:	
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First	30.00
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Second	50.00
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Third	80.00
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Fourth	100.00
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Fifth	120.00
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Handicap Parking	150.00
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Violations	
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Moving Traffic Violations:	
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First	30.00
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Second	50.00
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Third	90.00
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Vehicle Boot Removal Fee	100.00
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Skateboard and Other Appliance Violation:	
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First	Warning
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Second	30.00
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Third	50.00
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Fourth	70.00
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Fifth	90.00
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#### Testing Fees

Credit By Examination	Tuition
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GED Exams:	Students will register and pay fees to Pearson VUE for GED online testing services and subject to change.
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GED Exam Fee - 1st and 4th Attempts	
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GED Exam Fee - English Language Arts	36.25
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GED Exam Fee - Mathematics Only	36.25
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GED Exam Fee - Science Only	36.25
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GED Exam Fee - Social Studies Only	36.25
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GED Retest Exam Fees - 2nd, 3rd, 5th and 6th Attempts	
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GED Retest Exam Fee - English Language Arts	16.25
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GED Retest Exam Fee - Mathematics Only	16.25
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GED Retest Exam Fee - Science Only	16.25
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GED Retest Exam Fee - Social Studies Only	16.25
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Health Education Services Inc. (HESI) Exam:	Students will register and pay fees for each attempt when signing up for the exam through the Market Place website. The College purchases the units through Elsevier Inc. Fees will be subject to change.
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Health Education Services Inc. (HESI) Exam Fee	45.00
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HiSET Exam Fee (All Five Exams - 1st and 4th Attempts):	Students will register through the ETC website and pay all applicable fees online, including Test Center Fees. Fees subject to change.
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HiSET Exam Fee - Reading Only	25.00
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HiSET Exam Fee - Writing Only	25.00
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HiSET Exam Fee - Math Only	25.00
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HiSET Exam Fee - Science Only	25.00
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HiSET Exam Fee - Social Studies Only	25.00
HiSET Exam Fee (All Five Exams - 2nd, 3rd, 5th and 6th Attempts):	Students will register through the ETS website and pay all applicable fees online, including Test Center Fees. Fees will be subject to change.
HiSET Exam Fee - Reading Only	15.00
HiSET Exam Fee - Writing Only	15.00
HiSET Exam Fee - Math Only	15.00
HiSET Exam Fee - Science Only	15.00
HiSET Exam Fee - Social Studies Only	15.00
Proctoring/Professional Testing Services Fee	Recovery of Costs and Processing Fees to be Negotiated
TSI Assessment Reservation Fee	25.00
TSI Assessment Exams:	
TSI Assessment Exam - All Three Exams	29.00
TSI Assessment Exam Fee - Reading Only	10.00
TSI Assessment Exam Fee - Writing Only	10.00
TSI Assessment Exam Fee - Math Only	10.00
TSI Assessment Exam Retesting Fees:	
TSI Assessment Exam Retesting Fee - All Three Exams	29.00
TSI Assessment Exam Fee - Retesting Reading Only	10.00
TSI Assessment Exam Fee - Retesting Writing Only	10.00
TSI Assessment Exam Fee - Retesting Math Only	10.00

### Child Development Center

Tuition Fee per Week	120.00
Registration Fee:	
Fall and Spring Semesters	40.00
Summer Session	20.00
Late Pick-up Fee	\$5/first 5 minutes and \$1/ea. Add'l. minute
Supply Fee:	
Fall and Spring Semesters	30.00
Summer Session	10.00
Reservation Fee:	
Fall and Spring Semester Breaks	65.00
Summer	20.00

## Workforce/Continuing Education

Tuition:

Workforce/Continuing Education Non-Credit Tuition per Contact Hour or Variable Tuition Including Zero Tuition	\$6.00 or Variable Tuition Including Zero Tuition
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Fees:

Workforce/Continuing Education Non-Credit Late Registration Fee	10.00
Continuing Education Installment Plan Fee	5.00
Continuing Education Non-Credit Installment Late Payment Fee	10.00

Workforce/Continuing Education, Conferences/Seminars/Summer Camps/Workshops/Customized Training/Other Training Activities and Events	Negotiated Recovery of Costs and Processing Fees Including Exemption of Both
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## Dual Credit

### Independent Dual Credit

Tuition per Credit Hour:

In-District Dual Credit Students Who Are Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <b>Who Do Not Receive Approval</b> to Enroll in a Regular (Non-S) Section(s). (EFFECTIVE: SUMMER 2019)	\$50.00 Plus Applicable Differential Tuition
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------

In-District Home Schooled or Dual Credit Students Who Are Not Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College.	\$50.00 Plus Applicable Differential Tuition
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Out-of-District Home Schooled or Dual Credit Students Who Are Not Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College	\$80.00 Plus Applicable Differential Tuition
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Fees:

In-District Dual Credit Students Who Are Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College <b>Who Do Not Receive Approval</b> to Enroll in a Regular (Non-S) Section(s). (EFFECTIVE: SUMMER 2019)	All Fees, Including Course and Incidental Fees, are Applicable and Will Not Be Waived.
In-District Home Schooled or Dual Credit Students Who Are Not Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College	All Fees, Including Course and Incidental Fees, are Applicable and Will Not Be Waived.
Out-of-District Home Schooled or Dual Credit Students Who Are Not Enrolled in a School District with a Memorandum of Understanding or an Interlocal Agreement with South Texas College	All Fees, Including Course and Incidental Fees, are Applicable and Will Not Be Waived.

### Dual Credit Academies

#### Participation Fees:

Dual Credit Academies Participation Fee - Fall and Spring, per Student per Semester (Charged to School District)	\$600 For Recovery of Costs and Processing Fees
Dual Credit Academies Participation Fee - Summer, per Credit Hour (Charged to School District)	\$50 For Recovery of Costs and Processing Fees

#### Reimbursement of Costs:

School Districts Requesting South Texas College Faculty to Teach Dual Credit Courses, per Course per Semester	Recovery of Faculty Salaries, Fringe Benefits, Mileage, and Other Associated Costs and Processing Fees
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### Dual Credit Sponsored by Partnering School Districts

*Including students enrolled in "s" section and "non-s" section approved per Policy #3232 Dual Credit Student Eligibility Requirements.*

#### Dual Credit Tuition:

Per Credit Hour Tuition for In-District Dual Credit Students Sponsored By Partnering School Districts	0.00
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Differential Tuition Per Credit Hour For Courses Offered On A South Texas College Campus or Facility:

Associate Degree Nursing	75.00
Emergency Medical Technology	55.00
Occupational Therapy Assistant	55.00
Patient Care Assistant	35.00
Pharmacy Tech	55.00
Physical Therapist Assistant	55.00
Radiologic Technology/Sonography	65.00
Respiratory Therapy	65.00
Vocational Nursing	75.00

#### Course Fees:

Electronic Distance Learning/VCT Course Fee per Credit Hour	10.00
NAH and Other Course Fees: Liability Insurance/Exams/Booklets/Badges/Special Program ID/Certificates/Pinning Ceremony/Other Activities	Recovery of Costs and Processing Fees

#### Incidental Fees:

Fee per Credit Hour for Dual Credit Students Attempting a Course Three or More Times	125.00
Dual Credit Late Processing Fee per Course per Student after Census Day	200.00

## Financial Information

### Special Courses

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

## Student Financial Obligations & Expectations

### Students Responsibility for Information

- South Texas College students are responsible to become familiar, review, understand, and abide by the College's policies, regulations, procedures, requirements, deadlines, and tuition and fees regarding the student financial account as described in all official College publication items. Publication items include, but are not limited to: Course Catalog, Student Handbook, Course Schedule, Flyers, Posters, Postcards, Student Guide, Due Date Pocket Calendar, Website, Emails, and the JagNet portal.
- South Texas College reserves the right to make changes to policies, regulations, procedures, requirements, deadlines, and tuition and fees at any time and as necessary; once these changes have been made they shall be posted online, whereby they shall take effect. Students are encouraged to check online at SouthTexasCollege for the updated versions of all South Texas College Board of Trustees approved policies, procedures, regulations, requirements, deadlines, and tuition and fees.
- South Texas College students are also responsible for ensuring that the College has

their personal contact information such as current mailing address and phone number up-to-date. Students may update it online using their JagNet account.

- South Texas College uses e-mail as the primary means for communication and it is the students responsibility to activate the student college email and review the content emailed regularly. Students may choose to have the official college emails redirected to another address and are not relieved of the responsibilities of the communication that is sent by the College.
- Students may not use administrative, clerical or technical billing errors to absolve any financial responsibilities to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of registration at the College.

## Student Financial Obligation

- South Texas College wishes to be transparent about the financial expectations of students to the College. All students must acknowledge that they have read and understand the Financial Obligation Agreement terms, three times during the year of their attendance at the college before they can gain access to student information services via the schools online portal referred to as JagNet. All students are responsible to become familiar with the College's policies regarding the student financial account, and the student responsibilities under those policies.
- The Student Financial Obligation Agreement terms detail the student's responsibility to remit payment for charges incurred at the College as well as repercussions of non-payment. Students must meet all financial obligations to the College by established deadlines. To read the Student Financial Obligation Agreement, log into JagNet > Additional Student Services > Student Financial Obligation Agreement & Consent.
- Questions regarding the Student Financial Obligation terms may be directed to the Business Office- Cashier Department.

## Contact Consent

- The contact consent, as part of the Student Financial Obligation Agreement, allows South Texas College and its agents and contractors to contact the student to their current and/or future cellular phone number(s), email address(es) or wireless device(s) regarding delinquent student account(s)/loan(s), and any other debt owed to South Texas College. Agents and contractors may use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in the effort to contact the student. A student may withdraw the Contact Consent by submitting a written request to the South Texas College Cashier's Office.
- Questions regarding the Contact Consent may be directed to the Business Office- Cashier Department.
- To read the Contact Consent, log into JagNet > Additional Student Services > Student Financial Obligation Agreement & Consents.

## Consent To Do Business Electronically With South Texas College

- As part of the Student Financial Obligation Agreement, the consent to do business

electronically with South Texas College primarily covers institutional student business functions. By agreeing to receive the 1098-T tax forms electronically through online access, students will be able to view and print a paper copy of their 1098-T by accessing their JagNet account.

- The consent of receiving the 1098-T tax forms electronically remains in effect until it is withdrawn. A written withdrawal request may be submitted in writing to the South Texas College Cashier's Office.
- Questions regarding the 1098-T opt-in may be directed to the Business Office- Cashier Department.
- To read and accept the 1098-T opt-in, log into JagNet > Additional Student Services > Student Financial Obligation Agreement & Consents > Consent To Do Business Electronically (1098T Opt-In)

## Authorization To Use Title IV To Pay For Other Educationally Related Charges

- Federal student financial aid can only cover "institutional charges" vs. "non-institutional charges" as defined by the U.S. Department of Education - Federal Student Aid Handbook 2016-2017, Volume 4 Processing Aid and Managing FSA Funds, Chapter 2- Disbursing FSA Funds, Institutional Charges. This definition includes current year charges for tuition and fees, and on-campus room and board, and other educational expenses that are paid to the school directly; it also includes other fees such as: lab fees, registration fees, and other specialized departmental or college fees associated directly with taking a class. A charge does not have to appear on a student's account to be considered an institutional charge. *Unless authorization is received by the student, federal financial aid cannot be used to cover non-institutional charges such as, but not limited to: library fines, parking fines, parking permit fees, returned check fees, installment plan processing fees, repeat fees, or any other charges not directly associated to taking a class.*
- Students may choose to opt-in to provide authorization to pay for non-institutional or other educationally related charges with federal financial aid, and may still owe a balance on the student account in which the class(es) may be dropped for non-payment if the outstanding balance is not secured on a payment plan. The outstanding balance may cause a "hold" for unpaid charges, which would block registration for future semesters, obtaining grades, and receiving transcripts. In addition, failure to make payment may result in the account being sent to a contracted Third Party (Collection Agency) and an adverse report filed to one or more of the national credit bureaus. Student will be responsible for the fees of any collection agency, which may be based on a percentage at a maximum of thirty percent of the debt, and all costs and expenses, including reasonable attorney's fees, late fees, interest and/or court costs, incurred with the collection of any monies due to the College. Fees will be assessed regardless of payment method.
- To authorize to use Title IV to pay for other educationally related charges, log into JagNet > Additional Student Services > Student Financial Obligation Agreement & Consents > Title IV Authorization (Opt-In/Opt-Out).



## Admittance to Class

- A student who is indebted to South Texas College will not be allowed to register until he/she has cleared all financial obligations due to the College and cleared all Business Office and other applicable holds. Failure to pay a debt owed to the College may result in dismissal from attending classes after a specific announced date, ineligibility to take final examinations, or to register until such debts are paid. Transcripts, grades, or information about the student will not be released until such debts are paid.
- Any unpaid and outstanding balance(s) may be forwarded within 60-90 days after the semester has ended to a contracted Third Party (Collection Agency) to reflect the student's credit worthiness. The student will be responsible for the fees of any collection agency, which may be based on a percentage at a maximum of thirty percent of the debt, and all costs and expenses, including reasonable attorney's fees, late fees, interest and/or court costs, incurred with the collection of any monies due to the College.
- Bankruptcy: College tuition, fees and other charges are a debt incurred for educational purposes and are considered a Qualified Educational Loan as defined in section 221 (D) (1) of the Internal Revenue Code. Therefore this debt is not dischargeable pursuant to United States Bankruptcy Section 523(a)(8) and may not be dischargeable in bankruptcy. In addition, student may still owe the debt to the college after the bankruptcy.

## Registration

- A time period will be set aside each term or semester to permit students to register. For registration open enrollment periods, visit the Enrollment Center; total tuition and fees will be due at this time. Installment payment plans and an emergency loan program are available during the open enrollment period.
- South Texas College students are responsible for becoming familiar with the current tuition and fee charges. The tuition and fee charges are per semester and are subject to change upon approval of the Board of Trustees of South Texas College and upon changes in the Texas Higher Education Coordinating Board requirements or other regulatory entity requirements and may be found online at [SouthTexasCollege.edu/go/cashiers](http://SouthTexasCollege.edu/go/cashiers).

## Payments

- Students are responsible for paying the total cost of tuition and fees on the day of registration by means of cash, personal check, credit card (Visa, Discover, and MasterCard), money orders or a cashier's check. Students may mail-in their payment. Mailed payments must be received and processed by the due date.
- Failure to pay the required amount of tuition and fees may cause your classes to be automatically dropped; however, be aware that you may still be liable for certain fees. This also applies to student accounts that have a remaining outstanding balance and are under financial aid or are being sponsored by a third party, i.e., Texas Rehabilitation Commission, employer or any other source.
- Failure to make payment may result in the account being sent to a contracted Third Party (Collection Agency) and an adverse report filed to one or more of the national credit bureaus.

Student will be responsible for the fees of any collection agency, which may be based on a percentage at a maximum of thirty percent of the debt, and all costs and expenses, including reasonable attorney's fees, late fees, interest and/or court costs, incurred with the collection of any monies due to the College. Fees will be assessed regardless of payment method.

- Financial Aid credits may be applied to any prior term balances. It is the student's responsibility to follow up on any unpaid balances; and have to be paid by the student directly. Failure to pay a debt owed to the College may result in dismissal from attending classes after a specific announced date, ineligibility to take final examinations, or to register until such debts are paid. Transcripts, grades, or information about the student will not be released until such debts are paid.

## Insufficient Funds, Stop Payment and Other Returned Checks

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

## Schedule Changes

(Adding and Dropping Courses)

- If you add a class after your initial payment, it is your responsibility to pay the additional tuition and fees immediately. Failure to do so may result in a drop for non-payment and fees may apply.
- Students must not assume that they will automatically be dropped or withdrawn from their classes if they do not attend.
- Stopping payment on a tuition check does not constitute an official withdrawal from classes. An official withdrawal occurs when a Schedule Change Form is submitted to and processed at the Enrollment Center.
- Dropping and adding a course of equal value is considered an even exchange when done on the same day before the twelfth class day during the Fall and Spring semesters, and fourth class day during the Summer sessions. The student is responsible for the drop/add fee as per the tuition and fees schedule.

- South Texas College will refund a percentage of collected tuition and mandatory fees to students who officially withdraw from their classes, according to the refund schedule established by the Texas Higher Education Coordinating Board.
- Students who officially withdraw from all classes at South Texas College will be assessed a one-time withdrawal fee as per the tuition and fees schedule.

## Payment Options

- Payment options such as Installment Plans or Emergency Loans are subject to availability and are offered during the open enrollment period to pay for tuition and registration fees in payments, and must be renewed each term.
- Payment options are a contractual agreement, failure to make payment may result in the account being sent to a contracted Third Party (Collection Agency) and an adverse report filed to one or more of the national credit bureaus. Students are responsible for the fees of any collection agency, which may be based on a percentage at a maximum of thirty percent of the debt, and all costs and expenses, including reasonable attorney's fees, late fees, interest and/or court costs, incurred with the collection of any monies due to the College. Fees will be assessed regardless of payment method.
- In addition, students who fail to make payment arrangements or full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until arrangements or full payment is made.
- Visit the Cashiers Office for Mini-mester payment options.

### Processing period:

- **Fall/Spring Semesters** - Available during the enrollment period: up until the twelfth day of the semester ONLY!!
- **Summer Semesters** - Available during the enrollment period: up until the fourth day of the semester ONLY!!

## Installment Plans

Eligible students may select an Installment Plan to pay for tuition and registration fees by installment payments. A processing fee and initial payment are due at the time of enrollment. For payment plan details visit the Cashiers' website at [SouthTexasCollege.edu/go/cashiers](http://SouthTexasCollege.edu/go/cashiers) > Installment Plans & Emergency Loans > Installment Plans

- To apply, complete the Installment Plan Agreement which is available:
  - Online at: [JagNet.SouthTexasCollege.edu](http://JagNet.SouthTexasCollege.edu) or
    - For step-by-step instructions follow: [SouthTexasCollege.edu/go/cashiers](http://SouthTexasCollege.edu/go/cashiers) > Installment Plans & Emergency Loans > Installment Plans > Instructions: How to Enroll in a Payment Plan
  - In-person at the Cashiers Office
- Eligibility Requirements:
  - Be enrolled at South Texas College for the semester
  - Must be current on any prior term payment arrangements
  - Minors younger than the applicable age of majority may apply in person to execute the installment agreement. Executing this agreement for educational services

provided by South Texas College are a necessity, and the minor is contractually obligated pursuant to the "doctrine of necessities."

- Complete the installment plan agreement available online or at the Cashiers' Office.
- Incidental fees associated with the Installment Payment Plan:
  - A processing fee is due at time of enrollment in a plan.
  - A late payment fee is assessed if the total balance due is not paid by "each" scheduled due date.
  - *Fees can be found on the tuition and fees schedule on the Cashiers website.*
- Installment Plan Payment Due Dates: per Installment Agreement and Cashiers' website.

## Emergency Loan Program

(subject to availability)

The Emergency Loan program is a short-term loan to pay for textbooks and/or tuition & fees; therefore the loan must be repaid. For Emergency Loan details visit the Cashiers' website at [SouthTexasCollege.edu/go/cashiers](http://SouthTexasCollege.edu/go/cashiers) > Installment Plans & Emergency Loans > Emergency Loans

### Emergency Textbook Loan:

- Used to pay for textbooks and/or school supplies
- No initial payment required
- Textbook loan will be disbursed on the next scheduled refund date

### Emergency Tuition & Fee Loan:

- Used to pay for Tuition & Fees
- Initial payment is due at time of application, required percentage is to be paid by the student.
- Emergency Loan will cover the remaining balance to be repaid as specified on the promissory note.

***Student may apply for an emergency loan during the processing period until funds are exhausted. Please note that the student is responsible for 100% of tuition and fees if Emergency Loan funds are not available.***

- Apply In-person at the Cashiers Office:
  - Complete the Emergency Loan Application & Promissory Note
- Eligibility Requirements:
  - Be enrolled for a minimum of three credit hours
  - Must be current on any prior term payment arrangements and not be in default with any student loans
  - Minors younger than the applicable age of majority may apply in person to execute the promissory note. Executing this agreement for educational services provided by South Texas College are a necessity, and the minor is contractually obligated pursuant to the "doctrine of necessities."
- Emergency Loan Payment Due Dates: per the Emergency Loan Application and Promissory Note and Cashiers' website.

## Third Party Contracts and Scholarships

- Third Party contracts constitute written agreements between a third party (i.e.,

Texas Rehabilitation Commission, WIA) and South Texas College; wherein, payment for tuition and fees for a student is to be paid to South Texas College by a third party. The student must provide the written agreement prior to or on census day and present such agreement or document as a third party voucher, deferment form, or contract to the Student Financial Services office. However, any student registration activity generating a credit balance on the student account may be returned to the third party.

- Scholarship checks or scholarship award letters received by the student must be presented to the Student Financial Services office at South Texas College.
- Students are responsible to ensure that all requirements of grantors, lenders, employers and other third party payers are met on a timely basis. Students anticipating payment from financial aid or other sources are ultimately responsible for all charges incurred.
- Authorizations with payment restrictions or conditions will not be accepted (*i.e., Student must pass coursework with grade of C or better before authorization is valid*)

### Invoicing/Billing

After Census Date (approximately 15 days after the start of the semester), an invoice of the outstanding charges will be mailed to the Sponsor/ Third Party.

- The full amount is due on the invoice due date (within 30 days).
- If the invoiced amount is not paid by the end of the semester:
  - The contingent Sponsor/Third Party credit on the student's account will be reversed, and the student will be held responsible to pay this amount to South Texas College.
  - An automatic financial hold will be placed on the student's account, which will prevent further services until fees are paid in full.
- Check payments should be mailed to the address on the invoice, with a copy of the invoice for proper credit.

### Concurrent Enrollment Fees

*Students enrolled at two Texas public institutions of higher education.*

- The total amount of tuition charged at South Texas College may be determined differently if the student registers at more than one Texas public institution of higher education at the same time. Incidental fees are billed by each institution at its regularly authorized rates. The student in this situation is liable for full tuition payment at registration as per Texas Education Code, Title 3 Higher Education, Chapter 54 - Tuition and Fees, Sec. 54.011 Tuition Limit In Cases Of Concurrent Enrollment.
- Proof of enrollment in the form of a payment receipt from the concurrent institution is required at the Enrollment Center on a semester basis. During the Fall and Spring semesters, proof must be submitted before the twelfth "class day". During the summer sessions, proof must be submitted before the fourth "class day" for evaluation and necessary adjustments. "Class day" refers to South

Texas College's scheduled class day, not the students' class meeting days.

- Appropriate refunds will be determined by payment method and will be issued either by mail to the student's address on file at the Enrollment Center, or by credit card.

## 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 a drop due to advisement from faculty.

"Class days" refers to South Texas College's scheduled class days, not the students' class meeting days.

### Refund Guidelines

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

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

### Tuition and Fees

(Excludes Mini-mesters)

#### Fall and Spring Semesters

Prior to or on the 2nd class day	100 percent
During the next 13 class days	70 percent
During the 16th through 20th class days	25 percent
After the 20th class day	None

#### Summer I and II Sessions

Prior to or on the 1st class day	100 percent
During the next 4 class days	70 percent
During the 6th class day	25 percent
After the 6th class day	None

#### Summer III Session

Prior to or on the 1st class day	100 percent
During the next 8 class days	70 percent
During the 10th through 12th class days	25 percent
After the 12th class day	None

Range of days in each percent category is **subject to change** based on the length of the semester and

in accordance with the Texas Higher Education Coordinating Board.

## Incidental Fees

(Excludes Mini-mesters)

### Other Fees

Audit Fee, Credit by Exam Fee, Reinstatement Fee, Installment (Processing and Late) Fee, Emergency Loan Late Fee, and any other fee approved by the Board of Trustees of South Texas College.

Prior to the first class day 100 percent

First class day and after None

## Mini-Mester Refunds

- A 100 percent refund is to be made for courses dropped (drop or withdraw) prior to or on the first class day.
- Refer to the Cashier Department for more information on refund percentages after the first class day.

Tuition and fees are per semester and are **subject to change** upon approval of the Board of Trustees of South Texas College and upon changes in the Texas Higher Education Coordinating Board requirements or other regulatory entity requirements.

## Drop or Withdrawal from South Texas College

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

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

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

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

## Bookstore Refunds

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

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

- A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt; first 3 days of summer school, one day for mini-mester.
- With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes; first 14 days for summer classes.
- No refunds on unwrapped loose leaf books or activated eBooks.
- Textbooks must be in original condition.

- No refunds or exchanges without original receipt
- No refunds on supplies
- Texts purchased the last week of classes or during exams are ineligible for refunds.
- The bookstore charges a \$25 fee for returned checks.

## HB 1096 - Bookstore (Textbook Information)

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

# Highlights for Tax Benefits for Higher Education

This chart highlights some differences among the benefits discussed in this publication. See the text for definitions and details. **Do not rely on this chart alone.** Caution: You generally cannot claim more than one benefit for the same education expense.

Reference: <https://www.irs.gov/pub/irs-pdf/p970.pdf>

Any nontaxable distribution is limited to the amount that does not exceed qualified education expenses. Table from *Department of the Treasury Internal Revenue Service, Publication 970, Tax Benefits for Education*. <http://www.irs.gov/uac/Publication-970,-Tax-Benefits-for-Education-1>

	What is your benefit?	What is the annual limit?	What expenses qualify besides tuition and required enrollment fees?	What education qualifies?	What are some of the other conditions that apply?	In what income range do benefits phase out?
<b>Scholarships, Fellowship Grants, Grants, and Tuition Reductions</b>	Amounts received may not be taxable	None	Course-related expenses such as fees, books, supplies, and equipment	Undergraduate & graduate K-12	Must be in degree or vocational program. Payment of tuition and required fees must be allowed under the grant.	No phaseout
<b>American Opportunity Credit</b>	Credits can reduce the amount of tax you must pay. 40% of the credit may be refundable (limited to \$1,000 per student)	\$2,500 credit per student	Course-related books, supplies, and equipment	Undergraduate & graduate	Can be claimed for only 4 tax years Must be enrolled at least half-time in degree program No felony drug conviction(s) Must not have completed first 4 years of postsecondary education before end of preceding tax year	\$80,000-\$90,000 \$160,000-\$180,000 for joint returns
<b>Lifetime Learning Credit</b>	Credits can reduce amount of tax you must pay	\$2,000 credit per tax return	Amounts paid for required books, etc., that must be paid to the educational institution are required fees	Undergraduate & graduate Courses to acquire or improve job skills	No other conditions	\$57,000-\$67,000 \$114,000-\$134,000 for joint returns
<b>Student Loan Interest Deduction</b>	Can deduct interest paid	\$2,500 deduction	Books Supplies Equipment Room & board Transportation Other necessary expenses	Undergraduate & graduate	Must have been at least half-time student in degree program	\$65,000-\$80,000 \$135,000-\$165,000 for joint returns
<b>Tuition and Fees Deduction</b>	See Chapter 6	See Chapter 6	See Chapter 6	See Chapter 6	See Chapter 6	See Chapter 6

<b>Coverdell ESA<sup>1</sup></b>	Earnings not taxed	\$2,000 contribution per beneficiary	Books Supplies Equipment Computer equipment, computer software, or Internet access and related services Expenses for special needs services Payments to QTP Higher education: Room & board if at least half-time student Elem/sec (K-12 education): See chapter 7	Undergraduate and graduate K-12	Assets must be distributed at age 30 unless special needs beneficiary	\$95,000-\$110,000 \$190,000-\$220,000 for joint returns
<b>Qualified Tuition Program (QTP)<sup>1</sup></b>	Earnings not taxed	None	Higher education: Books Supplies Equipment Computer equipment, computer software, or Internet access and related services Expenses for special needs services Room & board if at least half-time student Elem/sec (K-12) education: See chapter 8	Undergraduate & graduate K-12 for no more than \$10,000 of tuition	No other conditions	No phaseout
<b>Education Exception to Additional Tax on Early IRA Distributions<sup>1</sup></b>	No 10% additional tax on early distribution	Amount of qualified education expenses	Books Supplies Equipment Room & board if at least half-time student Expenses for special needs services	Undergraduate & graduate	No other conditions	No phaseout
<b>Education Savings Bond Program<sup>1</sup></b>	Interest not taxed	Amount of qualified education expenses	Payments to Coverdell ESA Payments to QTP	Undergraduate & graduate	Applies only to qualified series EE bonds issued after 1989 or series I bonds	\$79,550-\$94,550 \$119,300-\$149,300 for joint returns
<b>Employer-Provided Educational Assistance<sup>1</sup></b>	Employer benefits not taxed	\$5,250 exclusion	Books Supplies Equipment	Undergraduate & graduate	No other conditions	No phaseout
<b>Business Deduction for Work-Related Education</b>	Individuals who are self-employed, qualified performing artists, fee-based officials, or disabled can deduct certain expenses	Amount of qualifying work-related education expenses	Transportation Travel Other necessary expenses	Required by employer or law to keep present job, salary, status Maintain or improve job skills	Can't be to meet minimum educational requirements of present trade/business Can't qualify you for new trade/business	No phaseout

<sup>1</sup> Any nontaxable distribution is limited to the amount that doesn't exceed qualified education expenses.



# SCHOLASTIC REGULATIONS

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## Academic Information

### Transfer of Credit to South Texas College

#### *Transfer from Another College*

A student transferring from another accredited college or university is eligible for admission. Transfer students must comply with the Scholastic Progress Standards as outlined by Board Policy 3320.

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Enrollment Center.
2. All new transfer students who have been accepted will have their college transcripts evaluated on a course-by-course basis and credit will be awarded based upon applicability of transfer hours to the student's degree plan.
3. Credits for courses in which a passing grade of "C" or higher was earned may be transferred from any accredited college. Developmental or other non-degree credit courses are not transferable.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools can be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluation service. A list of such services is available at the Enrollment Center.
5. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute outline in Texas Education Code Section 51.931.

### Transfer of Credit from South Texas College

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

For Texas community colleges, these freely transferable courses are identified in the latest

revised edition of the Texas Higher Education Coordinating Board Publication LOWER-DIVISION ACADEMIC COURSE GUIDE MANUAL (revised Spring 2018). Specifically excluded are courses designated as vocational, ESL, ESOL, technical, developmental or remedial, and courses listed as "basic skills."

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

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

### Transcripts from Other Institutions

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

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

### Transfer Disputes

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

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

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

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

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

The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give



written notice of the determination to the involved student and institutions.

## College Success

(EDCS 0101 Educational College Success, PSYC 1300 Learning Framework, EDUC 1300 Learning Framework, CSFH 0101 College Success for Healthcare)

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

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

- Students who are enrolled in an Associate degree and have not met the college-level Placement Standard in reading, writing, or mathematics (See Academic and Developmental Placement Scores table (p. 22).)
- Students, including transfer students, who have not taken a college success class and whose cumulative grade point average is below 2.0, or who are on academic probation.

CSFH 0101 College Success for Healthcare provides healthcare-based instruction to students with declared majors in Nursing & Allied Health (NAH) fields. CSFH 0101 College Success for Healthcare provides prospective NAH students with specific, accurate, and complete program advising about each healthcare program at South Texas College. The class covers foundations of healthcare education, introduces students to the many healthcare career choices available at South Texas College, and allows for interaction with current NAH program students. A variety of academic skills are tailored to prepare the student for the very rigorous healthcare environment and programs at South Texas College and to develop the skills related to specific healthcare disciplines.

## Change of Schedule

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

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

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

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

## Withdrawal from Semester Credit Courses

### Initiation of Withdrawal

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

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

It is the student's responsibility to initiate the withdrawal process. The College is not responsible for any liabilities incurred as a result of the student's failure to officially withdraw from the College. Students whose circumstances require them to discontinue attending a course should promptly take steps through the Enrollment Center 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 credit hours. The normal course load during the regular semester is five courses equal to 15 to 17 credit hours. The normal course load for each Summer term is two courses totalling six to eight credit hours.

## Academic Skills Test

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

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

Students who fail to comply with policies and procedures may be withdrawn from all of their

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

## Academic Transferable Courses

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

### Accounting

ACCT 2401	Principles of Financial Accounting	4
ACCT 2402	Principles of Managerial Accounting	4

### Anthropology

ANTH 2301	Physical Anthropology	3
ANTH 2302	Introduction to Archeology	3
ANTH 2346	General Anthropology	3
ANTH 2351	Cultural Anthropology	3

### Architecture

ARCH 1311	Introduction to Architecture	3
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### Art

ARTS 1301	Art Appreciation	3
ARTS 1303	Art History I	3
ARTS 1304	Art History II	3
ARTS 1311	Design I	3
ARTS 1312	Design II	3
ARTS 1316	Drawing I	3
ARTS 1317	Drawing II	3
ARTS 1325	Drawing and Painting (for Non-Art Majors)	3
ARTS 2313	Design Communications I	3
ARTS 2316	Painting I	3
ARTS 2317	Painting II	3
ARTS 2323	Life Drawing I	3
ARTS 2326	Sculpture I	3
ARTS 2333	Printmaking I	3
ARTS 2341	Art Metals I	3
ARTS 2346	Ceramics I	3
ARTS 2347	Ceramics II	3
ARTS 2348	Digital Art I	3
ARTS 2356	Photography I (Fine Arts Emphasis)	3
ARTS 2357	Photography II (Fine Arts Emphasis)	3
ARTS 2389	Academic Cooperative	3

### Biology

BIOL 1322	Nutrition and Diet Therapy I	3
BIOL 1406	Biology for Science Majors I	4

BIOL 1407	Biology for Science Majors II	4
BIOL 1408	Biology for Non-Science Majors I	4
BIOL 1409	Biology for Non-Science Majors II	4
BIOL 2389	Academic Cooperative in the Biological Life Sciences	3
BIOL 2401	Anatomy and Physiology I	4
BIOL 2402	Anatomy and Physiology II	4
BIOL 2406	Environmental Biology	4
BIOL 2416	Genetics	4
BIOL 2420	Microbiology for Non-Science Majors	4
BIOL 2421	Microbiology for Science Majors	4

### Business Administration

BUSI 1301	Business Principles	3
BUSI 2301	Business Law	3
BUSI 2305	Business Statistics	3

### Chemistry

CHEM 1405	Introductory Chemistry I for Non-Science Majors	4
CHEM 1407	Introductory Chemistry II for Non-Science Majors	4
CHEM 1409	General Chemistry for Engineering Majors	4
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
CHEM 2423	Organic Chemistry I	4
CHEM 2425	Organic Chemistry II	4

### Communication

COMM 1307	Introduction to Mass Communication	3
COMM 2305	Editing and Layout	3
COMM 2311	Media Writing	3
COMM 2315	News Reporting	3
COMM 2327	Introduction to Advertising	3
COMM 2330	Introduction to Public Relations	3
COMM 2339	Writing for Radio, Television, and Film	3
COMM 2389	Academic Cooperative	3

### Computer Science

BCIS 1305	Business Computer Applications	3
COSC 1301	Introduction to Computing	3
COSC 1315	Introduction to Computer Programming	3
COSC 1320	C Programming	3
COSC 1337	Programming Fundamentals II	3
COSC 1436	Programming Fundamentals I	4
COSC 2425	Computer Organization	4
COSC 2436	Programming Fundamentals III	4

## Criminal Justice

CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1313	Juvenile Justice System	3
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2314	Criminal Investigation	3
CRIJ 2328	Police Systems and Practices	3

## Dance

DANC 1241	Beginning Ballet	2
DANC 1305	World Dance	3
DANC 2303	Dance Appreciation	3

## Drama

DRAM 1120	Theater Practicum I	1
DRAM 1121	Theater Practicum II	1
DRAM 1310	Introduction to Theater	3
DRAM 1330	Stagecraft I	3
DRAM 1341	Makeup	3
DRAM 1342	Introduction to Costume	3
DRAM 1351	Acting I	3
DRAM 1352	Acting II	3
DRAM 2120	Theater Practicum III	1
DRAM 2366	Introduction to Cinema	3
DRAM 2389	Academic Cooperative	3

## Early Childhood Education

TECA 1303	Family, School, and Community	3
TECA 1311	Educating Young Children	3
TECA 1318	Wellness of the Young Child	3
TECA 1354	Child Growth and Development	3

## Economics

ECON 2301	Principles of Economics I - Macro	3
ECON 2302	Principles of Economics II - Micro	3

## Education

EDUC 1100	Learning Framework	1
EDUC 1300	Learning Framework	3
EDUC 1301	Introduction to the Teaching Profession	3
EDUC 2301	Introduction to Special Populations	3

## Engineering

ENGR 1201	Introduction to Engineering	2
ENGR 1304	Engineering Graphics	3
ENGR 2301	Engineering Mechanics - Statics	3
ENGR 2302	Engineering Mechanics - Dynamics	3

ENGR 2303	Engineering Mechanics - Statics and Dynamics	3
ENGR 2405	Electrical Circuits I	4
ENGR 2406	Introduction to Digital Systems	4

## English

ENGL 1301	Composition I	3
ENGL 1302	Composition II - Rhetoric	3
ENGL 2307	Creative Writing I	3
ENGL 2311	Technical and Business Writing	3
ENGL 2321	British Literature	3
ENGL 2326	American Literature	3
ENGL 2331	World Literature	3
ENGL 2341	Introduction to Forms of Literature	3
ENGL 2351	Mexican American Literature	3
ENGL 2389	Academic Cooperative	3

## Geography

GEOG 1301	Physical Geography	3
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## Geology

GEOL 1403	Physical Geology	4
GEOL 1404	Historical Geology	4
GEOL 1445	Oceanography	4
GEOL 1447	Meteorology	4

## History

HIST 1301	United States History I	3
HIST 1302	United States History II	3
HIST 2301	Texas History	3
HIST 2311	Western Civilization I	3
HIST 2312	Western Civilization II	3
HIST 2321	World Civilizations I	3
HIST 2322	World Civilizations II	3
HIST 2327	Mexican-American History I	3
HIST 2328	Mexican-American History II	3
HIST 2381	African-American History	3
HIST 2389	Academic Cooperative	3

## Humanities

HUMA 1301	Introduction to Humanities I - Western	3
HUMA 1302	Introduction to Humanities II - Non-Western	3
HUMA 1305	Introduction to Mexican-American Studies	3
HUMA 1311	Mexican-American Fine Arts Appreciation	3
HUMA 1315	Fine Arts Appreciation	3
HUMA 2319	American Minority Studies	3
HUMA 2323	World Cultures	3

## Kinesiology

KINE 1100	Fitness Walking	1
KINE 1101	Fitness and Motor Development I	1
KINE 1103	Weight Training and Conditioning I	1
KINE 1104	Weight Training and Conditioning II	1
KINE 1105	Badminton	1
KINE 1107	Basketball I	1
KINE 1109	Bowling I	1
KINE 1110	Bowling II	1
KINE 1111	Flag Football I	1
KINE 1113	Golf I	1
KINE 1114	Golf II	1
KINE 1115	Karate I	1
KINE 1116	Karate II	1
KINE 1119	Racquetball I	1
KINE 1120	Racquetball II	1
KINE 1121	Soccer I	1
KINE 1123	Softball I	1
KINE 1125	Swimming I	1
KINE 1126	Swimming II	1
KINE 1127	Tennis I	1
KINE 1128	Tennis II	1
KINE 1129	Volleyball I	1
KINE 1131	Yoga and Flexibility Training	1
KINE 1132	Self Defense and Personal Safety	1
KINE 1133	Outdoor Adventure Training	1
KINE 1149	Team Sports I	1
KINE 1150	Team Sports II	1
KINE 1164	Introduction to Physical Fitness and Wellness	1
KINE 1210	Aerobic Dance I	2
KINE 1211	Aerobic Dance II	2
KINE 1249	Ballet Folklorico I	2
KINE 1250	Ballet Folklorico II	2
KINE 1301	Foundations of Kinesiology	3
KINE 1304	Personal/Community Health I	3
KINE 1306	First Aid	3
KINE 1308	Sports Officiating I	3
KINE 1321	Coaching/Sports/Athletics I	3
KINE 1331	Physical Education for Elementary Education Majors	3
KINE 1336	Introduction to Recreation I	3
KINE 1338	Concepts of Physical Fitness	3
KINE 1346	Drug Use & Abuse	3
KINE 2249	Ballet Folklorico III	2
KINE 2250	Ballet Folklorico IV	2

## Mathematics

MATH 1316	Plane Trigonometry	3
MATH 1324	Mathematics for Business & Social Sciences	3
MATH 1332	Contemporary Mathematics	3
MATH 1350	Mathematics for Teachers I	3

MATH 1351	Mathematics for Teachers II	3
MATH 1414	College Algebra	4
MATH 1442	Elementary Statistical Methods	4
MATH 2305	Discrete Mathematics	3
MATH 2412	Pre-Calculus Math	4
MATH 2413	Calculus I	4
MATH 2414	Calculus II	4
MATH 2415	Calculus III	4
MATH 2418	Linear Algebra	4
MATH 2420	Differential Equations	4

## Music

MUAP 1201	Applied Violin I	2
MUAP 1202	Applied Viola I	2
MUAP 1203	Applied Cello I	2
MUAP 1204	Applied Double Bass I	2
MUAP 1205	Applied Flute I	2
MUAP 1206	Applied Clarinet I	2
MUAP 1207	Applied Saxophone I	2
MUAP 1208	Applied Trumpet I	2
MUAP 1209	Applied French Horn I	2
MUAP 1210	Applied Trombone I	2
MUAP 1211	Applied Euphonium I	2
MUAP 1212	Applied Oboe I	2
MUAP 1213	Applied Bassoon I	2
MUAP 1214	Applied Tuba I	2
MUAP 1215	Applied Percussion I	2
MUAP 1216	Applied Guitar I	2
MUAP 1217	Applied Piano I	2
MUAP 1218	Applied Voice I	2
MUAP 1219	Applied Music Composition I	2
MUAP 1220	Applied Conducting I	2
MUEN 1121	Band Ensemble	1
MUEN 1122	Brass Ensemble	1
MUEN 1131	Mariachi Ensemble	1
MUEN 1132	Jazz Ensemble	1
MUEN 1133	Guitar Ensemble	1
MUEN 1134	String Ensemble	1
MUEN 1135	Percussion Ensemble	1
MUEN 1136	Woodwind Ensemble	1
MUEN 1141	Choir Ensemble	1
MUSI 1116	Sight Singing and Ear Training I	1
MUSI 1117	Sight Singing and Ear Training II	1
MUSI 1181	Piano Class I	1
MUSI 1182	Piano Class II	1
MUSI 1183	Voice Class I	1
MUSI 1192	Guitar Class	1
MUSI 1303	Fundamentals of Music	3
MUSI 1311	Music Theory I	3
MUSI 1312	Music Theory II	3
MUSI 1306	Music Appreciation	3
MUSI 1307	Music Literature	3
MUSI 1310	American Music	3
MUSI 2116	Sight Singing and Ear Training III	1
MUSI 2117	Sight Singing and Ear Training IV	1
MUSI 2181	Piano Class III	1
MUSI 2182	Piano Class IV	1
MUSI 2311	Music Theory III	3
MUSI 2312	Music Theory IV	3

## Philosophy

PHIL 1301	Introduction to Philosophy	3
PHIL 1304	Introduction to World Religions	3
PHIL 2303	Introduction to Logic	3
PHIL 2306	Introduction to Ethics	3
PHIL 2307	Introduction to Social and Political Philosophy	3
PHIL 2316	Classical Philosophy	3
PHIL 2321	Philosophy of Religion	3
PHIL 2389	Academic Cooperative: Philosophy Capstone	3

## Physical Science

PHYS 1403	Stars and Galaxies	4
PHYS 1404	Solar System	4
PHYS 1415	Physical Science I	4
PHYS 1417	Physical Science II	4

## Physics

PHYS 1401	College Physics I	4
PHYS 1402	College Physics II	4
PHYS 2425	University Physics I	4
PHYS 2426	University Physics II	4

## Political Science

GOVT 2304	Introduction to Political Science	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
GOVT 2311	Mexican American and Latinx Politics	3

## Psychology

PSYC 1300	Learning Framework	3
PSYC 2301	General Psychology	3
PSYC 2306	Human Sexuality	3
PSYC 2307	Adolescent Psychology I	3
PSYC 2308	Child Psychology	3
PSYC 2314	Lifespan Growth and Development	3
PSYC 2315	Psychology of Adjustment	3
PSYC 2316	Psychology of Personality	3
PSYC 2317	Statistical Methods in Psychology	3
PSYC 2319	Social Psychology	3

## Sign Language (American)

SGNL 1301	Beginning American Sign Language I	3
SGNL 1302	Beginning American Sign Language II	3
SGNL 2301	Intermediate American Sign Language I	3
SGNL 2302	Intermediate American Sign Language II	3

## Social Work

SOCW 2361	Introduction to Social Work	3
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SOCW 2362	Social Welfare as a Social Institution	3
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## Sociology

SOCI 1301	Introductory Sociology	3
SOCI 1306	Social Problems	3
SOCI 2301	Marriage and the Family	3
SOCI 2319	Minority Studies	3

## Spanish

SPAN 1411	Beginning Spanish I for Non-Spanish Speakers	4
SPAN 1412	Beginning Spanish II for Non-Spanish Speakers	4
SPAN 2311	Intermediate Spanish I	3
SPAN 2312	Intermediate Spanish II	3
SPAN 2313	Spanish for Native/Heritage Speakers I	3
SPAN 2315	Spanish for Native/Heritage Speakers II	3
SPAN 2389	Academic Cooperative	3

## Speech

SPCH 1311	Introduction to Speech Communication	3
SPCH 1315	Public Speaking	3
SPCH 1318	Interpersonal Communications	3
SPCH 1321	Business and Professional Communication	3
SPCH 2333	Discussion and Small Group Communication	3
SPCH 2335	Argumentation and Debate	3
SPCH 2389	Academic Cooperative	3

## Credit by Examination

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

Credit earned by students not yet enrolled at STC is held in escrow until the student earns six credit hours at STC. Students may earn no more than 15 credit hours by examination. Credit awarded for testing at South Texas College may or may not meet minimum requirements for credit at other institutions. It is the student's responsibility to check with the institution they plan on attending to verify transfer requirements.

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

## Advanced Placement (AP)

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

### Required Scores for AP Credit

Subject	Min. Score	STC Course	Credit Hours
Biology	3	(BIOL 1406, BIOL 1407) or (BIOL 1408, BIOL 1409)	8
Environ. Science	3	BIOL 2406	4
Chemistry	3	CHEM 1411, CHEM 1412	8
Computer Science (A)	3	COSC 1436	4
Macroeconomics	3	ECON 2301	3
Microeconomics	3	ECON 2302	3
English Language and Composition	3	ENGL 1301	3
English Literature and Composition	3	ENGL 1301	3
United States History	3	HIST 1301, HIST 1302	6
European History	3	HIST 2311, HIST 2312	6
Calculus AB	3	MATH 2413	4
Calculus BC	3	MATH 2413, MATH 2414	8
Physics B	3	PHYS 1401, PHYS 1402	8
Physics C: Mechanics	3	PHYS 2425	4
Physics C: Electricity & Magnetism	3	PHYS 2426	4
US Government and Politics	3	GOVT 2305, GOVT 2306	6
Spanish Language	3	SPAN 1411	4
Spanish Literature	3	SPAN 1411, SPAN 1412	8

## College Level Examination Program (CLEP)

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

### Required Scores for CLEP Subject Examination Credit

Subject	Min. Score	STC Course	Credit Hours
Info Systems and Computer Applications	50	COSC 1301	3
Financial Accounting	50	ACCT 2401, ACCT 2402	8

Biology	50	BIOL 1408, BIOL 1409	8
Introductory Business Law	50	BUSI 2301	3
Chemistry	50	CHEM 1411, CHEM 1412	8
Principles of Microeconomics	50	ECON 2302	3
Principles of Macroeconomics	50	ECON 2301	3
College Composition	50	ENGL 1301, ENGL 1302	6
Spanish Language	65	SPAN 1411, SPAN 1412	8
Analyzing & Interpreting Literature	50	ENGL 2341	3
American Literature	50	ENGL 2326	3
English Literature	50	ENGL 2321	3
History of the US I	50	HIST 1301	3
History of the US II	50	HIST 1302	3
Western Civilization I	50	HIST 2311	3
Western Civilization II	50	HIST 2312	3
College Algebra	50	MATH 1414	4
Calculus	50	MATH 2413, MATH 2414	8
Introductory Psychology	50	PSYC 2301	3
Introductory Sociology	50	SOCI 1301	3
College Mathematics	50	MATH 1332	3
Principles of Management	53	TMGT 3305	3
Principles of Marketing	53	TMGT 3000 (upper-level elective)	3
Introductory Business Law	54	TMGT 3336	3

## Credit for International Baccalaureate Diploma (IBD)

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

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

### Eligibility for Award of Credit

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

- Must meet all admissions requirements of the College.
- Must be pursuing a certificate or degree with a declared major.
- Must officially enroll and earn six (6) hours of academic credit.



- D. Must submit an official IB diploma or certificate and request examination scores directly from the International Baccalaureate Organization (IBO).
- E. Must have received at least a minimum score of 4 on the curriculum subject examination.
- F. Must petition for award of IB credit. Student may choose which credit is to be transcribed if IB scores indicate more than 24 credit hours meet established criteria.

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

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

## Required Scores for IB Credit

IB Examination	Score	STC Course	Credit Hours
<b>Biology</b>			
Biology (SL)	4, 5, 6, or 7	BIOL 1408	4
Biology (HL)	4, 5, 6, or 7	BIOL 1408 & BIOL 1409	8
<b>Business and Management</b>			
Business and Management	4, 5, 6, or 7	BUSI 1301	3
<b>Chemistry</b>			
Chemistry (SL)	4, 5, 6, or 7	CHEM 1411	4
Chemistry (HL)	4, 5, 6, or 7	CHEM 1411 & CHEM 1412	8
<b>Computer Science</b>			
Computer Science (SL)	4, 5, 6, or 7	COSC 1301	3
<b>Economics</b>			
Economics (SL)	4, 5, 6, or 7	ECON 2301	3
Economics (HL)	4, 5, 6, or 7	ECON 2301 & ECON 2302	6
<b>English</b>			
English Language A1 or A2 (SL)	4, 5, 6, or 7	ENGL 1301 & ENGL 1302	6
English Language A1 or A2 (HL)	4, 5, 6, or 7	ENGL 1301 & ENGL 1302	6
<b>Geography</b>			
Geography (SL or HL)	4, 5, 6, or 7	GEOG 1301	3
<b>History of the Americas</b>			
History of the Americas (SL)	4, 5, 6, or 7	HIST 1301	3
History of the Americas (HL)	4, 5, 6, or 7	HIST 1301 & HIST 1302	6
<b>Mathematics</b>			

Mathematics Studies (SL) 4, 5, 6, or 7 MATH 1332 3 or MATH 1414

Further Mathematics (SL) 4, 5, 6, or 7 MATH 1332 3

Mathematics (SL) 4, 5, 6, or 7 MATH 1414 4

Mathematics (HL) 4, 5, 6, or 7 MATH 2412 8 & MATH 2413

### Modern Languages

Spanish Language A1 or A2 (SL) 4, 5, 6, or 7 SPAN 1411 8 & SPAN 1412

Spanish Language A1 or A2 (HL) 4, 5, 6, or 7 SPAN 1411, SPAN 1412, SPAN 2311 & SPAN 2312

Spanish Language B (SL) 4, 5, 6, or 7 SPAN 1411, SPAN 1412

Spanish Language B (HL) 4, 5, 6, or 7 SPAN 1411, SPAN 1412, SPAN 2311 & SPAN 2312

Spanish Language Ab 4, 5, 6, or 7 SPAN 1411 4

### Music

Music (SL) 4, 5, 6, or 7 MUSI 1306 3

Music (HL) 4, 5, 6, or 7 MUSI 1306, MUSI 1211 & MUSI 1116 6

### Philosophy

Philosophy (SL or HL) 4, 5, 6, or 7 PHIL 1301 3

### Physics

Physics (SL) 4, 5, 6, or 7 PHYS 1401 4

Physics (HL) 4, 5, 6, or 7 PHYS 1401 & PHYS 1402 8

### Psychology

Psychology (SL or HL) 4, 5, 6, or 7 PSYC 2301 3

### Social and Cultural Anthropology

Social and Cultural Anthropology (SL or HL) 4, 5, 6, or 7 ANTH 2351 3

### Theatre Arts

Theatre Arts (SL or HL) 4, 5, 6, or 7 DRAM 1310 3

Film (SL or HL) 4, 5, 6, or 7 DRAM 2366 3

### Visual Arts

Visual Arts (SL or HL) 4, 5, 6, or 7 ARTS 1301 3

## Grading System

The following grading system is used at South Texas College:

Grade	Interpretation	Grade Points Per Cr. Hour
A	Excellent	4
B	Good	3
C	Satisfactory	2



D	Minimum Passing	1
F	Failing	0
I	Incomplete	Not Computed
W	Withdrew	Not Computed
AUD	Audit	Not Computed
CR	Credit Given for	Not Computed
N	Non-Credit	Not Computed
S	Passing	Not Computed
P	Passing	Not Computed
NP	Not Passing	Not Computed
IP	In Progress	Not Computed

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

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

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

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

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

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

## Scholastic Progress Standards

Students are expected to meet academic standards for coursework completed at South Texas College. Students with a cumulative grade point average below 2.00 (C average) will be placed on academic probation, continued academic probation or academic suspension as appropriate.

### Semester and Cumulative GPA Calculation

All grade points earned by a student, including developmental courses and the College Success course, will be included in the computation of the semester grade point average and cumulative grade point average. In the case of a repeated course, the last grade recorded will be used in the computation.

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

Level of Academic Status	GPA Criteria
Good Standing	Cumulative GPA is 2.00 or above

Academic Probation	Cumulative GPA has dropped below 2.00
Continued Academic Probation	Previously on Academic Probation or Continued Academic Probation and cumulative GPA is below 2.00, but current semester GPA is 2.00 or above
Academic Suspension	Previously on Academic Probation or Continued Academic Probation and cumulative GPA is below 2.00 and current semester GPA is below 2.00

## Academic Probation

Academic Probation is a system of monitoring student grades in all South Texas College courses in order to identify students who are experiencing difficulty in making satisfactory progress. Academic Probation occurs at the end of any semester when a student's cumulative GPA drops below 2.00.

## Continued Academic Probation

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

## Academic Suspension

Academic Suspension is a system of forced interruption in attendance at the College in those instances where a student is unable to maintain satisfactory academic progress. Academic Suspension occurs when the student who has previously been on Academic Probation or Continued Academic Probation and cumulative GPA is below 2.00 and current semester GPA is below 2.00. Academic suspension may last for one regular fall or spring semester. Students placed on academic suspension may enroll for summer sessions for the purpose of raising their cumulative GPA to the level required for good standing.

## Readmission After A Period of Suspension

After a period of Academic Suspension, a student may be readmitted on academic probation. Before readmission under probationary status, the suspended student must report to Counseling and Student Disability Services for an academic counseling session to develop an Academic Improvement Plan.

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

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

## Developmental Studies Program

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

South Texas College provides Developmental Education options to students that contain the essential academic skills to successfully complete academic/technical coursework.

Students not meeting Placement Standards to enroll in freshman-level coursework and not qualifying for a TSI exemption are required to enroll in and attend developmental course(s) work until they meet the Placement Standards for those skills. Students placing in one or more Developmental courses must also enroll in and attend a College Success course (EDCS 0101 Educational College Success, EDUC 1300 Learning Framework, PSYC 1300 Learning Framework, CSFH 0101 College Success for Healthcare) during their first semester, until they successfully exit the course. Students who fail to comply with policies and procedures may be withdrawn from all of their classes except College Success and may not earn any college credit hours for the semester. Students who withdraw, are withdrawn from, or do not enroll in their required developmental classes are entitled to a one semester-long waiver which will allow them not to be withdrawn from all their academic classes, but they must enroll in the appropriate developmental class(es) the following semester or sooner. Being withdrawn from academic classes will affect Financial Aid status.

## Attendance Policy

*South Texas College policy states:*

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

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

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

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

## Student Code of Conduct

Detailed information regarding South Texas College's expectations for students is presented in the Code of Student Conduct.

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

The Code of Student Conduct is available in the Student Handbook, which can be found online at [https://www.southtexascollege.edu/pdf/Student\\_Handbook.pdf](https://www.southtexascollege.edu/pdf/Student_Handbook.pdf) or by contacting the

Office of Student Rights and Responsibilities at 956-872-2180.

## Academic Honors

### Honors Program

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

The program offers unique opportunities for enrichment that will enhance and encourage intellectual curiosity, good citizenship, and leadership skills.

### Admission Requirements

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

To apply, the student must:

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

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

For further information about the Honors Program, contact the Academic Excellence Office at 956-872-6440.

## Curriculum Structure, Honors Instruction

The Honors Curriculum is concentrated in select STC courses designated as Core Curriculum, courses in the major, and/or Bachelor of Applied Technology courses.

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

### Honors Program Graduation

Students who complete the appropriate course of study for an Associate Degree or Bachelor of Applied Technology Degree, earn 12 credit hours of Honors courses, and maintain a 3.25 or higher GPA, are eligible to graduate from the Honors Program.

## Phi Theta Kappa International Honor Society - Beta Epsilon Mu Chapter

The mission of Phi Theta Kappa is to recognize academic achievement of college students and to provide opportunities for them to grow as scholars and leaders.

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 semester invitation for membership is extended by the Beta Epsilon Mu Chapter to students who are currently enrolled, have completed at least 12 hours of coursework that may be applied to an associate degree, and have a cumulative GPA of 3.5 or higher.

For further information, contact the Academic Excellence Office at 956-872-6440.

## Valley Scholars Program

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

Valley Scholars are Hidalgo and Starr County high school graduates in the top 10 percent or within an 80 percent grade point average. Students in the program receive a scholarship, individualized advisement, academic excellence workshops, annual college tours, employment and leadership opportunities on campus, and transfer scholarship opportunities.

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

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

For further information about this program, contact the Academic Excellence Office at 956-872-6440.

## President's Honor Roll

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

## Vice President's Honor Roll

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

## Educational Programs

### Certificate Programs

Certificate programs are workforce education programs consisting of 15-51 credit hours.

The Level One and Level Two Certificate programs are designed to prepare students with the competencies necessary to enter a technical or

professional field and are normally a building block toward an A.A.S. degree.

Level One Certificates (CT1) consist of 15-42 credit hours and are Texas Success Initiative (TSI) Exempt.

Level Two Certificates (CT2) consist of 30-51 credit hours and require completion of TSI Liable for graduation.

Level Three Certificates (Enhanced Skills Certificates) are optional certificates associated with an A.A.S. degree program intended to provide advanced skills, identified by a business and industry, which are not part of the degree. These certificates consist of 6-12 credit hours.

Advanced Technical Certificates have a specific associate degree as a pre-requisite for admission and are designed to be focused and justifiable to meet industry or external agency requirements. These certificates consist of 16-45 credit hours.

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

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

### Specialization

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

### General Education Requirements

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

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

## Transfer Programs

### Baccalaureate Programs

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

The B.A.T. in Technology Management consists of the 42 credit hour Core Curriculum, 48 credit hours of lower-division technical specialty courses, and 30 credit hours of upper-division coursework in Technology Management.

The B.A.T. in Computer and Information Technologies consists of the 42 credit-hour Core Curriculum, 48 credit hours of lower-division technical specialty courses, and 30 credit hours of upper-division coursework in Technology Management.

The B.A.T. in Medical and Health Services Management consists of the 42 credit hour Core Curriculum, 48 credit hours of lower-division

technical specialty courses, and 30 credit hours of upper-division coursework.

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

## Associate of Arts and Associate of Science Degree (A.A. and A.S.)

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

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

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

## Core Curriculum

The Core Curriculum includes courses in communication, mathematics, life & physical sciences, language, philosophy & culture, creative arts, american history, government/political science, social and behavioral sciences, and a core component option area. All students are required to complete the Core Curriculum before receiving an A.A. or A.S. degree (Exceptions apply for some degree plans. Contact an academic advisor for more information).

If a student successfully completes the entire 42 credit hour core curriculum at STC, that block of courses must be transferred to any other public institution of higher education in Texas and will be substituted for the receiving institution's core curriculum.

A course approved as a Texas Core Curriculum course at one institution must be applied to the student's set of core courses at any other institution in Texas.

## Field of Study Curriculum

The Field of Study Curriculum includes 18 credit hours that will satisfy the lower division requirements for a baccalaureate degree in a specific academic area.

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

## Graduate Guarantee

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

Special conditions which apply to this guarantee are as follows:

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

## Graduation Requirements

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

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

## Graduation Ceremony

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

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

## Bachelor of Applied Science and Bachelor of Applied Technology

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

1. Complete the appropriate course of study for a Bachelor of Applied Science or Bachelor of Applied Technology program as specified in the College catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 90 credit hours of applicable coursework transferred from another accredited college or university toward a Bachelor of Applied Science or Bachelor of Applied Technology degree granted by STC.
3. Maintain a minimum average of "C" (2.0 G.P.A.) for all courses in the area of specialization, a grade of "B" or better in all competency-based courses, and a minimum overall cumulative average of "C" (2.0 G.P.A. in all other courses).
4. Pay all debts to the College prior to graduation.

## Associate of Art

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

1. Complete the appropriate course of study for an Associate of Art program as specified in the College catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 credit hours of applicable coursework transferred from another accredited college or university toward an Associate of Art degree granted by STC.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

## Associate of Science

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

1. Complete the appropriate course of study for an Associate of Science program as specified in the College catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 credit hours of applicable coursework transferred from another accredited college or university toward an Associate of Science degree granted by STC.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

## Associate of Applied Science

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

1. Complete the appropriate course of study for an Associate of Applied Science program as specified in the College catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.
2. South Texas College will accept a maximum of 45 credit hours of applicable coursework transferred from another accredited college or university toward an Associate of Applied Science degree granted by STC.
3. Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.

## Certificate of Completion

To be awarded the Certificate of Completion, the student must satisfy the following requirements:

1. Complete a course of study for a Certificate of Completion program as specified in the College catalog. Developmental, or other non-credit, coursework does not apply toward graduation requirements.
2. South Texas College requires that at least 25% of the required semester credits be completed through South Texas College.
3. Maintain a minimum average of a "C" (2.0 GPA) for all courses in the area of specialization and a minimum overall cumulative average of "C" (2.0 GPA) in all other courses.
4. Pay all debts to the College prior to graduation.



# SUPPORT SERVICES

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## The Office of Student Affairs

The Office of Student Affairs enhances the student experience through the development, delivery and evaluation of policies, programs, services and facilities that complement the academic mission of South Texas College and addresses issues of retention and graduation through ongoing assessment, interpretation, and response to changing student needs. Additional information can be found online at <http://life.southtexascollege.edu/> or by calling 956-872-3535.

## Academic Advising

Academic advisors help students set academic goals and provide the proper guidance and tools to help students accomplish those goals. Student persistence and completion of higher education is promoted through diverse services offered to students at the Advisement Centers. Prior to registration, it is very important that students contact their advisor for assistance with course selection and degree planning.

## Academic Advisors

During a student's first year in college, Academic Advisors utilize a case management approach to provide advisement sessions at critical points in the semester in order to help students stay on track for completion of their educational pathway.

Services offered by the Advisement Centers:

- Point of contact for students during their first year of college
- Academic Advising
- Assistance with preparing student education plan

- Degree Progress Reports
- Referrals to appropriate services
- Case Management Services

NOTICE: The student is responsible for seeking academic advisement, for knowing and complying with South Texas College's assessments and the State of Texas-Texas Success Initiative Rule (TSI) requirements of their declared degree or certificate program, and for taking courses in the proper sequence to ensure progress toward his/her educational goals. Students are encouraged to visit with an advisor every semester for academic advisement. Advisors are available for walk-ins on a first come first serve basis. Please call one of the numbers listed below for additional information.

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

## Providing Academic Support to Students (PASS)

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

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

- Career and Technical Education programs
- Student persistence and completion
- Elimination of barriers to special population students (single parents, displaced homemakers, non-traditional students, economically disadvantaged, and individuals with disabilities).
- Graduation

PASS provides specialized case management services for students with Career and Technical Education majors, Associate of Applied Science majors, or Certificate majors. The PASS program is able to assist eligible students in the following areas:

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

For more information, visit the Technology Campus, Bldg. B-181 or call 956-872-6315.

## Counseling and Student Disability Services

At **South Texas College**, we understand different life and academic situations can make it difficult to grow. Our Counseling and Student Disability Services were created to provide students the higher education and support they require to reach their academic and professional goals.

## The Path to Success

The staff at Counseling and Student Disability Services provides support in a confidential and comfortable atmosphere to help students feel at ease when discussing their concerns about their educational and personal success.

If you're ready to start a discussion with our counselors, you can do so on a walk-in basis or by appointment at any one of the South Texas College campuses. For more information, contact the Counseling and Student Disability Services office at (956) 872-2173.

## Counseling Services

- Academic Counseling Services
- Career Counseling Services
- Professional Counseling Services
- Academic and Personal Growth Workshops
- Mental Health Screenings and Monthly Events

## Student Disability Services

- Classroom Accommodations and Assistive Technology

Our institution offers reasonable accommodations and assistive technology services to eligible students with documented disabilities to ensure everyone receives an equal opportunity.

For more information, visit us at: <http://studentservices.SouthTexasCollege.edu/counseling>

## Behavioral Intervention Team

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

## Student Activities & Wellness

The Department of Student Activities and Wellness enhances the student experience through the development and delivery of programs and services complimenting South Texas College's efforts towards student access, retention and ultimate graduation ensuring that students are engaged and receive a complete college experience. Additional information can be found online at <http://life.southtexascollege.edu/> or by calling 956-872-3535.

## Student Activities

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

## Student Organizations

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

state, and nationally renowned scholars, artists, politicians, academicians, and other professionals.

## First-Year Experience

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

## Student Government Association

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

## Student Leadership Academy

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

## Intramural Sports and Wellness

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

## Office of Student Conduct

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

## Office of Ombuds Services

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

## Career & Employer Services

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

## Student Success Specialist

All continuing students with a declared major are encouraged to meet with their respective student success specialist before registration to discuss course selection and preparation of degree plans. The student success specialists serve as liaisons between Instructional Divisions and Student



Support Services. They also provide specialized divisional advising, promote timely completion of a degree, and assist students with graduation process and requirements. The following is a list of Instructional Divisions for which student success specialists are available to assist students. Please visit <http://studentservices.southtexascollege.edu/advising/> to find out location information for student success specialists.

- Math, Science and Bachelor Programs
- Business and Technology
- Liberal Arts and Social Sciences
- Nursing and Allied Health
- Distance Learning Programs

## Student ID Cards

All students are responsible for obtaining an identification card at the time of initial registration with the college. Students should carry their Student ID card at all times to be identified as a current student, and to access student support services: including the library, campus computer labs, and the Centers for Learning Excellence. Student identification cards are issued to students free of charge and are available at the Enrollment Centers district wide. The Student ID card replacement fee is \$15.

## Health Services

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

## Official Statement Relating to Students with Contagious Diseases

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

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

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

All information regarding the medical status of South Texas College faculty, staff and students is confidential.

## Clinical Requirements of (Nursing and Allied) Health Programs

Before assignment to a clinical or cooperative study, the student must be compliant through an online tracking system, before the start of the Nursing & Allied Health Program of the following:

- Proof of required immunizations:
  - Measles, Mumps, and Rubella (MMR): Proof of Immunizations- 2 doses, or serology report proving immunity.

- Tetanus/Diphtheria/Pertussis (Tdap): Proof of “booster” dose administered within the last 10 years.
- Hepatitis B Virus Vaccines: Proof of immunizations (complete series) - three vaccine series, or serology report proving immunity.
- Varicella (Chickenpox): Proof of immunizations- 2 doses, or serology report proving immunity.
- Meningitis (state requirement for students under the age of 22) - one dose within the last five years.
- Current T.B. test with Negative (-) results- must be within the last three months for any NAH Clinical/Practicum course (expires annually)-if positive, chest X-ray required every 2 years.
  - Influenza (required from August-April)
- Proof of Health/Medical Insurance and Student Accidental Insurance (available through STC)
- Current CPR certification (Healthcare Provider or BLS Provider) from the American Heart Association
- Technical Performance Standards-signed statement of ability to perform technical standards for nursing or allied program of study.
- Current Malpractice Insurance of at least \$1 million available through STC (included with tuition)
- Criminal background check clearance through approved agencies
- Drug and alcohol screening - 10-panel Drug & Alcohol (results must be negative)
- Completion of Student Clinical/Practicum/ Hospital Orientation (via Blackboard)
- Valid I.D. (Current Texas Driver’s License, Texas I.D., U.S. Passport with photo and signature)
- Social Security Card <sup>1</sup> (for verification purposes)

<sup>1</sup> Social security card is required for the Patient Care program.

## Immunization Requirements

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

- Measles, Mumps, and Rubella (MMR): Proof of Immunizations- 2 doses, or serology report proving immunity.
- Tetanus/Diphtheria/Pertussis (Tdap): Proof of “booster” dose administered within the last 10 years.
- Hepatitis B Virus: Proof of immunizations (complete series) - 3 vaccine series, or serology report proving immunity.
- Varicella (Chickenpox): Proof of immunizations- 2 doses, or serology report proving immunity.

Students enrolled at STC will assume full cost of any immunizations. Inquiries concerning any exemptions to these requirements should be directed to the Clinical Affairs Specialist for Nursing and Allied Health Programs. STC Nursing and Allied Health Programs will not accept immunizations from international medical sources. All required vaccines must be administered and validated from a U. S. medical source.

## Bacterial Meningitis

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

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

1. The student is 22 years of age or older by the first day of the start of the semester; or
2. The student is enrolled only in online or other distance education courses; or
3. The student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
4. The student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
5. The student is incarcerated in a Texas prison.

A recent update to the bacterial meningitis legislation allows students, who will be attending a community college, to submit an exemption for the bacterial meningitis vaccine at <https://corequestjc.dshs.texas.gov/>.

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

## Voluntary Student Accident Insurance

South Texas College makes available to all enrolling students accident insurance coverage. Such coverage is voluntary and must be purchased by the student each semester.

Coverage terminates at the end of every semester. As with most insurance coverage, the policy will not cover 100 percent of every claim. As a result, individuals purchasing this insurance are responsible for any balance or unpaid claim due.

Students have the following options in regards to purchasing insurance:

- a. Have their own insurance (BCBS, Aetna, Medicaid, Medicare, VA, etc.)
- b. Purchase the STC policy (insurance must be purchased on line):
  - Visit SouthTexasCollege
  - Click: Students Tab
  - Under College Life click: Student Voluntary Insurance
- c. Accept full financial responsibility for expenses from an accident and/or sickness (students **must** have insurance)

For information please contact the Cashier's office.

## Financial Aid

Education after high school requires time, money, and effort. It's a big investment, and you should carefully evaluate the school you are choosing.

South Texas College has elected to participate in the following U.S. Department of Education Title IV programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Iraq and Afghanistan Service Grant
- Federal Work-Study

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

- Texas Educational Opportunity Grant (TEOG)
- Towards Excellence, Access, and Success (TEXAS) Grant
- Texas Public Education Grant (TPEG)
- Texas Work-study
- Texas Work-Study Mentorship Program
- State Exemptions & Waivers

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

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

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

## Types of Aid

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

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

## Student Eligibility for Federal Aid

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

1. Fill out a Free Application for Federal Student Aid (FAFSA)
2. Meet all Department of Education eligibility requirements including but not limited to:

- a. Have financial need,
- b. Have a high school diploma or a General Education Development (GED) Certificate, or demonstrate Ability-to-Benefit,
- c. Register with the Selective Services, if required,
- d. Be a U.S. citizen or eligible non-citizen,
- e. Have a valid Social Security Number.

- 3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- 4. Meet the standards of the Financial Aid Satisfactory Academic Progress Policy (SAP).
- 5. Ability to Benefit<sup>1</sup> - Students may become eligible for Title IV aid through the ATB alternatives in one of two ways. If a student first enrolled in an eligible postsecondary program prior to July 1, 2012, the student may enroll in any eligible program and can become eligible through one of the ATB alternatives. However, if a student first enrolled in an eligible postsecondary program on or after July 1, 2012, the student may only become eligible through one of the ATB alternatives if the student is enrolled in an "eligible career pathway program. An ATB student need not be enrolled concurrently in both the eligible postsecondary program and the component for attaining a high school diploma or its recognized equivalent. 484(d) of the HEA

- Passing an independently administered Department of Education approved ATB test (see chart at the end of this section).
- Completing at least 6 credit hours or 225 clock hours that are applicable toward a Title IV-eligible degree or certificate offered by the postsecondary institution (neither remedial nor developmental coursework count toward this requirement. The coursework must demonstrate that the student has the ability to benefit from the postsecondary program in which the student is enrolled or intends to enroll, but need not be applicable to the specific degree or program in which the student is enrolled).
- Completing a State process approved by the Secretary of Education. Note: To date, no State process has been submitted for the Secretary's approval.

<sup>1</sup> Please check with the Student Financial Services Office for additional information about the Ability to Benefit provisions and eligible career pathway programs.

## Financial Need

When you apply for Federal Student Aid, the information you report on the FAFSA is used in a formula established by the U.S. Department of Education. The formula determines your Expected Family Contribution (EFC), a measure of you and/or your family's financial strength. If your EFC is below a certain amount, you will be eligible for a Federal Pell Grant, assuming you meet all other eligibility requirements.

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

Cost of Attendance - Expected Family Contribution (EFC) = Financial Need

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

Cost of Attendance - EFC - Pell Grant and any other Financial Aid = Unmet Need

## Applying for Aid: FAFSA and Renewal FAFSA

### The Free Application for Federal Student Aid (FAFSA)

The FAFSA is made available each year on October 1st by the U.S. Department of Education to determine student eligibility for financial aid. The form must be filled out completely and correctly for a student's eligibility to be calculated correctly. Read the instructions carefully when you complete the FAFSA or the Renewal FAFSA.

### Renewal FAFSA

If you applied for federal student aid this past school year, you probably will be able to file a Renewal Free Application for Federal Student Aid (Renewal FAFSA) online. If you qualify to use the Renewal FAFSA, you will have fewer questions to answer. Most of the information on the form will be prefilled and will be the same as the information you provided in the previous year. You will have to provide some new information and update information that has changed (for example, family size, and income). Check with the Office of Student Financial Services if you have questions about the Renewal FAFSA.

### When to Apply

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

#### Our Recommended Priority Dates are:

- March 31, 2019 for Fall semester
- October 1, 2019 for Spring semester

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

## Steps to Receive Financial Aid

- **Step 1: Gather Your Information**  
Dependent students are required to provide parental information on their FAFSA and independent students are not. If you are not sure you if you are a dependent or independent student please see the dependency status section to find out.

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

1. Your Social Security card (and your parents', if you are a dependent student)
2. Your alien registration or permanent resident card (if you are not a U.S. citizen)
3. Your (and your spouse's, if married) Income Tax Return

4. Your Parents' Income Tax Return (if you are a dependent student)
5. Your W-2 forms and other records of money earned
6. Any untaxed income records including child support paid or received
7. Your current bank statements
8. Your current business and investment mortgage information, business and farm records, stocks, bonds and other investment records

- **Step 2: Submit the Free Application for Federal Student Aid using the FSA ID (username and password), that replaced the PIN signature for students and parents.**

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

- **Step 3: Log-on to JagNet to Find Your Status**  
After the FAFSA has been submitted and a reasonable amount of time has passed since submission, students may check their status online through JagNet. JagNet is a self-service system provided by South Texas College to allow students the opportunity to access important information on their own without having to call or wait in line.

## Dependency Status

When you apply for Federal Student Aid, your answers to certain questions will determine whether you are considered dependent on your parents. If you are considered dependent on your parents, you must report their income information and assets as well as your own. If you are considered independent, you must report only your own income information and assets (and those of your spouse, if you are married).

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

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

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

## FAFSA Data Matches

The U.S. Department of Education performs several matches of the information that students provide

on the FAFSA/Renewal FAFSA form with national databases, including:

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

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

## Verification

The U.S. Department of Education (DOE) selects Free Applications for Federal Student Aid (FAFSA's) for a review process called verification. In addition, South Texas College may also select a student for verification if the information submitted appears to be incorrect or conflicting. If you have been selected for verification, South Texas College will be comparing information from your FAFSA with your (and your spouse's, if you are married) and/or your parent's Income Tax Return or IRS Transcript, or with W-2 forms or other financial documents. Additional documents may be requested depending on the information to be verified. Dependent students must submit parental information in addition to their own information. Federal Regulations state we have the right to ask students for this information and we must correct conflicting information before awarding Federal Aid.

## Completing Verification

Students who are selected for verification are mailed a Missing Information Letter (MIL) that explains why their financial aid file is incomplete and what documents they must submit. Students may also view this information on their JagNet account. Students must submit the required documentation to the Student Financial Services Office (SFS) thirty (30) days before they expect to have their verification completed and their account cleared for disbursement. The SFS office will work to review verification sooner than thirty (30) days after submission, however during peak registration times this may not be possible. The South Texas College SFS will continue to accept and review verification information until the Department of Education's published correction deadlines for each award year. If the student does not submit documentation in time for any changes to be confirmed by DOE, South Texas College is not responsible for any eligibility lost. It is the student's responsibility to provide documentation in a timely manner so that deadlines can be met.

## Correcting FAFSA Data

If there are differences between the student's application information and his financial documents, the Office of Student Financial Services will need to make corrections electronically. Since corrections may take some time to process, we encourage all students to submit the appropriate documents in a timely manner. If student submits the appropriate verification form and required documentation in person, we will let student know of any changes that may affect his eligibility amount at that moment. While the correction is being processed, the student's file is considered incomplete and funds will not be awarded. If a correction changes

the student's Expected Family Contribution (EFC) number and the student is still eligible for aid we will mail the student an award notification letter with the amount of aid he may be eligible for. The student may also view the new award amount on his Jagnet account.

## Notification of Completion of Verification

The South Texas College SFS Office relies on the U.S. Department of Education (DOE), to notify students via email that verification changes are complete; in this email DOE advises students that a corrected Institutional Student Information Record (ISIR), is available for review on the FAFSA on the Web website. If the student wishes, he or she may check with the SFS Office and see how verification affected his/her Expected Family Contribution (EFC). The change will be reflected in the award amounts (if any) on the award letter. After all issues related to verification and any other eligibility issues are resolved, paper award letters are sent via regular mail to students.

## Required Documentation

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

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

Students are responsible for submitting the required documentation in a timely manner, failure to do so will result in forfeiting their federal aid for the award year.

## Procedures to Follow When Suspecting Fraud

If you suspect that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, report that individual to the Office of Inspector General (OIG), at 214-661-9530. This includes false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Fraud is the intent to deceive as opposed to a mistake.

### The National Hotline address is:

Office of Inspector General  
U.S. Department of Education  
400 Maryland Avenue, SW

Washington, DC 20202-1500

### Telephone Number:

1-800-MIS-USED  
(1-800-647-8733)

### Hours:

M, W 9:00 - 11:00 a.m.  
T, Th 1:00-3:00 p.m.

### Online:

To submit a complaint online at any time go to <https://www2.ed.gov/about/offices/list/oig/hotline.html> and click on the appropriate link.

## Professional Judgment

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

## Dependency Overrides

If extenuating circumstances exist, a professional judgment may be made to override a student's status from dependent to independent. Please contact the Student Financial Services Office for additional information. Please note, per U.S. Department of Education regulations, none of the conditions listed below, singly or in combination, qualify as unusual circumstances or merit a dependency change:

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

## Income Reduction or Income Loss

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

## Cost of Attendance Appeals

A student's cost of attendance determines the total amount of most types of aid that a student may receive. In some cases South Texas College may adjust a student's cost of attendance to take into account additional costs which are not included in the normal need calculation. These costs may include a family's unusual medical or dental expenses, or tuition expenses for children attending a private elementary or secondary school, or additional costs related to school attendance for students with disabilities.

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



## Federal Pell Grant

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

The Expected Family Contribution (EFC) is number that the U.S. Department of Education calculates based on the information that you provide when you complete the FAFSA. The formula used to calculate your EFC is established by law and is used to measure your family's financial strength on the basis of your family's income and assets.

South Texas College will mail award letters showing student eligibility for Federal Pell Grant funds assuming that the students will take at least 12 credit hours per semester. The Student Financial Services Office adjusts the amount of Federal Pell Grant that students receive if the number of credit hours they are enrolled in changes through the census date of each semester or term.

## Year Round Pell

Effective July 1, 2017, the U. S. Department of Education requires that Pell Grant eligible students receive up to 150% of their scheduled Federal Pell Grant award, each year. This means that if you received a full Pell Grant amount in Fall 2019 and also in Spring 2020, you may qualify for Pell Grant in Summer 2020, from the next award year; this is referred to as Year Round Pell (YRP).

## Year Round Pell Eligibility

To be eligible for Year Round Pell, you must:

- Be Pell Grant eligible,
- Be registered at least 6 credit hours,
- Be meeting Financial Aid Satisfactory Academic Progress,
- Have lifetime Pell Grant eligibility remaining; students can check this at [https://nslds.ed.gov/nslds/nslds\\_SA/](https://nslds.ed.gov/nslds/nslds_SA/) using their FSA ID credentials to log in,
- Apply and complete Financial Aid File for Award Year 2019-2020.

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

## Award Amounts

Awards are based on the student's Expected Family Contribution (EFC) as determined by the FAFSA and by a student's level of enrollment. How much a student may receive will depend on his EFC, his cost of attendance and his enrollment status. Student may only receive Pell Grant funds from one institution at a time.

Levels of Enrollment	Equivalent credit hours
Full Time	12+ credit hours
Three Quarter Time	9-11 credit hours
Half Time	6-8 credit hours
Less Than Half Time <sup>1</sup>	5 credit hours or less

<sup>1</sup> Students enrolled less than full-time may still receive a Pell Grant award if their EFC allows it.

## Eligibility Determination

To determine if you are eligible, the U.S. Department of Education uses the Expected Family Contribution (EFC) number. The lower the EFC number, the more aid the student is eligible for. Your Institutional Student Information Record (ISIR) contains this number and will tell you if you are eligible.

To be considered for Federal Pell Grant Eligibility, you must:

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

## Additional Requirements

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

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

## Attendance Verification

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

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question. A definition of attendance for Financial Aid Purposes is discussed later on in this catalog under Eligibility Issues.

South Texas College documents attendance for Federal Pell Grant purposes by collecting attendance information reported by instructors via the Starfish Application. Instructors use Starfish Application to indicate whether a student has attended or not. Students must attend each class that they are enrolled in, at least once at the beginning of each term to be counted as being in attendance in that class for Federal Pell Grant eligibility purposes.

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

## Fund Disbursements

South Texas College will credit Federal Pell Grant funds to your school account to pay for tuition, fees and other school related costs which appear on your student account (institutional charges). If you are eligible for funds in excess of your institutional charges, after completing eligibility verification South Texas College will pay you the difference directly, by mailing you a check. These Federal Pell Grant funds will be released to you in two disbursements: the first one is the Book Allowance and the second one is the Final Refund. Book Allowance and Final Refund release dates are provided to students before the start of each semester; they are published at [http://studentservices.southtexascollege.edu/finaid/book\\_allowances.html](http://studentservices.southtexascollege.edu/finaid/book_allowances.html)

## Declining Federal Pell Grant Funds

You may decline all or part of your disbursement of Federal Pell Grant funds that you are otherwise eligible to receive. You may wish to take this action if you expect to qualify for a larger Pell Grant in future years as a result of an expected transfer to a more expensive educational institution or an expected change in your Expected Family Contribution. If you are going to return all or a portion of Federal Pell Grant funds, you must deliver to our Student Financial Services

Department, a signed, written statement clearly indicating that you are declining Federal Pell Grant funds for which you are otherwise eligible and that you understand that those funds may not be available once the award year is over.

## Returning Federal Pell Grant Funds

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

## Federal Supplemental Educational Opportunity Grants (FSEOG)

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

## Award Amounts

The Student Financial Services Office will award a student from \$500 dollars up to \$800 dollars per semester, depending on the student's financial need, when he/she applies, the amount of other aid received and the availability of funds at South Texas College. There is no guarantee that every eligible student will be awarded the FSEOG because of limitation of funds. FSEOG funds are awarded by semester.

South Texas College receives a certain amount of FSEOG funds each year from the U.S. Department of Education's office of Federal Student Aid. Once the full amount of the school's FSEOG funds has been awarded to students, no more FSEOG awards can be made for that year. The Federal Pell Grant and the FSEOG work differently; the Federal Pell Grant provides funds to every eligible student but the FSEOG does not because of the limited funds allocated by the U.S. Department of Education.

## Eligibility Determination

To determine if you are eligible, the U.S. Department of Education uses the Expected Family Contribution (EFC) number. Following Federal Regulations, South Texas College awards students with the lowest EFC (zero EFC), who have demonstrated Pell Grant eligibility for the same award year.

To be considered for FSEOG, you must:

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



- Meet the standards of the Financial Aid Satisfactory Academic Progress Policy (FA SAP),
- Have a zero EFC,
- Be registered and attending at least 6 credit hours in a semester.

## Additional Requirements

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

- **Your continued enrollment within a semester:** if you withdraw/are withdrawn, you may be required to repay funds awarded to you.
- **Your grades:** if you do not earn at least one passing grade in a semester, you may be required to repay funds awarded to you.
- **Developmental courses you attempt:** we may only fund 30 credit hours of developmental work over a student's educational career. If a Federal Pell Grant eligible student attempts his 11th or greater developmental course, that course cannot be counted in the student's enrollment status.
- **Repeated Coursework:** Beginning July 1, 2011, the definition of a full-time student was amended to allow repeated coursework to count toward enrollment status in term-based programs.
- **Unusual Enrollment History:** Effective July 1, 2013, new regulations have been established to prevent fraud and abuse in the Federal Pell Grant and/or Direct Loan Programs by identifying students with unusual enrollment histories. The Student Financial Services Department is required to review the student's enrollment and financial aid record to determine if, during any of the four award years prior to the current award year, the student has legitimate reasons for the unusual enrollment history.

## Attendance Verification

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

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question. A definition of attendance for Financial Aid Purposes is discussed later on in this catalog under Eligibility Issues.

South Texas College documents attendance for Federal SEOG purposes by collecting attendance information reported by instructors via the Starfish Application. Instructors use Starfish Application to indicate whether a student has attended or not. Students must attend each class that they are enrolled in, at least once at the beginning of each

term to be counted as being in attendance in that class for Federal SEOG eligibility purposes.

In cases where students do not attend class at least once, Federal SEOG eligibility will be cancelled if the enrollment status changes to 5 credit hours or less because those are the credit hours they are actually attending. If this cancellation results in a student not having sufficient grant funds to pay for any charges or advances that they have incurred or received, that student will be responsible to pay South Texas College for the difference between their adjusted eligibility and the original amount of the cost of their tuition and fees as well as any advances that the student received.

## Fund Disbursements

South Texas College will credit Federal SEOG funds to your school account to pay for tuition, fees and other school related costs which appear on your student account (institutional charges). If you are eligible for funds in excess of your institutional charges, after completing eligibility verification, South Texas College will pay you the difference directly, by mailing you a check. These Federal SEOG funds will be released to you as a final refund; final refund release dates are provided to students before the start of each semester; they are published at [http://studentservices.southtexascollege.edu/finaid/book\\_allowances.html](http://studentservices.southtexascollege.edu/finaid/book_allowances.html).

## Federal Pell Grant Under The Zero EFC Treatment for Children of Soldiers

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

## Year Round Pell

The Year Round Pell requirement, as discussed earlier, also applies to the students with the Federal Pell Grant under the Zero EFC Treatment for Children of Soldiers. So if you received a full Federal Pell Grant in Fall 2019 and also in Spring 2020, you may qualify for the Federal Pell Grant in Summer 2020, from the next award year. The same Year Round Pell Eligibility requirements apply, as discussed earlier in the Federal Pell Grant section of the catalog.

## Award Amounts

Awards are based on a zero EFC (maximum Federal Pell Grant award), and by a student's level of enrollment. Student may only receive these award funds from one institution at a time. Under the Federal Pell Grant Zero EFC Treatment for Children of Soldiers, the student must have a Pell-eligible EFC to receive the maximum Federal Pell Grant award, even if the EFC is not zero.

Levels of Enrollment	Equivalent credit hours
Full Time	12+ credit hours
Three Quarter Time	9-11 credit hours
Half Time	6-8 credit hours
Less Than Half Time <sup>1</sup>	5 credit hours or less

<sup>1</sup> Students enrolled less than full-time may still receive an award if their EFC allows it.

## Eligibility Determination

To determine if you are eligible, the U.S. Department of Education uses the Expected Family Contribution (EFC) number. Following Federal Regulations, South Texas College will award the (Zero- EFC-Treatment-for-Children-of-Soldiers) students, the maximum Federal Pell Grant amount as long as they have a Pell-eligible EFC and have met all eligibility requirements.

To be considered for the Federal Pell Grant under the Zero EFC Treatment for Children of Soldiers, you must:

- Fill out a Free Application for Federal Student Aid,
- Meet all Department of Education eligibility requirements including but not limited to:
  - Having financial need,
  - Having a high school diploma or a General Education Development (GED) Certificate,
  - Registering with the Selective Services, if required,
  - Being a U.S. citizen or eligible non-citizen,
  - Having a valid Social Security Number,
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program,
- Meet the standards of the Financial Aid Satisfactory Academic Progress Policy (FA SAP),
- Have a parent or guardian who died, (when student was less than 24 years old or when student was enrolled at an institution of higher education), as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001 and
- Have a Pell-eligible EFC.

## Additional Requirements

South Texas College Student Financial Services Office monitors the same requirements for Federal Pell Grant recipients under the Zero EFC Treatment for Children of Soldiers.

## Fund Disbursements

South Texas College will credit the Federal Pell Grant, under the Zero EFC Treatment for Children of Soldiers, funds to your school account to pay for tuition, fees and other school related costs which appear on your student account (institutional charges). If you are eligible for funds in excess of your institutional charges, after completing eligibility verification South Texas College will pay you the difference directly, by mailing you a check. These grant funds will be released to you in two disbursements: the first one is the Book Allowance and the second one is the Final Refund. Book Allowance and Final Refund release dates are provided to students before the start of each semester; they are published at [http://studentservices.southtexascollege.edu/finaid/book\\_allowances.html](http://studentservices.southtexascollege.edu/finaid/book_allowances.html).

## Iraq & Afghanistan Service Grant

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

## Year Round Pell

The Year Round Pell requirement, as discussed earlier, also applies to the Iraq & Afghanistan

Service Grant. So if you received a full Iraq & Afghanistan Service Grant in Fall 2019 and also in Spring 2020, you may qualify for the Iraq & Afghanistan Service Grant in Summer 2020, from the next award year. The same Year Round Pell Eligibility requirements apply, as discussed earlier in the Federal Pell Grant section of the catalog.

## Award Amounts

Awards are based on the student's Federal Pell Grant ineligibility as determined by the FAFSA and by a student's level of enrollment. Under the Iraq & Afghanistan Service Grant a student will receive the maximum award amount under the Federal Pell Grant Program, taking into consideration the student's enrollment status. Student may only receive these award funds from one institution at a time.

Under the Iraq & Afghanistan Service Grant, the student must have an EFC that is not Federal Pell Grant eligible; the student does need to meet the other Pell Grant eligibility requirements, though, to receive the maximum Federal Pell Grant award amount under the Iraq & Afghanistan Service Grant.

Levels of Enrollment	Equivalent credit hours
Full Time	12+ credit hours
Three Quarter Time	9-11 credit hours
Half Time	6-8 credit hours
Less Than Half Time <sup>1</sup>	5 credit hours or less

<sup>1</sup> Students enrolled less than full-time may still receive an award if their EFC allows it.

## Eligibility Determination

To determine if you are eligible, the U.S. Department of Education uses the Expected Family Contribution (EFC) number. Following Federal Regulations, South Texas College will award the Iraq & Afghanistan Service Grant recipients, using the maximum award amount under the Federal Pell Grant Program, as long as they have an EFC that is not Pell eligible and as long as they have met all other eligibility requirements.

To be considered for the Iraq & Afghanistan Service Grant, you must:

- Fill out a Free Application for Federal Student Aid,
- Meet all Department of Education eligibility requirements including but not limited to:
  - Having financial need,
  - Having a high school diploma or a General Education Development (GED) Certificate,
  - Registering with the Selective Services, if required,
  - Being a U.S. citizen or eligible non-citizen,
  - Having a valid Social Security Number,
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program,
- Meet the standards of the Financial Aid Satisfactory Academic Progress Policy (FA SAP),
- Have a parent or guardian who died, (when student was less than 24 years old or when student was enrolled at an institution of higher education), as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001 and
- Have an EFC that is not Pell eligible.

## Additional Requirements

South Texas College Student Financial Services Office monitors the same requirements for Iraq

& Afghanistan Grant as the Federal Pell Grant requirements.

## Fund Disbursements

South Texas College will credit the Iraq & Afghanistan Grant funds to your school account to pay for tuition, fees and other school related costs which appear on your student account (institutional charges). If you are eligible for funds in excess of your institutional charges, after completing eligibility verification South Texas College will pay you the difference directly, by mailing you a check. These Iraq & Afghanistan Grant funds will be released to you in two disbursements: the first one is the Book Allowance and the second one is the Final Refund. Book Allowance and Final Refund release dates are provided to students before the start of each semester; they are published at [http://studentservices.southtexascollege.edu/finaid/book\\_allowances.html](http://studentservices.southtexascollege.edu/finaid/book_allowances.html)

## Eligibility Issues

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

### Attendance

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

South Texas College documents attendance for Federal Pell Grant purposes by collecting attendance information from all instructors via the Starfish Application. The instructors use Starfish to indicate whether a student has attended or not. Students must attend each class that they are enrolled in at least once through the second week of class, to be counted as being in attendance in that class for Federal Pell Grant eligibility purposes.

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

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

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

activity". Moreover, the school (not the student) must document that the activity is academic or academically related, and must also document the student's attendance at the activity.

Examples of this include:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment,
- taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
- attending a study group that is assigned by the school,
- participating in an online discussion about academic matters and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:

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

## Repeated Coursework

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

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

## Federal Pell Grant Lifetime Eligibility Used

In December 2011, President Obama signed into law the Consolidated Appropriations Act, 2012 (Public Law 112-74). Federal regulations mandate that effective July 1, 2012 students may only receive a Federal Pell Grant for six years of full-time enrollment (equivalent to 12 semesters or

600%) during their lifetime. This change affects all students regardless of when or where they received their first Federal Pell Grant. The maximum amount of Federal Pell Grant funding that a student may receive each year is equal to 100%, this is why the six-year equivalent is 600%. Students that have already used 600% of their Federal Pell Grant eligibility will no longer be eligible to receive a Federal Pell Grant starting summer 2012. There are no exceptions to this regulation. Students with 500% or higher but less than 600% may have limited Federal Pell Grant eligibility remaining for the current year.

### Calculation of the Percentage Used

The percentages are based on your annual award at full time enrollment status compared to the amount you actually receive in a given year. The amount of aid you receive each academic year is divided by the maximum annual award you are eligible for that year and your annual percentage is determined. Percentages from each year are added to calculate your Lifetime Eligibility Used (LEU). Here are some examples:

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

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

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

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

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

### View and Review Your Federal Pell Grant Lifetime Eligibility Used

The Department of Education keeps track of your LEU by adding together the percentages of your Federal Pell Grant scheduled awards that you received for each award year. You can determine how much Federal Pell Grant you have used and what you have remaining at [https://nslds.ed.gov/nslds/nslds\\_SA/](https://nslds.ed.gov/nslds/nslds_SA/), using your FSA ID credentials to log in.

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

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

### Declining Federal Pell Grant Funds

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

be available once the award year is over. After the statement is submitted, you will then need to return the funds directly to the South Texas College Cashiers Office.

### Returning Pell Grant Funds

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

### Developmental Coursework Limitation

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

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

Example:

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

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

### Unusual Enrollment History

Effective July 1, 2013, new regulations have been established to prevent fraud and abuse in the Federal Pell Grant Program and/or the Direct Loan Programs by identifying students with unusual enrollment histories. The U.S. Department of Education will place an unusual enrollment flag on some of the Free Applications for Federal Student Aid (FAFSA); this flag will indicate that the student has an unusual enrollment history with regard to receiving Federal Pell Grant funds and/or Direct Loan Program funds at multiple institutions. The Student Financial Services Department is required to review the student's enrollment and financial aid records to determine if, during the past four award years (2015-2016, 2016-2017, 2017-2018 and 2018-2019), the student has legitimate reasons for the unusual enrollment history. Our department will identify and contact the students who will be

required to resolve this before determining Federal Student Aid eligibility.

### **Resolving Unusual Enrollment History**

You will be required to provide academic transcripts from all colleges and universities attended during the review period to South Texas College. The institution will determine whether academic credit hour was earned at each of the previously attended institutions during the past four award years (2015-2016, 2016-2017, 2017-2018 and 2018-2019). Academic credit hour earned is considered to have been earned if the academic records show that you received a grade of "A", "B", "C", or "D" as listed in the Grading System Section of the South Texas College Catalog. If you did not earn academic credit hour at each of the previously attended institutions during the past four award years, you may be ineligible for further Federal Student Aid. The South Texas College Student Financial Services Department has the authority to require academic transcripts from the colleges and universities attended during the review period if the documents that you submitted are unclear.

### **Appealing an Ineligibility Determination**

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

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

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

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

### **Over-awards**

An over-award is when a student receives *more* aid than the amount for which he/she is eligible for.

#### **Federal Grants Over-awards**

Over-awards may occur because of incorrect or incomplete information was provided on the Free Application for Federal Student Aid (FAFSA). STC is not required to assume responsibility for collecting the debt. These debts will be referred to the Department of Education and reported to the through the National Student Loan Data System (NSLDS) if the student does not repay the Department of Education within established time-frames.

We will follow Department of Education guidelines to refer students to Department of Education Collections and to report them to NSLDS.

#### **Work Study Over-awards and Others**

In cases where a student who is a work study employee is over-awarded, the student's employment will end when the over-award is discovered.

Because the student can't be required to repay wages earned (except in cases of fraud), the amount of over-awarded may only be reduced by

decreasing or cancelling other forms of aid, over which, the school has control of.

The decreasing or cancelling of other forms of aid procedure will also be followed for over-awards in any other financial aid programs.

### **Federal Work-Study**

The primary purpose of the Federal Work Study Program as outlined by the U.S. Department of Education Regulations is to provide part-time employment for students who demonstrate financial need in order to defray/contribute to the cost of higher education. Work Study employment allows students the opportunity to earn their aid and is not intended to interfere with students' education; students' studies will be given first priority.

The Federal Work-Study Program provides jobs on-campus and off-campus, for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to your course of study. The duration of employment under the Federal Work Study Program is from September 1, 2019 through June 30, 2020 for Award Year 2019-2020. The prospective work-study student must go through an interview process with Work Study employers and he/she must obtain a position to earn the funds for which he/she is eligible for. The work study student may or may not earn all the funds that he/she was eligible to receive. Once funds have been exhausted, employment will end.

### **Eligibility Determination**

- Student must be registered for at least 6 credit hours,
- Student must have unmet need,
- Student must have his/her Financial Aid File complete; if students are applying during the end of Spring semester for May-June employment, the student must have the upcoming year's FAFSA complete too,
- Student must be meeting Financial Aid Satisfactory Academic Progress,
- Student must submit a completed Work Study Application.

### **Applying for Work-Study**

To apply for a Work Study position the student must submit a Work Study Application, <https://studentservices.southtexascollege.edu/financial-aid-forms.html>. Applications are also available at any Student Financial Services Office (Mid Valley, NAH, Pecan, Starr or Technology campus). After student fills it out, he/she must turn it in to any of the Student Financial Services Offices. Work Study applications are subject to a background check; only those approved will be considered.

### **Additional Information**

- For academic reasons, work study students are only allowed to work a maximum of nineteen hours per week. The total number of hours worked is determined by the student's financial need each award year. Work study students may not earn more than they are awarded, and it will be the student's and supervisor's responsibility to ensure they do not exceed their award amount.
- Work study students are paid slightly above federal minimum hourly wages. South Texas College will pay student directly at least once a month.



- The work study student will be paid by the hour; no commission or fee may be paid to a work study student.
- The number of Work Study positions available per year for the college is determined by the Federal and State Work Study allocations from the U.S. Department of Education and the Texas Higher Education Coordinating Board respectively, every award year.
- Students can have only one work study job at a time.
- South Texas College offers work study students, positions on-campus and off-campus. The work study student may be assigned to work at any of the South Texas College campuses. If a work study student is assigned to work off-campus, his/her employer will be a private nonprofit organization of a public agency, and the work performed will be in the public's best interest.

## Work Study Over-awards

In cases where a student who is a work study employee is over-awarded, the student's employment will end when the over-award is discovered.

Because the student can't be required to repay wages earned (except in cases of fraud), the amount of over-awarded may only be reduced by decreasing or cancelling other forms of aid, over which, the school has control of.

## TEXAS Grant (Towards EXcellence, Access and Success)

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

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

## Grant Restrictions

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

## Academic Requirements

The academic requirements for maintaining eligibility are as follows:

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

## Texas Educational Opportunity Grant Program (TEOG)

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

## Eligibility

To determine if you are eligible for a TEOG Grant you must complete and submit a FAFSA (or TASFA for state residents only) and have an Expected

Family Contribution (EFC) less than or equal to 5875. Funding is limited and priority is given to students who submitted an application prior to March 15, 2019 even though applications are accepted throughout the academic year.

Other requirements include:

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

## Grant Restrictions

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

## Academic Requirements

The academic requirements for maintaining eligibility are as follows:

### End of Initial Year

- Meet South Texas College's Financial Aid Satisfactory Academic Progress (p. 77)

### End of Renewal Year

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

## Fund Disbursements

South Texas College will credit TEOG funds to your school account to pay for tuition, fees and other school related costs which appear on your student account (institutional charges). If you are eligible for funds in excess of your institutional charges, after completing eligibility verification South Texas College will pay you the difference directly by mailing you a check. Book allowance and final refund release dates are provided to students before the start of each semester; they are published at [http://studentservices.southtexascollege.edu/finaid/book\\_allowances.html](http://studentservices.southtexascollege.edu/finaid/book_allowances.html)

## Texas Public Educational Grant (TPEG)

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

## Award Amounts

The Office of Student Financial Services will award a student up to \$500 dollars per semester. There is no guarantee every eligible student will be able to receive a TPEG. Students at South Texas College

are awarded based on the availability of funds. TPEG funds are awarded by semester.

## Eligibility Requirements

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

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

This grant is available for:

- For Texas resident students,
- For undergraduates or graduates.
- For students attending public colleges in Texas.

## After Funds are Awarded

South Texas College will credit TPEG funds to your school account to pay for tuition, fees and other school related costs which appear on your student account (institutional charges). If you are eligible for funds in excess of your institutional charges, after completing eligibility verification, South Texas College will pay you the difference directly by mailing you a check. These TPEG funds will be released to you as a final refund; final refund release dates are provided to students before the start of each semester; they are published at [http://studentservices.southtexascollege.edu/finaid/book\\_allowances.html](http://studentservices.southtexascollege.edu/finaid/book_allowances.html).

## State Aid for House Bill 1403/ Senate Bill 1528 Students

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

## Texas Education Code 54.052 through 54.056

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

## Applying For State Aid

Students who are classified as Texas Residents by the Enrollment Center and who are not eligible to receive federal funds (due to citizenship status)

may apply for state aid using the Texas Application for Student Financial Aid. Please visit <http://studentservices.southtexascollege.edu/finaid/SB1528/index.html> for the application and program eligibility requirements.

## State Aid for Non-Resident Students

### Non-Resident Texas Public Education Grant Funds (TPEGNR)

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

## Texas Education Code 54.07 and 54.052(j)

Students who qualify as residents under Texas Education Code 54.07 and 54.052(j) may be eligible to receive Texas State Aid. For details on the requirements, please consult the Resident Status for Students section of the catalog. Students who feel that they should be considered residents under this policy should begin the process at the South Texas College Enrollment Center.

## Texas Work-Study Program

The primary purpose of the Texas Work Study Programs as outlined by the Texas Higher Education Coordinating Board Regulations is to provide part-time employment for students who demonstrate financial need in order to defray/ contribute to the cost of higher education. Work Study employment allows students the opportunity to earn their aid and is not intended to interfere with students' education; students' studies will be given first priority.

The Texas Work-Study Program provides jobs on-campus and off-campus, for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to your course of study. The duration of employment under the Texas Work Study Program is from September 1, 2019 through May 31, 2020 for Award Year 2019-2020. The prospective work-study student must go through an interview process with Work Study employers and he/she must obtain a position to earn the funds for which he/she is eligible for. The work-study student may or may not earn all the funds that he/she was eligible to receive. Once funds have been exhausted employment will end.

## Eligibility Determination

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



## Applying for Work-Study

To apply for a Work Study position the student must submit a Work Study Application. Applications are also available at any Student Financial Services Office (Mid Valley, NAH, Pecan, Starr or Technology campus). After student fills it out, he/she must turn it in to any of the Student Financial Services Offices. Work Study applications are subject to a background check; only those approved will be considered.

## Additional Information

- For academic reasons, work study students are only allowed to work a maximum of nineteen hours per week. The total number of hours worked is determined by the student's financial need each award year. Work study students may not earn more than they are awarded, and it will be their responsibility to ensure they do not exceed their award amount.
- Work study students are paid slightly above federal minimum hourly wages. South Texas College will pay student directly at least once a month.
- The work study student will be paid by the hour; no commission or fee may be paid to a work study student.
- The number of Work Study positions available per year for the college is determined by the Federal and State Work Study allocations from the U.S. Department of Education and the Texas Higher Education Coordinating Board respectively, every award year.
- Students can have only one work study job at a time.
- South Texas College offers work study students, positions on-campus and off-campus. The work study student may be assigned to work at any of the South Texas College campuses. If a work study student is assigned to work off-campus, his/her employer will be a private nonprofit organization of a public agency, and the work performed will be in the public interest.

## Work Study Over-awards

In cases where a student who is a work study employee is over-awarded, the student's employment will end when the over-award is discovered.

Because the student can't be required to repay wages earned (except in cases of fraud), the amount of over-awarded may only be reduced by decreasing or cancelling other forms of aid, over which, the school has control of.

## State Exemptions and Waivers

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

## Adopted Students Formerly under the Conservatorship of the Texas Department of Family and Protective Services (TDFPS)

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

## Eligibility

For students who were in foster or other residential care, were adopted on or after September 1, 2009; or were adopted, and the subject of an adoption assistance agreement under Subchapter D, Chapter 162, Texas Family Code.

Award Amount

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

## Applying for Exemption

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

## Blind/Deaf Student Exemption Program

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

## Eligibility

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

## New Requirements Fall, 2014

Senate Bill 1210 (83rd Texas Legislature, Regular Session) adds a **Grade Point Average** requirement for persons to receive continuation awards through the program. The Bill also establishes a **Limit to the Total Number of Hours**, cumulative, that a student may take and continue to receive awards through this program. These changes go into effect in fall, 2014. Contact your institution for more information.

## Award Amount

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

## Applying for Exemption

Provide the Student Financial Services Department with certification from the Texas Workforce Solutions - Vocational Rehabilitation Services of status as a blind person or a deaf person. Provide the registrar a written statement of purpose indicating which certificate, degree program, or professional enhancement will be pursued. Provide the registrar a copy of the high

school transcript and a letter of recommendation. Provide the registrar proof that all admissions requirements have been met.

## **Tuition Exemption for Current or Former Foster Care Students under the Conservatorship of the Texas Department of Family and Protective Services (TDFPS)**

To provide college financial assistance to students who are currently or were formerly in the conservatorship of TDFPS.

### **Eligibility Requirements**

A student is exempt from the payment of tuition and fees, including tuition and fees charged by an institution of higher education for a dual credit course or other course for which a high school student may earn joint high school and college credit, if the student:

Was under the conservatorship of the Department of Family and Protective Services:

- A. on the day preceding the student's 18th birthday;
- B. on or after the day of the student's 14th birthday, if the student was also eligible for adoption on or after that day; or
- C. on the day the student graduated from high school or received the equivalent of a high school diploma; or
- D. the date permanent managing conservatorship (PMC) of the student is awarded to a person other than the student's parent, if that date is on or after September 1, 2009.

The student must enroll in an institution of higher education as an undergraduate student or in a dual credit course or other course not later than the student's 25th birthday.

As of June 1, 2016, the following persons may also qualify for the tuition and fee exemption:

•A student whose age was 14 or older on or after June 1, 2016 and subsequently exited DFPS's permanent managing conservatorship to the legal responsibility of the parent.

### **Eligible Institutions**

Available only for use at a Texas public college or university. Most public institutions of higher education have designated a Liaison Officer to provide assistance to their students formerly under the conservancy of the Texas Department of Family and Protective Services. List of Designated Liaisons

### **Award Amount**

Tuition and fees for courses for which the college receives tax support; however, once a student has been determined eligible for the benefit and has enrolled in higher education, the benefit continues indefinitely. There are no durational limitations in statute referencing how many semesters or years a student may receive this exemption.

### **Application Process**

Provide the college registrar written proof, from the Department of Family and Protective Services (TDFPS), of eligibility. Form K-908-1003 is the TDFPS verification of written proof.

## **Children of Disabled or Deceased Firemen, Peace Officers, Game Wardens, and Employees of Correctional Institutions**

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

### **Eligibility**

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

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

### **Award Amount**

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

### **Application Process**

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

## **Military: Children of U.S. Military Who Are Missing in Action or Prisoners of War (MIA/POWS)**

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

### **Eligibility**

- Are Texas residents;
- Are 21 years of age or younger, or 25 years of age or younger and receiving most of his/her support from a parent;
- Have documentation from the Department of Defense that a parent, who is classified as a Texas resident, is missing in action or a prisoner of war; and
- Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs).

New requirements Fall, 2014 Senate Bill 1210 (83rd Texas Legislature, Regular Session) adds a Grade Point Average requirement for persons to receive continuation awards through the program. The law also establishes a Limit to the Total Number

of Hours, cumulative, that a student may take and continue to receive awards through this program.

## Award Amount

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

## Application Process

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

## Firefighters Taking Fire Science Courses

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

## Eligibility

Employed as a paid fire fighter by a political subdivision of the State of Texas or active members of volunteer fire departments who hold an accredited advanced certification (or the equivalent), under the State Firemen's and Fire Marshal's Association of Texas volunteer certification program, OR a Phase V (Firefighter II) certification (or the equivalent) under the Texas Commission of Fire Protection's voluntary certification program under Section 419.071, Govt Code. Enroll in courses offered as part of a Fire Science Curriculum. Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs). Making satisfactory academic progress toward the student's degree as determined by the institution.

## Award Amount

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

## Application Process

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

## Hazlewood Exemption & Legacy Act

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

## Eligibility

At the time of entry into the U.S. Armed Forces, designated Texas as Home of Record; or entered the service in Texas; or was a Texas resident; Have received an honorable discharge or a general

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

Veterans who are granted their first Hazlewood Act exemption beginning fall, 2011 must reside in Texas during the semester or term for which the exemption is claimed. This requirement does not apply to the Veterans who either received the exemption prior to the 2011-2012 academic year, have reenlisted into active duty, or reside with a spouse who is on active duty. Residency must be verified each term that a student applies for the exemption. The applicant will do this by presenting any document with the veteran's current address within 30 days of application.

## Applying for Exemption

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

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

## Legacy Act (Child)

Eligible Veterans may assign unused hours of exemption eligibility to a child under certain conditions. A child must qualify for resident tuition; be the biological child, stepchild, adopted child, or claimed as a dependent in the current and previous tax year; be 25 years old or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition); and meet the GPA and excessive hour requirements of the Institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy. Legacy recipients will receive an exemption for the number of degree certified hours reported by the Institution for that term or semester. Maximum degree certified hours awarded to the Legacy recipient will be dependent upon the degree or certificate program in which the student is enrolled for that term or semester and shall be consistent

with the program as defined within the school catalog as approved by the regional accreditation commission. Make satisfactory academic progress in a degree, certificate, or continuing education program as determined by the institution. \*If a child to whom hours have been delegated fails to use all of the assigned hours, a Veteran may re-assign the unused hours that are available to another child. Only one child can use the Hazlewood Act at a time.

## Legacy Act Application Process

A child (legacy recipient) of a Veteran must apply and be accepted to a Texas public college or university. Fill out the Hazlewood application form found at the Texas Veteran Commission <https://www.tvc.texas.gov/education/hazlewood-act/> along with the Veteran filling out the Hazlewood application provide proof of eligibility or ineligibility for GI Bill® benefits (Chapter 31, 33/Post-9 11) by requesting an education benefits letter from the VA office in Muskogee, OK at 888-442-4551 or <http://www.gibill.va.gov>; or by requesting a certificate of eligibility for federal education benefits from eBenefits (if Veteran has active duty service after 9/11/2001). You will need to create a username and password to request your certificate of eligibility; take application, letter of eligibility/ineligibility (if needed), along with a copy of the Veteran's DD214 (Member 4), to the Financial Aid Office of the institution you will be attending. Application and all supporting documentation must be received by the institution no later than the last day of class of a term in order to be evaluated for that semester or term.

## Hazlewood Act for Spouse/Child

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

## Eligibility

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

A child must be a child of a Veteran who, at the time of entry into the U.S. Armed Forces, be

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

## Application Process for Spouse/Child

A spouse or child of a Veteran whose death was service connected, Is MIA or is/was 100% permanently disabled must apply and be accepted to a Texas public college or university. Provide a DD-214 and a disability rating letter or a DD-1300 Report of Casualty regarding the Veteran's death; provide proof of eligibility or Ineligibility for GI Bill® benefits (Chapter 31, 33/Post 9-11) by requesting an education benefits letter from the VA office in Muskogee, OK at 888-442-4551 or [www.gibill.va.gov](http://www.gibill.va.gov), or by requesting an educational benefits letter from the VA at eBenefits. (if Veteran has active duty service after 9/11/2001). You will need to create a username and password to request your certificate of eligibility. Fill out the Hazlewood Exemption application form found at Texas Veteran Commission <https://www.tvc.texas.gov/education/hazlewood-act/> and provide applications, letter of eligibility / ineligibility (if needed), along with a copy of the Veteran's DD-214 (Member 4), to the financial aid office of the institution you will be attending. Applications and all supporting documentation must be received by the Institution no later than the last day of class of a term in order to be evaluated for that semester or term.

## Exemption for Highest Ranking High School Graduate

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

## Eligibility

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

## Award Amount

Tuition during both semesters of the first regular session immediately following the student's high school graduation. Fees are not covered. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

<sup>1</sup> This exemption may be granted for any one of the first four regular sessions following the individual's graduation from high school when in the opinion of the institution's president the circumstances of an individual case, including military service, merit the action.

## Applying for Exemption

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

## Exemption for Peace Officers Disabled in the Line of Duty

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

### Eligibility

Are Texas residents, Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs). A person may not receive an exemption under this section if the person is enrolled in a master's degree program or is attending postgraduate courses to meet the requirements of a master's degree program and the person has previously received a master's degree and received an exemption under this section for a semester or session while attending a postgraduate course to meet the requirements of the master's degree program. A person may not receive an exemption under this section if the person is enrolled in a doctoral degree program or is attending postgraduate courses to meet the requirements of a doctoral degree program and the person has previously received a doctoral degree and received an exemption under this section for a semester or session while attending a postgraduate course to meet the requirements of the doctoral degree program. A person may not receive an exemption under this section for more than 12 semesters or sessions while the person is enrolled in an undergraduate program or while the person is attending only undergraduate courses.

### Award Amount

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

## Applying for Exemption

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

## Exemption for Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses

### Program Purpose

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

### Eligibility

Employed as a Peace Officer by the state of Texas or by a political subdivision of Texas. Enrolled as an undergraduate in an undergraduate program, including certificate, associate and baccalaureate degrees leading to a law enforcement-related or criminal justice certificate or degree. Enroll in classes beginning fall 2011 or later. Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs). Making satisfactory academic progress toward the student's degree as determined by the institution.

Apply for the exemption at least one week before the last date of the institution's regular registration period for the applicable semester or other term. Have not previously attempted a number of credit hours for courses taken at any Texas public institution of higher education while classified as a resident student for tuition purposes in excess of the maximum number specified in TEC Section 61.0595 (a) (30 credit hours beyond the degree requirement). To receive a continuation award, the police officer must meet the institution's financial aid academic progress requirements.

### Award Amount

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

### Application Process

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

## Exemption for Students Under Conservatorship of the Dept. of Family and Protective Services

### Program Purpose

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

### Eligibility

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

### Award Amount

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



## Applying for Exemption

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

## Other Exemptions & Waivers

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

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

## Student Loans

South Texas College provides Alternative Education Loans through the Hinson-Hazlewood College Access Loan Program administered by the Texas Higher Education Coordinating Board (THECB) and Sallie Mae Undergraduate Smart Option Loan. These loans are intended for educational expenses. South Texas College does not participate in any type of Federal Title IV student loan program. Therefore, Direct and FFEL Stafford Loans and Federal Perkins Loans are not an option at this institution.

## College Access Loan

The College Access Loan (CAL) Program provides an alternative type of educational loan to Texas students. Applicants do not have to demonstrate financial need and the loan may be used to cover all or part of a student's Cost of Attendance minus any financial aid received.

## Eligibility Requirements

- Be a Texas resident
- Be enrolled in at least 6 credit hours per semester
- Be enrolled in a course of study leading to a certificate, associate's or higher degree
- Meet the satisfactory academic progress requirements set by the institution
- Receive a favorable credit evaluation or provide a cosigner who has good credit standing and meets other requirements. Please refer to [www.hhloans.com](http://www.hhloans.com) for further information about eligible cosigners.

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

## Disbursement of Loan funds to Student Account

College Access Loan students must submit a **College Access Loan Acknowledgement Form** and a **Loan and Debt Management Form**. CAL students are required to submit both forms every semester

receiving this loan (funds will not be disbursed without forms on file).

## Sallie Mae Smart Option Loan

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

## Eligibility Requirements

- Be enrolled in at least 3 credit hours per semester

## Loan Request Deadline

All loans offered by South Texas College have a deadline for requesting school certification set by the Office of Student Financial Services. Loan certification requests must be received by the Office of Student Financial Services by 5:00pm on Census date (12th class day) of the semester for which the loan is being requested. Loans received after the deadline will not be certified.

## Disbursement of Loan funds to Student Account

Starting in 2018-2019, students receiving loans must review Loan and Debt Management Power Point to help manage their loans. Students are required to submit the Loan and Debt Management Form every semester receiving this loan (funds will not be disbursed without form on file).

## Transfer Students With Federal Loans

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

If you are temporarily unable to meet your repayment schedule but are not eligible for a deferment, you may receive a forbearance for a limited and specified period. During forbearance, your payments are postponed or reduced. Whether your loans are subsidized or unsubsidized, you will be charged interest. If you don't pay the interest as it accrues, it will be capitalized. If you are unsure if your situation will allow you to qualify for forbearance, contact your loan servicer and speak with a customer representative about being unable to stay on track with payments. All loan servicers are there to help you avoid default which may cause you more economic hardship in the future.

Deferments and forbearances are not automatic. If you have a Direct Stafford Loan, you must contact the Direct Loan Servicing Center to request either option.

If you have a FFEL Stafford Loan, you must contact the lender or agency that holds your loan. For either program, you may have to provide documentation to support your request. You must continue making scheduled payments until you receive notification that the deferment or forbearance has been granted.

## Veterans Educational Benefits

South Texas College is approved for training veterans under the provisions of the various public laws commonly called the G.I. Bill®. A veteran with entitlement may receive a monthly check varying in amount with his/her course load. For a veteran eligible for Chapter 33, the following may be available: A tuition and fee payment that is paid

to your school on your behalf, monthly housing allowance, and annual books and supplies stipend. A spouse or child of a veteran may receive benefits under certain conditions.

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

Students receiving V.A. educational benefits must adhere to the V.A. Satisfactory Progress Standards. More information on these standards is available from the Office of Student Financial Services.

## Chapter 33 Post-9/11 GI Bill®

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

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

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

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

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

## Chapter 1607 Reserve Educational Assistance Program (REAP)

REAP provides educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency declared by the president or Congress. For more information visit <http://www.benefits.va.gov/gibill/reap.asp>. The National Defense Authorization Act of 2016 ended REAP on November 25, 2015. Some individuals will remain eligible for REAP benefits until November 25, 2019, while others are no longer eligible for REAP benefits.

## Chapter 35 Survivors and Dependent Assistance

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

## Fry Scholarship

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

## Chapter 31 Vocational Rehabilitation

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

## Tuition Assistance

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

## Hazlewood Act

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

## Scholarships

A scholarship is a type of gift aid that is awarded to a student based on a set of pre-established criteria that is decided by the donor or awarding entity. Students at South Texas College are awarded scholarships from a variety of sources including, but not limited to, academic departments, external donors, campus clubs/organizations, and/or grants. These scholarships are administered in compliance with federal, state, and institutional policies that govern the awarding process.

Students are encouraged to visit <http://studentservices.southtexascollege.edu/finaid/scholarships/> for the latest available scholarships. Please note that each scholarship has a variety of eligibility requirements and each will have a designated application process.

## Overaward policy

Federal and state regulations mandate that a student's total financial aid package (grants and other resources) cannot exceed the student's financial need. Financial need is defined as Cost of Attendance minus Expected Family Contribution (EFC calculated by your FAFSA). Once a student has been selected as a scholarship recipient, the office of Student Financial Services must ensure that the student is not over awarded. An overaward



occurs when the student's financial aid package exceeds his or her financial need.

## External Scholarship Checks

External scholarship checks must be made payable to South Texas College, and must include the student's name and ID number. Checks may be mailed to the address below or submitted in person to the office of Student Financial Services at any South Texas College campus. Awarding of a scholarship will only take place once the check has been received.

South Texas College  
Attn: Financial Aid  
3201 West Pecan Boulevard  
McAllen, Texas 78501

## Third Party Programs

### Texas Workforce Solutions - Vocational Rehabilitation Services (TWS - VRS)

The Texas Workforce Solutions -Vocational Rehabilitation Services(TWS-VRS) offers payment of tuition and other services to students who have certain disabilities. The Vocational Rehabilitation Division must approve the vocational objectives selected by the student before funds are awarded. Interested applicants should contact the nearest office of Texas Workforce Solutions -Vocational Rehabilitation Services.

#### Applying for TWS-VRS

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

#### How much money can I get?

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

#### Program Restrictions

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

### Workforce Innovation Opportunity Act (WIOA) / Trade Adjustment Act (TAA)

WIOA/TAA is the Workforce Innovation Opportunity Act/ Trade Adjustment Act, and its purpose is to provide workforce innovation activities that increase the employment, retention, and earnings of participants. WIOA/TAA programs are intended to increase occupational skills attainment by participants and improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation. WIOA/TAA authorizes several job

training programs including Adult Employment and Training Activities, Youth Activities, and Job Corps. Students interested in applying for WIOA/ TAA should contact their local WorkFORCE center.

#### Applying for WIOA/TAA

A student should contact their local Workforce Solution Center to determine eligibility and types of assistance available to them.

#### Workforce Center Locations

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

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

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

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

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

East Hidalgo County  
2290 W. Pike Blvd., Ste. 100  
Weslaco, Texas 78596  
Phone: 956-969-6100, Fax: 956-969-6190

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

Note: Information is subject to change.

#### WIOA/TAA Contracts

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

#### Award Disbursements

A student can not receive financial aid and WIOA/ TAA funds. WIOA/TAA requires that other aid must be awarded first. If in the event that a student completes or is eligible for any other aid, the WIOA/ TAA award will be cancelled and student will be responsible for any balances. A student cannot receive VIDA and WIOA/TAA at the same time because both are state funded grants. Any funds remaining will not be issued until after enrollment has been verified.

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

VIDA is a workforce development program designed to respond to the job training needs of the Rio Grande Valley's Empowerment Zones. Participants of the program will be recruited and

trained to qualify for higher paying jobs available in the Rio Grande Valley.

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

### Eligible Majors

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

#### One Year Certificate Programs

- Accounting Clerk
- Automotive Technology
- Computer Maintenance Technology
- Diesel Technology
- EMT-Intermediate
- EMT-Paramedic
- Heating, Ventilation, Air Conditioning & Refrigeration
- Import/Export
- Medical Information Specialist
- Nursing-LVN
- Precision Manufacturing

#### Two Year Associate Degree Programs

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

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

### VIDA Program

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

### Award Disbursement

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

### College Savings Plans Texas Guaranteed Tuition Plan (formerly Texas Tomorrow Fund)

The Texas Guaranteed Tuition Plan is a program that allows Texas families to lock in the cost of tomorrow's college tuition and fees required as a condition of enrollment. For more information, contact the Texas tomorrow Fund/Texas Guaranteed Tuition Plan at 1-800-445-GRAD or check with the Student Financial Services Office. If funds are available the TGTP covers only the following charges:

- Tuition
- Registration Fee
- Information Technology Fee
- Learning Support Fee
- Student Activity Fee

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

### Texas Tuition Promise Fund Plan

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

- Tuition
- Registration Fee
- Information Technology Fee
- Learning Support Fee
- Student Activity Fee

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

### Who can open an account?

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

### Enrollment Period

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

## Other Forms of Assistance

### Valley Scholars

The purpose of the Valley Scholars Program is to recognize and promote academic excellence by providing financial assistance, academic support services, mentoring, and leadership development to academically gifted and highly motivated students. To be eligible for this scholarship, a student must be a graduate from an accredited Hidalgo or Starr County high school, graduate within the top 10% or with an 80 average or above, maintain a 3.25 GPA in any college course completed during high school, and be TSI College Ready or TSI Exempt.

### AmeriCorps

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

## Financial Aid Satisfactory Academic Progress

### Purpose and Scope

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

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

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

### Qualitative Standard

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

### Quantitative Standard (Cumulative Pace of Progress)

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

1. **Cumulative Pace of Progression:**  
Students must complete 67% of the total Attempted hours at the end of each semester to meet the required pace of progress at South Texas College. You calculate the pace at which a student is progressing by dividing the total number of credit hours successfully completed or earned at the end of each semester by the total number of credit hours attempted at the

end of each semester; if the result is greater than or equal to 67%, the student is meeting the requirement of pace of progression by semester. The chart below shows credit hour totals and the number of credit hours that must be completed to meet this requirement. Developmental remedial course work will be counted in the 67% calculation after each semester.

### 67% Cumulative Progression

This table contains the Attempted credit hours and the Earned/Completed credit hours required to meet 67% progression by semester.

Total Attempted Credit Hours	Total Earned/Completed Credit Hours
108 Credit Hours	72 Credit Hours
96 Credit Hours	64 Credit Hours
84 Credit Hours	56 Credit Hours
72 Credit Hours	48 Credit Hours
60 Credit Hours	40 Credit Hours
48 Credit Hours	32 Credit Hours
36 Credit Hours	24 Credit Hours
24 Credit Hours	16 Credit Hours
12 Credit Hours	8 Credit Hours

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

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

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

In the first example, the program of study requires 120 credit hours to graduate. The student has attempted 182 credit hours ( $182 / 120 = 1.52$ ) and in this case the student is going over 150 percent, so student has reached the Maximum Time Frame. In the second example, the program of study requires 120 credit hours to graduate too but the student has attempted 179 credit hours ( $179 / 120 = 1.49$ ); in this case student has not yet reached Maximum Time Frame. In the third example, the program of study requires 42 credit hours to graduate and the student has attempted 62 credit hours, ( $62 / 42 = 1.48$ ); in this case, student has not reached Maximum Time Frame.

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

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

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

- Following the first semester in which the student does not meet the FA Standards of Satisfactory Academic Progress Policy (except in cases where the student exceeds the MTF limit for the declared program of study), the student will be placed on FA warning for the next semester of enrollment. The student may be allowed to receive financial aid funds while on FA warning as long as they are otherwise eligible.
- Students who are on FA warning and who improve their academic performance as defined by the qualitative and quantitative standards will be placed back in good standing and may be eligible to continue to receive financial aid for following semesters.
- Students who are on FA warning who fail to meet the FA Satisfactory Academic Progress Policy will be placed on FA Suspension and be denied further funding until they meet the qualitative and/or quantitative standards again.
- Students who exhaust the Maximum Time Frame allowed for a program of study will be placed on financial aid suspension.
- A student who successfully appeals a GPA or 67% suspension status is placed on FA probation and is eligible to receive Title IV aid as long as the student continues to complete 100% of the courses enrolled each semester and earns a term-GPA of 2.0 or higher.
  - The student's record is reviewed after the first semester of FA probation. If the student has brought his cumulative GPA back up to a 2.0 and has also successfully completed 67% of the total number of cumulative credits attempted for the FA probation semester, he will be placed on FA good standing.
  - If, after the probation period/semester:
    - the student fails to complete 100% of the total number of credits, he will be placed on FA suspension;
    - the student completes 100% of the courses attempted and his cumulative GPA is less than a 2.0 but the term GPA is a 2.0 or better, the student will be eligible for one additional semester of FA probation.
- A student who successfully appeals a 67% suspension status, is placed on FA probation and is eligible to receive Title IV aid for as long as the student continues to complete 100% of the courses enrolled each semester and earns a 2.0 GPA or higher.

- The student's record is reviewed after the first semester of FA probation. If the student has successfully completed 67% of the total number of credits attempted (cumulatively) and his cumulative GPA is a 2.0 or higher, he will be placed on FA good standing.
- If, after the probation period/semester:
  - the student fails to maintain a cumulative GPA of 2.0 or higher, he will be placed on FA suspension;
  - the student successfully completes 100% of the total number of credits attempted for the semester but his cumulative GPA is less than a 2.0, the student will be placed on FA suspension;
  - the student's cumulative GPA is a 2.0 or higher but he does not complete 100% of the total number of credits attempted for the semester; he will be placed on FA suspension;
  - the student successfully completes 100% of the total number of credits attempted for the semester and his cumulative GPA is a 2.0 or higher, he will be eligible for one additional semester on FA probation.
- This review of FA probation to students is done manually by a FA Representative. Students who are on FA probation are notified by email and regular mail of their status. Students are also required to provide a complete Financial Aid Academic Plan outlining the expectations after a FA appeal has been approved.

## Additional Information

### The Effect of Incomplete Grades

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

### Complete Withdrawals and the Financial Aid Satisfactory Academic Progress Policy

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

### The Effect of Repeating Courses

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

### Transfer Hours and the 67% Pace of Progress Rule

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

### **Transfer Hours and Maximum Time Frame**

Transfer hours which have an STC equivalent are counted in the Maximum Time Frame calculation. Students may request an additional review of transferred courses if these courses count toward graduation at STC in their chosen major by providing a degree plan from the Office of Counseling and Advising. The degree plan will be reviewed by a Financial Aid Officer to determine exactly which transferred credit hours apply to a student's current program of study. Transferred hours that appear on a student's record but do not count toward graduation from the student's current program of study will be eliminated from the total. These reviews are done on a first come first serve basis.

### **Summer Sessions Attempted Credit Hours**

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

### **Academic Probation and Suspension**

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

### **Notification of Status Under the FA Satisfactory Academic Progress Policy**

Students placed on Financial Aid Warning or Financial Aid Suspension will be notified via email and regular mail, of their status after grades are available on STC's computer system.

### **The Effect of Developmental Coursework on the 67% Pace of Progress Rule**

Developmental (or remedial) coursework will be included when calculating the 67% Pace of Progress Rule.

### **The Effect of Developmental Coursework on the MTF Calculation**

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

### **The Effect of Dropping a Course**

Students, who reduce their course load by dropping a course after the semester has begun, risk non-compliance with the 67% Pace of Progress Rule.

### **The Effect of FA Suspension on Financial Aid Awards**

Title IV aid consists of grants and work-study; therefore, all grants and work-study awards will be cancelled (or discontinued in the case of work study) if a student is on Financial Aid Suspension.

### **Consortium Agreements and the FA Satisfactory Academic Progress Policy**

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

### **Maximum Time Frame Adjustment for Change of Major**

Students who change their major may have credit hours attempted and grades earned excluded from the Maximum Time Frame calculation if those credit hours do not count toward the new major. Exclusion of credit hours from the Maximum Time Frame Calculation will be allowed once, for change of major. All developmental courses and academic courses where the student earned grades of "F", "W" or "I" will be excluded from the Maximum Time Frame calculation when those courses are between the first major and the second major change; these grades cannot be excluded after the second major. Note that Undeclared Degree seeking major is not a valid major but credit hours taken while under this major, will be counted as attempted and earned (or not earned, depending on the grade).

### **Students Who Graduate and Return to STC for a Second Degree**

If a student graduates from STC and re-enrolls at STC to pursue another educational program, all developmental courses and academic courses where the student earned grades of "F", "W" or "I" will be excluded from the Maximum Time Frame calculation. Students may request a review by providing a degree plan furnished by the Office of Counseling and Advising and submitting it to the Student Financial Services Office for review. The degree plan will be reviewed by a Financial Aid Officer to determine exactly which credit hours from the graduated program apply to the student's new program of study. Classes from the program the student graduated from, which do not count toward graduation for the new program, will be eliminated from the total. The review for a new degree after graduation is limited to one degree plan review per graduation.

### **Exceeding Maximum Time Frame – Appeal Process**

Students who are placed on Financial Aid Suspension because they reached their maximum time frame have the option to appeal, as long as they meet the following requirements:

- Be meeting the cumulative 2.0 GPA;
- Be meeting the 67% cumulative completion rate;
- Graduate within the semester where Maximum Time Frame Appeal was submitted;
- Provide degree plan signed by South Texas College Student Success Specialist;
- Submit a FA Appeal, including the FA Academic Plan to the South Texas College Student Financial Services Office.

Appeals will be approved/disapproved by the Student Financial Services Director. If an FA Appeal is approved, the student will be placed on financial aid probation and will be expected to follow the FA Academic Plan. Students can check the status or decision of their financial aid appeal two weeks after submitting it, by login in to their JagNet account and checking the financial aid active messages section of it.

### **67% and/or GPA - Appeal Process**

Students who fail to meet the STC FA Satisfactory Academic Progress Policy because of unusual circumstances, such as (illness, death in the family, accidents, etc.) have the right to appeal. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc. Please follow the procedure below to appeal a FA suspension.



- A Financial Aid Appeal, including the FA Academic Plan, must be obtained from and submitted to the STC Student Financial Services Office.
- Documentation supporting the extenuating circumstances must be available for review.
- Appeals will be approved /disapproved by the Financial Aid Committee. If a FA Appeal is approved, the student will be placed on FA probation and expected to follow the FA Academic Plan.
- All decisions made by the Financial Aid Committee are final.
- Students can check the status or decision of their financial aid completed appeal two weeks after submitting the appeal (review process may take longer during peak registration times), by login in to their JagNet account and checking the financial aid active messages section of it.

## Federal Return of Title IV Funds Policy

### Withdrawals

When a student who is a Title IV recipient withdraws, there are two policies related to finance that the student should be familiar with.

The first is STC's Tuition Refunds Policy, which is located in the Financial Information Section of the catalog and at <http://finance.southtexascollege.edu/businessoffice/cashiers/refunds.html>.

The second policy is the U.S. Department of Education's Return of Title IV Funds policy, which is described below.

These two processes are managed by different offices and have different requirements and deadlines and can be a little confusing. If you have questions after reviewing the Financial Information, Tuition Refunds Policy section please contact Cashiers Office at (956) 872-3455; if you have questions after reviewing the Return of Title IV Funds information please contact STC Student Financial Services Office at (956) 872-8375. Both departments may be reached at 855-468-6782.

### Policy Summary

The Title IV Programs that are covered by this policy at South Texas College are the Federal Pell Grant, Iraq and Afghanistan Service Grants and the Federal Supplemental Educational Opportunity Grants (FSEOGs). The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) substantially changed the way funds paid toward a student's education are handled when a recipient of Title IV funds withdraws from school. If a Title IV recipient withdraws from school after beginning attendance, the amount of aid earned by the student must be determined; if the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. Note that in a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student; a definition of attendance for financial aid purposes is provided under the Eligibility Issues section of our website at [http://studentservices.southtexascollege.edu/finaid/attendance\\_definition.html](http://studentservices.southtexascollege.edu/finaid/attendance_definition.html). If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

## Process for Students Who Withdraw Themselves

For students who go through the process of officially withdrawing themselves from school, a simple calculation is used to determine the amount of Title IV funds a student has earned as of the date he or she withdraws; information on South Texas College's Withdrawal Procedures can be found at <https://catalog.southtexascollege.edu/scholastic-regulations/academic-information/>.

### Determining Amount of Title IV funds earned

To determine the amount of Title IV funds earned as of the date of the withdrawal, (where the student initiated and completed the withdrawal process with the Enrollment Center), we calculate the percentage of the period completed, (where period is used interchangeably with term or semester), as follows,

- Divide the number of calendar days completed in the period/semester as of the day the student withdrew, by the total number of calendar days in the period/semester.
- The total number of calendar days in a period/semester includes all days within the term, except for institutionally scheduled breaks of five or more consecutive days. The day the student withdrew is counted as a completed day. This percentage is multiplied by the amount of Title IV Federal Student Aid that was disbursed to the student for the semester. The result is the amount of aid that the student earned. Once the student reaches the 60 percent point in a semester, he has earned 100 percent of his Federal aid and no adjustment is required.

## The Process for Students Who are Withdrawn or Who Do Not Initiate the Withdrawal Process

The Return of Title IV funds process is different for students who do not follow the process to officially withdraw and are withdrawn or dropped by the school. For example, the withdrawal date for students who initiated and completed the withdrawal process with the Enrollment Center, is the date that the student was withdrawn by the Enrollment Center. Students who do not initiate the withdrawal process will have a percentage of period/semester completed of up to the 50 percent point of the semester/period, under the Return of Title IV Funds policy. If the student is withdrawn on or after the 50 percent point of the semester, the percentage used to calculate the amount of aid that the student has earned will always be 50 percent. This includes students who are withdrawn by the Student Assessment Center or by any other department.

## Withdrawals from Programs Offered in Modules (Mini-Mesters)

Previously, if a student attending a standard, term-based program offered in modules (at STC these are known as mini-mesters), ceased attendance after completing one mini-mester, the student was not considered to have withdrawn, and the school was not required to perform a Return of Title IV funds calculation. This is no longer the case; under the October 29, 2010, final regulations, for all programs offered in modules/mini-mesters, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or semester.

## When a Student Fails to Earn at Least One Passing Grade

As per U.S. Department of Education, students who do not earn at least one passing grade per semester/period are considered to have withdrawn from school. For example: if a student attempts three courses, withdraws from one course with a "W" and earns "Fs" for the other two courses, or if he or she earns all "Fs" the Student Financial Services Office must assume that the student withdrew from school. The Student Financial Services Office is required to re-calculate the student's eligibility and remove some of the financial aid funds that were disbursed on his student account. In most cases, students will end up owing South Texas College hundreds of dollars.

At South Texas College, the withdrawal date for students who do not earn at least one passing grade is the 50 percent point of the semester if a last date of attendance was not provided by any of the instructors. If a last date of attendance was provided, we will use the latest date of attendance to calculate the days completed and divide that by the total days in the semester or payment period. The result will be the Earned Percentage that we will use to recalculate eligibility. (please see examples below).

For students in this situation, the only relief available is related to the date when they stopped attending school classes. If the student participated in a verifiable, academically-related activity past the 60 percent point of the semester (check with the Student Financial Services Office for dates) and proof of this can be collected then the Student Financial Services Office does not have to perform the calculation. The U.S. Department of Education has defined acceptable academically-related activities as class attendance, examinations or quizzes, tutorials, computer-assisted instruction, academic advising or counseling, academic conferences, completing an academic assignment, paper, or project, or attending a school-assigned study group. Students may not provide documentation of these activities; documentation must come from either an instructor or in the case of academic advising, the office of Advisement and Mentoring Services.

## Return of Title IV Funds Calculation Resulting in Money Owed to South Texas College

If students withdraw or are withdrawn from all of their classes after the 20th class day of a regular semester or the designated end of the refund period of a shorter term, South Texas College will not adjust the cost of tuition and fees (Please reference the Tuition Refunds Policy, which is located in the Financial Information Section of the STC Catalog). When a Return of Title IV funds calculation is performed and aid that was used by the student to pay for tuition, fees, or other institutional charges is returned, students become responsible to repay those funds to South Texas College. The debt must be repaid before the student is allowed to register for a future semester.

## Grant Overpayments

Students who have grant overpayments may contact Default Resolution Group by calling 1-800-621-3115 or by writing to Default Resolution Group at the following address:

U.S. Department of Education  
Default Resolution Group  
P.O. Box 5609  
Greenville, Texas 75403

## Example of Return of Title IV Funds Calculation:

Barbara was enrolled in for 12 credit hours at South Texas College for the fall semester. When Barbara began classes she received a Federal Pell Grant. She withdrew from her classes 53 days into the semester. Her bill for tuition and fees was \$1250. There are a total of 159 calendar days in the semester, so Barbara earned 33.3 percent of her Title IV aid (53 days completed divided by 159 total days in the payment period). Barbara received a total of \$2675 in Federal Pell Grant for the fall semester. She received a check for the balance of Pell Grant funds in excess of the cost of school after census day.

To determine the amount of Pell Grant funds that Barbara earned, we must multiply the percentage earned by the amount she was eligible to receive.

$$33.3\% \times \$2675.00 = \$890.78$$

Since Barbara was enrolled for 33.3 percent of the fall semester, according to U.S. Department of Education regulations, she has earned \$890.78 of her Pell Grant. The U.S. Department of Education requires that South Texas College return half of the unearned funds:  $\$2675 - \$890.78 = \$1784.22$  divided by 2 = \$892.11 from the funds that Barbara used to pay for her tuition and fees. Because Barbara withdrew after the 20th day of class, there will be no reduction of the cost of tuition and fees. Barbara will be responsible to repay South Texas College \$892.11 because she withdrew and the funds are no longer available to cover the cost of her tuition and fees.

This example is an approximation and does not take into account the tuition and fees charged, to get the correct amount of funds earned by the student.

## Example of a Return of Title IV Funds Calculation Using the Formula

This example is provided so that a student can derive an approximation of what he would owe if he were to withdraw or if he were to receive non-passing grades, (for non-passing grades, instructors will provide last date of attendance), in a payment period:

- Tuition and Fees: \$1,000
  - Tuition and Fees will be the initial tuition and fees. Fees will vary depending on courses taken but typically will include:
    - 3000-4000 Level Course Fee
    - Learning Support Fee
    - Information Technology Fee
    - Electronic Distance Education Learning Fee
    - Hybrid Course Fee
    - Course Repeat Fee
    - Student Registration Fee
    - Drop/Add Fee
- Federal Financial Aid (FA) Disbursement Total: \$2,000.
- Student withdrew from classes 34 days into the semester; student was not registered in mini-esters.
- There are a total of 110 calendar days in the semester.
- Student earned 31 percent of his Federal Aid:
  - 34 days completed divided by 110 total days in the payment period.
  - Earned Percentage: 31%
- Then Earned Percentage is multiplied by Federal FA Disbursement Total = Earned funds



- using above numbers:  $31\% \times \$2000 = \$620$ 
  - \$620 being Earned funds
- Then Federal FA Disbursement Total minus Earned funds = X
  - using above numbers:  $\$2000 - \$620 = \$1380$ 
    - \$1380 being X
- 100% minus Earned Percentage = Unearned Percentage
  - using above numbers:  $100\% - 31\% = 69\%$ 
    - 69% being Unearned Percentage
- Then Tuition and Fees in the term times Unearned Percentage = Y
  - using above numbers:  $\$1000 \times 69\% = \$690$ 
    - \$690 being Y
- Then the result of, if X is less than Y then choose X, else choose Y; this is the Amount for the school to Return
  - using above numbers: Is  $\$1380 < \$690$ ? No, then choose \$690; this is the Amount for school to return:  $Y = \$690$  dollars.
- The Amount for School to Return is subtracted from FA Disbursement Total
  - using above numbers it would be:  $\$2000 - \$690 = \$1310$

The \$690 will be the funds for South Texas College to return to the U.S. Department of Education on student's behalf and will be what student will owe; there may be other charges included by the institution but those are not discussed here.

The \$1310 will be the new adjusted Federal Pell Grant amount that will show in student's JagNet account for the semester/period he withdrew from.

## Tax Benefits for Higher Education

### American Opportunity Tax Credit

The American Opportunity Tax Credit is a credit for qualified education expenses paid for an eligible student for the first four years of higher education. You can get a maximum annual credit of \$2,500 per eligible student. Please refer to IRS Publication 970 for more information on how to apply this tax credit on your tax forms.

### Lifetime Learning Credit

The Lifetime Learning Credit is for qualified tuition and related expenses paid for eligible students enrolled in an eligible educational institution. This credit can help pay for undergraduate, graduate and professional degree courses - including courses to acquire job skills. There is no limit on the number of years you can claim the credit. It is worth up to \$2,000 per tax return. Please refer to IRS Publication 970 for more information on how to apply this credit on your tax forms.

## Frequently Requested Information

### Frequently Requested Telephone Numbers and Websites

The STC Office of Student Financial Services maintains an extensive website which contains:

1. Information about aid programs offered at STC at: <http://studentservices.southtexascollege.edu/finaid/>
2. Information about all subjects related to the financial aid process at STC at: <http://studentservices.southtexascollege.edu/finaid/faq.html>
3. All STC financial aid forms in.pdf (Adobe Acrobat) format at: <http://studentservices.southtexascollege.edu/finaid/forms.html>

4. Links to important Federal and State Aid Websites at: <http://studentservices.southtexascollege.edu/finaid/websites.html>
5. Links to scholarship databases and scholarship sources outside STC at: <https://studentservices.southtexascollege.edu/finaid/scholarships/index.html>

The Student Financial Services main web page is: <http://studentservices.southtexascollege.edu/finaid/>

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

1-800-4-FED-AID (1-800-433-3243)  
1-800-730-8913 TDD (for hearing impaired)

The Federal Student Aid Information Center can:

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

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

## Traffic and Parking Rules and Regulations

### Parking Permits Required

All students, faculty, and staff must purchase a parking permit for each vehicle or motorcycle that will be parked on South Texas College property, with the exception of the Pecan Campus Park and Ride facility that does not require a permit. A parking permit does not guarantee a parking space, but does authorize parking in designated areas.

### Purchasing a Parking Permit

Parking permits must be purchased online through STC JagNet, accessible on the STC main web page via any internet enabled computer or kiosk. To purchase a permit, all previous parking fines must be paid. JagNet provides an option to have parking permits mailed to a residence or be picked up. If a parking permit has not been picked up within 7 days of payment, the permit will be mailed to your residence. Pick up a parking permit at the following locations:

### For Students

- Cashier's office located at each campus (956-872-8311).

- STC Department of Public Safety located at Pecan Plaza:  
2509 W. Pecan Blvd  
McAllen, Texas  
956-872-2589

## For Faculty and Staff

- Security office at each campus (956-872-2589).
- STC Department of Public Safety located at Pecan Plaza:  
2509 W. Pecan Blvd  
McAllen, Texas  
956-872-2589

## Parking Permit Fees

- Initial permit \$25.00
- Additional or Replacement permit \$25.00

## Permit Refunds

Refunds can be issued for unused parking permits returned within 15 days of purchase. Subject to approval.

## Temporary Parking Permits

Students and employees with permanent parking permits may obtain a temporary parking permit for short periods when a vehicle or motorcycle is not available, at the STC Department of Public Safety located at Pecan Plaza: 2509 W. Pecan Blvd., McAllen, Texas, or at Security Department offices in other locations.

Temporary parking permits may also be obtained by visitors and individuals who are not STC employees or students.

## Displaying a Parking Permit

Permits for cars, trucks and SUVs shall be visible and permanently affixed to the inside lower right hand corner (passenger side) of the windshield with only the adhesive on the front face of the permit (do not use tape).

Permits for motorcycles shall be permanently affixed in a clearly visible location with only the adhesive on the opposite side of the permit (do not use tape).

Permits shall be displayed in an upright position and not altered in anyway. Parking permits cannot be transferred from one vehicle to another vehicle.

## Issuance of Citations

Texas Education Code Section 51.201 states that laws of the state are in effect for Institutions of Higher Education and violations of state traffic laws may result in the issuance of citations to be adjudicated through municipal courts.

Administrative citations can also be issued for traffic and parking violations. Citations may be based upon video camera recordings.

Individuals who own or operate a vehicle or motorcycle on South Texas College property will be held liable for any citations issued to that vehicle or motorcycle with or without a permit. STC students, faculty, or staff who park in a visitor space will be ticketed with or without a permit displayed.

Examples of citations that may be issued are as follows:

- No parking permit.
- Expired parking permit.
- Misuse of parking permit.

- Improper display of parking permit, including not permanently affixing the permit in the proper location and/or using glue or tape rather than the permit adhesive.
- Parking where prohibited by signs or markings (Fire Lane, Handicap, Faculty/Staff, Visitor, Reserved, Loading/Unloading).
- Parking in Visitor spaces, with or without a permit, while an employee or student at South Texas College.
- Parking in Visitor spaces for longer than the allotted time.
- Parking where there is no designated parking space.
- Parking alongside islands and curbs marked No Parking or painted red.
- Dropping off persons or items in a No Parking or No Dropping Off area.
- Double-parked (encroaching on another parking space).
- Parking in a fire lane (red zone) (subject to tow at owner's expense).
- Failure to come to a complete stop at a stop sign.
- Driving the wrong way.
- Failure to obey roadway signs.
- Parking in a handicapped parking space without properly displaying a valid handicap placard/license plate or disabled veteran license plate issued by the State of Texas. Handicap spaces are not for use by individuals who do not have a handicap, even if the vehicle properly displays a handicap placard/license plate or disabled veteran plate.

## Administrative Citation Fees

1st Citation	\$30.00
2nd Citation	\$50.00
3rd Citation	\$80.00
4th Citation	\$100.00
5th Citation	\$220.00 (\$100.00 wheel lock removal fee)

Fire lane and handicap violations are subject to the city municipal court fines. (City Municipal fines may differ)

## Skateboard and Other Appliance Violations

1st Citation	Warning
2nd Citation	\$30.00
3rd Citation	\$50.00
4th Citation	\$70.00
5th Citation	\$90.00

## Moving Violation Fees

1st Citation	\$30.00
2nd Citation	\$50.00
3rd Citation	\$90.00

City Municipal citations vary by jurisdiction.

## Wheel Locks

Wheel locks shall be placed on vehicles that have four (4) previous citations and are receiving a 5th citation or for other violations of STC regulations and shall not be removed until all pending citations have been paid and a receipt of payment is presented to the STC Department of Public Safety.

Wheel locks may be placed on vehicles for outstanding parking fines and other parking, security, or police matters. The STC Department

of Public Safety is not responsible for damage to vehicles.

## Appeals of Citations

Appeals of municipal citations can be made through the city Municipal Court. Appeals of administrative citations must be submitted electronically and no later than fifteen (15) working days from the date of the citation. Appeals turned in after 15 working days will be denied. An appeals committee will review the appeal and forward the decision to the email address provided.

**Administrative citation appeals may be submitted as follows:**

1. Access JAGNET via any internet enabled computer or kiosk. Select the Security tab and the Appeals tab to submit the appeal electronically.
2. Visit the STC Department of Public Safety located at:

Pecan Plaza  
2509 W. Pecan Blvd  
McAllen, Texas  
(956-872-2589)

Individuals receiving their first citation, with the exception of Handicap and Fire lane violations, may take an awareness examination and if successful, the fine will be waived. Individuals with multiple citations may have the total of their fines reduced by 50% upon successful completion of the examination. The examination is conducted at the STC Department of Public Safety located at:

Pecan Plaza  
2509 W. Pecan Blvd.  
McAllen, Texas  
(956-872-2589)

## Incident or Accident

If you are involved in an incident or accident on South Texas College property that requires emergency assistance, call 911 immediately. For other assistance, contact the STC Department of Public Safety at 956-872-2589.

## Campus Security

The mission of the South Texas College Department of Public Safety is to provide a safe educational environment for students, faculty, staff, and campus visitors. This is accomplished through:

1. The education of the college community on crime prevention methods and techniques and the need to assume personal responsibility for safety and security on campus.
2. The development of a comprehensive all hazards emergency response plan to ensure the safety of individuals and the protection of college resources.
3. The acquisition and utilization of state of the art technology to deter crime and protect the college community.
4. The enforcement of all laws, policies, and regulations.

The Chief Administrator of the Department of Public Safety prepares this crime statistics report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Each year, notification is made to all enrolled students, providing the web site to access this report. Faculty and staff receive similar notification.

## Clery Act Statistics

Clery Act Statistics are shown on the South Texas College Department of Public Safety website <https://www.southtexascollege.edu/stcdps/cleryact.html>

## Library Services

South Texas College Library Services is committed to providing a welcoming, learning-centered environment, rich in quality information resources and outstanding services to meet the research, instructional and learning needs of the South Texas College students, faculty, staff, and community.

### Locations & Services

South Texas College provides library services at the Mid-Valley Campus, Dr. Ramiro R. Casso Nursing and Allied Health Campus, Pecan Campus, Starr County Campus, Technology Campus, The Higher Education Center at La Joya, The Higher Education Center at Pharr, and via the library website ([library.southtexascollege.edu](http://library.southtexascollege.edu)).

Library services and resources include:

- print and electronic books, magazines, journals, newspapers, video, and audio recordings
- online Research Guides and library tutorials
- computer labs and printing services
- librarians and library staff who provide assistance in person, by email, phone, or chat
- study rooms and group computer workstations

### Collections & Databases

South Texas College libraries provide students, faculty and staff over 145,000 cataloged items, including print and electronic books, video, and audio recordings. The library subscribes to over 200 print serial publications (newspapers, magazines, and journals) and over 100 research databases. These databases provide electronic access to the contents of several thousand magazines, journals, newspapers, electronic books, streaming video and audio, and other resources. The library's print and electronic collection can be searched through Discovery Search, a single portal on the library website. The electronic databases are available on any computer on the College network, including all campus computer labs, faculty and staff computers, and can be accessed off-campus using your South Texas College network username and password.

### Computer Labs & Printing Services

Computer access and printing is available at all library locations and Open Computer labs. Library and Open Lab computers are equipped to provide access to the Internet, to Microsoft Office software, and to other specialized software packages. Wi-Fi access and wireless printing are also available at all campus libraries and Open Computer labs.

### Campus to Campus Loans

Students, faculty, and staff located on one campus may request items from any other campus library. The requested items will be delivered to their campus. Items usually arrive within two business days.

### Interlibrary Loan & TexShare

South Texas College students, faculty and staff have access to the collections of several hundred

academic and public libraries across the United States through interlibrary loan agreements via Amigos Library Services, TexShare, and OCLC. Materials may be borrowed directly from participating TexShare libraries with a current South Texas College ID card and a TexShare card. A TexShare card may be requested from any South Texas College campus library.

### Library Events & Art Gallery

Library Services hosts speakers, art exhibits, movies, and other events at STC library locations in an effort to support the curriculum and engage our community. Information about upcoming events can be found on the library website ([library.southtexascollege.edu](http://library.southtexascollege.edu)).

## Centers for Learning Excellence

### CLE Overview

The Centers for Learning Excellence (CLE) offer comprehensive academic learning support at all five campuses: Mid-Valley, Nursing and Allied Health, Pecan, Starr County, and Technology. CLE services are free and available to all STC students, including Early College High School students and other students participating in dual enrollment. Comprehensive online services include online tutoring, both synchronously and asynchronously, and 24/7 access to student success workshops. Services include academic coaching, drop-in tutoring, appointment tutoring, embedded tutoring, group tutoring, online tutoring, Supplemental Instruction support, learning support workshops, and individual test proctoring.

Part-time and full-time staff members at the CLE help students foster the learning skills and course content knowledge required for college success. At the CLE, students can receive high-quality tutoring and other academic support resources in a broad variety of subject areas. Because of a rigorous training program, the CLE has been awarded the highest level of certification by the College Reading and Learning Association (CRLA), an international organization that certifies academic learning centers based on established best practices for tutor training and evaluation.

The CLE offers a welcoming and comfortable environment where students may access computer lab support with a variety of specialized software programs, private study rooms for student use with or without tutoring assistance, adaptive learning equipment, and numerous reference materials and learning resources.

### CLE Service Descriptions

- **Individual tutoring** is available to students dropping into the center during scheduled hours or by appointment. CLE schedules can be viewed online, and centers can be called to make an appointment.
- **Academic coaching** is available to students during scheduled hours or by appointment. Coaches meet with students every week or as needed for help with topics like using a planner, developing a study plan, managing time more effectively, or being a more effective communicator. As requested by faculty members, academic coaches can also present to classes.
- **Supplemental Instruction** is a free, CLE-sponsored program in which a peer learning mentor, called an SI Leader, attends class and holds regular study sessions in order to

maximize student success. SI has been shown to increase student course completion and success, and SI leaders are typically assigned to courses that are seen as academically challenging. Enrollment in SI classes (marked with "+SI Support" in STC online course schedules) is limited, so early registration is encouraged.

- **Embedded Tutoring** is an in-class service to support skills labs and courses with specialized equipment or applications. Supportive staff members assist students with practical application of concepts and skills taught by STC faculty.
- **Online Tutoring** is available for students whose schedules cannot accommodate traditional on-campus learning support. The CLE offers online tutoring in most subject areas. The service features both real-time and submit-and-return options for paper reviews, which provide prompt assistance to students 24 hours a day/seven days a week.
- **Test Proctoring** is available at the CLE for STC students making up missed exams. CLE proctoring services are available on all campuses, and online and paper tests can be administered.
- **Group Tutoring** provides an opportunity for students studying in groups of four or more to obtain up to one hour of tutoring assistance.
- **Student Success Workshops** are informational seminars provided by CLE tutors and staff. The workshops are offered throughout the fall, spring, and summer semesters and cover a variety of subjects, including Texas State Initiative Assessment (TSIA) preparation. Students can learn ways to maximize study time, organize notes, manage time effectively, or master key academic concepts by participating in these sessions. Short videos on a variety of student success subjects are available 24 hours a day.
- **CLE Open Labs** support students at each STC campus with computer-based resources, specialized software, and knowledgeable lab staff to assist with software and equipment-related needs. Frequently-requested services include wireless set up on personal devices and help with scanners, JagPrint, and Jagnet password support. CLE Open Labs support most programs needed by students for their classes and include specialized software titles such as Microsoft Office, Adobe Master Collection, Creative Cloud, SolidWorks, SketchUp, AutoDesk, MasterCam, and many more.

The Centers for Learning Excellence website can be visited for up-to-date information on tutor schedules, hours of operation, and complete descriptions of the academic support services.

## Alumni and Friends

The Alumni & Friends Association develops relationships and establishes lifelong connections between South Texas College and its former and current students, leading to increased support for the institution's mission and goals. The association also reaches out to community members, who are "friends" of the college. It promotes a variety of networks and resources, and offers opportunities to grow professionally and socially.

For more information, call 956-872-8302, or go to [www.southtexascollege.edu/alumni](http://www.southtexascollege.edu/alumni).

## College Connections

The College Connections Department builds a college-going culture by providing off-site assistance to residents in Hidalgo and Starr counties. College Connection Specialists assist with enrollment, and financial aid, college bound events district-wide. Recruiters promote South Texas College and connect with prospective students, and the community, to help with the transition into higher education.

For more information, or to schedule a visit with a South Texas College Recruiter, please call 956-872-2115.

## Dual2Degree

The Dual2Degree Department manages enrollment and support services for high school students admitted to the Dual Credit Program at South Texas College. Department staff provides assistance to dual credit students with the admission and registration process, and supports their academic success through a variety of services such as orientation and transition activities. Department staff maintains a unique relationship with community agency representatives, high school counselors, and other school district personnel to ensure they are providing the most efficient and effective service possible.

For further information, please call 956-872-8391 or 1-800-742-7822.

## Enrollment Centers

Enrollment Centers provide information about the college's programs and services, and are located at each South Texas College campus. Prospective, new, current, and returning students, administration, faculty, staff and the community can obtain college information and enrollment support at the Enrollment Centers district wide. Prospective students are encouraged to visit the Enrollment Center at their nearest Campus to begin the enrollment process.

For more information call 1-800-742-7822.

## Distance Learning

South Texas College's Distance Learning Department offers students flexible and convenient opportunities to complete their education.

STC offers Online Associate Programs in the following fields:

- Accounting
- Anthropology
- Business Administration - Transfer Plan
- Communication Studies
- Computer Information Systems
- Computer Science
- Criminal Justice
- Education - 4-8 Generalist
- Education - EC-6 Generalist
- Education - Grades 8-12
- English
- Human Resources Specialist
- Interdisciplinary Studies
- Language and Cultural Studies-Spanish Concentration
- Mathematics
- Philosophy
- Political Science

- Psychology
- Social Work
- Sociology

STC also offers Certificates in the following fields:

- Accounting Clerk
- Administration of Early Childhood Programs
- Computer Applications Specialist
- Employee and Labor Relations Assistant
- Human Resources Assistant
- Management
- Marketing
- Payroll Assistant
- Recruiter Assistant

STC also offers Bachelor of Applied Technology degrees in the following fields:

- Computer and Information Technologies
- Medical and Health Services Management
- Technology Management
- Organizational Leadership

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

- Online coursework may be completed from any computer that has Internet access.
- Some instructors require students to take proctored exams. Check the course list for specific information.
- Hybrid classes divide class meeting-time between online and on-campus locations.
- Web-Enhanced courses meet on campus as regularly scheduled and have a web component that is either required or elective at the instructor's discretion.

Information about Distance Learning at South Texas College is available at: <http://www.southtexascollege.edu/online/> or email [vcadvising@southtexascollege.edu](mailto:vcadvising@southtexascollege.edu) ([vcadvising@southtexascollege.edu](mailto:vcadvising@southtexascollege.edu)) or by calling 956.872.2598.

## Institutional Research and Effectiveness

The **Institutional Research and Effectiveness Team** supports student success by broadly engaging all stakeholders in **evidence-based decisions** and **continuous quality improvement**. **Institutional Research and Effectiveness** serves as the hub for **reliable and timely data** and **effectiveness/evaluation planning and support**. These efforts are facilitated by two departments; Institutional Effectiveness & Assessment, (IEA), and Research & Analytical Services (RAS).

The Office of Institutional Effectiveness & Assessment (IEA) works to empower the college community to integrate effective planning and meaningful assessment into all institutional practices through collaborative inquiry, self-reflection, and continuous improvement.

Research & Analytical Services (RAS) conducts educational research on topics of importance to the College by collecting and analyzing data from College stakeholders and other sources. RAS provides assistance to South Texas College faculty and staff with qualitative or quantitative research methods, study design, statistical analysis, and survey instrument design and administration.



Data requests should be made through STC's Data Request Information Portal, which can be found at <https://datarequests.southtexascollege.edu>.

Institutional Research and Effectiveness maintains two institutional Factbooks (internal & external) that provide institutional data for research and reporting. The Factbook includes data on the success of South Texas College towards Key Performance Indicators of student achievement and success. This data is available at <http://www2.southtexascollege.edu/factbook/Goals.aspx>

## Continuing, Professional and Workforce Education

Continuing, Professional and Workforce Education provides quality and lifelong education opportunities through college and career preparation, career training, customized corporate training and economic development, professional education and development, professional conferences, and personal enrichment courses. The department is committed to empowering all individuals and employers with necessary knowledge, skills and credentials to help them fulfill their personal and professional goals for a better quality of life.

Classes are scheduled with flexible hours, including evenings and weekends throughout Hidalgo and Starr Counties. Classes are delivered both online and in traditional classroom settings. Courses can be scheduled in response to community demand where 11 or more students register for the class. Mandatory Continuing Education Units (CEU) meeting licensing requirements are available for professionals. A Satisfactory (S) or Unsatisfactory (U) grade is earned for continuing education courses. Continuing, Professional and Workforce Education offers ongoing courses through the following 11 institutes:

### Institutes

#### 1. Arts and Design

- Cake Decorating
- Floral Design
- Photography
- Sewing

#### 2. Business and Corporate Training

- Computerized Accounting
- Customer Service
- Effective Coaching
- Employability Skills (Job Readiness Skills)
- Frontline Supervisor
- Interpersonal Skills and Styles
- Leadership Skills
- Office Clerk
- Performance Standards and Measures
- Presentation Skills
- Process Mapping
- Productivity
- Professional in Human Resources
- Stress Management
- Telephone and Email Etiquette
- Time Management

#### 3. College and Career Preparation

- ACT Preparation
- SAT Preparation
- GED Preparation
- Kids College

- Teens College
- TSI Assessment Preparation

#### 4. Conferences and Workshops

- Child Development
- College Success
- Education
- Healthcare
- Technology

#### 5. Education

- Alternative Teacher Certification Tutoring (Bilingual Generalist EC-6 and Generalist 4-8)
- Child Development Associate
- Substitute Teacher

#### 6. English as a Second Language (ESL)

- Beginning Level ESL
- Intermediate Level ESL
- Advanced Level ESL
- High-Advanced Level ESL
- Conversation Level ESL
- Citizenship Preparation
- Spanish
- TOEFL Preparation

#### 7. Healthcare

- Activity Director
- Certified Nurse Assistant (CNA)
- Community Health Worker (Promotor/a)
- Computed Tomography
- CPR
- Dementia Certificate
- EKG
- Emergency Care Attendant (First Responder)
- First Aid
- Health Information Management Clerk
- ICD 9 and 10
- Medical Billing and Coding
- Medical Receptionist
- Medical Scribe
- Medication Aide
- Medication Aide Update
- Pharmacy Technician Trainee
- Phlebotomy

#### 8. Online Courses and Programs

#### 9. Real Estate

- Finance
- Law of Agency
- Law of Contracts
- Principles I
- Principles II
- Promulgated Contracts

#### 10. Technology and Trades

- Computer Basics
- Forklift Certification
- Internet Basics
- Maintenance and Repair
- Microsoft Excel
- Microsoft Office Specialist
- Microsoft PowerPoint
- Microsoft Word
- OSHA Training
- Pipe Welding



- Shipping and Receiving Logistics
- Structural Welding

## **11. Truck and Bus Driving**

- Defensive Driving
- Public Transit Bus Driving
- School Bus Driving
- Truck Driving

## **Registration Is Easy**

- Go to the STC campus of your choice
- Bring Picture ID
- Complete registration form
- Pay (cash, money order, check, credit or debit card)

## **Services**

### **A. College and Career Preparation**

- Programs that equip you with foundation skills to enter career training

### **B. Career Training**

- Programs leading to certification that will make you competitive and marketable in the workplace

### **C. Customized Corporate Training and Economic Development**

- Customized programs and courses that help employers and their workforce compete in our global economy

### **D. Personal Enrichment**

- Fun courses to spice up your life

### **E. Professional Conferences**

- Business, Education, Health, and Technology areas

### **F. Professional Education and Development**

- Review courses for professional certifications and licenses

# CURRICULUM

- Core Curriculum (p. 89)
- Associate of Applied Science Electives (p. 91)

## Core Curriculum

The Core Curriculum at South Texas College has, at its foundation, the philosophy and purpose of the College and is a composition of general education courses which form the foundation of all Associate of Arts and Associate of Science degrees.

These are degrees that are designed for students who plan to continue their education at a four-year university in order to earn a Bachelor of Fine Arts, Bachelor of Arts or Bachelor of Science degree.

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

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

The purpose of the Core Curriculum is to gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

## Core Objectives

- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making.
- **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

This common body of essential knowledge and skills is taught and reinforced through courses selected in nine Core Components:

- **Communication**
- **Mathematics**
- **Life and Physical Sciences**
- **Language, Philosophy & Culture**
- **Creative Arts**
- **American History**
- **Government/Political Science**
- **Social and Behavioral Sciences, and a**
- **Component Area Option.**

## Communication

### Composition/Written Communication

**6 credit hours**

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

ENGL 1301	Composition I	3
ENGL 1302	Composition II - Rhetoric	3
Total Credit Hours		6

## Mathematics

**3-4 credit hours**

Courses in this category focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.

Select 3-4 credit hours of the following: 3-4

MATH 1316	Plane Trigonometry
MATH 1324	Mathematics for Business & Social Sciences
MATH 1325	Calculus for Business & Social Sciences
MATH 1332	Contemporary Mathematics
MATH 1414	College Algebra
MATH 1442	Elementary Statistical Methods
MATH 2412	Pre-Calculus Math
MATH 2413	Calculus I

Total Credit Hours 3-4

## Life and Physical Sciences

**8 credit hours**

Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

Select 8 credit hours of the following: 8

BIOL 1406	Biology for Science Majors I
BIOL 1407	Biology for Science Majors II
BIOL 1408	Biology for Non-Science Majors I
BIOL 1409	Biology for Non-Science Majors II
BIOL 2401	Anatomy and Physiology I
BIOL 2402	Anatomy and Physiology II
CHEM 1405	Introductory Chemistry I for Non-Science Majors
CHEM 1407	Introductory Chemistry II for Non-Science Majors

CHEM 1409	General Chemistry for Engineering Majors
CHEM 1411	General Chemistry I
CHEM 1412	General Chemistry II
GEOL 1403	Physical Geology
GEOL 1404	Historical Geology
GEOL 1445	Oceanography
GEOL 1447	Meteorology
PHYS 1401	College Physics I
PHYS 1402	College Physics II
PHYS 1403	Stars and Galaxies
PHYS 1404	Solar System
PHYS 1415	Physical Science I
PHYS 1417	Physical Science II
PHYS 2425	University Physics I
PHYS 2426	University Physics II
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Total Credit Hours	8

## Language, Philosophy and Culture

### 3 credit hours

Courses in this category focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

Select 3 credit hours of the following: 3

ARTS 1304	Art History II
ENGL 2321	British Literature
ENGL 2326	American Literature
ENGL 2331	World Literature
ENGL 2341	Introduction to Forms of Literature
ENGL 2351	Mexican American Literature
HUMA 1301	Introduction to Humanities I - Western
HUMA 1305	Introduction to Mexican-American Studies
HUMA 2319	American Minority Studies
HUMA 2323	World Cultures
MUSI 1307	Music Literature
PHIL 1301	Introduction to Philosophy
PHIL 1304	Introduction to World Religions
PHIL 2303	Introduction to Logic
PHIL 2306	Introduction to Ethics
PHIL 2307	Introduction to Social and Political Philosophy
PHIL 2316	Classical Philosophy
PHIL 2321	Philosophy of Religion
SGNL 2301	Intermediate American Sign Language I
SPAN 2311	Intermediate Spanish I
SPAN 2312	Intermediate Spanish II
SPAN 2313	Spanish for Native/Heritage Speakers I
SPAN 2315	Spanish for Native/Heritage Speakers II
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Total Credit Hours	3

## Creative Arts

### 3 credit hours

Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.

Select 3 credit hours of the following: 3

ARCH 1301	Architectural History I
ARCH 1302	Architectural History II
ARTS 1301	Art Appreciation
ARTS 1303	Art History I
DANC 1305	World Dance
DANC 2303	Dance Appreciation
DRAM 1310	Introduction to Theater
DRAM 2366	Introduction to Cinema
HUMA 1302	Introduction to Humanities II - Non-Western
HUMA 1311	Mexican-American Fine Arts Appreciation
MUSI 1306	Music Appreciation
MUSI 1310	American Music
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Total Credit Hours	3

## American History

### 6 credit hours

Courses in this category focus on the consideration of past events and ideas relative to the United States, with the option of including Texas History for a portion of this component area. Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role.

HIST 1301	United States History I	3
or HIST 2327	Mexican-American History I	
HIST 1302	United States History II	3
or HIST 2328	Mexican-American History II	
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Total Credit Hours		6

## Political Science

### 6 credit hours

Courses in this category focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.

GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
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Total Credit Hours		6

## Social and Behavioral Sciences

### 3 credit hours

Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups,

institutions, and events, examining their impact on the individual, society, and culture.

Select 3 credit hours of the following: 3

ANTH 2301	Physical Anthropology
ANTH 2302	Introduction to Archeology
ANTH 2351	Cultural Anthropology
CRIJ 1301	Introduction to Criminal Justice
CRIJ 1306	Court Systems and Practices
CRIJ 1310	Fundamentals of Criminal Law
CRIJ 2313	Correctional Systems and Practices
CRIJ 2328	Police Systems and Practices
ECON 2301	Principles of Economics I - Macro
GOVT 2304	Introduction to Political Science
GOVT 2311	Mexican American and Latinx Politics
HIST 2301	Texas History
HIST 2321	World Civilizations I
HIST 2322	World Civilizations II
HIST 2381	African-American History
PSYC 2301	General Psychology
PSYC 2306	Human Sexuality
PSYC 2307	Adolescent Psychology I
PSYC 2314	Lifespan Growth and Development
PSYC 2315	Psychology of Adjustment
SOCI 1301	Introductory Sociology
SOCI 1306	Social Problems
SOCI 2301	Marriage and the Family
SOCI 2319	Minority Studies
SOCW 2361	Introduction to Social Work
TECA 1354	Child Growth and Development

Total Credit Hours 3

## Component Area Option

3-4 credit hours

Select 3-4 credit hours of the following: 3-4

BCIS 1305	Business Computer Applications
BIOL 1322	Nutrition and Diet Therapy I
BIOL 2406	Environmental Biology
BIOL 2416	Genetics
BIOL 2421	Microbiology for Science Majors
CHEM 2423	Organic Chemistry I
CHEM 2425	Organic Chemistry II
COSC 1301	Introduction to Computing
COSC 1320	C Programming
COSC 1337	Programming Fundamentals II
COSC 1436	Programming Fundamentals I
COSC 2425	Computer Organization

COSC 2436	Programming Fundamentals III
EDUC 1100	Learning Framework
EDUC 1300	Learning Framework
ENGR 1201	Introduction to Engineering
ENGR 1304	Engineering Graphics
ENGR 2301	Engineering Mechanics - Statics
ENGR 2302	Engineering Mechanics - Dynamics
ENGR 2405	Electrical Circuits I
KINE 1164	Introduction to Physical Fitness and Wellness
MATH 2305	Discrete Mathematics
MATH 2418	Linear Algebra
MATH 2420	Differential Equations
PSYC 1300	Learning Framework
SPCH 1311	Introduction to Speech Communication
SPCH 1315	Public Speaking
SPCH 1318	Interpersonal Communications
SPCH 1321	Business and Professional Communication
SPCH 2333	Discussion and Small Group Communication
SPCH 2335	Argumentation and Debate

Total Credit Hours 3-4

Total Credit Hours: 42

## Associate of Applied Science Electives

### Humanities Elective Options for the Associate of Applied Science Degrees

#### Humanities and Visual and Performing Arts

##### Art

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

##### Architecture

ARCH 1301	Architectural History I	3
ARCH 1302	Architectural History II	3

##### Dance

DANC 1305	World Dance	3
DANC 2303	Dance Appreciation	3

##### Drama

DRAM 1310	Introduction to Theater	3
DRAM 2366	Introduction to Cinema	3

##### Foreign Language

SGNL 2301	Intermediate American Sign Language I	3
SPAN 2311	Intermediate Spanish I	3
SPAN 2312	Intermediate Spanish II	3

SPAN 2313	Spanish for Native/Heritage Speakers I	3
SPAN 2315	Spanish for Native/Heritage Speakers II	3
<b>Humanities</b>		
HUMA 1301	Introduction to Humanities I - Western	3
HUMA 1302	Introduction to Humanities II - Non-Western	3
HUMA 1305	Introduction to Mexican-American Studies	3
HUMA 1311	Mexican-American Fine Arts Appreciation	3
HUMA 2319	American Minority Studies	3
HUMA 2323	World Cultures	3
<b>Literature</b>		
ENGL 2321	British Literature	3
ENGL 2326	American Literature	3
ENGL 2331	World Literature	3
ENGL 2341	Introduction to Forms of Literature	3
ENGL 2351	Mexican American Literature	3
<b>Music</b>		
MUSI 1306	Music Appreciation	3
MUSI 1307	Music Literature	3
MUSI 1310	American Music	3
<b>Philosophy</b>		
PHIL 1301	Introduction to Philosophy	3
PHIL 1304	Introduction to World Religions	3
PHIL 2303	Introduction to Logic	3
PHIL 2306	Introduction to Ethics	3
PHIL 2307	Introduction to Social and Political Philosophy	3
PHIL 2316	Classical Philosophy	3
PHIL 2321	Philosophy of Religion	3

## Social and Behavioral Sciences Elective Options for the Associate of Applied Science Degrees

<b>Anthropology</b>		
ANTH 2301	Physical Anthropology	3
ANTH 2302	Introduction to Archeology	3
ANTH 2346	General Anthropology	3
ANTH 2351	Cultural Anthropology	3
<b>Child Development</b>		
TECA 1354	Child Growth and Development	3
<b>Criminal Justice</b>		
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1313	Juvenile Justice System	3
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2314	Criminal Investigation	3
CRIJ 2328	Police Systems and Practices	3
<b>Economics</b>		

ECON 2301	Principles of Economics I - Macro	3
ECON 2302	Principles of Economics II - Micro	3

<b>Education</b>		
EDUC 1100	Learning Framework	1
EDUC 1300	Learning Framework	3
<b>History</b>		
HIST 1301	United States History I	3
HIST 1302	United States History II	3
HIST 2301	Texas History	3
HIST 2311	Western Civilization I	3
HIST 2312	Western Civilization II	3
HIST 2321	World Civilizations I	3
HIST 2322	World Civilizations II	3
HIST 2327	Mexican-American History I	3
HIST 2328	Mexican-American History II	3
HIST 2381	African-American History	3

<b>Political Science</b>		
GOVT 2304	Introduction to Political Science	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
GOVT 2311	Mexican American and Latinx Politics	3

<b>Psychology</b>		
PSYC 1300	Learning Framework	3
PSYC 2301	General Psychology	3
PSYC 2306	Human Sexuality	3
PSYC 2307	Adolescent Psychology I	3
PSYC 2308	Child Psychology	3
PSYC 2314	Lifespan Growth and Development	3
PSYC 2315	Psychology of Adjustment	3
PSYC 2316	Psychology of Personality	3
PSYC 2317	Statistical Methods in Psychology	3
PSYC 2319	Social Psychology	3

<b>Sociology</b>		
SOCI 1301	Introductory Sociology	3
SOCI 1306	Social Problems	3
SOCI 2301	Marriage and the Family	3
SOCI 2319	Minority Studies	3
<b>Social Work</b>		
SOCW 2361	Introduction to Social Work	3
SOCW 2362	Social Welfare as a Social Institution	3

## Mathematics/Natural Sciences Elective Options for the Associate of Applied Science Degrees

<b>Mathematics</b>		
MATH 1316	Plane Trigonometry	3
MATH 1324	Mathematics for Business & Social Sciences	3
MATH 1325	Calculus for Business & Social Sciences	3
MATH 1332	Contemporary Mathematics	3

MATH 1350	Mathematics for Teachers I	3
MATH 1351	Mathematics for Teachers II	3
MATH 1414	College Algebra	4
MATH 1442	Elementary Statistical Methods	4
MATH 2305	Discrete Mathematics	3
MATH 2412	Pre-Calculus Math	4
MATH 2413	Calculus I	4
MATH 2414	Calculus II	4
MATH 2415	Calculus III	4
MATH 2418	Linear Algebra	4
MATH 2420	Differential Equations	4
<b>Natural Sciences</b>		
<i>Biology</i>		
BIOL 1322	Nutrition and Diet Therapy I	3
BIOL 1406	Biology for Science Majors I	4
BIOL 1407	Biology for Science Majors II	4
BIOL 1408	Biology for Non-Science Majors I	4
BIOL 1409	Biology for Non-Science Majors II	4
BIOL 2401	Anatomy and Physiology I	4
BIOL 2402	Anatomy and Physiology II	4
BIOL 2406	Environmental Biology	4
BIOL 2416	Genetics	4
BIOL 2420	Microbiology for Non-Science Majors	4
BIOL 2421	Microbiology for Science Majors	4
<i>Chemistry</i>		
CHEM 1405	Introductory Chemistry I for Non-Science Majors	4
CHEM 1407	Introductory Chemistry II for Non-Science Majors	4
CHEM 1409	General Chemistry for Engineering Majors	4
CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
CHEM 2423	Organic Chemistry I	4
CHEM 2425	Organic Chemistry II	4
<i>Physics</i>		
PHYS 1401	College Physics I	4
PHYS 1402	College Physics II	4
PHYS 2425	University Physics I	4
PHYS 2426	University Physics II	4
<i>Physical Science</i>		
PHYS 1403	Stars and Galaxies	4
PHYS 1404	Solar System	4
PHYS 1415	Physical Science I	4
PHYS 1417	Physical Science II	4
GEOL 1403	Physical Geology	4
GEOL 1404	Historical Geology	4
GEOL 1445	Oceanography	4
GEOL 1447	Meteorology	4



# BACCALAUREATE DEGREES

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Students are admitted to South Texas College through the provisions of Board Policy 3200. General admission to the College does not imply admission to all programs of the College. Baccalaureate Degrees at South Texas College are Selective Programs with application requirements. Application requirements are included in the description of each program.

## Organizational Leadership

- Organizational Leadership (Bachelor of Applied Science) (p. 95)

## Computer and Information Technologies

- Computer and Information Technologies (Bachelor of Applied Technology) (p. 98)

## Medical and Health Services Management

- Medical and Health Services Management (Bachelor of Applied Technology) (p. 102)

## Technology Management

- Technology Management (Bachelor of Applied Technology) (p. 105)

# Bachelor of Applied Science in Organizational Leadership

This program is a Selective Program. Application requirements are included in the description below.

## TSI LIABLE

The Bachelor of Applied Science in Organizational Leadership prepares innovative leaders for employment in an increasingly diverse technological and global society. The degree develops practical workplace competencies that meet current and future challenges through real world coursework utilizing personalized academic mentoring and tutoring. The coursework focuses on team building, ethical decision making, enhanced communication skills, critical thinking, and people skills. Graduates of this program pursue careers in education, government, nonprofit, and business organizations.

The program's objectives will offer competency-based core curriculum, lower-division electives, and upper-division. Competency-based curriculum is utilized in this degree program to acknowledge a student's prior knowledge through a set of competencies, diagnostic pre-assessments, and post-assessments to demonstrate competence in a subject. The program will include a required e-portfolio that will collect artifacts from each of the upper-division courses. This e-portfolio will be assessed as part of the capstone course. The capstone course enhances the educational experience and employment potential of students. Students graduating from the program will be prepared to enter the public or private sectors as well as continue their education in a graduate program.

## Bachelor of Applied Science Requirements

### Application Requirements

1. Demonstrate proficiency in state mandated general knowledge content through approved means; i.e., Texas Success Initiatives (TSI), with program specific exemptions accepted.
2. Applicants with prior college level coursework must have a minimum cumulative GPA of 2.5; Exceptions based on extenuating circumstances must be approved by the Dean for Math, Science & Bachelor Programs.

## Degree Completion Requirements

### Minimum Completion Requirements

- Complete the appropriate course of study for a Bachelor of Applied Science program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
- South Texas College will accept a maximum of 90 semester credits of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Science degree granted by STC.
- Completion of 30 credit hours in 3000 level courses or higher of which all 30 credit hours must be completed at STC.
- Maintain a minimum average of "C" (2.0 G.P.A.) for all courses in the area of specialization, a grade of "B" or better in all competency-based courses, and a minimum overall cumulative average of "C" (2.0 G.P.A. in all other courses).
- Pay all debts to the College prior to graduation.

## Degree Components

General Education Courses	42
Required Lower-Division Coursework	8
Lower-Division Electives	40
Required Upper-Division Coursework	30
Total Credit Hours	120

## Lower Division-Requirements

### STC Core Curriculum (42 Credit Hours)

The student is required to take 42 credit hours from the STC Core Curriculum (p. 89). Students that declare the Bachelor of Applied Science in Organizational Leadership degree have access to the competency-based format of the core curriculum.

Students beginning the Bachelor of Applied Science upper-level coursework upon completion of an approved Associate of Applied Science (A.A.S.) degree must complete an additional 27 general education credit hours in order to fulfill the forty-two (42) credit hour general education Core Curriculum required at South Texas College.

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

### Lower-Division Electives (48 Credit Hours) Required Lower-Division Electives.

All lower-division core curriculum, lower-division electives, and upper-division are offered 100% online and in a competency-based delivery format. \*Capstone courses are not offered in competency-based delivery format.

SPAN 1411	Beginning Spanish I for Non-Spanish Speakers	4
SPAN 1412	Beginning Spanish II for Non-Spanish Speakers	4

### Foundation Curriculum

Entering freshmen are recommended to take the following five foundation courses as part of the 48-hour lower-division electives.

HRPO 2301	Human Resources Management	3
HRPO 2307	Organizational Behavior	3
BUSG 1303	Principles of Finance	3
BMGT 1301	Supervision	3
BUSI 1301	Business Principles	3

### Additional Lower-Division Electives

Students may select from the following list of courses to complete the 48-hour lower-division coursework.

BUSI 2301	Business Law	3
BUSG 2309	Small Business Management/ Entrepreneurship	3
ACCT 2401	Principles of Financial Accounting	4
ECON 2301	Principles of Economics I - Macro	3
ECON 2302	Principles of Economics II - Micro	3
MATH 1442	Elementary Statistical Methods	4

CRIJ 1301	Introduction to Criminal Justice	3
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*Note: Coursework from A.A.S. degrees will be evaluated on a case by case basis. Students entering the BAS program with a completed Associate of Science (A.S.) or Associate of Arts (A.A.) degree may apply their field of study coursework toward the lower-division electives.*

## Upper-Division Requirements

### Prerequisites for Upper-Level Coursework

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

### Required Organizational Leadership Major Courses (30 Credit Hours)

The upper-division Organizational Leadership major coursework is a balance between theoretical and applied competencies associated with leading in a broad range of organizations. The degree is designed to educate and train students with relevant, applied knowledge of organizations and leadership within organizations. Students will practice developing leadership solutions for real-world problems. Leadership theory, practices, and applied learning will form the core requirements for this program. All the upper-division courses are offered 100% online and in a competency-based delivery format. \*Capstone courses are not offered in competency-based delivery format.

ORGL 3311	Issues in Organizational Leadership	3
ORGL 3321	Data Driven Decision-Making I	3
ORGL 3331	Data Driven Decision-Making II	3
ORGL 3322	Behavior/Ethics/Leadership I	3
ORGL 3332	Behavior/Ethics/Leadership II	3
ORGL 4341	Management Theory I	3
ORGL 4351	Management Theory II	3
ORGL 4342	Organizational Change	3
ORGL 4352	Capstone I	3
ORGL 4361	Capstone II	3

### TSI LIABLE

## Program Learning Outcomes

Through the Bachelor of Applied Science in Organizational Leadership students complete coursework that is aligned to the following program learning outcomes:

1. **Interpersonal Skills:** Demonstrate the ability to establish productive relationships by communicating effectively individually and collectively.

2. **Organizational Behavior:** Identify organizational problems based on effective functional and dysfunctional individual, team, and organizational behaviors.
3. **Problem Solving/Decision Making:** Evaluate the appropriateness of a decision in a case study.
4. **Change Management:** Analyze different factors resistant to change in organizations.
5. **Resource Management:** Identify resources to complete a task within a specified time frame.

### TSI LIABLE

## Three - Four Year Recommended Course Sequence (7 Week Terms)

All lower-division core curriculum, lower-division electives, and upper-division are offered 100% online and in a competency-based delivery format. \*The Capstone courses are not offered in competency-based delivery format.

Course	Title	Credit Hours
<b>First Year</b>		
<b>Fall Term 1</b>		
ENGL 1301	Composition I	3
MATH 1332	Contemporary Mathematics	3
	Credit Hours	6
<b>Fall Term 2</b>		
ENGL 1302	Composition II - Rhetoric	3
PHYS 1415	Physical Science I	4
	Credit Hours	7
<b>Spring Term 1</b>		
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
PHYS 1417	Physical Science II	4
	Credit Hours	7
<b>Spring Term 2</b>		
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
PSYC 2301 or SOCI 2301	General Psychology or Marriage and the Family	3
	Credit Hours	6
<b>Summer Term 1</b>		
GOVT 2305	Federal Government	3
	Credit Hours	3
<b>Summer Term 2</b>		
GOVT 2306	Texas Government	3
	Credit Hours	3
<b>Second Year</b>		
<b>Fall Term 1</b>		
PHIL 2306	Introduction to Ethics	3
SPCH 1311	Introduction to Speech Communication	3
	Credit Hours	6
<b>Fall Term 2</b>		
SPAN 1411	Beginning Spanish I for Non-Spanish Speakers	4
BUSI 1301	Business Principles	3
	Credit Hours	7
<b>Spring Term 1</b>		
SPAN 1412	Beginning Spanish II for Non-Spanish Speakers	4
BMGT 1301	Supervision	3
	Credit Hours	7
<b>Spring Term 2</b>		
BUSG 1303	Principles of Finance	3
BUSI 2301	Business Law	3
	Credit Hours	6
<b>Summer Term 1</b>		
ECON 2301	Principles of Economics I - Macro	3

SPCH 1321	Business and Professional Communication	3
	Credit Hours	6
<b>Summer Term 2</b>		
HRPO 2301	Human Resources Management	3
ARTS 1301 or DRAM 1310	Art Appreciation or Introduction to Theater	3
	Credit Hours	6
<b>Third Year</b>		
<b>Fall Term 1</b>		
BUSG 2309	Small Business Management/ Entrepreneurship	3
CRIJ 1301	Introduction to Criminal Justice	3
	Credit Hours	6
<b>Fall Term 2</b>		
ECON 2302	Principles of Economics II - Micro	3
HRPO 2307	Organizational Behavior	3
	Credit Hours	6
<b>Spring Term 1</b>		
ACCT 2401	Principles of Financial Accounting	4
MATH 1442	Elementary Statistical Methods	4
	Credit Hours	8
<b>Spring Term 2</b>		
ORGL 3311	Issues in Organizational Leadership	3
ORGL 3321	Data Driven Decision-Making I	3
	Credit Hours	6
<b>Summer Term 1</b>		
ORGL 3322	Behavior/Ethics/ Leadership I	3
ORGL 3331	Data Driven Decision-Making II	3
	Credit Hours	6
<b>Summer Term 2</b>		
ORGL 3332	Behavior/Ethics/ Leadership II	3
ORGL 4341	Management Theory I	3
	Credit Hours	6
<b>Fourth Year</b>		
<b>Fall Term 1</b>		
ORGL 4342	Organizational Change	3
ORGL 4351	Management Theory II	3
	Credit Hours	6
<b>Fall Term 2</b>		
ORGL 4352	Capstone I	3
ORGL 4361	Capstone II	3
	Credit Hours	6
	Total Credit Hours	120

# Bachelor of Applied Technology in Computer and Information Technologies

This program is a Selective Program. Application requirements are included in the description below.

## TSI LIABLE

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

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

## Bachelor of Applied Technology Requirements

### Application Requirements

- A. Demonstrate proficiency in state mandated general knowledge content through approved means; i.e., Texas Success Initiatives (TSI), with program specific exemptions accepted.
- B. Applicants are eligible for admission if they meet one of the following criteria:
  - a. An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above).
  - b. Applicants with prior college level coursework must have a minimum cumulative GPA of 2.5 or provide evidence of extenuating circumstances, to the Dean for Math, Science & Bachelor Programs, for waiving the requirement.
  - c. Provisional Acceptance, for students scoring a minimum ACT Composite of 15 (SAT 740 or above) or minimum cumulative GPA of 2.25 may be granted by the Dean for Math, Science & Bachelor Programs upon completion of a personal interview with the prospective applicant.

### Degree Completion Requirements

#### Minimum Completion Requirements

- Complete the appropriate course of study for a Bachelor of Applied Technology program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
- South Texas College will accept a maximum of 90 credit hours of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology Degree granted by STC.

- Completion of at least 30 credit hours in 3000 level courses or higher of which at least 18 must be completed at STC;
- Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of specialization, a grade of "B" or better in all competency-based courses, and a minimum overall cumulative average of "C" (2.0 GPA in all other courses).
- Pay all debts to the College prior to graduation.

### Degree Components

General Education Courses	42
Technical Support Areas-Lower Level	48
Required CIT Courses-Upper Level	30
<b>Total Credit Hours</b>	<b>120</b>

### Lower Division-Requirements

#### STC Core Curriculum (42 Credit Hours)

The student is required to take 42 credit hours from the STC Core Curriculum (p. 89). Students must take MATH 1414 College Algebra to fulfill the Mathematics component of the Core Curriculum.

Students beginning the Bachelor of Applied Technology Program upper-level coursework upon completion of an approved Associate of Applied Science (A.A.S.) degree must complete an additional 27 general education credit hours in order to fulfill the forty-two (42) credit hour general education Core Curriculum required at South Texas College.

All Lower division core curriculum are offered 100% online and in a competency-based delivery format.

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

### Technical Support Areas ( 48 Credit Hours)

The student is required to complete 48 credit hours of technical specialty coursework from an approved Associate of Applied Science (A.A.S) degree. The 48 credit hours must include the courses (18-20 credit hours) listed below. The approved A.A.S. degrees are as follows: Information Technology, Architectural and Engineering Design Technology, Business Administration, Administrative Office Assistant, Legal Office Assistant, and Paralegal. Coursework from other A.A.S. degrees will be evaluated on a case by case basis.

ITNW 1425 & ITNW 2421	Fundamentals of Networking Technologies and Networking with TCP/IP	8
or CPMT 1449 & CPMT 2449	Computer Networking Technology and Advanced Computer Networking Technology	
ITSE 1402	Computer Programming	3-4
or COSC 1320 or COSC 1436	C Programming Programming Fundamentals I	
ITSE 1411	Beginning Web Page Programming	3-4
or COSC 1315	Introduction to Computer Programming	

ITSY 1400	Fundamentals of Information Security	4
Total Credit Hours		18-20

*Note: Students entering the BAT program with a completed Associate of Science (A.S.) or Associate of Arts (A.A.) degree may apply their field of study coursework toward the 48 credit hour technical specialty requirement.*

## Upper-Division Requirements

### Prerequisites for Upper-Level Coursework

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

## Required Computer & Information Technologies

### Major Courses (30 Credit Hours)

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

CITP 3305	System Analysis and Design	3
CITP 3306	Internet/Intranet Server Integration	3
CITP 3310	Survey of Programming Languages	3
CITP 3312	Fundamentals of Information Security	3
CITP 3320	Database Management	3
CITP 4301	Capstone: Computer and Information Technology Internship	3
or CITP 4348	Cybersecurity Assessments	
CITP 4316	Advanced Web Design	3
or CITP 4346	Cyber Law and Digital Forensics	
CITP 4330	Advanced Network Security	3
CITP 4340	Special Topics Course - CIT	3
or CITP 4347	Principles of Cybersecurity	
CITP 4350	Advanced Computer Programming	3
Total Credit Hours		30

### TSI LIABLE

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

- **Develop web-based applications.**
  - Design, develop, and secure dynamic and data-driven web applications utilizing server-side technologies and database management. CITP 4316
- **Develop computer networks.**
  - Install and troubleshoot Linux servers and manage Windows servers using system policies, profiles, security, and performance monitoring. CITP 3306
- **Secure network infrastructures.**
  - Identify, implement, and maintain network security, data defense, access control models, authentication, encryption, hashing, and proper security documentation. CITP 3312
  - Differentiate and implement various security tools in the defense of a computer network and conduct penetration testing. CITP 4330
  - Select and apply reverse software engineering tools to system security, software design, malware analysis. CITP 3311
  - Analyze proper handling of digital evidence, cyber laws and regulations, and methods of detecting concealed digital information. CITP 4346
  - Monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place. CITP 4347
  - Develop a threat model, conduct a vulnerability analysis, and use penetration tools to exploit weaknesses in a computer system. CITP 4348
- **Design and utilize databases.**
  - Manipulate, define, and maintain the components of a relational database, such as records, table structures, schema objects, and security. CITP 3320
- **Develop applications in modern programming languages.**
  - Utilize system design tools, data storage, arithmetic expressions, modular programming, and object-oriented methodologies. CITP 3305
  - Utilize file input/output operations, control structures, and application development. CITP 3310
  - Create a working software product according to required specifications and design documentation and evaluate its intended functionality. CITP 4340
  - Create event-driven applications with graphical user interfaces, databases, and programming methodologies, such as modularity, encapsulation, information hiding, abstraction, and polymorphism. CITP 4350
- **Demonstrate integration of IT skills in a capstone internship.**
  - Communicate technical information, apply skills in an internship, and participate in a team project. CITP 4301

### TSI LIABLE

#### STC Core Curriculum

ENGL 1301	Composition I	3
ENGL 1302	Composition II - Rhetoric	3
MATH 1414	College Algebra	4



HIST 1301	United States History I	3
HIST 1302	United States History II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
Component Area Option - Core Curriculum (p. 91)		3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Creative Arts Elective - Core Curriculum (p. 90)		3
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3

### Technical Specialty Courses

#### Foundational Courses (Required)

ITNW 1425 & ITNW 2421	Fundamentals of Networking Technologies and Networking with TCP/IP	8
or CPMT 1449 & CPMT 2449	Computer Networking Technology and Advanced Computer Networking Technology	
ITSE 1402	Computer Programming	3-4
or COSC 1320	C Programming	
or COSC 1436	Programming Fundamentals I	
ITSE 1411	Beginning Web Page Programming	3-4
or COSC 1315	Introduction to Computer Programming	
ITSY 1400	Fundamentals of Information Security	4

#### Technical Specialty Courses <sup>1</sup>

Select 30 credit hours of Technical Specialty courses	30
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#### Required Upper-Division Professional Courses

CITP 3305	System Analysis and Design	3
CITP 3306	Internet/Intranet Server Integration	3
CITP 3310	Survey of Programming Languages	3
CITP 3312	Fundamentals of Information Security	3
CITP 3320	Database Management	3
CITP 4301	Capstone: Computer and Information Technology Internship	3
or CITP 4348	Cybersecurity Assessments	
CITP 4316	Advanced Web Design	3
or CITP 4346	Cyber Law and Digital Forensics	
CITP 4330	Advanced Network Security	3
CITP 4340	Special Topics Course - CIT	3
or CITP 4347	Principles of Cybersecurity	
CITP 4350	Advanced Computer Programming	3

Total Credit Hours	120-122
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<sup>1</sup> Students entering the BAT program with a completed A.A. or A.S. degree may apply their Field of Study coursework towards this requirement. Any additional hours needed to complete the 48 credit hours of Technical Specialty coursework should be taken from one of the approved A.A.S. degrees in the following areas: Information Technology, Architectural and Engineering Design Technology, Business Administration, Administrative Office Assistant, Legal Office Assistant, and Paralegal. Coursework from other A.A.S. degrees will be evaluated on a case by case basis.

### TSI LIABLE

## Four Year Course Sequence

Course	Title	Credit Hours
<b>First Year</b>		
<b>Fall</b>		
ENGL 1301	Composition I	3
HIST 1301	United States History I or HIST 2327 or Mexican-American History I	3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
Component Area Option - Core Curriculum (p. 91)		3
ITNW 1425	Fundamentals of Networking Technologies	4
or CPMT 1449	or Computer Networking Technology	
Credit Hours		16

<b>Spring</b>		
ENGL 1302	Composition II - Rhetoric	3
HIST 1302	United States History II or HIST 2328 or Mexican-American History II	3
MATH 1414	College Algebra	4
ITNW 2421	Networking with TCP/IP or Advanced Computer Networking Technology	4
or CPMT 2449		
Credit Hours		14

### Second Year

<b>Fall</b>		
GOVT 2305	Federal Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Creative Arts Elective - Core Curriculum (p. 90)		3
Technical Specialty course		3
Select one of the following:		3-4
ITSE 1402	Computer Programming	
COSC 1320	C Programming	
COSC 1436	Programming Fundamentals I	
Credit Hours		16-17

<b>Spring</b>		
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
GOVT 2306	Texas Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
ITSE 1411	Beginning Web Page Programming	3-4
or COSC 1315	or Introduction to Computer Programming	
ITSY 1400	Fundamentals of Information Security	4
Credit Hours		17-18

### Third Year

<b>Fall</b>		
Technical Specialty course		3
Technical Specialty course		3
Technical Specialty course		3

CITP 3306	Internet/Intranet Server Integration	3
CITP 3305	System Analysis and Design	3
Credit Hours		15
<b>Spring</b>		
CITP 3312	Fundamentals of Information Security	3
CITP 3310	Survey of Programming Languages	3
Technical Specialty course		3
Technical Specialty course		4
Credit Hours		13
<b>Fourth Year</b>		
<b>Fall</b>		
CITP 4316 or CITP 4346	Advanced Web Design or Cyber Law and Digital Forensics	3
CITP 4330	Advanced Network Security	3
CITP 4350	Advanced Computer Programming	3
Technical Specialty Course		3
Credit Hours		12
<b>Spring</b>		
CITP 3320	Database Management	3
CITP 4301 or CITP 4348	Capstone: Computer and Information Technology Internship or Cybersecurity Assessments	3
CITP 4340 or CITP 4347	Special Topics Course - CIT or Principles of Cybersecurity	3
Technical Specialty Course		4
Technical Specialty Course		4
Credit Hours		17
Total Credit Hours		120-122

# Bachelor of Applied Technology in Medical and Health Services Management

This program is a Selective Program. Application requirements are included in the description below.

## TSI LIABLE

The Bachelor of Applied Technology degree (B.A.T.) in Medical and Health Services Management (MHSM) will prepare graduates for entry to mid-level management positions in a health care or medical facility, or any health-related office/organization.

Students that enroll in the MHSM Program will have the choice between two instructional formats: 1) the traditional online (16 weeks) semester long; or 2) the competency-based education (CBE) online (7 weeks) term. All the Core curriculum and all the upper-level curriculum are available in both traditional and CBE, except the Practicum for Health Care Manager course. Additionally, some elective courses are available in both delivery formats, but not all of them.

Graduates of this program will provide valuable expertise in the area of health care systems management to include but not limited to finance, medical staff roles and responsibilities, risk management, reimbursement mechanisms, project management, the electronic medical record, health statistics principles, privacy issues, and legal issues related to the health care industry.

## Bachelor of Applied Technology Requirements

### Application Requirements

- A. Demonstrate proficiency in state mandated general knowledge content through approved means; i.e., Texas Success Initiative (TSI), with program specific exemptions accepted.
- B. Applicants are eligible for admission if they meet one of the following criteria:
  - a. An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above).
  - b. Applicants with prior college level coursework or an AAS, AA, or AS degree must have a minimum cumulative GPA of 2.5 or provide evidence of extenuating circumstances, to the Dean for Math, Science & Bachelor Programs, for waiving the requirement.
  - c. Provisional Acceptance, for students scoring a minimum ACT Composite of 15 (SAT 740 or above) or minimum cumulative GPA of 2.25 may be granted by the Dean for Math, Science & Bachelor Programs upon completion of a personal interview with the prospective applicant.

### Degree Completion Requirements

#### Minimum Completion Requirements

- Complete the appropriate course of study for a Bachelor of Applied Technology program as specified in the College catalog. Developmental or other non-credit coursework does not apply toward graduation requirements.
- South Texas College will accept a maximum of 90 credit hours of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology degree granted by STC.

- Completion of at least 30 credit hours in 3000 level courses or higher of which at least 18 must be completed at STC;
- Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of specialization in the traditional format and a minimum overall cumulative average of "C" (2.0 GPA in all other courses). However, in the competency-based education format, students MUST earn a grade B or A to successfully pass the course.
- Pay all debts to the College prior to graduation.

### Degree Components

General Education Courses	42
Technical Support Areas	48
Medical and Health Services Management Required Courses	30
<b>Total Credit Hours</b>	<b>120</b>

### Lower Division-Requirements

#### STC Core Curriculum (42 Credit Hours)

The student is required to take 42 credit hours from the STC Core Curriculum (p. 89). Students beginning the Bachelor of Applied Technology Program upper-level coursework upon completion of an approved Associate of Applied Science (A.A.S.) degree must complete an additional 27 general education credit hours in order to fulfill the forty-two (42) credit hour general education Core Curriculum required at South Texas College.

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

#### Technical Support Areas (48 Credit Hours)

The student is required to complete 48 credit hours of technical specialty coursework from an approved Associate of Applied Science (AAS) degree. The 48 credit hours must include the 3 courses (9 credit hours) listed below. The remaining 39 credit hours must be earned within an approved A.A.S. degree.

ACCT 2401	Principles of Financial Accounting	4
HITT 1255	Health Care Statistics	2
HITT 1305	Medical Terminology I	3

*Note: Students entering the BAT program with a completed Associate of Science (A.S.) or Associate of Arts (A.A.) degree may apply their field of study coursework toward the 39 credit hour technical specialty requirement.*

### Upper-Division Requirements

#### Prerequisites for Upper-Level Coursework

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

- A minimum GPA of 2.5 in previous coursework.
- Students that enroll in competency-based education (CBE) courses MUST earn a grade B or A to successfully pass the course.

## Required Medical and Health Services Management

### Major Courses (30 Credit Hours)

The upper-division Medical and Health Services Management major courses educate students in the fundamentals of health care systems management to include but not limited to finance, medical staff roles and responsibilities, reimbursement mechanisms, the electronic medical record, privacy issues, risk management, health statistics principles, project management, and legal issues related to the health care industry.

MHSM 3300	Principles of Health Care Management	3
MHSM 3302	U.S. Health Care Delivery	3
MHSM 3303	Statistics for Health Care Managers	3
MHSM 3335	Financial Management for Health Care Managers	3
MHSM 3411	Health Care Information Technology	4
MHSM 4304	Risk Management for Health Professionals	3
MHSM 4351	Public and Community Health Management	3
MHSM 4352	Project Management for Healthcare	3
MHSM 4551	Health Care Management Practicum	5

### TSI LIABLE

Through the Bachelor of Applied Technology in Medical and Health Services Management Program Learning Outcomes, the student will be able to:

1. Demonstrate the ability to incorporate clinical, operational, financial, and statistical data into health care manager decision-making.
2. Demonstrate effective communication both verbally and in written form, to a variety of health care audiences and situations.
3. Demonstrate the ability to interpret JCAHO standards for a health care institution and to implement a the appropriate method of quality assurance.
4. Demonstrate ability to implement the requirements of hiring licensed health care personnel, maintaining personnel records, and determining schedules, wages, and benefits in the health care setting.
5. Demonstrate the ability to make ethical decision during daily operations.

### TSI LIABLE

#### STC Core Curriculum

ENGL 1301	Composition I	3
ENGL 1302	Composition II - Rhetoric	3
Select one of the following:		4
MATH 1414	College Algebra	
MATH 2412	Pre-Calculus Math	

MATH 2413	Calculus I	
HIST 1301 or HIST 2327	United States History I Mexican-American History I	3
HIST 1302 or HIST 2328	United States History II Mexican-American History II	3
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
Select one of the following:		3
PSYC 2301	General Psychology	
PSYC 2306	Human Sexuality	
PSYC 2307	Adolescent Psychology I	
PSYC 2314	Lifespan Growth and Development	
PSYC 2317	Statistical Methods in Psychology	
SOCI 1301	Introductory Sociology	
SOCI 1306	Social Problems	
SOCI 2301	Marriage and the Family	
SOCI 2319	Minority Studies	
Component Area Option - Core Curriculum (p. 91)		3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Creative Arts Elective - Core Curriculum (p. 90)		3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
<b>Technical Specialty Courses</b>		
<i>Foundational Courses (Required)</i>		
ACCT 2401	Principles of Financial Accounting	4
HITT 1255	Health Care Statistics	2
HITT 1305	Medical Terminology I	3
<i>Technical Speciality Courses <sup>1</sup></i>		
Select 39 credit hours of Technical Specialty courses		39
<b>Required Upper-Division Professional Courses</b>		
MHSM 3300	Principles of Health Care Management	3
MHSM 3302	U.S. Health Care Delivery	3
MHSM 3303	Statistics for Health Care Managers	3
MHSM 3335	Financial Management for Health Care Managers	3
MHSM 3411	Health Care Information Technology	4
MHSM 4304	Risk Management for Health Professionals	3
MHSM 4351	Public and Community Health Management	3
MHSM 4551	Health Care Management Practicum	5
MHSM 4352	Project Management for Healthcare	3
Total Credit Hours		120

<sup>1</sup> Students entering the BAT program with a completed A.A. or A.S. degree may apply their Field of Study coursework towards this requirement. Any additional hours needed to complete the 39 credit hours of Technical Specialty coursework should be taken from an approved A.A.S. degree.

## TSI LIABLE

### Four Year Course Sequence

Course	Title	Credit Hours
<b>First Year</b>		
<b>Fall</b>		
ENGL 1301	Composition I	3
Component Area Option - Core Curriculum (p. 91)		3
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
HITT 1255	Health Care Statistics	2
Technical Support Course		3
Technical Support Course		3
Credit Hours		20
<b>Spring</b>		
ENGL 1302	Composition II - Rhetoric	3
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
Select one of the following:		4
MATH 1414	College Algebra	
MATH 2412	Pre-Calculus Math	
MATH 2413	Calculus I	
Technical Support Course		3
Technical Support Course		3
HITT 1305	Medical Terminology I	3
Credit Hours		19
<b>Second Year</b>		
<b>Fall</b>		
GOVT 2305	Federal Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Creative Arts Elective - Core Curriculum (p. 90)		3
Technical Support Course		3
Technical Support Course		3
Credit Hours		16
<b>Spring</b>		
Select one of the following:		3
PSYC 2301	General Psychology	
PSYC 2306	Human Sexuality	
PSYC 2307	Adolescent Psychology I	
PSYC 2314	Lifespan Growth and Development	
PSYC 2317	Statistical Methods in Psychology	
SOCI 1301	Introductory Sociology	
SOCI 1306	Social Problems	
SOCI 2301	Marriage and the Family	
SOCI 2319	Minority Studies	
GOVT 2306	Texas Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
ACCT 2401	Principles of Financial Accounting	4
Technical Support Course		3
Technical Support Course		3
Credit Hours		20
<b>Third Year</b>		
<b>Fall</b>		
Technical Specialty Course		3
Technical Specialty Course		3
MHSM 3302	U.S. Health Care Delivery	3

MHSM 3303	Statistics for Health Care Managers	3
MHSM 3300	Principles of Health Care Management	3
Credit Hours		15
<b>Spring</b>		
MHSM 3335	Financial Management for Health Care Managers	3
MHSM 3411	Health Care Information Technology	4
Technical Support Course		3
Technical Support Course		3
Credit Hours		13
<b>Fourth Year</b>		
<b>Fall</b>		
Technical Support Course		3
MHSM 4304	Risk Management for Health Professionals	3
MHSM 4352	Project Management for Healthcare	3
Credit Hours		9
<b>Spring</b>		
MHSM 4351	Public and Community Health Management	3
MHSM 4551	Health Care Management Practicum	5
Credit Hours		8
Total Credit Hours		120

# Bachelor of Applied Technology in Technology Management

This program is a Selective Program. Application requirements are included in the description below.

## TSI LIABLE

The Bachelor of Applied Technology degree (BAT) in Technology Management will educate, train, and develop successful supervisors who will be prepared to utilize technology to create a competitive advantage for their enterprise. Coursework is balanced between practical training and working with real-life projects that enhance the educational experiences and employment potential for students. The breadth of the coursework enables each graduate to lead and manage by utilizing a wide variety of business, finance, technology and human resource development skills. Interactions with business leaders will provide graduates exposure to the real world and an opportunity to network.

Graduates are educated in the fundamentals of business management, finance, information technology and manufacturing. The curriculum provides a broad training experience through general education courses in a variety of disciplines, core program courses in technology management, elective courses with specialization options and specialized projects and seminars that provide a window into the real world. The choice of electives permits students to tailor their studies toward their own careers and personal goals.

The program offers competency-based courses for core curriculum and lower-division elective courses. Competency-based curriculum is utilized in this degree program to acknowledge a student's prior knowledge through a set of competencies, diagnostic pre-assessments, and post-assessments to demonstrate competency in a subject.

## Application Requirements

- A. Demonstrate proficiency in state mandated general knowledge content through approved means; i.e., Texas Success Initiatives (TSI), with program specific exemptions accepted.
- B. Applicants are eligible for admission if they meet one of the following criteria:
  - a. An ACT Composite of 19 (minimum of 16 in all areas) or above (SAT 910 or above).
  - b. Applicants with prior college level coursework, or an AAS, AA or AS degree, must have a minimum cumulative GPA of 2.5 or provide evidence of extenuating circumstances, to the Dean for Math, Science & Bachelor Programs, for waiving the requirement.
  - c. Provisional Acceptance, for students scoring a minimum ACT Composite of 15 (SAT 740 or above) or minimum cumulative GPA of 2.25 may be granted by the Dean for Math, Science & Bachelor Programs upon completion of a personal interview with the prospective applicant.

## Degree Completion Requirements Minimum Completion Requirements

- Complete the appropriate course of study for a Bachelor of Applied Technology program as specified in the College catalog. Developmental or other non-credit

coursework does not apply toward graduation requirements;

- South Texas College will accept a maximum of 90 credit hours of applicable course work transferred from another accredited college or university toward a Bachelor of Applied Technology degree granted by STC.
- Completion of at least 30 credit hours in 3000 level courses or higher of which at least 18 must be completed at STC;
- Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of specialization, grade of "B" or better in all competency-based courses, and a minimum overall cumulative average of "C" (2.0 GPA in all other courses).
- Pay all debts to the College prior to graduation.

## Degree Components

General Education Courses	42
Foundational Courses	10
Elective Support Courses	38
Technology Management Required Courses	30
<b>Total Credit Hours</b>	<b>120</b>

## Lower Division-Requirements

All lower-division core curriculum courses, Foundational Curriculum courses, and lower-division electives courses are offered in traditional and competency-based delivery format.

### STC Core Curriculum (42 Credit Hours)

The student is required to take 42 credit hours from the STC Core Curriculum (p. 89). Technology Management majors are recommended to take ECON 2301 Principles of Economics I - Macro to fulfill the Social & Behavioral Science component of the Core Curriculum. Technology Management majors must take MATH 1414 College Algebra to fulfill the Mathematics component of the Core Curriculum.

Students beginning the Bachelor of Applied Technology Program upper-level coursework, upon completion of an approved Associate of Applied Science (A.A.S.) degree, must complete the forty-two (42) credit hours in general education Core Curriculum required for bachelor degree graduates.

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

Students that declare the Bachelor of Applied Technology in Technology Management degree have access to the competency-based format of the core curriculum.

### Foundational Courses & Elective Support Courses (48 Credit Hours)

The student is required to complete 48 semester credit hours of technical specialty coursework. The 48 semester credit hours must include the 3 foundational courses (10 credit hours) listed below. Students entering the BAT-TMGT program with a completed Associate's degree may apply their coursework toward the remaining elective support courses. The student may also select from the list of Technology Management electives to fulfill the remaining elective support courses.

#### Foundational Courses (10 Credit Hours)

HRPO 2301	Human Resources Management	3
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ACCT 2401	Principles of Financial Accounting	4
ECON 2302	Principles of Economics II - Micro	3
Total Credit Hours		10

### Technology Management Elective Courses

TMGT 3303	Managerial Rapport and Documentation	3
TMGT 3311	Technology in Enterprise Management	3
TMGT 3321	Supply Chain Management	3
TMGT 3337	Decision Making Economics	3
TMGT 3340	Quality Assurance, Management and Improvement	3
TMGT 4341	Purchasing and Supply Management	3
TMGT 4342	Supply Chain Security	3

## Upper-Division Requirements

### Prerequisites for Upper-Level Coursework

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

### Required Technology Management

#### Major Courses (30 Credit Hours)

The upper-division Technology Management major courses educate students in the fundamentals of business management, finance, information technology, and manufacturing, while building upon skills already learned in the technical support areas. The curriculum design provides a broad training experience through courses in a variety of disciplines. Core program courses in technology management plus elective courses for specialization options and specialized projects and seminars provide a window into the real workplace.

All upper-division required courses are offered in traditional and competency-based delivery format.

TMGT 3302	Business and Economic Statistics	3
TMGT 3305	Organizational Theory and Practice	3
TMGT 3310	Decision Making	3
TMGT 3336	Management and Law	3
TMGT 3338	Accounting for Managers	3
TMGT 4304	Safety and Risk Management	3
TMGT 4312	Resource Management	3
TMGT 4320	Organizational Design and Management Seminar	3

TMGT 4353	International Business Seminar	3
TMGT 4347	Capstone: Technology Management Practicum	3
Total Credit Hours		30

## Specializations

Students may use a combination of required upper level courses and elective courses for a degree plan completion with specialization.

### Supply Chain Management

TMGT 3321	Supply Chain Management	3
TMGT 4341	Purchasing and Supply Management	3
TMGT 4342	Supply Chain Security	3
TMGT 4353	International Business Seminar	3

### Purchasing Management

TMGT 3321	Supply Chain Management (Change by TMGT 3338 Accounting for Managers)	3
TMGT 4341	Purchasing and Supply Management	3
TMGT 4342	Supply Chain Security	3
TMGT 4353	International Business Seminar	3

### Operations Management

TMGT 3311	Technology in Enterprise Management	3
TMGT 3340	Quality Assurance, Management and Improvement	3
TMGT 4312	Resource Management	3
TMGT 4320	Organizational Design and Management Seminar	3

### Organization Management

TMGT 3305	Organizational Theory and Practice	3
TMGT 4312	Resource Management	3
TMGT 4320	Organizational Design and Management Seminar	3
TMGT 4353	International Business Seminar	3

### Project Management

TMGT 3311	Technology in Enterprise Management	3
TMGT 3337	Decision Making Economics	3
TMGT 4312	Resource Management	3
TMGT 4320	Organizational Design and Management Seminar (Change by TMGT 4321 Project Management Seminar)	3

**TSI LIABLE****Program Learning Outcomes**

Through the Bachelor of Applied Technology in Technology Management Program Learning Outcomes, the student should demonstrate the ability to:

1. Create, organize, lead a teamwork group in charge of an organizational case study. (Assessment in TMGT 4320)
2. Search, analyze, compile data and information to report the status of an organization. (Assessment in TMGT 4347)
3. Design a business model with explicit rationale for the decisions implied in the model. (Assessment in TMGT 4320)
4. Elaboration of a business plan incorporating specific documentation concerning legal and ethical boundaries. (Assessment in TMGT 4342)
5. Execution of specific project using Project Management techniques. (Assessment in TMGT 4347)

**TSI LIABLE****Four Year Recommended Course Sequence**

Course	Title	Credit Hours
<b>First Year</b>		
<b>Fall</b>		
ENGL 1301	Composition I	3
Component Area Option - Core Curriculum (p. 91)		3
HIST 1301	United States History I	3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
HRPO 2301	Human Resources Management	3
Credit Hours		15
<b>Spring</b>		
ENGL 1302	Composition II - Rhetoric	3
HIST 1302	United States History II	3
Select one of the following:		4
MATH 1414	College Algebra	
MATH 2412	Pre-Calculus Math	
MATH 2413	Calculus I	
ACCT 2401	Principles of Financial Accounting	4
Credit Hours		14
<b>Second Year</b>		
<b>Fall</b>		
GOVT 2305	Federal Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Creative Arts Elective - Core Curriculum (p. 90)		3
Elective Support Course		3
Elective Support Course		3
Credit Hours		16
<b>Spring</b>		
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
ECON 2301	Principles of Economics I - Macro (Recommended)	
GOVT 2306	Texas Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Elective Support Course		3
Elective Support Course		3
Credit Hours		16

**Third Year**

<b>Fall</b>		
ECON 2302	Principles of Economics II - Micro	3
Elective Support Course		3
Elective Support Course		3
Elective Support Course		3
TMGT 3302	Business and Economic Statistics	3
Credit Hours		15

**Spring**

Elective Support Course		3
TMGT 3305	Organizational Theory and Practice	3
TMGT 3310	Decision Making	3
TMGT 3336	Management and Law	3
TMGT 3338	Accounting for Managers	3
Credit Hours		15

**Fourth Year**

<b>Fall</b>		
TMGT 4304	Safety and Risk Management	3
Elective Support Course		4
Elective Support Course		4
Elective Support Course		3
Elective Support Course		3
Credit Hours		17
<b>Spring</b>		
TMGT 4312	Resource Management	3
TMGT 4320	Organizational Design and Management Seminar	3
TMGT 4353	International Business Seminar	3
TMGT 4347	Capstone: Technology Management Practicum	3
Credit Hours		12
Total Credit Hours		120

# CERTIFICATE AND ASSOCIATE DEGREES

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- Division of Business, Public Safety, and Technology (p. 109)
- Division of Liberal Arts & Social Sciences (p. 147)
- Division of Math, Science and Bachelor Programs (p. 189)
- Division of Nursing and Allied Health (p. 203)

## Division of Business, Public Safety, and Technology

Students are admitted to South Texas College through the provisions of Board Policy 3200. General admission to the College does not imply admission to all programs of the College. The Fire Science & Law Enforcement programs at South Texas College are Selective Programs with application requirements. Application requirements are included in the description of these programs.

### Advanced Manufacturing Technology (p. 111)

- Mechatronics Technology Specialist (Certificate) (p. 112)
- Precision Manufacturing Technology (Certificate) (p. 111)
- Fast Start Precision Manufacturing (Certificate) (p. 112)
- Precision Manufacturing Technology (Associate of Applied Science) (p. 111)

### Architectural and Engineering Design Technology (p. 113)

- Architectural and Civil Engineering Technology (Certificate) (p. 113)
- Architectural and Engineering Design Technology (Certificate) (p. 113)
- Architectural and Visual Technology (Certificate) (p. 113)
- Architectural and Engineering Design Technology
  - Specialization: Architectural and Civil Engineering Technology (Associate of Applied Science) (p. 113)
  - Specialization: Architectural and Visual Technology (Associate of Applied Science) (p. 113)

### Automotive Technology (p. 115)

- Automotive Technology (Certificate) (p. 115)
- Automotive Maintenance and Light Repair (Certificate) (p. 115)
- Automotive Technology (Associate of Applied Science) (p. 115)
- Automotive Technology
  - Specialization: GM-Automotive Service Education Program (Associate of Applied Science) (p. 115)

### Business Administration (p. 117)

- Accounting Clerk (Certificate) (p. 117)
- Import/Export (Certificate) (p. 117)
- Logistics (Certificate) (p. 117)
- Management (Certificate) (p. 117)
- Marketing (Certificate) (p. 117)
- Business Administration
  - Specialization: Accounting (Associate of Applied Science) (p. 117)
  - Specialization: Import/Export/Logistics (Associate of Applied Science) (p. 117)
  - Specialization: Management (Associate of Applied Science) (p. 117)
  - Specialization: Marketing (Associate of Applied Science) (p. 117)
- Business Administration -Transfer Plan, Field of Study (Associate of Arts) (p. 121)

### Computer and Advanced Technologies (p. 122)

- Cloud Computing and Virtualization Specialist (Certificate) (p. 122)
- Computer and Internet Specialist (Certificate) (p. 122)
- Computer Maintenance Specialist (Certificate) (p. 122)
- Telecommunication Support Specialist (Certificate) (p. 122)
- Voice and Data Technician (Certificate) (p. 122)
- Computer and Advanced Technologies
  - Specialization: Computer Maintenance Technology (Associate of Applied Science) (p. 122)
  - Specialization: Computer Support and Telecommunication Specialist (Associate of Applied Science) (p. 122)

### Construction Supervision (p. 125)

- Construction Supervision Assistant (Certificate) (p. 125)
- Construction Supervision (Associate of Applied Science) (p. 125)

### Culinary Arts (p. 127)

- Commercial Baking (Certificate) (p. 127)
- Commercial Cooking (Certificate) (p. 127)
- Culinary Arts (Associate of Applied Science) (p. 127)
- Culinary Arts: Specialization - Baking and Pastry Arts (Associate of Applied Science) (p. 127)

### Diesel Technology (p. 129)

- Diesel Technology (Certificate) (p. 129)
- Diesel Technology (Associate of Applied Science) (p. 129)

### Electrician Technology (p. 130)

- Electrician Assistant (Certificate) (p. 130)
- Electrician Technology (Associate of Applied Science) (p. 130)

### Fire Science (p. 131)

- Basic Firefighter (Certificate) (p. 131)
- Fire Science Technology (Associate of Applied Science) (p. 131)

### Heating, Ventilation, Air Conditioning and Refrigeration Technology (p. 133)

- Heating, Ventilation, Air Conditioning and Refrigeration Technology (Certificate) (p. 133)
- Heating, Ventilation, Air Conditioning and Refrigeration Technology (Associate of Applied Science) (p. 133)

### Human Resources (p. 134)

- Employee and Labor Relations Assistant (Certificate) (p. 134)
- Human Resources Assistant (Certificate) (p. 134)
- Payroll Assistant (Certificate) (p. 134)
- Recruiter Assistant (Certificate) (p. 134)

- Human Resources Specialist (Associate of Applied Science) (p. 134)

## **Information Technology (p. 136)**

- Computer and Information Technologies Specialist (Certificate) (p. 136)
- Computer and Network Specialist (Certificate) (p. 136)
- Computer Applications Specialist (Certificate) (p. 136)
- Cybersecurity Specialist (Certificate) (p. 138)
- Multimedia Specialist (Certificate) (p. 136)
- Information Technology
  - Specialization: Computer Specialist (Associate of Applied Science) (p. 136)
  - Specialization: Cybersecurity Specialist (Associate of Applied Science) (p. 136)
  - Specialization: Networking Specialist (Associate of Applied Science) (p. 137)

## **Law Enforcement (p. 140)**

- Basic Peace Officer (Certificate) (p. 140)
- Law Enforcement (Associate of Applied Science) (p. 140)

## **Office Administration (p. 142)**

- Legal Office Specialist (Certificate) (p. 142)
- Office Specialist (Certificate) (p. 142)
- Legal Office Assistant (Associate of Applied Science) (p. 142)
- Administrative Office Assistant (Associate of Applied Science) (p. 142)

## **Paralegal (p. 144)**

- Paralegal (Associate of Applied Science) (p. 144)

## **Public Administration (p. 185)**

- Public Administration (Associate of Applied Science) (p. 185)
- Public Services Assistant (Certificate) (p. 185)

## **Welding (p. 145)**

- Combination Welding (Certificate) (p. 145)
- Structural Welding (Certificate) (p. 145)
- Welding (Associate of Applied Science) (p. 145)

# Advanced Manufacturing Technology

The Advanced Manufacturing Technology program is first in the State of Texas to gain accreditation through the National Institute for Metalworking Skills (NIMS).

The National Institute for Metalworking Skills (NIMS) is the nation's only ANSI accredited developer of precision manufacturing skill standards and competency assessments. NIMS certifies an individual's skills against standards and accredits programs that meet their quality requirements. NIMS stakeholders represent over 6,000 American companies.

The Precision Manufacturing Certificate program, provides an environment to develop technical skills that are highly marketable to the area's industries. Most of the courses are set up to simulate actual working environments.

Technical coursework begins in the first semester in order to develop a common skill base for the program. During their first semester a student will gain the knowledge necessary to interpret industrial prints, operate machine tools, and utilize software to program Computer Numerical Controlled (CNC) machines.

## Precision Manufacturing Technology

### Certificate

This curriculum offers training on a variety machine tools commonly used in machine shops and focuses on developing practical machining skills. Classroom analysis of various jobs and machine operations increases the student's capabilities as a machinist. General mathematics and communications skills are included to prepare students to work with technical advances in the machining industry.

Students are eligible to take the National Institute of Metalworking Skills (NIMS) certification exams, which are administered at South Texas College by certified faculty. Upon completion, this specialty will allow the student to continue in the Advanced Manufacturing Technology's two-year Associate of Applied Science Degree program or permit the student to work in a highly rewarding career field.

## Fast Start Precision Manufacturing

### Certificate

In this program students will engage in technical coursework to gain technical skills in general basic manufacturing. The curriculum will incorporate a variety of course studies and machine equipment. This program will consist of six classes; online, hybrid and others available as test out options to facilitate the earning of credit hours and provide a faster route to the workforce.

This program is geared toward students that have at least one year of industry experience. Participating students will need to complete at least three National Institute of Metalworking Skills (NIMS) credentials in order to complete the program.

## Precision Manufacturing Technology

### Associate of Applied Science

This degree is designed to provide students with the opportunity for hands-on experience necessary for employment as a machine operator, with a focus on computer enhanced manufacturing processes. Through the integration of mathematics, metallurgy, programmable machinery, shop skills, and computer-assisted machining techniques, students can acquire the necessary skills for employment in an industrial environment. Graduates are eligible to take the National Institute of Metalworking Skills (NIMS) certification exams, which are administered at South Texas College by certified faculty.

Technical coursework includes: machine tool operation, Computer Numerical Control (CNC) programming and operation, parametric solid modeling, and material testing. Specialty coursework includes: Computer Aided Drafting (CAD), Computer Aided Manufacturing (CAM), tool and fixture design, and multi-axis machine programming.

## Mechatronics Technology Specialist

### Certificate

This specialization is a blend of mechanics and electronics. Mechatronics implements techniques in robotics, controls theory, computing architecture and electronics technology. This program will prepare students with the hands-on training they need to work in this industry. Graduates may find employment as technicians assisting engineers.

## Advisory Committee Members Advanced Precision Manufacturing Technology

Advisory Committee Chair – Timothy Andre Jones, Mfg. Engineering Manager, Cinch Connectivity  
Trung Nguyen, Royal Technologies  
Jesus De Lira, Quality Engineer, Regal Beloit America, Inc.  
Cliff Mahathey, Director of Operations – EMU Plastics  
Cesario Pina, Plant Manager – Universal Metal Products  
Lutz Blume, Priority Tooling Solutions, US Inc.  
Mike Willis, Workforce Solutions  
Samuel and Norma Torres, Owners, Amaida Machine Shop

## Mechatronics Technology

Advisory Committee Chair - Mike Willis, Workforce Solutions  
Alberto Alcantar, Humanetics  
Dan Robinson, Grand Rapids Foam Technology  
Timothy Andre Jones, Cinch Connectivity  
David Martinez, Royal Technologies  
Juan Luna, General Electric Aviation  
Paul Harris, Rexnord  
Robert Ontiveros, South Texas Canteen  
Tracy Rogers, Worldwide

## Certificates

- Precision Manufacturing Technology Certificate (p. 112)
- Fast Start Precision Manufacturing Certificate (p. 112)
- Mechatronics Technology Specialist Certificate (p. 112)

## Associates Degree

- Precision Manufacturing Technology Associate of Applied Science (p. 112)



## Precision Manufacturing Technology Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Advanced-Manufacturing-Technology/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
DFTG 1325	Blueprint Reading and Sketching	3
MCHN 1338	Basic Machine Shop I	3
MCHN 1320	Precision Tools and Measurement	3
MCHN 2303	Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	3
Credit Hours		12
<b>Second Semester</b>		
DFTG 1313	Drafting for Specific Occupations	3
MCHN 1343	Machine Shop Mathematics	3
MCHN 1326	Introduction to Computer-Aided Manufacturing (CAM)	3
MCHN 1352	Intermediate Machining I	3
Credit Hours		12
Total Credit Hours		24

## Fast Start Precision Manufacturing Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Advanced-Manufacturing-Technology/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
DFTG 1325	Blueprint Reading and Sketching	3
MCHN 1338	Basic Machine Shop I	3
MCHN 1320	Precision Tools and Measurement	3
MCHN 2303	Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	3
Credit Hours		12
<b>Second Semester</b>		
DFTG 1313	Drafting for Specific Occupations	3
MCHN 1343	Machine Shop Mathematics	3
Credit Hours		6
Total Credit Hours		18

## Mechatronics Technology Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Mechatronics-Technology-Specialist/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
RBTC 1405	Robotic Fundamentals	4
CETT 1409	DC/AC Circuits	4
CETT 1425	Digital Fundamentals	4
CPMT 1443	Microcomputer Architecture	4
Credit Hours		16

### Second Semester

ELMT 1405	Basic Fluid Power	4
RBTC 1401	Programmable Logic Controllers	4
RBTC 1447	Electromechanical Devices	4
CETT 2189	CAPSTONE: Internship	1
Credit Hours		13
Total Credit Hours		29

## Precision Manufacturing Technology Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
DFTG 1325	Blueprint Reading and Sketching	3
MCHN 1338	Basic Machine Shop I	3
MCHN 2303	Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	3
MCHN 1320	Precision Tools and Measurement	3
Credit Hours		12
<b>Second Semester</b>		
DFTG 1313	Drafting for Specific Occupations	3
MCHN 1343	Machine Shop Mathematics	3
MCHN 1352	Intermediate Machining I	3
MCHN 1326	Introduction to Computer-Aided Manufacturing (CAM)	3
Credit Hours		12
<b>Summer Session I</b>		
ENGL 1301	Composition I <sup>1</sup>	3
SPCH 1311	Introduction to Speech Communication <sup>1</sup>	3
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
Credit Hours		9
<b>Third Semester</b>		
MCHN 2447	Specialized Tools and Fixtures	4
MCHN 2435	Advanced CNC Machining	4
MCHN 2341	Advanced Machining I	3
Humanities Elective (p. 91) <sup>1</sup>		3
Credit Hours		14
<b>Fourth Semester</b>		
MCHN 1319	Manufacturing Materials and Processes	3
Math and Natural Sciences Elective (p. 92) <sup>1</sup>		3-4
MCHN 2438	Advanced Computer-Aided Manufacturing (CAM)	4
MCHN 2382	CAPSTONE: Tool & Die Technology	3
Credit Hours		13-14
Total Credit Hours		60-61

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

# Architectural & Engineering Design Technology

## Architectural and Engineering Design Technology

### Certificate

This specialization is designed to provide a pathway to the fields of architectural, visual, and civil engineering technologies. Students take basic courses that introduce them to a wide range of disciplines in the design-build community. In addition, students are introduced to architecture through several academic courses and provided an opportunity to transfer credit to a four-year institution.

## Specialization: Architectural and Visual Technology

### Certificate and Associate of Applied Science

This program prepares students for careers in the design, building, and general business sectors. Students learn to communicate design solutions for architects, engineers, builders, and development companies through construction documents and numerous 2D and 3D visualizations. Students are trained in various industry standard software including AutoCad, Revit, Photoshop, and Illustrator. Upon completion of this program, students will be skilled in emerging technologies such as 3D printing, Building Information Modeling (BIM), and advanced graphic techniques. In addition, students are introduced to architecture through several academic courses and provided an opportunity to transfer credit to a four-year institution.

## Specialization: Architectural and Civil Engineering Technology

### Certificate and Associate of Applied Science

This degree is designed to assist students in preparing architectural, structural and civil construction documents for commercial, industrial and civil projects. Students are trained in various industry standard software including AutoCad, Revit, Microstation and Civil 3D to produce construction documents. They develop skills in the production of working/study models, Building Information Modeling (BIM), 3D printing and through specialized courses learn basic civil engineering technologies and surveying techniques. In addition, students are introduced to architecture through several academic courses and provided an opportunity to transfer credit to a four-year institution.

## Advisory Committee Members

Hugo Avila, Engineer, Halff Associates  
Alejandro Folchi, Project Manager, Amtech Building Services

Sergio Castillo, Revit Specialist, ERO Architects  
Yvette Barrera, City Engineer, City of McAllen  
Katrin Leonard, Associate, Raba-Kistner Consultants, Inc.

Carolina Civarolo, Principal Architect, Orange Made LLC

John Gates, Principal Architect, Boultinghouse Simpson Gates Architects

Alfonso Soto, Principal, Terracon

## Certificates

- Architectural & Civil Engineering Technology Certificate (p. 113)

- Architectural and Engineering Design Technology Certificate (p. 113)
- Architectural and Visual Technology Certificate (p. 113)

## Associates Degrees

- Architectural & Engineering Design Technology
  - Specialization: Architectural and Civil Engineering Technology Associate of Applied Science (p. 114)
- Specialization: Architectural and Visual Technology Associate of Applied Science (p. 113)

## Architectural & Civil Engineering Technology Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Civil-Drafting/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 1315	Architectural Blueprint Reading and Sketching	3
ARCH 1311	Introduction to Architecture	3
DFTG 1493	Introduction to Civil Drafting	4
Credit Hours		14
<b>Second Semester</b>		
DFTG 2419	Intermediate Computer-Aided Drafting	4
SRVY 1413	Plane Surveying	4
DFTG 2428	Capstone: Architectural Drafting-Commercial	4
Credit Hours		12
Total Credit Hours		26

## Architectural and Engineering Design Technology Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Architectural-Drafting/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 1315	Architectural Blueprint Reading and Sketching	3
ARCH 1311	Introduction to Architecture	3
ARCE 1421	Architectural Illustration	4
DFTG 1493	Introduction to Civil Drafting	4
Credit Hours		18
Total Credit Hours		18

## Architectural and Visual Technology Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Design-and-Technical-Graphics/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 1315	Architectural Blueprint Reading and Sketching	3
ARCH 1311	Introduction to Architecture	3
ARCE 1421	Architectural Illustration	4
Credit Hours		14
<b>Second Semester</b>		
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 1417	Architectural Drafting-Residential	4
INDS 1445	CAPSTONE: Commercial Design I	4
Credit Hours		12
Total Credit Hours		26

## Architectural & Engineering Design Technology Specialization: Architectural and Civil Engineering Technology Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 1315	Architectural Blueprint Reading and Sketching	3
ARCH 1311	Introduction to Architecture	3
DFTG 1493	Introduction to Civil Drafting	4
Credit Hours		14
<b>Second Semester</b>		
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2428	Capstone: Architectural Drafting-Commercial	4
SRVY 1413	Plane Surveying	4
Credit Hours		12
<b>Third Semester</b>		
Math Elective (p. 92) <sup>1</sup>		3
ENGL 1301	Composition I <sup>1</sup>	3
Credit Hours		6
<b>Fourth Semester</b>		
ARCE 1452	Structural Drafting	4
DFTG 2430	Civil Drafting	4
ARCH 1301	Architectural History I <sup>1</sup>	3
ARCH 1303	Architectural Design I	3
Credit Hours		14
<b>Fifth Semester (Spring)</b>		
PSYC 2301 or SOCI 1301	General Psychology <sup>1</sup> or Introductory Sociology	3
ARCH 1302	Architectural History II <sup>1</sup>	3
DFTG 2438	Final Project - Advanced Drafting	4
DFTG 1480	Cooperative Education	4
Credit Hours		14
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hours General Education requirement

## Architectural & Engineering Design Technology Specialization: Architectural and Visual Technology Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 1315	Architectural Blueprint Reading and Sketching	3
ARCH 1311	Introduction to Architecture	3
ARCE 1421	Architectural Illustration	4
Credit Hours		14
<b>Second Semester</b>		
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 1417	Architectural Drafting-Residential	4
INDS 1445	CAPSTONE: Commercial Design I	4
Credit Hours		12
<b>Summer Session I</b>		
Math Elective (p. 92) <sup>1</sup>		3
ENGL 1301	Composition I <sup>1</sup>	3
Credit Hours		6
<b>Fourth Semester</b>		
DFTG 2440	Solid Modeling/Design	4
PHTC 2431	Architectural Photography	4
ARCH 1301	Architectural History I <sup>1</sup>	3
ARCH 1303	Architectural Design I	3
Credit Hours		14
<b>Fifth Semester (Spring)</b>		
PSYC 2301 or SOCI 1301	General Psychology <sup>1</sup> or Introductory Sociology	3
ARCH 1302	Architectural History II <sup>1</sup>	3
DFTG 2438	Final Project - Advanced Drafting	4
DFTG 1480	Cooperative Education	4
Credit Hours		14
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

# Automotive Technology

## Automotive Technology

### Certificate and Associate of Applied Science

The Automotive Technology program is designed to prepare students for an entry-level employment in the high technology automotive service industry.

Students will gain knowledge in automotive heating and air conditioning systems, electrical/electronic systems, fuel injection, both manual and automatic transmissions/transaxles, engine performance, brake systems, steering and suspension systems, and computerized automotive control systems. Emphasis will be placed on hands-on learning in the labs to develop diagnostic and troubleshooting skills, as well as repair procedures.

Graduates of the Automotive Technology program are typically placed in dealerships, independent garages and specialty automotive repair facilities and quick service shops. Courses taken for completion of the Certificate Program can be applied toward completion of the Associate of Applied Science Degree in Automotive Technology.

### Specialization: GM-ASEP (Automotive Service Educational Program)

#### Associate of Applied Science

What is GM-ASEP? ASEP is an educational partnership between South Texas College and General Motors Corporation. GM ASEP streamlines the path to becoming a highly trained automotive technician to less than two years. In GM ASEP you will alternate between your local GM ASEP College and hands-on work experience at your sponsoring worksite. GM ASEP instructors are GM trained and in touch with the latest automotive trends. You will be learning from the best. Learn how to identify, analyze and solve complex automotive problems. Theory and practical application will come together as you spend time working on actual customer vehicles.

The curriculum reflects current GM technology. ASEP provides classroom and laboratory training that is reinforced by on-the-job experience in a GM dealership. It is a comprehensive, two-year program.

## Advisory Committee Members Automotive Technology

Bill Seawell, Automotive Sales, PSI  
Chet Hatzold, Service Specialist, Hunter Equipment  
Eduardo De Leon, Salesman, Napa Auto Parts  
Fernando Alanis, Regional Mgr., O'Reilly Auto Parts  
Joe Campos, Owner, Midway Auto & Truck Services  
Joe Gonzalez, Salesman, Burton Companies  
Chris Hatzold, Shop Foreman, Bert Ogden Edinburg  
Hiram Alaniz, Instructor, La Joya High School  
Scott Vaughan, Owner, Burton Companies  
Silvestre Vargas, Owner, Silvestre's Truck and Auto

## GM-ASEP Technology

Adalberto Barron, Auto Technician, Bert Ogden  
Baylor Vaughn, Automotive Sales, PSI  
Bill Seawell, Automotive Sales Rep., PSI  
Chris Hatzold, Service Manager, Bert Ogden  
Rose Crookston, General Motors  
Joe Ochoa, Service Manager, Rio Motors  
Joko Winarto, Service and Parts Rep., GM  
Lupe Salazar, Service Manager, Clark Chevrolet

## Certificates

- Automotive Technology Certificate (p. 115)
- Automotive Maintenance and Light Repair Certificate (p. 115)

## Associates Degrees

- Automotive Technology Associate of Applied Science (p. 116)
- Automotive Technology Specialization: GM-ASEP (Automotive Service Educational Program) Associate of Applied Science (p. 116)

## Automotive Technology Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Automotive-Technology/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
AUMT 1201	Introduction and Theory of Automotive Technology	2
AUMT 1407	Automotive Electrical Systems	4
AUMT 1410	Automotive Brake Systems	4
AUMT 1416	Automotive Suspension and Steering Systems	4
Credit Hours		14
<b>Second Semester</b>		
AUMT 1419	Automotive Engine Repair	4
AUMT 2417	Automotive Engine Performance Analysis I	4
AUMT 2425	Automotive Automatic Transmission and Transaxle	4
Credit Hours		12
<b>Third Semester</b>		
AUMT 2313	Automotive Drive Train and Axles	3
AUMT 1345	Automotive Climate Control Systems	3
AUMT 2434	Automotive Engine Performance Analysis II	4
AUMT 1266	Practicum I	2
Credit Hours		12
Total Credit Hours		38

## \*Automotive Maintenance and Light Repair Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Automotive-Technology/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
AUMT 1345	Automotive Climate Control Systems	3
AUMT 1410	Automotive Brake Systems	4
AUMT 1416	Automotive Suspension and Steering Systems	4
AUMT 1407	Automotive Electrical Systems	4
AUMT 1266	Practicum I	2
Credit Hours		17
Total Credit Hours		17

\*Revised award title pending approval from THECB, SACSCOC and Department of Education.

# Automotive Technology Associate of Applied Science

## TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
AUMT 1201	Introduction and Theory of Automotive Technology	2
AUMT 1407	Automotive Electrical Systems	4
AUMT 1410	Automotive Brake Systems	4
AUMT 1416	Automotive Suspension and Steering Systems	4
Credit Hours		14
<b>Second Semester</b>		
AUMT 1419	Automotive Engine Repair	4
AUMT 2417	Automotive Engine Performance Analysis I	4
AUMT 2425	Automotive Automatic Transmission and Transaxle	4
SPCH 1311	Introduction to Speech Communication <sup>1</sup>	3
Credit Hours		15
<b>Summer Session I</b>		
ENGL 1301	Composition I <sup>1</sup>	3
Humanities Elective (p. 91) <sup>1</sup>		3
Credit Hours		6
<b>Third Semester</b>		
AUMT 2313	Automotive Drive Train and Axles	3
AUMT 1345	Automotive Climate Control Systems	3
AUMT 2434	Automotive Engine Performance Analysis II	4
PSYC 2301	General Psychology <sup>1</sup>	3
Credit Hours		13
<b>Fourth Semester</b>		
CSIR 1355	Industry Certifications	3
AUMT 2421	Automotive Electrical Diagnosis and Repair	4
Math and Natural Sciences Elective (p. 92) <sup>1</sup>		3
AUMT 1266	Practicum I (CAPSTONE)	2
Credit Hours		12
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement.

# Automotive Technology Specialization: GM-ASEP (Automotive Service Educational Program) Associate of Applied Science

## TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
AUMT 1407	Automotive Electrical Systems	4
AUMT 2421	Automotive Electrical Diagnosis and Repair	4
SPCH 1311	Introduction to Speech Communication <sup>1</sup>	3
AUMT 1266	Practicum I	2
Credit Hours		13
<b>Second Semester</b>		
AUMT 1419	Automotive Engine Repair	4
AUMT 2417	Automotive Engine Performance Analysis I	4
PSYC 2301	General Psychology <sup>1</sup>	3
AUMT 1267	Practicum II	2
Credit Hours		13

## Summer Session I

AUMT 1316	Automotive Suspension and Steering Systems-GM-ASEP	3
AUMT 1345	Automotive Climate Control Systems	3
Humanities Elective (p. 91) <sup>1</sup>		3
Credit Hours		9
<b>Third Semester</b>		
AUMT 2313	Automotive Drive Train and Axles	3
ENGL 1301	Composition I <sup>1</sup>	3
AUMT 1410	Automotive Brake Systems	4
AUMT 2266	Practicum III-GM ASEP	2
Credit Hours		12
<b>Fourth Semester</b>		
Math and Natural Sciences Elective (p. 92) <sup>1</sup>		3
AUMT 2434	Automotive Engine Performance Analysis II	4
AUMT 2425	Automotive Automatic Transmission and Transaxle	4
AUMT 2267	CAPSTONE: Practicum IV-GM ASEP	2
Credit Hours		13
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement.

# Business Administration

## Accounting Clerk

### Certificate

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

## Import/Export

### Certificate

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

## Logistics

### Certificate

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

## Management

### Certificate

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

## Marketing

### Certificate

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

## Specialization: Accounting

### Associate of Applied Science

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

## Specialization: Import/Export/Logistics

### Associate of Applied Science

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

## Specialization: Management

### Associate of Applied Science

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

## Specialization: Marketing

### Associate of Applied Science

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

**Note: All of the above Business Administration programs are ACBSP Accredited.**

## Advisory Committee Members Accounting

Susana Garza, Magic Valley Electric  
Susana Munoz, Susana Munoz, CPA The Number Co.  
Melinda Bosquez, Burton McCumber  
Angie Vela, City of Mission  
Eslibeth Perez, United Way  
Marlen Ramirez, United Way

## Import / Export / Logistics

Martin Rabanales, Institute of Advanced Manufacturing  
Mark Garcia, Vice President of Operations, McAllen Free Trade Zone (FTZ)  
Walter Weaver, Assistant Port Director, US Customs & Border Protection  
Sylvia Garces Soria, ASQ 1425  
Jose A. Andrade, RGCX Rio Grande Chemical, Ltd.

## Management

Victor Huerta, UTRGV  
Mike Willis, Office of Business Partnerships Workforce Solutions  
Noe Estrada, Child Fund International  
Benita Valadez, RAM/VAL Inc.  
Salvador Dominguez, Emerson

## Marketing

Craig Lewis, Rio Bank  
Stephanie Hawk, Cobalt Digital Marketing  
Jose Eloy Garza, PSJA/STC  
Eric Valdez, Pueblo Tires  
Jennifer Nava, The Greater Mission Chamber of Commerce

## Certificates

- Accounting Clerk Certificate (p. 118)
- Import/Export Certificate (p. 118)
- Logistics Certificate (p. 118)
- Management Certificate (p. 118)
- Marketing Certificate (p. 118)

## Associates Degrees

- Business Administration
  - Specialization: Accounting Associate of Applied Science (p. 119)
  - Specialization: Import/Export/Logistics Associate of Applied Science
  - Specialization: Management Associate of Applied Science



- Specialization: Marketing Associate of Applied Science

## Accounting Clerk Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Accounting-Clerk/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
ACNT 1303	Introduction to Accounting I	3
COSC 1301 or ITSC 1409	Introduction to Computing or Integrated Software Applications I	3-4
BUSI 1301	Business Principles	3
BMGT 1305	Communications in Management	3
BNKG 1340	Money and Financial Markets	3
Credit Hours		15-16
<b>Second Semester</b>		
ACNT 1304 or ACCT 2401	Introduction to Accounting II or Principles of Financial Accounting	3-4
ACNT 1311	Introduction to Computerized Accounting	3
ACNT 1329	Payroll and Business Tax Accounting	3
BMGT 1301	Supervision	3
Credit Hours		12-13
<b>Third Semester</b>		
BMGT 2168	CAPSTONE: Accounting Practicum	1
Credit Hours		1
Total Credit Hours		28-30

## Import/Export Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Import-Export/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
ACNT 1303	Introduction to Accounting I	3
COSC 1301 or ITSC 1409	Introduction to Computing or Integrated Software Applications I	3-4
BMGT 1391	Business Conduct	3
IBUS 1301	Principles of Exports	3
Credit Hours		12-13
<b>Second Semester</b>		
BMGT 1305	Communications in Management	3
BNKG 1340	Money and Financial Markets	3
IBUS 1305	Introduction to International Business / Trade	3
IBUS 2345	Import Customs Regulations	3
Credit Hours		12
<b>Third Semester</b>		
IBUS 2371	Import Customs Regulations II	3
BMGT 2268	CAPSTONE: Business Administration Practicum	2
Credit Hours		5
Total Credit Hours		29-30

## Logistics Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Logistics/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
ACNT 1303	Introduction to Accounting I	3
COSC 1301 or ITSC 1409	Introduction to Computing or Integrated Software Applications I	3-4
BMGT 1391	Business Conduct	3
LMGT 1319	Introduction to Business Logistics	3
Credit Hours		12-13
<b>Second Semester</b>		
BNKG 1340	Money and Financial Markets	3
BMGT 1305	Communications in Management	3
LMGT 1321	Principles of Material Management	3
LMGT 1325	Warehouse and Distribution Center Management	3
Credit Hours		12
<b>Summer Session I</b>		
BMGT 2268	CAPSTONE: Business Administration Practicum	2
Credit Hours		2
Total Credit Hours		26-27

## Management Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Management/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
ACNT 1303	Introduction to Accounting I	3
COSC 1301 or ITSC 1409	Introduction to Computing or Integrated Software Applications I	3-4
BUSI 1301	Business Principles	3
BMGT 1301	Supervision	3
BMGT 1391	Business Conduct	3
Credit Hours		15-16
<b>Second Semester</b>		
POFI 2301	Word Processing	3
BMGT 1305	Communications in Management	3
ACNT 1329	Payroll and Business Tax Accounting	3
HRPO 2301	Human Resources Management	3
BUSG 2309	Small Business Management/ Entrepreneurship	3
BMGT 2268	CAPSTONE: Business Administration Practicum	2
Credit Hours		17
Total Credit Hours		32-33

## Marketing Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Marketing/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
ACNT 1303	Introduction to Accounting I	3
COSC 1301 or ITSC 1409	Introduction to Computing or Integrated Software Applications I	3-4
BMGT 1301	Supervision	3
BMGT 1391	Business Conduct	3
MRKG 1311	Principles of Marketing	3
Credit Hours		15-16
<b>Second Semester</b>		
BUSI 1301	Business Principles	3
BMGT 1305	Communications in Management	3
MRKG 1301	Customer Relationship Management	3
POFI 2431	Desktop Publishing	4
BMGT 2268	CAPSTONE: Business Administration Practicum	2
Credit Hours		15
Total Credit Hours		30-31

## Business Administration Specialization: Accounting Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
BNKG 1340	Money and Financial Markets	3
ACNT 1303	Introduction to Accounting I	3
COSC 1301 or ITSC 1409	Introduction to Computing or Integrated Software Applications I	3
BMGT 1301	Supervision	3
Credit Hours		15
<b>Second Semester</b>		
BMGT 1305	Communications in Management	3
ACCT 2401	Principles of Financial Accounting	4
ACNT 1329	Payroll and Business Tax Accounting	3
ACNT 1311	Introduction to Computerized Accounting	3
SPCH 1321	Business and Professional Communication <sup>1</sup>	3
Credit Hours		16
<b>Third Semester</b>		
Humanities Elective (p. 91) <sup>1</sup>		3
BUSI 1301	Business Principles	3
Math and Natural Sciences Elective (p. 92) <sup>1</sup>		3
ACCT 2402	Principles of Managerial Accounting	4
Credit Hours		13
<b>Fourth Semester</b>		
ACNT 2309	Cost Accounting	3
ACNT 1331 or ACNT 2331	Federal Income Tax: Individual or Internal Control and Auditing	3
ACNT 2330	Government and Not-for-Profit Accounting	3
ECON 2301	Principles of Economics I - Macro <sup>1</sup>	3
BUSI 2301	Business Law	3

BMGT 2168	CAPSTONE: Accounting Practicum	1
Credit Hours		16
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

## Business Administration Specialization: Import/Export/ Logistics Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
COSC 1301 or ITSC 1409	Introduction to Computing or Integrated Software Applications I	3
IBUS 1301	Principles of Exports	3
IBUS 1305	Introduction to International Business / Trade	3
BMGT 1301	Supervision	3
Credit Hours		15
<b>Second Semester</b>		
ACNT 1303	Introduction to Accounting I	3
BNKG 1340	Money and Financial Markets	3
BMGT 1305	Communications in Management	3
LMGT 1319	Introduction to Business Logistics	3
Credit Hours		12
<b>Third Semester</b>		
Import/Export/Logistics Elective		3
Select one of the following:		
IBUS 2345	Import Customs Regulations	
IBUS 2371	Import Customs Regulations II	
LMGT 1321	Principles of Material Management	
LMGT 1325	Warehouse and Distribution Center Management	
Math Elective (p. 92) <sup>1,2</sup>		4
BUSI 2301	Business Law	3
SPCH 1321	Business and Professional Communication	3
MRKG 1301	Customer Relationship Management	3
Credit Hours		16
<b>Fourth Semester</b>		
Import/Export/Logistics Elective		3
Select one of the following:		
IBUS 2345	Import Customs Regulations	
IBUS 2371	Import Customs Regulations II	
LMGT 1321	Principles of Material Management	
LMGT 1325	Warehouse and Distribution Center Management	
ECON 2301	Principles of Economics I - Macro <sup>1</sup>	3
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
Humanities Elective (p. 91) <sup>1</sup>		3
BMGT 1309	Information and Project Management	3

BMGT 2268	CAPSTONE: Business Administration Practicum	2
		<hr/>
	Credit Hours	17
		<hr/>
	Total Credit Hours	60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

<sup>2</sup> Students must take a 4 credit hour course in order to fulfill the Math Elective.

## Business Administration Specialization: Management Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
COSC 1301 or ITSC 1409	Introduction to Computing or Integrated Software Applications I	3
BUSI 1301	Business Principles	3
BMGT 1301	Supervision	3
		<hr/>
	Credit Hours	12
<b>Second Semester</b>		
SPCH 1321	Business and Professional Communication	3
POFI 2301	Word Processing	3
ACNT 1303	Introduction to Accounting I	3
BMGT 1305	Communications in Management	3
HRPO 2301	Human Resources Management	3
BNKG 1340	Money and Financial Markets	3
		<hr/>
	Credit Hours	18
<b>Third Semester</b>		
	Math and Natural Sciences Elective (p. 92) <sup>1,2</sup>	4
BUSI 2301	Business Law	3
ACNT 1329	Payroll and Business Tax Accounting	3
BUSG 2309	Small Business Management/ Entrepreneurship	3
		<hr/>
	Credit Hours	13
<b>Fourth Semester</b>		
	Humanities Elective (p. 91) <sup>1</sup>	3
	Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>	3
BMGT 2303	Problem Solving and Decision Making	3
ECON 2301	Principles of Economics I - Macro <sup>1</sup>	3
MRKG 1311	Principles of Marketing	3
BMGT 2268	CAPSTONE: Business Administration Practicum	2
		<hr/>
	Credit Hours	17
		<hr/>
	Total Credit Hours	60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

<sup>2</sup> Students must take a 4 credit hour course in order to fulfill the Math and Natural Sciences Elective.

## Business Administration Specialization: Marketing Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
COSC 1301 or ITSC 1409	Introduction to Computing or Integrated Software Applications I	3
BMGT 1301	Supervision	3
BMGT 1391	Business Conduct	3
MRKG 1311	Principles of Marketing	3
		<hr/>
	Credit Hours	15
<b>Second Semester</b>		
ACNT 1303	Introduction to Accounting I	3
SPCH 1321	Business and Professional Communication	3
BMGT 1305	Communications in Management	3
BNKG 1340	Money and Financial Markets	3
MRKG 1301	Customer Relationship Management	3
MRKG 2333	Principles of Selling	3
		<hr/>
	Credit Hours	18
<b>Third Semester</b>		
BUSI 1301	Business Principles	3
	Math and Natural Sciences Elective (p. 92) <sup>1,2</sup>	4
MRKG 2349	Advertising and Sales Promotion	3
BUSG 2309	Small Business Management/ Entrepreneurship	3
		<hr/>
	Credit Hours	13
<b>Fourth Semester</b>		
	Humanities Elective (p. 91) <sup>1</sup>	3
	Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>	3
MRKG 1313	Public Relations	3
ECON 2301	Principles of Economics I - Macro <sup>1</sup>	3
BMGT 2268	CAPSTONE: Business Administration Practicum	2
		<hr/>
	Credit Hours	14
		<hr/>
	Total Credit Hours	60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

<sup>2</sup> Students must take a 4 credit hour course in order to fulfill the Math and Natural Sciences Elective.

# Business Administration (Transfer Plan)

## Associate of Arts

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

**Note: All of the above Business Administration programs are ACBSP Accredited.**

## TSI LIABLE

### Field of Study - 18 Credit Hours

ACCT 2401	Principles of Financial Accounting	4
ACCT 2402	Principles of Managerial Accounting	4
ECON 2302	Principles of Economics II - Micro	3
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications <sup>3</sup>	3
BUSI 2305	Business Statistics	3

### STC Core Curriculum - 42 Credit Hours

Complete 42 credit hours of required Core Curriculum <sup>1,2,3</sup>	42
<b>Total Credit Hours</b>	<b>60</b>

- <sup>1</sup> Business Administration majors must take ECON 2301 Principles of Economics I - Macro to fulfill the Social/Behavioral Science component of the Core Curriculum.
- <sup>2</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.
- <sup>3</sup> For BCIS 1305 Business Computer Applications, 1 credit hour is scheduled for the field of study and 2 credit hours are scheduled to meet the Core Component Area Option.

## TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ENGL 1301	Composition I	3
BCIS 1305	Business Computer Applications <sup>1</sup>	3
BUSI 1301	Business Principles	3
<b>Credit Hours</b>		<b>12</b>
<b>Second Semester</b>		
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
ENGL 1302	Composition II - Rhetoric	3
Creative Arts Elective - Core Curriculum (p. 90)		3

ACCT 2401	Principles of Financial Accounting	4
Mathematics Elective - Core Curriculum (p. 89)		3-4
Recommended: MATH 1324 <sup>2</sup>		
<b>Credit Hours</b>		<b>16-17</b>
<b>Third Semester</b>		
GOVT 2305	Federal Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
ECON 2301	Principles of Economics I - Macro	3
ACCT 2402	Principles of Managerial Accounting	4
<b>Credit Hours</b>		<b>14</b>
<b>Fourth Semester</b>		
GOVT 2306	Texas Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
ECON 2302	Principles of Economics II - Micro	3
BUSI 2305	Business Statistics	3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
Component Area Option - Core Curriculum (p. 91)		2
<b>Credit Hours</b>		<b>18</b>
<b>Total Credit Hours</b>		<b>60-61</b>

<sup>1</sup> For BCIS 1305 Business Computer Applications, 1 credit hour is scheduled for the Field of Study and 2 credit hours are scheduled to meet the Core Component Area Option.

<sup>2</sup> Strongly Recommended: MATH 1324 Mathematics for Business & Social Sciences.

# Computer and Advanced Technologies

## Cloud Computing and Virtualization Specialist

### Certificate

In this specialization, students will learn cloud computing skills, which include installation, maintenance, and support for computer systems as well as traditional, wireless and cloud-based networks. Students will take courses to learn how to properly install, maintain and troubleshoot and secure computer systems, provision software, deploy wired networks, wireless networks and install cloud-based systems. Cloud computing focuses on Infrastructure as a Service (IaaS), Platform as a Service (PaaS) and Software as a Service (SaaS) implemented on hardware and virtualized systems.

## Computer and Internet Specialist

### Certificate

This one-semester specialization will provide students with the foundation required in the use of computers and the Internet. Students will learn entry-level skills needed to effectively use the latest computer and Internet technologies in a business environment. Graduates will have knowledge in the areas of technology including using computer hardware, using and installing computer software, fundamentals of operating systems, computer networking, Internet and electronic mail concepts, as well as using word processing applications, and presentation media software.

## Specialization: Computer Maintenance Technology

### Certificate and Associate of Applied Science

Students who graduate from this specialization will gain skills necessary to compete in the computer maintenance industry. They will learn skills such as programming on computing architecture, computer hardware and software installation, computer and mobile device maintenance, computer and mobile device security, peripheral installation and troubleshooting, as well as provide hardware, software and computer security support for users within their organization.

## Specialization: Computer Support and Telecommunication Specialist

### Certificate and Associate of Applied Science

In this specialization, students will learn computer support and telecommunication skills, which include installation, maintenance, and support for computer systems, computer networks, computer security and cabling infrastructure. Students will take courses to learn how to properly install, maintain and troubleshoot computer and mobile device systems, software, peripherals, as well as implementing sound security practices for networks and networking devices in a business. Graduates will also provide technical support for users within their organization.

## Telecommunication Support Specialist

### Certificate

Students who graduate from this specialization will gain skills necessary to compete in the telecommunication support industry. The

courses are aligned to the Electronic Systems Professional Alliance (ESPA) entry-level Electronic Systems Technicians (ESTs) industry certification. Students will learn advanced installation and troubleshooting of telecommunication systems such as telephony, broadband as well as copper and fiber optic structured cabling systems to deliver voice, data, Internet and video/web services to end users.

## Voice and Data Technician

### Certificate

This one-semester specialization will provide students with the foundation skills in the telecommunication industry. The courses are aligned to the Electronic Systems Professional Alliance (ESPA) entry-level Electronic Systems Technicians (ESTs) industry certification. Students will learn traditional telecommunication systems such as telephony and broadband. Students will learn industry best practices in a hand-on environment to deploy copper and fiber optic structured cabling systems to deliver voice, data, Internet and video/web services to end users.

## Advisory Committee Members

Michael Murphy, Senior Cloud Solution Architect, Hewlett Packard  
William B. Roper, Principal Product Manager, Oracle Cloud Infrastructure  
Michael Saucedo, IT Support Specialist, Doctors Hospital at Renaissance  
David Esquivel, Camera Surveillance Operator, Sharyland ISD  
Marciano Garza, IT Coordinator, Safeguard Insurance  
Leo Mariscal, Field Service Technician, Energy Recovery, Inc.  
Jaime Hinojosa, Information Technology Officer, Elsa State Bank

## Ex-Officio Members

Jose Lucio Gonzalez, Computer Services Engineer, South Texas College

## Certificates

- Cloud Computing and Virtualization Specialist Certificate (p. 122)
- Computer and Internet Specialist Certificate (p. 123)
- Computer Maintenance Specialist Certificate (p. 123)
- Telecommunication Support Specialist Certificate (p. 123)
- Voice and Data Technician Certificate (p. 123)

## Associates Degrees

- Computer and Advanced Technologies
  - Specialization: Computer Maintenance Technology Associate of Applied Science (p. 123)
  - Specialization: Computer Support and Telecommunication Specialist Associate of Applied Science (p. 124)

## Cloud Computing and Virtualization Specialist Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Computer-Support-Specialist/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
CPMT 1403	Introduction to Computer Technology	4
CPMT 1449	Computer Networking Technology	4
CPMT 1411	Introduction to Computer Maintenance	4
Credit Hours		12
<b>Second Semester</b>		
ITNW 1413	Computer Virtualization	4
ITNW 1451	Fundamentals of Wireless LANs	4
CPMT 1445	Computer Systems Maintenance	4
CPMT 1167	CAPSTONE: Practicum-Computer Installation	1
Credit Hours		13
Total Credit Hours		25

## Computer and Internet Specialist Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Computer-and-Internet-Specialist/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
CPMT 1403	Introduction to Computer Technology	4
CPMT 1404	Microcomputer System Software	4
CPMT 1443	Microcomputer Architecture	4
CPMT 1411	Introduction to Computer Maintenance	4
Credit Hours		16
Total Credit Hours		16

## Computer Maintenance Specialist Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Computer-Maintenance-Specialist/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
CPMT 1403	Introduction to Computer Technology	4
CPMT 1404	Microcomputer System Software	4
CPMT 1411	Introduction to Computer Maintenance	4
CPMT 1443	Microcomputer Architecture	4
Credit Hours		16
<b>Second Semester</b>		
CPMT 1445	Computer Systems Maintenance	4
CPMT 1447	Computer System Peripherals	4
CPMT 1449	Computer Networking Technology	4
CPMT 1166	CAPSTONE: Computer Systems Technology Practicum	1
Credit Hours		13
Total Credit Hours		29

## Telecommunication Support Specialist Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Telecommunication-Technology-Specialist/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
CETT 1409	DC/AC Circuits	4
EECT 1403	Introduction to Telecommunications	4
CPMT 1443	Microcomputer Architecture	4
EECT 1440	Telecommunications Transmission Media	4
Credit Hours		16
<b>Second Semester</b>		
CPMT 1403	Introduction to Computer Technology	4
CPMT 1411	Introduction to Computer Maintenance	4
EECT 1407	Convergence Technologies	4
EECT 2188	Capstone: Communications Engineering Technology	1
Credit Hours		13
Total Credit Hours		29

## Voice and Data Technician Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Voice-and-Data-Technician/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
CETT 1409	DC/AC Circuits	4
CPMT 1443	Microcomputer Architecture	4
EECT 1403	Introduction to Telecommunications	4
EECT 1440	Telecommunications Transmission Media	4
Credit Hours		16
Total Credit Hours		16

## Computer and Advanced Technologies Specialization: Computer Maintenance Technology Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
CPMT 1403	Introduction to Computer Technology	4
CPMT 1404	Microcomputer System Software	4
CPMT 1411	Introduction to Computer Maintenance	4
CPMT 1443	Microcomputer Architecture	4
Credit Hours		16
<b>Second Semester</b>		
CPMT 1445	Computer Systems Maintenance	4



CPMT 1447	Computer System Peripherals	4
CPMT 1449	Computer Networking Technology	4
Credit Hours		12

**Summer Session I**

Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
Humanities Elective (p. 91) <sup>1</sup>		3
Credit Hours		6

**Third Semester**

CPMT 2433	Computer Integration	4
CPMT 2445	Computer System Troubleshooting	4
CPMT 2449	Advanced Computer Networking Technology	4
Credit Hours		12

**Fourth Semester**

CPMT 2350	Industry Certification Preparation	3
COSC 1301	Introduction to Computing <sup>1</sup>	3
ENGL 1301	Composition I <sup>1</sup>	3
Math Elective (p. 92) <sup>1</sup>		4
CPMT 2166	CAPSTONE: Computer Systems Technology Practicum	1
Credit Hours		14
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
CPMT 2188	CAPSTONE: Internship-Computer Installation	1
Credit Hours		13
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

## Computer and Advanced Technologies

### Specialization: Computer Support and Telecommunication Specialist Associate of Applied Science

Course	Title	Credit Hours
<b>First Semester</b>		
CETT 1409	DC/AC Circuits	4
CPMT 1443	Microcomputer Architecture	4
EECT 1440	Telecommunications Transmission Media	4
EECT 1403	Introduction to Telecommunications	4
Credit Hours		16
<b>Second Semester</b>		
CPMT 1403	Introduction to Computer Technology	4
CPMT 1411	Introduction to Computer Maintenance	4
EECT 1407	Convergence Technologies	4
CPMT 1449	Computer Networking Technology	4
Credit Hours		16
<b>Summer Session I</b>		
Math Elective (p. 92) <sup>1</sup>		3
Credit Hours		3
<b>Third Semester</b>		
CPMT 1445	Computer Systems Maintenance	4
CPMT 2402	Home Technology Integration	4
CPMT 2449	Advanced Computer Networking Technology	4
Credit Hours		12
<b>Fourth Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
COSC 1301	Introduction to Computing <sup>1</sup>	3
Humanities Elective (p. 91) <sup>1</sup>		3

# Construction Supervision

## Construction Supervision Assistant

### Certificate

The Construction Supervision Assistant Certificate program will prepare students to serve as assistants to a construction supervisor or project manager. The skills acquired will prepare the student to assist a Construction Manager, Project Manager, or Superintendent in the supervision and management of projects related to construction of commercial, industrial, residential buildings, engineering projects like roads, bridges, and utility systems. Construction includes both new construction and remodeling, additions, maintenance and repairs. The student will focus on acquiring the skills necessary to assist in the monitoring of construction processes to include but not limited to, construction estimating, building codes and inspections, construction technology and basic construction management duties.

Graduates of the program will be prepared for entry level positions such as junior estimator, assistant of construction superintendents, program managers and/ or general contractors.

## Construction Supervision

### Associate of Applied Science

The Construction Supervision program will prepare students for supervision and management careers related to construction of commercial, industrial, residential buildings, engineering projects like roads, bridges, and utility systems. Construction includes both new construction and remodeling, additions, maintenance and repairs.

The Construction Supervision student will focus on acquiring the skills necessary to monitor, direct and conduct supervision processes to include but not limited to planning, scheduling, coordinating, estimating, and supervising all or part of the construction activities along with the selection, hiring and oversight of specialty trade contractors, as well as accessing risk and safety factors on site.

Graduates of the program will be prepared for entry level positions such as assistant construction superintendent, junior estimator, program manager, or general contractor for property owners, developers, or construction management firms.

## Advisory Committee Members

Perry Vaughn, Executive Director, RGV-Associated General Contractors of America  
Smith, Isaac, Co Owner - Matt's Building Materials  
Peyton Oakley, Construction/Project Manager - 5 Star Construction  
Melgoza, Ruby, Manager, RB Doors & Hardware  
Eriberto Orta, Construction Manager - RGV-Habitat for Humanity  
Maria Coria, Assistant Construction Manager - RGV-Habitat for Humanity  
Rodriguez, Lydia, Project Manager - Project Management Services, Inc  
Manny Gonzalez, Manager - McCoy's Lumber Pharr  
Rene Capistran - CEO-President - NOBLE Texas Builders

## Certificate

- Construction Supervision Assistant (p. 125)

## Associates Degree

- Construction Supervision Associate of Applied Science (p. 125)

## Construction Supervision Assistant Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Construction-Supervision-Assistant/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
COSC 1301	Introduction to Computing	3
CNBT 1316	Construction Technology I	3
CNBT 1309	Basic Construction Management	3
CNBT 1311	Construction Methods and Materials I	3
CNBT 1300	Residential and Light Blueprint Reading and Sketching	3
Credit Hours		15
<b>Second Semester</b>		
CNBT 2342	Construction Management I	3
CNBT 1342	Building Codes and Inspections	3
CNBT 1346	Construction Estimating I	3
CNBT 1302	Mechanical, Plumbing & Electrical Systems in Construction I	3
Credit Hours		12
<b>Third Semester</b>		
CNBT 1315	Field Engineering I	3
CNBT 1166	CAPSTONE: Practicum I	1
Credit Hours		4
Total Credit Hours		31

## Construction Supervision Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
Math Elective (p. 92) <sup>1</sup>		3
COSC 1301	Introduction to Computing <sup>1</sup>	3
CNBT 1316	Construction Technology I	3
CNBT 1309	Basic Construction Management	3
CNBT 1311	Construction Methods and Materials I	3
CNBT 1300	Residential and Light Blueprint Reading and Sketching	3
Credit Hours		18
<b>Second Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
CNBT 2342	Construction Management I	3
CNBT 1342	Building Codes and Inspections	3
CNBT 1346	Construction Estimating I	3
CNBT 1302	Mechanical, Plumbing & Electrical Systems in Construction I	3
Credit Hours		15
<b>Third Semester</b>		
CNBT 1315	Field Engineering I	3
CNBT 2344	Construction Management II	3

PSYC 2301 or SOCI 1301	General Psychology <sup>1</sup> or Introductory Sociology	3
Credit Hours		9
<b>Fourth Semester</b>		
CNBT 2317	Green Building	3
CNBT 2337	Construction Estimating II	3
CNBT 1350	Construction Technology II	3
CNBT 1359	Project Scheduling	3
Credit Hours		12
<b>Fifth Semester</b>		
CNBT 1380	CAPSTONE: Cooperative Education	3
Humanities Elective (p. 91) <sup>1</sup>		3
Credit Hours		6
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

# Culinary Arts

## Commercial Baking

### Certificate

This certificate prepares students to serve under the supervision of pastry chefs, bakers, and other food service professionals as bakery support staff and commercial bakery workers.

## Commercial Cooking

### Certificate

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

## Culinary Arts

### Associate of Applied Science

The program prepares 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.

## Specialization: Baking and Pastry Arts

### Associate of Applied Science

The program prepares students through lecture and lab courses in culinary arts, baking, nutrition, supervision, a practicum, and general education courses. This degree leads to careers in restaurants, catering, hotels/resorts, bakeries, pastry shops, cake shops, and other commercial food services. Graduates take positions as a baker assistant, assistant pastry chef, cake decorating assistant, or bakery supervisor.

## Advisory Committee Members

Larry Delgado, Executive Chef/Owner, House Wine, Salt New American Table

Marcel Fortuin, Chef/Owner, McAllen Culinary Academy

Cynthia Ebrom, Pastry Chef/Owner, Cynthia's Cakes

Amy Houston, Pastry Chef/ Owner, Happiness Cupcakes

Eugenio Uribe, Executive Chef, El Divino

## Certificates

- Commercial Baking Certificate (p. 127)
- Commercial Cooking Certificate (p. 127)

## Associates Degree

- Culinary Arts Associate of Applied Science (p. 127)
- Culinary Arts Associate of Applied Science - Specialization: Baking and Pastry Arts (p. 128)

## Commercial Baking Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Commercial-Baking/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
CHEF 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking	3
PSTR 1306	Cake Decorating I	3
PSTR 1310	Pies, Tarts, Teacakes and Cookies	3
Credit Hours		12
<b>Second Semester</b>		
PSTR 1305	Breads and Rolls	3
PSTR 2301	Chocolates and Confections	3
PSTR 2331	Advanced Pastry Shop	3
PSTR 1264	CAPSTONE: Practicum I	2
Credit Hours		11
Total Credit Hours		23

## Commercial Cooking Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Commercial-Cooking/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
CHEF 1305	Sanitation and Safety	3
CHEF 1301	Basic Food Preparation	3
PSTR 1301	Fundamentals of Baking	3
BIOL 1322	Nutrition and Diet Therapy I	3
Credit Hours		12
<b>Second Semester</b>		
RSTO 2307	Catering	3
RSTO 1204	Dining Room Service	2
CHEF 2301	Intermediate Food Preparation	3
CHEF 1264	CAPSTONE: Practicum I	2
Credit Hours		10
Total Credit Hours		22

## Culinary Arts Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
CHEF 1301	Basic Food Preparation	3
CHEF 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking	3
ENGL 1301	Composition I <sup>1</sup>	3
CHEF 1391	Professional Kitchen Essentials	3
Credit Hours		15
<b>Second Semester</b>		
CHEF 2301	Intermediate Food Preparation	3
RSTO 2307	Catering	3
RSTO 2301	Principles of Food and Beverage Controls	3
RSTO 1204	Dining Room Service	2
Speech Elective <sup>1</sup>		3
Credit Hours		14
<b>Third Semester</b>		
CHEF 1345	International Cuisine	3
PSTR 2331	Advanced Pastry Shop	3
BIOL 1322	Nutrition and Diet Therapy I <sup>1</sup>	3
CHEF 1340	Meat Preparation and Cooking	3
BUSI 1301	Business Principles	3
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
Credit Hours		18

**Fourth Semester**

CHEF 2331	Advanced Food Preparation	3
RSTO 1201	Beverage Management	2
CHEF 1341	American Regional Cuisine	3
Humanities Elective (p. 91) <sup>1</sup>		3
CHEF 2264	CAPSTONE: Practicum II	2
	Credit Hours	13
	Total Credit Hours	60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

## Culinary Arts Associate of Applied Science - Specialization: Baking and Pastry Arts

**TSI LIABLE**

Course	Title	Credit Hours
<b>First Semester</b>		
CHEF 1301	Basic Food Preparation	3
CHEF 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking	3
ENGL 1301	Composition I <sup>1</sup>	3
PSTR 1302	Cake Baking and Production	3
	Credit Hours	15
<b>Second Semester</b>		
PSTR 1310	Pies, Tarts, Teacakes and Cookies	3
PSTR 1306	Cake Decorating I	3
RSTO 2301	Principles of Food and Beverage Controls	3
PSTR 1305	Breads and Rolls	3
Speech Elective <sup>1</sup>		3
	Credit Hours	15
<b>Third Semester</b>		
PSTR 2331	Advanced Pastry Shop	3
PSTR 2301	Chocolates and Confections	3
BIOL 1322	Nutrition and Diet Therapy I	3
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
BUSI 1301	Business Principles	3
	Credit Hours	15
<b>Fourth Semester</b>		
PSTR 2307	Cake Decorating II	3
PSTR 1440	Plated Desserts	4
PSTR 1342	Quantity Bakeshop Production	3
Humanities Elective (p. 91) <sup>1</sup>		3
PSTR 2264	Capstone: Practicum	2
	Credit Hours	15
	Total Credit Hours	60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

# Diesel Technology

## Diesel Technology

### Certificate and Associate of Applied Science

The Diesel Technology industry is a rapidly growing industry which is requiring a growing number of qualified technicians. The Diesel Technology student will acquire the knowledge and skills necessary for the repair of diesel engines, electrical and electronic control systems, hydraulic systems, air brakes, suspension, steering, and transmissions through a combination of lecture and lab work, to include troubleshooting and diagnostic procedures.

### Advisory Committee Members

Richard Estevanes, Owner PR/GM, Mid Valley Truck & Trailer, Chair of Advisory Committee  
Sigifredo Gandaria, Service Manager, Rush Truck Center

Ted Ackerman, Service Manager, Thermo King  
Guadalupe Pena, Service Manager, Holt (Trucks)  
Guadalupe Guajardo Jr., Service Manager, Holt Cat  
Scott Freeman, Shop Foreman, HEB  
Robert Canales, District Manager, Waste Connections  
Kathy Stanfill, Service Manager, Shop Advisor, Doggett Freightliner  
Omar Rios, Shop Foreman, Briggs Equipment  
Rigoberto Martinez, Shop Foreman, Mobile Service  
Miguel Arellano, Shop Foreman, Waste Connections  
Juan Pena, Service Manager, Doggett Freightliner

### Certificate

- Diesel Technology Certificate (p. 129)

### Associates Degree

- Diesel Technology Associate of Applied Science (p. 129)

### Diesel Technology Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Diesel-Technology/index.html>)

#### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
DEMR 1401	Diesel Shop Safety and Procedures	4
DEMR 1405	Basic Electrical Systems	4
DEMR 1410	Diesel Engine Testing and Repair I	4
DEMR 1229	Preventative Maintenance	2
Credit Hours		14
<b>Second Semester</b>		
DEMR 1442	Power Train Applications I	4
DEMR 2432	Electronic Controls	4
DEMR 1416	Basic Hydraulics	4
DEMR 1323	Heating, Ventilation, and Air Conditioning Troubleshooting and Repair	3
Credit Hours		15
<b>Third Semester</b>		
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
DEMR 1417	Basic Brake Systems	4
DEMR 1230	Steering and Suspension I	2
DEMR 1303	Basic Driving Skills	3

Capstone: Successful completion of a departmental exit exam

Credit Hours	13
Total Credit Hours	42

## Diesel Technology Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
DEMR 1401	Diesel Shop Safety and Procedures	4
DEMR 1405	Basic Electrical Systems	4
DEMR 1410	Diesel Engine Testing and Repair I	4
DEMR 1229	Preventative Maintenance	2
Credit Hours		14
<b>Second Semester</b>		
DEMR 1442	Power Train Applications I	4
DEMR 2432	Electronic Controls	4
DEMR 1416	Basic Hydraulics	4
DEMR 1323	Heating, Ventilation, and Air Conditioning Troubleshooting and Repair	3
Credit Hours		15
<b>Third Semester</b>		
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
DEMR 1417	Basic Brake Systems	4
DEMR 1230	Steering and Suspension I	2
DEMR 1303	Basic Driving Skills	3
DEMR 1266	CAPSTONE: Practicum	2
Credit Hours		15
<b>Fourth Semester</b>		
Math and Natural Sciences Elective (p. 92) <sup>1</sup>		4
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
Humanities Elective (p. 91) <sup>1</sup>		3
SPCH 1318	Interpersonal Communications <sup>1</sup>	3
ENGL 1301	Composition I <sup>1</sup>	3
Credit Hours		16
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement



# Electrician Technology

## Electrician Assistant

### Certificate

The Electrician Assistant program will prepare students to help assemble, install, test, and maintain electrical systems. They will be trained to read blueprints, plan and layout wiring for residential, commercial, and industrial projects to meet job specifications of local and state NEC codes. Additionally, students will diagnose malfunctioning systems, apparatus, and components, using testing devices such as, ohmmeters, and voltmeters.

Graduates of this program will also gain knowledge in the installation of electrical systems in factories, office buildings, homes and other structures. Graduates will be eligible to apply for an apprentice license and work under the direct supervision of a Master Electrician to obtain the Journeyman License, followed by an examination for licensure after completion of 8,000 hours of field experience.

## Electrician Technology

### Associate of Applied Science

The Electrician Technology Associate of Applied Science degree will further the study of the necessary technical, academic, work habit, communication, and interpersonal skills required for employment in the field. The curriculum will include studies in electrical theory that will advance into complex electrical systems, building upon the knowledge and skills acquired throughout the program.

The program will also prepare students to apply technical knowledge and skills to install, operate, maintain, and repair of electric equipment and systems such as residential, commercial, industrial projects, wind and solar technology, electric-power wiring, DC and AC motors, controls and electrical distribution panels. Instruction will also include the study of the principles of electrical systems, wiring, power transmission, safety, industrial, electrical testing/inspection, and applicable codes and standards.

## Advisory Committee Members

James Rodriguez, Habitat for Humanity  
Gilbert Garza, Garza Electric  
Jorge Garcia, TSC  
Jesus Alanis, Magic Valley Electric  
Alex Resendez, Atlas Electric and AC  
Sergio Salinas, IBEW

## Certificate

- Electrician Assistant, Certificate (p. 130)

## Associates Degree

- Electrician Technology Associate of Applied Science (p. 130)

## Electrician Assistant Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Electrician-Assistant/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
ELPT 1411	Basic Electrical Theory	4
ELPT 1419	Fundamentals of Electricity I	4

ELPT 1325	National Electrical Code I	3
ELPT 1429	Residential Wiring	4
Credit Hours		15
<b>Second Semester</b>		
ELPT 1420	Fundamentals of Electricity II	4
ELPT 1445	Commercial Wiring	4
ELPT 2325	National Electrical Code II	3
ELPT 2447	CAPSTONE: Electrical Testing and Maintenance	4
Credit Hours		15
Total Credit Hours		30

## Electrician Technology Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
ELPT 1411	Basic Electrical Theory	4
ELPT 1419	Fundamentals of Electricity I	4
ELPT 1325	National Electrical Code I	3
ELPT 1429	Residential Wiring	4
Credit Hours		15
<b>Second Semester</b>		
ELPT 1420	Fundamentals of Electricity II	4
ELPT 1445	Commercial Wiring	4
ENGL 1301	Composition I <sup>1</sup>	3
ELPT 2325	National Electrical Code II	3
Credit Hours		14
<b>Third Semester</b>		
SPCH 1311	Introduction to Speech Communication <sup>1</sup>	3
ELPT 2447	CAPSTONE: Electrical Testing and Maintenance	4
ELPT 1357	Industrial Wiring	3
ELPT 2319	Programmable Logic Controllers I	3
Credit Hours		13
<b>Fourth Semester</b>		
MATH 1332	Contemporary Mathematics <sup>1</sup>	3
ELMT 1411	Solar Fundamentals	4
WIND 2359	Wind Power Delivery System	3
Humanities Elective (p. 91) <sup>1</sup>		3
Credit Hours		13
<b>Fifth Semester</b>		
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
ELPT 2264	Practicum- Field Experience	2
Credit Hours		5
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

## Fire Science

This program is a Selective Program. Application requirements are included in the description below.

### Basic Firefighter

#### Certificate

This program is designed to prepare students for the firefighting occupation. Students of the Basic Structure Fire Training Program, also known as the Fire Academy, will learn the functions of fire equipment, including the fire apparatus, as well as both the theory and practical application of firefighting technology. The program will prepare students for the Texas Basic Structure Fire Suppression certificate in accordance with the standards from the Texas Commission on Fire Protection. After a student has met the state's certification requirements, the student may be hired as a paid firefighter by Texas fire departments; other states may also recognize the certification if the student applies for and meets the qualifications for the optional IFSAC seal.

#### Application Requirements

In order to be considered for entry into the South Texas College Fire Academy/Firefighter Certificate, all applicants must complete the requirements below which will be evaluated for accuracy, passing scores, and acceptable outcomes:

- Must be at least 18 years of age.
- Applicants with military background must have an honorable discharge to apply.
- Complete Fire Academy application (published on program webpage).
- Pass Physical Fitness Test administered by Fire Academy. Information about test dates are published on program webpage. (Applicant must have valid identification to participate in test.)
- Submit fingerprints for criminal history check through a state/national database. Applicants convicted of a Class A Misdemeanor, or above, or convicted of a Class B misdemeanor within the last 10 years will not be considered.
- Clearance by medical doctor.
- Must provide the following documents:
  - Certified Copy of Court Disposition (for all charges on criminal history)
  - Proof of U.S. Citizenship or Resident Alien
  - Valid Texas Driver's License
  - Official high school transcript (accredited) or proof of GED completion
  - Military Discharge Form (DD 214), if applicable.

### Fire Science Technology

#### Associate of Applied Science

The Fire Science Technology Associate Degree program is designed to build on students' knowledge of the firefighting occupation. The program will prepare students for firefighter certifications beyond the basic fire suppression certification according to the standards from the Texas Commission on Fire Protection. Students will also be introduced to the organization and management of a fire department and the relationship of government agencies to the fire service. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

### Advisory Committee Members

Dr. Armando Ocaña, School Safety Director, La Joya ISD

Ricardo Reyes, Fire Chief, Rio Grande City Fire Department

Gilbert Sanchez, Fire Chief, Mission Fire Department

Jim Schultz, Assistant Deputy Chief, McAllen Fire Department

Carlos Arispe, Deputy Chief, Pharr Fire Department

Rogelio Contreras, Fire Chief, Alamo Fire Department

Shawn Snider, Fire Chief, Edinburg Fire Department

### Certificate

- Basic Firefighter Certificate (p. 131)

### Associates Degree

- Fire Science Technology, Associate of Applied Science (p. 131)

### Basic Firefighter Certificate

Gainful Employment(<https://www.southtexascollege.edu/ge/Fire-Science-Basic-Firefighter/index.html>)

#### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
FIRS 1301	Firefighter Certification I	3
FIRS 1407	Firefighter Certification II	4
FIRS 1313	Firefighter Certification III	3
FIRS 1319	Firefighter Certification IV	3
FIRS 1423	Firefighter Certification V	4
FIRS 1203	Firefighter Agility and Fitness Preparation	2
FIRS 1329	Firefighter Certification VI	3
FIRS 1433	Firefighter Certification VII	4
Credit Hours		26
Total Credit Hours		26

### Fire Science Technology Associate of Applied Science

#### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
FIRS 1301	Firefighter Certification I	3
FIRS 1407	Firefighter Certification II	4
FIRS 1313	Firefighter Certification III	3
FIRS 1319	Firefighter Certification IV	3
FIRS 1203	Firefighter Agility and Fitness Preparation	2
Credit Hours		15
<b>Second Semester</b>		
FIRS 1423	Firefighter Certification V	4
FIRS 1329	Firefighter Certification VI	3
FIRS 1433	Firefighter Certification VII	4
Math and Natural Sciences Elective (p. 92) <sup>1</sup>		3
Credit Hours		14
<b>Third Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
FIRT 1427	Building Construction in the Fire Service	4
FIRT 1353	Legal Aspects of Fire Protection	3
FIRT 1309	Fire Administration I	3
GOVT 2306	Texas Government <sup>1</sup>	3
Credit Hours		16
<b>Fourth Semester</b>		
SPCH 1315	Public Speaking <sup>1</sup>	3
FIRT 1333	Fire Chemistry I	3
FIRT 1338	Fire Protection Systems	3

FIRT 1301	Fundamentals of Fire Protection	3
Humanities Elective (p. 91) <sup>1</sup>		3
Credit Hours		15
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement.

## Escrowed Credit

Upon successful completion of FIRT 1427 Building Construction in the Fire Service and FIRT 1353 Legal Aspects of Fire Protection, students who have successfully completed and maintain Firefighter Certification through a Texas Commission on Fire Protection licensed Fire Academy will be awarded 26 credit hours for the following courses:

FIRS 1301	Firefighter Certification I	3
FIRS 1407	Firefighter Certification II	4
FIRS 1313	Firefighter Certification III	3
FIRS 1319	Firefighter Certification IV	3
FIRS 1203	Firefighter Agility and Fitness Preparation	2
FIRS 1423	Firefighter Certification V	4
FIRS 1329	Firefighter Certification VI	3
FIRS 1433	Firefighter Certification VII	4
Total Credit Hours		26

# Heating, Ventilation, Air Conditioning and Refrigeration Technology

## Heating, Ventilation, Air Conditioning and Refrigeration Technology

### Certificate and Associate of Applied Science

The Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) field will prepare students to install, maintain, and troubleshoot mechanical systems in commercial, residential, and industrial environments. These mechanical systems include; heating, cooling, ventilation of indoor environments and refrigeration.

Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) technicians are primarily trained in the service, repair, maintenance and installation of equipment including residential, commercial and industrial systems. Technicians are also trained in maintaining cooling/heating systems in order to save energy consumption by implementing advance technology controls.

Career preparation requires extensive educational training in refrigeration systems, electrical controls, pneumatic controls, cooling/heating systems, duct design, duct fabrication, and residential/commercial heat gain and loss calculations. Additional key skills implemented in the program include; customer service, attention to detail, troubleshooting and diagnosing problems, time management, dismantling and reassembling of mechanical systems.

Some of the opportunities for employment in Heating, Ventilation, Air Conditioning and Refrigeration include: Engineers in sales, application and operating, equipment installers, preventive maintenance, service and repair, wholesale, and sheet metal specialist.

## Advisory Committee Members

JJ Villegas Sr., Frontier Air, Mission  
 JJ Villegas Jr., Frontier Air, Mission  
 Mark Hernandez, Checkmark Refrigeration LLC, Weslaco  
 Luis Hess, Hess Air, Alamo  
 Tony Lerma, Rio Air, Pharr  
 Steven Mojica, Service Refrigeration, Edinburg  
 Sandra Yarrison, Joe's Comfort Air, Weslaco

## Certificate

- Heating, Ventilation, Air Conditioning and Refrigeration Technology Certificate (p. 133)

## Associates Degree

- Heating, Ventilation, Air Conditioning and Refrigeration Technology Associate of Applied Science (p. 133)

## Heating, Ventilation, Air Conditioning and Refrigeration Technology Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/HVAC/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
HART 1401	Basic Electricity for HVAC	4

HART 1407	Refrigeration Principles	4
HART 1410	HVAC Shop Practices and Tools	4
Credit Hours		12
<b>Second Semester</b>		
HART 1445	Gas and Electrical Heating	4
HART 2431	Advanced Electricity for HVAC	4
HART 2445	Air Conditioning Systems Design	4
Credit Hours		12
<b>Third Semester</b>		
HART 2434	Advanced Air Conditioning Controls	4
HART 2438	Capstone: Air Conditioning Installation and Startup	4
HART 2441	Commercial Air Conditioning	4
HART 2442	Commercial Refrigeration	4
Credit Hours		16
Total Credit Hours		40

## Heating, Ventilation, Air Conditioning and Refrigeration Technology Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
HART 1401	Basic Electricity for HVAC	4
HART 1407	Refrigeration Principles	4
HART 1410	HVAC Shop Practices and Tools	4
ENGL 1301	Composition I <sup>1</sup>	3
Credit Hours		15
<b>Second Semester</b>		
HART 1445	Gas and Electrical Heating	4
HART 2431	Advanced Electricity for HVAC	4
HART 2445	Air Conditioning Systems Design	4
MATH 1414	College Algebra <sup>1</sup>	4
Credit Hours		16
<b>Third Semester</b>		
HART 2434	Advanced Air Conditioning Controls	4
HART 2438	Capstone: Air Conditioning Installation and Startup	4
HART 2441	Commercial Air Conditioning	4
HART 2442	Commercial Refrigeration	4
Credit Hours		16
<b>Fourth Semester</b>		
HART 2443	Industrial Air Conditioning	4
Humanities Elective (p. 91) <sup>1</sup>		3
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
SPCH 1318	Interpersonal Communications <sup>1</sup>	3
Credit Hours		13
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

# Human Resources

## Employee and Labor Relations Assistant

### Certificate

In this program, students will learn the fundamentals of employee and labor relations practices, with emphasis in Labor (Union) Relations, and Human Resources laws in order to assist unionized employers such as city government, school districts and private employers resolve disputes between workers and managers, negotiate collective bargaining agreements, or coordinate grievance procedures to handle employee complaints. This certificate will allow the student to transfer credits to the Human Resources Assistant certificate and the Associate of Applied Science degree in Human Resources Specialist programs.

## Payroll Assistant

### Certificate

In this program, students will learn the fundamentals of the payroll practices and preparation, with emphasis in Payroll & Business Tax Accounting, Benefits and Compensation practices, laws and other software applications in order to assist any employer to compile and record employee time and payroll data and may compute employees' time worked, production and commission. It also may compute and post wages and deductions, or prepare paychecks. This certificate will allow the student to transfer credits to the Human Resources Assistant certificate and the Associate of Applied Science degree in Human Resources Specialist programs.

## Recruiting Assistant

### Certificate

In this program, students will learn the fundamentals of the recruiting practices, with emphasis in human relations and organizational behavior, in order to help any employer attain the most qualified employees and perform activities in the area of recruiting including interviewing and place workers. This certificate will allow the student to transfer credits to the Human Resources Assistant certificate and the Associate of Applied Science degree in Human Resources Specialist programs.

## Human Resources

### Certificate and Associate of Applied Science

The Human Resources Program will prepare students for a career in the Human Resources industry. This program will prepare students to be Human Resources Technicians, Human Resources Assistants, Human Resources Specialists, Human Resources Employment Specialists, and Human Resources Benefits Coordinators. The program will assist students in preparation to take the PHR exam.

## Advisory Committee Members

Adrian Aguilar, Workforce Solutions  
Daisy Alviso, Wonderful Citrus Inc.  
Debbie Bocanegra, Magic Valley Electric CO-OP  
Claudia Olivares, United Blood Services  
Isabel Torres, T-Mobile  
Ricardo Guerra, Lone Star National Bank  
Illiana Avila, Lone Star National Bank  
Melissa Morales, Vanguard Academy Public Charter School  
Todd Miller, McAllen ISD

Leslie Teshawn, PSJA ISD/STC

## Certificates

- Employee and Labor Relations Assistant Certificate (p. 134)
- Human Resources Certificate (p. 134)
- Payroll Assistant Certificate (p. 134)
- Recruiting Assistant Certificate (p. 135)

## Associates Degree

- Human Resources Associate of Applied Science (p. 135)

## Employee and Labor Relations Assistant Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Employee-and-Labor-Relations-Assistant/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
HRPO 2301	Human Resources Management	3
HRPO 1305	Management and Labor Relations	3
ITSC 1409	Integrated Software Applications I	4
HRPO 2304	Employee Relations	3
HRPO 2371	Human Resources Laws	3
Credit Hours		16
Total Credit Hours		16

## Human Resources Assistant Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Human-Resources-Assistant/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
ACNT 1303	Introduction to Accounting I	3
BMGT 1391	Business Conduct	3
ITSC 1409	Integrated Software Applications I	4
HRPO 2301	Human Resources Management	3
HRPO 2305	Human Resources Information Systems	3
Credit Hours		16
<b>Second Semester</b>		
HRPO 1311	Human Relations	3
HRPO 2303	Employment Practices	3
BMGT 1305	Communications in Management	3
HRPO 2307	Organizational Behavior	3
HRPO 2371	Human Resources Laws	3
HRPO 1280	Human Resources COOP	2
Credit Hours		17
Total Credit Hours		33

## Payroll Assistant Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Payroll-Assistant/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
ACNT 1303	Introduction to Accounting I	3
ACNT 1329	Payroll and Business Tax Accounting	3
HRPO 2306	Benefits and Compensation	3
ITSC 1409	Integrated Software Applications I	4
HRPO 1311	Human Relations	3
Credit Hours		16
Total Credit Hours		16

Human Resources Elective	3	
Select one of the following:		
HRPO 1311 Human Relations		
HRPO 2372 Risk Management		
Credit Hours		14
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

<sup>2</sup> Students must take a 4 credit hour course in order to fulfill the Math and Natural Sciences Elective.

## Recruiter Assistant Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Recruiter-Assistant/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
HRPO 2303	Employment Practices	3
HRPO 1311	Human Relations	3
ITSC 1409	Integrated Software Applications I	4
HRPO 2307	Organizational Behavior	3
HRPO 2301	Human Resources Management	3
Credit Hours		16
Total Credit Hours		16

## Human Resources Specialist Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
HRPO 2301	Human Resources Management	3
HRPO 1306	Basic Mediator Training	3
BMGT 1301	Supervision	3
ACNT 1303	Introduction to Accounting I	3
Credit Hours		15
<b>Second Semester</b>		
ACNT 1329	Payroll and Business Tax Accounting	3
HRPO 1302	Human Resources Training and Development	3
SPCH 1321	Business and Professional Communication <sup>1</sup>	3
HRPO 1305	Management and Labor Relations	3
HRPO 2303	Employment Practices	3
Credit Hours		15
<b>Third Semester</b>		
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
HRPO 2304	Employee Relations	3
HRPO 2371	Human Resources Laws	3
HRPO 2307	Organizational Behavior	3
Math and Natural Sciences Elective (p. 92) <sup>1,2</sup>		4
Credit Hours		16
<b>Fourth Semester</b>		
ACCT 2401	Principles of Financial Accounting	4
HRPO 2306	Benefits and Compensation	3
HRPO 2188	Internship - Human Resources Management	1
Humanities Elective (p. 91) <sup>1</sup>		3



# Information Technology

## Computer and Information Technologies Specialist

### Certificate

The Computer and Information Technologies Specialist program is designed to provide a student with in depth knowledge and skills necessary for today's fast-paced, ever-changing world of Information Technology (IT). Students are exposed to a variety of business productivity software for spreadsheets and database management systems, as well as developmental and graphical design software for tasks such as photo editing, web design, and programming.

The program further expands on IT comprehension and abilities in the networking and operating systems areas, while being exposed to computer virtualization. While most credit hours obtained through this certificate transfer to the Associate of Applied Science degree for Networking Specialist, all credit hours will transfer to the Associate of Applied Science for Computer Specialist and the Bachelor of Applied Technologies in Computer and Information Technologies degree (BAT-CIT).

## Computer and Network Specialist

### Certificate

The Computer and Network Specialist program prepares students with the necessary skills to excel in a variety of Information Technology environments. Students gain advanced skills and knowledge in some of today's dominating business applications, as well as proficiency in networking and operating systems skills, while also being exposed to the use of computer virtualization. All credit hours earned through this certificate transfer to the Associate of Applied Science degree for Networking Specialist and Computer Specialist. They also transfer to the Bachelor of Applied Technologies in Computer and Information Technologies degree (BAT-CIT).

## Computer Applications Specialist

### Certificate

The Computer Applications Specialist program prepares students to meet the demand for advanced skills and knowledge in some of today's leading business applications. Students completing this certificate are equipped with comprehensive abilities in business productivity software such as word processing, spreadsheet, and database management systems. They also finish the program with extensive experience in the use of multimedia software for tasks such as digital publishing and photo editing. All credit hours earned in this program transfer to the Computer and Information Technologies Certificate and the Associate of Applied Science degree for Computer Specialist.

## Cybersecurity Specialist

### Certificate

This hands-on Cybersecurity Program offers practical experience in a wide array of information cybersecurity and digital forensics situations that are applicable to the real world. The student will be exposed to everything from how to properly conduct an assessment, and secure and document a network. In addition, the student will learn how to establish a proper chain of custody that is admissible in a court of law when recovering files from intentionally damaged media.

This certificate will prepare students for a career in cybersecurity. It will prepare students to get certified by CompTIA and various organizations in the digital forensics field. This certificate will allow the student to transfer all the credit hours to the Associate of Applied Science degree for Cybersecurity Specialist.

## Multimedia Specialist

### Certificate

The Multimedia Specialist Certificate is intended for students who are interested in the multimedia side of technology. In addition to gaining experience with business productivity software such as word processing and presentation software, students in this program are further exposed to interactive digital media software, where they learn skills in photo editing, digital publishing, and web development. Most credit hours earned will transfer to the Computer and Information Technologies Certificate and to the Associate of Applied Science degree for Computer Specialist.

## Specialization: Computer Specialist

### Associate of Applied Science

In this program, the student will learn business applications and demonstrate fluency in database, spreadsheet, word processing, and digital publishing. Students will learn technical skills in operating systems and networking technologies, as well as microcomputer concepts, while also being exposed to the use of computer virtualization. During the last semester, students will be required to secure an internship within an Information Technology (IT) department of a local company. This internship will provide students with valuable industry experience. Graduates of the Associate of Applied Science degree for Computer Specialist will be equipped with the necessary skills to enter the IT workforce in places such as local or small businesses, school districts, banks, and hospitals. The credit hours earned in the Associate of Applied Science in Computer Specialist transfer to the Bachelor of Applied Technologies in Computer and Information Technologies degree (BAT-CIT).

## Specialization: Cybersecurity Specialist

### Associate of Applied Science

This hands-on Cybersecurity Specialist Associate of Applied Science degree offers practical experience in a wide array of information security and digital forensics situations that are applicable to the real world. The student will be exposed to everything from how to properly conduct an assessment, and secure and document a network. In addition, the student will learn how to establish a proper chain of custody that is admissible in a court of law when recovering files from intentionally damaged media.

This associate's degree will prepare students to get certified by Cisco, CompTIA, Cellebrite, Paraben and various organizations in the cybersecurity field. Cybersecurity Specialists are needed by today's companies to protect computer networks and determine the root cause of malicious attacks, legally collect evidence admissible in court, and protect corporate assets and reputation. Upon successfully completing the program, students may work with various private corporations, Federal Government agencies, private industry, and even local government agencies that need assistance in finding answers during an actual forensic

investigation or a crime scene. This Internship will allow students to gain valuable industry experience.

## Specialization: Networking Specialist

### Associate of Applied Science

The Associate of Applied Science in Networking Specialist enlists a number of Information Technology (IT) skills, starting with business productivity software Business and Technology and then adding a greater emphasis on advanced skills in computer networking through the Cisco Networking Academy. Upon completion of the program, the student will be able to design, quote, set up, maintain, manage, and upgrade a network. In addition to the networking skills, students will also learn technical skills in operating systems, server administration, and information security, while also being exposed to the use of computer virtualization. During the last semester, students will be required to secure an internship within an IT department of a local company.

This internship will provide students with valuable industry experience. Graduates of the Associate of Applied Science degree for Networking Specialist will be greatly qualified with the necessary skills to enter the IT workforce in places such as local or small businesses, school districts, banks, and hospitals. The credit hours earned in the Associate of Applied Science in Computer Specialist transfer to the Bachelor of Applied Technologies in Computer and Information Technologies degree (BAT-CIT).

## Advisory Committee Members

Diana Berger, NETSYNC Network Solutions  
David M. Culberson, Director of Technology, Sharyland ISD  
Adrian Garcia, Chief Technology Officer, Pharr-San Juan-Alamo ISD  
Hugo Robles, Network Systems Administrator, Alps Electric (North America), Inc.

## Certificates

- Computer and Information Technologies Specialist Certificate (p. 137)
- Computer and Network Specialist Certificate (p. 137)
- Computer Applications Specialist Certificate (p. 137)
- Cybersecurity Specialist Certificate (p. 138)
- Multimedia Specialist Certificate (p. 138)

## Associates Degrees

- Information Technology Specialization: Computer Specialist Associate of Applied Science (p. 138)
- Information Technology Specialization: Cybersecurity Specialist Associate of Applied Science (p. 138)
- Information Technology Specialization: Networking Specialist Associate of Applied Science (p. 139)

## Computer and Information Technologies Specialist Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Computer-and-Information-Technologies-Specialist/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
ITSC 1409	Integrated Software Applications I	4
ITSC 1405	Introduction to PC Operating Systems	4
ITSE 1411	Beginning Web Page Programming	4
ITNW 1425	Fundamentals of Networking Technologies	4
Credit Hours		16
<b>Second Semester</b>		
ARTC 1413 or IMED 1445	Digital Publishing I or Interactive Digital Media I	4
ITSE 1402 or ITSE 2409	Computer Programming or Database Programming	4
ITSW 2434	Advanced Spreadsheets	4
ITNW 2421	Networking with TCP/IP	4
Credit Hours		16
Total Credit Hours		32

## Computer and Network Specialist Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Computer-and-Network-Specialist/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
ITSC 1409	Integrated Software Applications I	4
ITSC 1405	Introduction to PC Operating Systems	4
ITSC 1425	Personal Computer Hardware	4
ITNW 1425	Fundamentals of Networking Technologies	4
Credit Hours		16
<b>Second Semester</b>		
ITSE 1411	Beginning Web Page Programming	4
ITNW 2421	Networking with TCP/IP	4
ITNW 1454	Implementing and Supporting Servers	4
Credit Hours		12
Total Credit Hours		28

## Computer Applications Specialist Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Computer-Application-Specialist/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
ITSC 1409	Integrated Software Applications I	4
ITSW 2434	Advanced Spreadsheets	4
Credit Hours		8
<b>Second Semester</b>		
ITSE 2409	Database Programming	4
ARTC 1413	Digital Publishing I	4
Credit Hours		8
Total Credit Hours		16

## Cybersecurity Specialist Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Information-Security-Digital-Forensics-Specialist/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
ITSC 1405	Introduction to PC Operating Systems	4
ITSC 1409	Integrated Software Applications I	4
ITSY 1400	Fundamentals of Information Security	4
ITNW 1425	Fundamentals of Networking Technologies	4
Credit Hours		16
<b>Second Semester</b>		
ITSC 1416	Linux Installation and Configuration	4
ITNW 2421	Networking with TCP/IP	4
ITSY 2442	Incident Response and Handling	4
ITNW 1454	Implementing and Supporting Servers	4
Credit Hours		16
Total Credit Hours		32

## Multimedia Specialist Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Multimedia-Specialist/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
ITSC 1409	Integrated Software Applications I	4
ITSE 1411	Beginning Web Page Programming	4
Credit Hours		8
<b>Second Semester</b>		
ARTC 1413	Digital Publishing I	4
IMED 1445	Interactive Digital Media I	4
Credit Hours		8
Total Credit Hours		16

## Information Technology Specialization: Computer Specialist Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
ITSC 1409	Integrated Software Applications I	4
ITSC 1405	Introduction to PC Operating Systems	4
ITSC 1425	Personal Computer Hardware	4
ITNW 1425	Fundamentals of Networking Technologies	4
Credit Hours		16
<b>Second Semester</b>		
ITSE 1411	Beginning Web Page Programming	4
ITNW 2421	Networking with TCP/IP	4
ITNW 1454	Implementing and Supporting Servers	4

ARTC 1413 or IMED 1445	Digital Publishing I or Interactive Digital Media I	4
Credit Hours		16
<b>Summer Session I</b>		
Humanities Elective (p. 91) <sup>1</sup>		3
Credit Hours		3
<b>Third Semester</b>		
SPCH 1318	Interpersonal Communications <sup>1</sup>	3
ITSW 2434	Advanced Spreadsheets	4
ITSE 1402 or ITSE 2409	Computer Programming or Database Programming	4
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
Credit Hours		14
<b>Fourth Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
MATH 1332 or MATH 1414	Contemporary Mathematics <sup>1</sup> or College Algebra	3-4
ITSC 2439	Personal Computer Help Desk	4
ITSC 2165	CAPSTONE: Systems Administration Practicum	1
Credit Hours		11-12
Total Credit Hours		60-61

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

## Information Technology Specialization: Cybersecurity Specialist Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
ITSC 1405	Introduction to PC Operating Systems	4
ITSC 1409	Integrated Software Applications I	4
ITSY 1400	Fundamentals of Information Security	4
ITNW 1425	Fundamentals of Networking Technologies	4
Credit Hours		16
<b>Second Semester</b>		
ITSC 1416	Linux Installation and Configuration	4
ITNW 2421	Networking with TCP/IP	4
ITSY 2442	Incident Response and Handling	4
ITNW 1454	Implementing and Supporting Servers	4
Credit Hours		16
<b>Summer Session I</b>		
PHIL 2306	Introduction to Ethics <sup>1</sup>	3
Credit Hours		3
<b>Third Semester</b>		
SPCH 1318	Interpersonal Communications <sup>1</sup>	3
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
ITSY 2443	Computer System Forensics	4
ITSY 2459	Security Assessment and Auditing	4
Credit Hours		14
<b>Fourth Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
MATH 1332 or MATH 1414	Contemporary Mathematics <sup>1</sup> or College Algebra	3-4

ITSY 2417	Wireless Security Development	4
ITSC 2166	Capstone: Cybersecurity Practicum	1
Credit Hours		11-12
Total Credit Hours		60-61

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

## Information Technology Specialization: Networking Specialist Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
ITSC 1409	Integrated Software Applications I	4
ITSC 1405	Introduction to PC Operating Systems	4
ITSC 1425	Personal Computer Hardware	4
ITNW 1425	Fundamentals of Networking Technologies	4
Credit Hours		16
<b>Second Semester</b>		
ITSY 1400	Fundamentals of Information Security	4
ITSE 1411	Beginning Web Page Programming	4
ITNW 1454	Implementing and Supporting Servers	4
ITNW 2421	Networking with TCP/IP	4
Credit Hours		16
<b>Summer Session I</b>		
Humanities Elective (p. 91) <sup>1</sup>		3
Credit Hours		3
<b>Third Semester</b>		
ITNW 2435	Network Troubleshooting and Support	4
SPCH 1318	Interpersonal Communications <sup>1</sup>	3
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
ITSY 1442	Information Technology Security	4
Credit Hours		14
<b>Fourth Semester</b>		
MATH 1332 or MATH 1414	Contemporary <sup>1</sup> Mathematics or College Algebra	3-4
ENGL 1301	Composition I <sup>1</sup>	3
ITNW 2453	Advanced Routing and Switching	4
ITNW 2164	CAPSTONE: Network Practicum	1
Credit Hours		11-12
Total Credit Hours		60-61

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

## Law Enforcement

This program is a Selective Program. Application requirements are included in the description below.

### Basic Peace Officer

#### Certificate

This program is designed to prepare students for a profession in law enforcement. Police academy students will learn the role and responsibilities of a law enforcement officer and become knowledgeable in Texas Criminal and Traffic law. The police academy will prepare students for peace officer certifications according to the standards from the Texas Commission on Law Enforcement Officers Standards and Education.

#### Application Requirements

In order to be considered for entry into the South Texas College Police Academy/Basic Peace Officer certificate, all applicants must complete the requirements below which will be evaluated for accuracy, passing scores, and acceptable outcomes:

- Must be at least 21 years of age by the completion of the police academy.
- Applicants with military background must have an honorable discharge to apply.
- Complete Police Academy application (published on program webpage).
- Pass Physical Fitness Test administered by Police Academy. Information about test dates are published on program webpage. (Applicant must have valid identification to participate in test.)
- Complete Personal History Statement.
- Pass a Polygraph Examination. (Examiner approved by the Pharr Police Department.)
- Submit fingerprints for criminal history check through a state/national database. Applicants convicted of a Class A Misdemeanor, or above, or convicted of a Class B misdemeanor within the last 10 years will not be considered.
- Pass medical screening to include urinalysis. (Medical doctor approved by the Pharr Police Department.)
- Pass psychological screening. (Doctor approved by the Pharr Police Department.)
- Must provide the following documents:
  - Certified Copy of Court Disposition (for all charges on criminal history)
  - Licensee Medical Condition Declaration (TCOLE L-2 Form)
  - Licensee Psychological and Emotional Health Declaration (TCOLE L-3 Form)
  - Proof of U.S. Citizenship
  - Valid Texas Driver's License
  - Official high school transcript (accredited) or proof of GED completion.
  - Military Discharge Form (DD 214), if applicable.

## Law Enforcement

### Associate of Applied Science

The Law Enforcement Associate Degree program offers the educational opportunity for veteran officers already in the field to expand upon their knowledge base. The program also provides the necessary foundation for those interested in pursuing a career in law enforcement.

## Advisory Committee Members

Jose Luengo, Chief of Police, Pharr Police Department  
 J.E. "Eddie" Guerra, Hidalgo County Sheriff's Office  
 Juan Gonzalez, Chief of Police, San Juan Police Department  
 Robert Dominguez, Chief of Police, Mission Police Department  
 Dagoberto Chavez, Jr., Investigator, Texas Attorney General Office  
 Dr. Vanessa Nelson, Texas Department of Public Safety - Crime Lab  
 Martin Cantu, Constable, Hidalgo County Constable's Office Precinct 2  
 Noe Castillo, Chief of Police, Rio Grande City Police Department

#### Certificate

- Basic Peace Officer Certificate\* (p. 140)

#### Associates Degree

- Law Enforcement Associate of Applied Science (p. 140)

### Basic Peace Officer Certificate\*

Gainful Employment (<https://www.southtexascollege.edu/ge/Basic-Peace-Officer/index.html>)

#### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
		10
<b>Second Semester</b>		
CJLE 1518	Basic Peace Officer III	5
CJLE 1524	Basic Peace Officer IV	5
CJLE 1429	Basic Peace Officer V	4
		14
Total Credit Hours		24

\*Capstone: Successful completion of comprehensive exam.

## Law Enforcement Associate of Applied Science

#### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
CJSA 1322 or CRIJ 1301	Introduction to Criminal Justice or Introduction to Criminal Justice	3
CJSA 1313 or CRIJ 1306	Court Systems and Practices or Court Systems and Practices	3
CJSA 1325	Criminology	3
CJSA 1348	Ethics in Criminal Justice	3
CJLE 1249	Intermediate Arrest, Search and Seizure	2
		17
<b>Second Semester</b>		
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
CJSA 1327 or CRIJ 1310	Fundamentals of Criminal Law or Fundamentals of Criminal Law	3
CJSA 1359 or CRIJ 2328	Police System and Practices (or HMSY 1342) or Police Systems and Practices	3
CJSA 1351	Use of Force	3
CJLE 1327	Interviewing and Report Writing for CJ Professions	3

CJLE 1333 or CJSA 2300	Traffic Law and Investigations (or HMSY 1391) or Legal Aspects of Law Enforcement	3
Credit Hours		18
<b>Third Semester</b>		
Math Elective (p. 92) <sup>1</sup>		3
CJSA 1312	Crime in America	3
CJLE 1259	Intermediate Spanish for Law Enforcement	2
CJLE 1194	Current Events in Law Enforcement	1
CJLE 1345	Intermediate Crime Scene Investigation	3
Credit Hours		12
<b>Fourth Semester</b>		
Speech Elective <sup>1</sup>		3
Humanities Elective (p. 91) <sup>1</sup>		3
Law Enforcement Elective		3
Select One:		
CJLE 1325	Criminal Justice Survey	
HMSY 1337	Introduction to Homeland Security	
CJLE 1394	Stress Management for Law Enforcement Officers	
CJLE 2345	Vice and Narcotics Investigation	3
CJLE 2168	Practicum	1
Credit Hours		13
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

## Escrowed Credit

Escrowed Credit: Upon successful completion of CJSA 1348 Ethics in Criminal Justice and CJLE 1249 Intermediate Arrest, Search and Seizure, students who have successfully completed the Texas Commission on Law Enforcement Officers and Education 618 hour Basic Peace Officer certification will be awarded 23 credits for the following courses :

CJSA 1313	Court Systems and Practices	3
CJSA 1322	Introduction to Criminal Justice	3
CJSA 1327	Fundamentals of Criminal Law	3
CJSA 1359	Police System and Practices	3
CJLE 1327	Interviewing and Report Writing for CJ Professions	3
CJLE 1333	Traffic Law and Investigations	3
CJSA 1312	Crime in America	3
CJLE 1259	Intermediate Spanish for Law Enforcement	2
Total Credit Hours		23

## Escrowed Credit

Upon successful completion of CJSA 1348 Ethics in Criminal Justice and CJLE 1249 Intermediate Arrest, Search and Seizure, students who have successfully completed the U.S. Border Patrol Integrated Basic Training Academy will be awarded 17 hours credit for the following courses:

CJSA 1313	Court Systems and Practices	3
CJSA 1322	Introduction to Criminal Justice	3

CJSA 1327	Fundamentals of Criminal Law	3
CJSA 2300	Legal Aspects of Law Enforcement	3
HMSY 1337	Introduction to Homeland Security	3
CJLE 1259	Intermediate Spanish for Law Enforcement	2
Total Credit Hours		17

## Escrowed Credit

Upon the successful completion of CJSA 1348 Ethics in Criminal Justice and CJLE 1249 Intermediate Arrest, Search and Seizure, students who have successfully completed the U.S. Customs and Border Protection Field Operations Academy will be awarded 12 hours credit for the following courses:

CJSA 1327	Fundamentals of Criminal Law	3
HMSY 1342	Understanding and Combating Terrorism	3
HMSY 1337	Introduction to Homeland Security	3
HMSY 1391	Homeland Security Laws	3
Total Credit Hours		12



## Office Administration

### Legal Office Specialist

#### Certificate

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

### Office Specialist

#### Certificate

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

### Legal Office Assistant

#### Associate of Applied Science

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

### Administrative Office Assistant

#### Associate of Applied Science

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

### Advisory Committee Members

Maria M. Villarreal, Edinburg Childcare, Inc.  
Norma Lopez, Edinburg ISD  
Natalie Goza, McAllen ISD  
Velma Segura, Law Office of David Cazares

### Certificates

- Legal Office Specialist Certificate (p. 142)
- Office Specialist Certificate (p. 142)

## Associates Degrees

- Legal Office Assistant Associate of Applied Science (p. 142)
- Administrative Office Assistant Associate of Applied Science (p. 143)

### Legal Office Specialist Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Legal-Office-Specialist/index.html>)

#### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
POFI 2301	Word Processing	3
POFL 1303	Legal Office Procedures I	3
POFT 1301	Business English	3
POFT 1329	Beginning Keyboarding	3
Credit Hours		12
<b>Second Semester</b>		
POFI 2340	Advanced Word Processing	3
POFL 2301	Legal Document Processing	3
POFT 1319	Records and Information Management I	3
POFT 1328	Business Presentations	3
POFT 2312	Business Correspondence and Communication	3
Credit Hours		15
<b>Summer Session I</b>		
POFL 1340	Legal Office Procedures II	3
POFL 2264	CAPSTONE: Practicum	2
Credit Hours		5
Total Credit Hours		32

### Office Specialist Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Office-Specialist/index.html>)

#### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
POFI 2301	Word Processing	3
POFT 1301	Business English	3
POFT 1309	Administrative Office Procedures I	3
POFT 1329	Beginning Keyboarding	3
Credit Hours		12
<b>Second Semester</b>		
POFI 2340	Advanced Word Processing	3
POFT 1319	Records and Information Management I	3
POFT 1328	Business Presentations	3
POFI 1349	Spreadsheets	3
POFT 2312	Business Correspondence and Communication	3
Credit Hours		15
<b>Summer Session I</b>		
POFT 1349	Administrative Office Procedures II	3
POFT 2264	CAPSTONE: Practicum	2
Credit Hours		5
Total Credit Hours		32

### Legal Office Assistant Associate of Applied Science

#### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
POFI 2301	Word Processing	3
POFL 1303	Legal Office Procedures I	3
POFT 1301	Business English	3
POFT 1329	Beginning Keyboarding	3
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
Credit Hours		15
<b>Second Semester</b>		
POFI 2340	Advanced Word Processing	3
POFL 2301	Legal Document Processing	3
POFT 1319	Records and Information Management I	3
POFT 1328	Business Presentations	3
POFT 2312	Business Correspondence and Communication	3
Credit Hours		15
<b>Summer Session I</b>		
POFL 1340	Legal Office Procedures II	3
Credit Hours		3
<b>Third Semester</b>		
POFL 1355	Legal Issues and Medical Records	3
POFL 1359	Legal Transcription	3
POFT 2331	Administrative Project Solutions	3
Speech Elective <sup>1</sup>		3
Credit Hours		12
<b>Fourth Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
Math and Natural Sciences Elective (p. 92) <sup>1,2</sup>		4
POFT 2303	Speed and Accuracy Building	3
Humanities Elective (p. 91) <sup>1</sup>		3
Credit Hours		13
<b>Summer Session II</b>		
POFL 2264	CAPSTONE: Practicum	2
Credit Hours		2
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

<sup>2</sup> Students must take a 4 credit hour course in order to fulfill the Math and Natural Sciences Elective.

## Administrative Office Assistant Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
POFI 2301	Word Processing	3
POFT 1301	Business English	3
POFT 1309	Administrative Office Procedures I	3
POFT 1329	Beginning Keyboarding	3
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
Credit Hours		15
<b>Second Semester</b>		
POFI 1349	Spreadsheets	3
POFI 2340	Advanced Word Processing	3
POFT 1319	Records and Information Management I	3
POFT 1328	Business Presentations	3
POFT 2312	Business Correspondence and Communication	3
Credit Hours		15

<b>Summer Session I</b>		
POFT 1349	Administrative Office Procedures II	3
Credit Hours		3
<b>Third Semester</b>		
ACNT 1303	Introduction to Accounting I	3
POFT 2331	Administrative Project Solutions	3
Humanities Elective (p. 91) <sup>1</sup>		3
Speech Elective <sup>1</sup>		3
Credit Hours		12
<b>Fourth Semester</b>		
BMGT 1301	Supervision	3
ENGL 1301	Composition I <sup>1</sup>	3
POFT 2303	Speed and Accuracy Building	3
Math and Natural Sciences Elective (p. 92) <sup>1,2</sup>		4
Credit Hours		13
<b>Summer Session II</b>		
POFT 2264	CAPSTONE: Practicum	2
Credit Hours		2
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

<sup>2</sup> Students must take a 4 credit hour course in order to fulfill the Math and Natural Sciences Elective.

# Paralegal

## Paralegal

### Associate of Applied Science

The Paralegal Associate of Applied Science is a two-year program that prepares students for entry-level positions as a paralegal working under the supervision of a lawyer in a law office, government, corporate or other private sector legal setting. The program is designed to provide students with an understanding of the roles and functions of paralegals in law firms and occupational settings. The program offers instruction in basic legal principles and skills applicable to various legal settings. Students develop foundational legal knowledge, training in analytical thinking, and skills in legal research and writing.

## Advisory Committee Members

Luanna Castellano, Gonzalez Castillo, LLP  
Pablo Almaguer, Texas Rio Grande Legal Aid Inc  
Florencio Lopez, Law Office of Florencio Lopez  
Jennifer Morales, Morales & Associates, PLLC  
Abel Hinojosa, Law Office of Abel Hinojosa  
Linley Boone-Almaguer, Texas Rio Grande Legal Aid  
Daniel Ruel Sorrells, Armando M. Guerra & Associates, PLLC

## Paralegal Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
ARTS 1301	Art Appreciation <sup>1</sup>	3
POFI 2301	Word Processing	3
LGLA 1307	Introduction to Law and the Legal Professions	3
POFT 1301	Business English	3
	Credit Hours	12
<b>Second Semester</b>		
LGLA 1303	Legal Research	3
LGLA 1342	Federal Civil Litigation	3
LGLA 1305	Legal Writing	3
Math and Natural Sciences Elective (p. 92) <sub>1,2</sub>		4
	Credit Hours	13
<b>Summer Session I</b>		
SPCH 1321	Business and Professional Communication <sup>1</sup>	3
LGLA 1351	Contracts	3
	Credit Hours	6
<b>Third Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
LGLA 1353	Wills, Trusts and Probate Administration	3
LGLA 2303	Torts and Personal Injury Law	3
LGLA 2313	Criminal Law and Procedure	3
	Credit Hours	12
<b>Fourth Semester</b>		
LGLA 1355	Family Law	3
LGLA 2311	Business Organizations	3
LGLA 2309	Real Property	3
LGLA 1344	Texas Civil Litigation	3
	Credit Hours	12
<b>Summer Session II</b>		
PSYC 2301	General Psychology <sup>1</sup>	3
LGLA 2266	Practicum: Paralegal	2
	Credit Hours	5
	Total Credit Hours	60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

<sup>2</sup> Students must take a 4 credit hour course in order to fulfill the Math and Natural Sciences Elective.

# Welding

## Combination Welding

### Certificate

This three semester program will prepare the students for entry level positions with skills in four welding processes (Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding and Flux Core Arc Welding).

Students will perform fillets, lap, corner joint and V groove welds with backing and open groove in the Flat, Horizontal, Vertical-up and Overhead positions. Students will gain knowledge in lay out and fabrication as well as blueprint reading for the welders, welding safety and metallurgy.

Graduate candidates will be eligible to take a welding performance qualification test in accordance with American Welding Society, as used in the industry.

## Structural Welding

### Certificate

This two semester program will prepare the students for entry level positions with skills in four welding processes (Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding and Flux Core Arc Welding) but does not go into the advanced welding level (open groove and pipe) as does the combination certificate.

Students will perform fillets, lap, corner and tee's joint welds in the Flat, Horizontal, Vertical-up and Overhead positions.

Graduate candidates will be eligible to take a welding performance qualification test in accordance with American Welding Society, as used in the industry.

# Welding

## Associate of Applied Science

This four semester program will prepare the students for entry level positions with skills in four welding processes (Shielded Metal Arc Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding and Flux Core Arc Welding). Students will perform fillets, lap, corner joint and V groove welds with backing and open groove in the Flat, Horizontal, Vertical-up and Overhead positions. Students will gain knowledge in lay out and fabrication as well as blueprint reading for the welders, welding safety and metallurgy. The curriculum also includes 15 credit hours of General Education coursework. Graduate candidates will be eligible to take a welding performance qualification test in accordance with American Welding Society, as used in industry.

## Advisory Committee Members

- Reynaldo Rivera, Matheson
- Jeremy Koester, Airgas
- Luis Canchola, Airgas
- Rene Hernandez, ESAB
- Raul Robles, Robles Consulting, LLC
- Efren Lozano, Genco Energy Services, Inc.
- Tomas Gutierrez, Palmer Steel Supplies, Inc.
- Juan Figueroa, Palmer Steel Supplies, Inc.
- Jerry Lefner, Alamo Iron Works
- George Baldree, Kyomi Enterprises

# Certificates

- Combination Welding Certificate (p. 145)
- Structural Welding Certificate (p. 145)

# Associates Degree

- Welding Associate of Applied Science (p. 146)

## Combination Welding Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Combination-Welding/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
MCHN 1343 or TECM 1303	Machine Shop Mathematics or Technical Calculations	3
WLDG 1313 or DFTG 1325	Introduction to Blueprint Reading for Welders or Blueprint Reading and Sketching	3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4
Credit Hours		14
<b>Second Semester</b>		
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1312	Introduction to Flux Cored Arc Welding (FCAW)	3
WLDG 1417	Introduction to Layout and Fabrication	4
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
Credit Hours		15
<b>Third Semester</b>		
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4
WLDG 2406	Intermediate Pipe Welding	4
WLDG 2413	Capstone: Intermediate Welding Using Multiple Processes	4
Credit Hours		12
Total Credit Hours		41

## Structural Welding Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Structural-Welding/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
MCHN 1343 or TECM 1303	Machine Shop Mathematics or Technical Calculations	3
WLDG 1313 or DFTG 1325	Introduction to Blueprint Reading for Welders or Blueprint Reading and Sketching	3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4
Credit Hours		14

**Second Semester**

WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1312	Introduction to Flux Cored Arc Welding (FCAW)	3
WLDG 1417	Introduction to Layout and Fabrication	4
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
Credit Hours		15
Total Credit Hours		29

**Welding Associate of Applied Science****TSI LIABLE**

Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
WLDG 1313 or DFTG 1325	Introduction to Blueprint Reading for Welders or Blueprint Reading and Sketching	3
MCHN 1343 or TECM 1303	Machine Shop Mathematics or Technical Calculations	3
Humanities Elective (p. 91) <sup>1</sup>		3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
Credit Hours		16
<b>Second Semester</b>		
Math Elective (p. 92) <sup>1</sup>		3
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
Credit Hours		15
<b>Third Semester</b>		
WLDG 1417	Introduction to Layout and Fabrication	4
WLDG 1312	Introduction to Flux Cored Arc Welding (FCAW)	3
WLDG 2406	Intermediate Pipe Welding	4
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
Credit Hours		14
<b>Fourth Semester</b>		
WLDG 2435	Advanced Layout and Fabrication	4
WLDG 2413	Capstone: Intermediate Welding Using Multiple Processes	4
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4
Speech Elective <sup>1</sup>		3
Credit Hours		15
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

## Division of Liberal Arts & Social Sciences

Students are admitted to South Texas College through the provisions of Board Policy 3200. General admission to the College does not imply admission to all programs of the College.

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# Fine & Performing Arts

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## Music (p. 151)

- Music, Field of Study (Associate of Arts)

## Visual Arts (p. 153)

- Visual Arts, Field of Study (Associate of Arts)

## Drama

### Associate of Arts

The program is intended to enable students to develop the necessary academic, technical and analytical skills that will provide them with a measurable foundation in the basics of sound theater practices. This degree is useful to an individual seeking employment in the entertainment and media industries. As with any liberal arts degree, salaries vary according to the field chosen by the degree holder. With an Associate of Arts degree in Drama from STC, students will have attained the pre-professional foundation skills necessary to compete for beginning positions as technicians and/or performers.

In addition to career options in the field of Drama, students with AA-Drama degrees may also choose to pursue advanced degrees in related fields such as television, film, radio, industrial presentations, arts management, and public relations. Students who desire a career as Drama educators and who earn a Bachelor's degree in this field would be eligible for employment in most public school districts, providing they obtain the necessary teaching certification. Students who earn a BA or BFA degree in Drama can also expect to be marketable in the business or corporate world in areas requiring a combination of verbal, visual and leadership skills. The AA and BA/BFA degrees also serve as the foundation for specialized studies in Drama such as Scene & Lighting Design, Costume Design, Technical Direction, Playwriting, Directing, Performance, Arts Management and Dramaturgy. Completion of the MA/MFA and Ph.D. coursework would make the graduates eligible for teaching positions at colleges and universities.

### TSI LIABLE

#### Field of Study - 18 Credit Hours

DRAM 1120	Theater Practicum I	1
DRAM 1121	Theater Practicum II	1
DRAM 2120	Theater Practicum III	1
DRAM 1330	Stagecraft I	3
DRAM 1341	Makeup	3
or DRAM 1342	Introduction to Costume	
DRAM 1351	Acting I	3
DRAM 1352	Acting II	3
DRAM 2366	Introduction to Cinema	3

#### STC Core Curriculum - 42 Credit Hours

Complete 42 credit hours of required Core Curriculum<sup>1,2</sup> 42

#### Creative Arts

DRAM 1310 Introduction to Theater<sup>3</sup>

Total Credit Hours 60

- <sup>1</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill field of study requirements.
- <sup>2</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.
- <sup>3</sup> Drama majors must take DRAM 1310 Introduction to Theater to fulfill the Creative Arts component of the core curriculum.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
DRAM 1330	Stagecraft I <sup>1</sup>	3
DRAM 1351	Acting I	3
DRAM 1310	Introduction to Theater	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
or HIST 2327	or Mexican-American History I	
Credit Hours		15
<b>Second Semester</b>		
DRAM 1120	Theater Practicum I	1
DRAM 1341	Makeup <sup>2</sup>	3
or DRAM 1342	or Introduction to Costume	
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
ENGL 1302	Composition II - Rhetoric	3
HIST 1302	United States History II	3
or HIST 2328	or Mexican-American History II	
Credit Hours		13
<b>Third Semester</b>		
DRAM 1121	Theater Practicum II	1
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
Recommended		
PHIL 2303	Introduction to Logic	
Credit Hours		4
<b>Fourth Semester</b>		
DRAM 2120	Theater Practicum III	1
DRAM 1352	Acting II <sup>3</sup>	3
GOVT 2305	Federal Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Mathematics Elective - Core Curriculum (p. 89)		3-4
Recommended:		
MATH 1332	Contemporary Mathematics	
MATH 1414	College Algebra	
Credit Hours		14-15
<b>Fifth Semester</b>		
DRAM 2366	Introduction to Cinema	3
GOVT 2306	Texas Government	3
Speech Elective - Component Area Option - Core Curriculum		3
Recommended:		
SPCH 1311	Introduction to Speech Communication	
SPCH 1315	Public Speaking	
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Component Area Option - Core Curriculum (if required) (p. 91)		1
Recommended:		

SPCH 1318	Interpersonal Communications	
KINE 1164	Introduction to Physical Fitness and Wellness	
Credit Hours		14
Total Credit Hours		60-61

- <sup>1</sup> DRAM 1330 Stagecraft I offered only Fall semester
- <sup>2</sup> DRAM 1341 Makeup (odd years) or DRAM 1342 Introduction to Costume (even years) offered only Spring semester
- <sup>3</sup> DRAM 1352 Acting II offered only Fall semester

# Graphic Arts

## Associate of Arts

The Associate of Arts with a field of study in Graphic Arts is a program of study that combines studio courses in art and design with a broad range of liberal arts courses. The two-year degree program prepares students for creative positions in the workforce, and provide skills, values, and knowledge in the liberal and creative arts. Additionally, students are prepared for transfer into university bachelor's degree programs and are trained in exhibit and portfolio preparation.

### TSI LIABLE

#### Courses of Study - 18 Credit Hours <sup>1</sup>

ARTS 1316	Drawing I	3
ARTS 1311	Design I	3
ARTS 2333	Printmaking I	3
ARTS 2348	Digital Art I	3
ARTS 2313	Design Communications I	3
ARTS 2356	Photography I (Fine Arts Emphasis)	3

#### STC Core Curriculum - 42 Credit Hours

Complete 42 credit hours of required Core Curriculum including the following: <sup>2,3</sup>

*Language, Philosophy & Culture and the Creative Arts*

ARTS 1303	Art History I
ARTS 1304	Art History II

Total Credit Hours 60

<sup>1</sup> **NOTE:** Additional materials and supplies may be required. It is the responsibility of the student to purchase these materials when needed.

<sup>2</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill field of study requirements.

<sup>3</sup> Students who select a 3 credit hours Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 1301	Composition I	3
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ARTS 1316	Drawing I	3
ARTS 1311	Design I	3
Credit Hours		12
<b>Second Semester</b>		
ENGL 1302	Composition II - Rhetoric	3
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
ARTS 2333	Printmaking I	3
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Credit Hours		12
<b>Third Semester</b>		
GOVT 2305	Federal Government	3
Speech Elective - Component Area Option - Core Curriculum		3
Recommended:		

SPCH 1311	Introduction to Speech Communication	
SPCH 1315	Public Speaking	
Credit Hours		6
<b>Fourth Semester</b>		
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Mathematics Elective - Core Curriculum (p. 89)		3-4
Recommended		
MATH 1332	Contemporary Mathematics	
MATH 1414	College Algebra	
ARTS 1303	Art History I (Creative Arts Core Curriculum)	3
ARTS 2348	Digital Art I	3
Component Area Option - Core Curriculum (if required) (p. 91)		1
Credit Hours		14
<b>Fifth Semester</b>		
GOVT 2306	Texas Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
ARTS 1304	Art History II (Language, Philosophy & Culture Core Fulfillment)	3
ARTS 2356	Photography I (Fine Arts Emphasis)	3
ARTS 2313	Design Communications I	3
Credit Hours		16
Total Credit Hours		60

# Music

## Associate of Arts

The Associate of Arts in Music Degree<sup>1</sup> will focus on establishing a solid music foundation in music theory, music literature, applied instrumental and voice lessons, piano proficiency, and participation in solo performances as well as various music ensembles. These foundational studies are in preparation and designed for transferability to higher education institutions by the serious music student wishing to complete a Bachelor of Arts or Bachelor of Music Degree. Music ensembles are open for participation to the general student body by permission of the ensemble director.

<sup>1</sup> The Associate of Arts in Music does not transfer as core complete. The student is encouraged to complete the additional coursework during their junior year or at South Texas College before transferring to a university.

## TSI LIABLE

### Field of Study - 31 credit hours

#### Musical Arts Foundation (16 Credits)

MUSI 1311	Music Theory I	3
MUSI 1312	Music Theory II	3
MUSI 2311	Music Theory III	3
MUSI 2312	Music Theory IV	3
MUSI 1116	Sight Singing and Ear Training I	1
MUSI 1117	Sight Singing and Ear Training II	1
MUSI 2116	Sight Singing and Ear Training III	1
MUSI 2117	Sight Singing and Ear Training IV	1

#### Piano Classes (3 Credits)

MUSI 1181	Piano Class I	1
MUSI 1182	Piano Class II	1
MUSI 2181	Piano Class III	1

#### Applied Electives

Select a minimum of 8 credit hours of the following:<sup>1</sup>

MUAP 1201	Applied Violin I	
MUAP 1221	Applied Violin II	
MUAP 1202	Applied Viola I	
MUAP 1222	Applied Viola II	
MUAP 1203	Applied Cello I	
MUAP 1223	Applied Cello II	
MUAP 1204	Applied Double Bass I	
MUAP 1224	Applied Double Bass II	
MUAP 1205	Applied Flute I	
MUAP 1225	Applied Flute II	
MUAP 1206	Applied Clarinet I	
MUAP 1226	Applied Clarinet II	
MUAP 1207	Applied Saxophone I	
MUAP 1227	Applied Saxophone II	
MUAP 1208	Applied Trumpet I	
MUAP 1228	Applied Trumpet II	
MUAP 1209	Applied French Horn I	
MUAP 1229	Applied French Horn II	
MUAP 1210	Applied Trombone I	
MUAP 1230	Applied Trombone II	
MUAP 1211	Applied Euphonium I	
MUAP 1231	Applied Euphonium II	
MUAP 1212	Applied Oboe I	
MUAP 1232	Applied Oboe II	
MUAP 1213	Applied Bassoon I	
MUAP 1233	Applied Bassoon II	

MUAP 1214	Applied Tuba I	
MUAP 1234	Applied Tuba II	
MUAP 1215	Applied Percussion I	
MUAP 1235	Applied Percussion II	
MUAP 1216	Applied Guitar I	
MUAP 1236	Applied Guitar II	
MUAP 1217	Applied Piano I	
MUAP 1237	Applied Piano II	
MUAP 1218	Applied Voice I	
MUAP 1238	Applied Voice II	
MUAP 1219	Applied Music Composition I	
MUAP 1239	Applied Music Composition II	
MUAP 1220	Applied Conducting I	
MUAP 1240	Applied Conducting II	
MUAP 2201	Applied Violin III	
MUAP 2221	Applied Violin IV	
MUAP 2202	Applied Viola III	
MUAP 2222	Applied Viola IV	
MUAP 2203	Applied Cello III	
MUAP 2223	Applied Cello IV	
MUAP 2204	Applied Double Base III	
MUAP 2224	Applied Double Bass IV	
MUAP 2205	Applied Flute III	
MUAP 2225	Applied Flute IV	
MUAP 2206	Applied Clarinet III	
MUAP 2226	Applied Clarinet IV	
MUAP 2207	Applied Saxophone III	
MUAP 2227	Applied Saxophone IV	
MUAP 2208	Applied Trumpet III	
MUAP 2228	Applied Trumpet IV	
MUAP 2209	Applied French Horn III	
MUAP 2229	Applied French Horn IV	
MUAP 2210	Applied Trombone III	
MUAP 2230	Applied Trombone IV	
MUAP 2211	Applied Euphonium III	
MUAP 2231	Applied Euphonium IV	
MUAP 2212	Applied Oboe III	
MUAP 2232	Applied Oboe IV	
MUAP 2213	Applied Bassoon III	
MUAP 2233	Applied Bassoon IV	
MUAP 2214	Applied Tuba III	
MUAP 2234	Applied Tuba IV	
MUAP 2215	Applied Percussion III	
MUAP 2235	Applied Percussion IV	
MUAP 2216	Applied Guitar III	
MUAP 2236	Applied Guitar IV	
MUAP 2217	Applied Piano III	
MUAP 2237	Applied Piano IV	
MUAP 2218	Applied Voice III	
MUAP 2238	Applied Voice IV	
MUAP 2219	Applied Music Composition III	
MUAP 2239	Applied Music Composition IV	
MUAP 2220	Applied Conducting III	
MUAP 2240	Applied Conducting IV	

#### Ensemble Electives (4 Credits)

Complete a minimum of 4 credit hours of the following:<sup>1</sup>

MUEN 1121	Band Ensemble	
MUEN 1122	Brass Ensemble	
MUEN 1131	Mariachi Ensemble	

MUEN 1132	Jazz Ensemble	
MUEN 1133	Guitar Ensemble	
MUEN 1134	String Ensemble	
MUEN 1135	Percussion Ensemble	
MUEN 1136	Woodwind Ensemble	
MUEN 1141	Choir Ensemble	
<b>STC Core Curriculum - 29 credit hours</b>		
Complete 29 credit hours of required Core Curriculum including the following: <sup>2,3,4</sup>		29
<i>Language, Philosophy &amp; Culture</i>		
MUSI 1307	Music Literature	
Total Credit Hours		60

- Students must not duplicate courses taken to meet Core Curriculum Requirements.
- In addition to the courses in the Field of Study, the student is required to take 33 credit hours from the STC Core Curriculum (p. 89).
- Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.
- Students must not duplicate courses taken to meet Field of Study requirements.

Please note students will not be core complete upon completing this degree program.

## Recommended After Completion of Degree to be Core Complete

Students who would like to be Core complete upon transfer should also complete courses from the following Core component areas:

HIST 1302	United States History II	3
or HIST 2328	Mexican-American History II	
Creative Arts Elective - Core Curriculum (p. 90)		3
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Speech Elective-Component Area Option-Core Curriculum		3
Component Area Option - Core Curriculum (p. 91)		1

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ENGL 1301	Composition I	3
MUSI 1311	Music Theory I	3
MUSI 1116	Sight Singing and Ear Training I	1
MUSI 1181	Piano Class I	1
Applied Elective - Field of Study <sup>1</sup>		2
Ensemble Elective - Field of Study <sup>2</sup>		1
Credit Hours		14
<b>Second Semester</b>		
MATH 1332	Contemporary Mathematics	3
ENGL 1302	Composition II - Rhetoric	3
MUSI 1117	Sight Singing and Ear Training II	1
MUSI 1312	Music Theory II	3
MUSI 1182	Piano Class II	1
Applied Elective - Field of Study <sup>1</sup>		2

Ensemble Elective - Field of Study <sup>2</sup>		1
Credit Hours		14
<b>Third Semester</b>		
GOVT 2305	Federal Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
MUSI 2116	Sight Singing and Ear Training III	1
MUSI 2311	Music Theory III	3
MUSI 2181	Piano Class III	1
Applied Elective - Field of Study <sup>1</sup>		2
Ensemble Elective - Field of Study <sup>2</sup>		1
Credit Hours		15
<b>Fourth Semester</b>		
GOVT 2306	Texas Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
MUSI 1307	Music Literature	3
MUSI 2117	Sight Singing and Ear Training IV	1
MUSI 2312	Music Theory IV	3
Applied Elective - Field of Study <sup>1</sup>		2
Ensemble Elective - Field of Study <sup>2</sup>		1
Credit Hours		17
Total Credit Hours		60

- Courses to be chosen from the Music Applied Instruments Field of Study
- Courses to be chosen from the Music Ensembles Field of Study

## Recommended After Completion of Degree to be Core Complete

Students who would like to be Core complete upon transfer should also complete courses from the following Core component areas:

HIST 1302	United States History II	3
or HIST 2328	Mexican-American History II	
Creative Arts Elective - Core Curriculum (p. 90)		3
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Speech Elective-Component Area Option-Core Curriculum		3
Component Area Option - Core Curriculum (p. 91)		1

# Visual Arts

## Associate of Arts

The Associate of Arts with a field of study in Visual Arts is a program of study that combines studio courses in art and design with a broad range of liberal arts courses. The two-year degree program prepares students for creative positions in the workforce, and provide skills, values, and knowledge in the liberal and creative arts. Additionally, students are prepared for transfer into university bachelor's degree programs and are trained in exhibit and portfolio preparation.

*If transferring to another college, check with an advisor to see specific program requirements for the Visual Arts requirement.*

### TSI LIABLE

#### Field of Study - 18 credit hours

<i>Fine Arts Foundation</i> <sup>1</sup>		
ARTS 1311	Design I	3
ARTS 1312	Design II	3
ARTS 1316	Drawing I	3
ARTS 1317	Drawing II	3
ARTS 2389	Academic Cooperative	3
<i>Fine Arts Elective</i> <sup>1</sup>		
Select one of the following: 3		
ARTS 2316	Painting I	
ARTS 2317	Painting II	
ARTS 2326	Sculpture I	
ARTS 2333	Printmaking I	
ARTS 2341	Art Metals I	
ARTS 2346	Ceramics I	
ARTS 2347	Ceramics II	
ARTS 2348	Digital Art I	
ARTS 2356	Photography I (Fine Arts Emphasis)	
ARTS 2357	Photography II (Fine Arts Emphasis)	
STC Core Curriculum - 42 credit hours		
Complete 42 credit hours of required Core Curriculum including the following: <sup>2,3</sup>		42
<i>Creative Arts Elective</i>		
ARTS 1303	Art History I	
<i>Language, Philosophy &amp; Culture Elective</i>		
ARTS 1304	Art History II	
Total Credit Hours		60

<sup>1</sup> Additional materials and supplies will be required in all Fine Arts foundation and elective studio courses. It is the responsibility of the student to purchase these materials when needed.

<sup>2</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89).

<sup>3</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
First Semester		
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ENGL 1301	Composition I	3

ARTS 1316	Drawing I	3
ARTS 1311	Design I	3
Credit Hours		12
Second Semester		
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
ENGL 1302	Composition II - Rhetoric	3
ARTS 1317	Drawing II	3
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Credit Hours		12
Summer Session I		
GOVT 2305	Federal Government	3
Speech Elective - Component Area Option - Core Curriculum		3
Recommended		
SPCH 1311	Introduction to Speech Communication	
SPCH 1315	Public Speaking	
Credit Hours		6
Third Semester		
Mathematics Elective - Core Curriculum (p. 89)		3-4
Recommended		
MATH 1332	Contemporary Mathematics	
MATH 1414	College Algebra	
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
ARTS 1312	Design II	3
ARTS 1303	Art History I	3
Component Area Option - Core Curriculum (if required) (p. 91)		1
Credit Hours		14
Fourth Semester		
GOVT 2306	Texas Government	3
ARTS 1304	Art History II	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Fine Arts Elective - Field of Study <sup>1</sup>		3
ARTS 2389	Academic Cooperative	3
Credit Hours		16
Total Credit Hours		60

<sup>1</sup> Courses to be chosen from Field of Study



## Humanities

### American Sign Language and Interpreting Studies (p. 155)

- Trilingual Interpreter (Certificate)
- Specialization: Sign Language Interpreter (Associate of Applied Science)

### English (p. 157)

- English, Field of Study (Associate of Arts)

### History (p. 158)

- History, Field of Study (Associate of Arts)

### Interdisciplinary Studies (p. 159)

- Interdisciplinary Studies, Field of Study (Associate of Arts)

### Language and Cultural Studies

- Language and Cultural Studies, Field of Study
  - Concentration: American Sign Language (Associate of Arts) (p. 160)
  - Concentration: Spanish (Associate of Arts) (p. 161)

### Mexican-American Studies

#### (p. 163)

- Mexican-American Studies, Field of Study (Associate of Arts)

### Philosophy (p. 165)

- Philosophy, Field of Study (Associate of Arts)

# American Sign Language and Interpreting Studies

## Deaf Support Specialist

### Certificate

The certificate program in Deaf Support is comprised of 8 technical courses totaling 22 credit hours. A Deaf Support is responsible for assistance with advocating, educating and promoting community awareness pertaining to Deaf, hard-of-hearing and hearing communities. Their responsibilities involve supporting Deaf and hard-of-hearing consumers with independent living skills, informing them of community services available, and educating them in terms of their rights as they relate to the Americans with Disabilities Act. Additionally, they may assist with locating the latest rehabilitative and/or assistive technological devices. The Deaf Support Specialist Certificate program is designed to provide students with a foundation for entry level Deaf Support Specialist jobs.

## Trilingual Interpreter

### Certificate

The Trilingual Enhanced certificate was created to strengthen the skills of an interpreter who is currently utilizing the three languages of ASL, English and spoken Spanish in his or her professional work. This certificate was also designed to offer training to interpreters who would like to utilize these three languages or to add to their existing skills. The Trilingual Enhanced certificate requires a minimum language proficiency in both American Sign Language and Spanish.

## Specialization: Sign Language Interpreter

### Associate of Applied Science

The Associate of Applied Science degree in the Sign Language Interpreter Specialization is comprised of a combination of technical and general education courses. The degree requires 63 credit hours of designated coursework. Students must take a mid-program evaluation, the State Certification Basic Exam, as well as a program exit exam in order to complete the degree requirements. Students are expected to maintain a 2.5 grade point average (GPA) in all program coursework. Students interested in pursuing the Associate of Applied Science degree are required to consult with department staff before registering for any SLNG classes.

The Sign Language Interpreter option is for individuals seeking employment as an interpreter. An interpreter is one who facilitates communication between persons who do not share the same language. Interpreting between Deaf and Hearing cultures is a process of communicating spoken English messages into American Sign Language or Signed English as well as rendering American Sign Language or Signed English messages into spoken English.

## Advisory Committee Members

Brook Velarde Hernandez, Manager- Valley Association for Independent Living  
Chris Ardis, Retired Deaf Ed. Teacher  
Ernie Pena, Sign Language Interpreter  
Roland Quesada, BEI Level 3/Court Sign Language Interpreter  
Dr. Shawn Saladin, Associate Dean of Education and Research at University Texas Rio Grande Valley

Vanessa Vera, Texas Workforce Commission Vocational Rehab Counselor for the Deaf  
Anival Hendrickson CRP Advanced Employment Services  
Sandra Hendrickson, Owner Advanced Employment Services

## Ex-Officio Members

Dr. Ety Bischoff, Dean, Liberal Arts & Social Sciences  
Melissa Ibanez, ASL Instructor South Texas College  
Nora McAllister, South Texas College Sign Language Interpreter for the Deaf

## Certificate

- Deaf Support Specialist Certificate (p. 155)
- Trilingual Interpreter Certificate (p. 155)

## Associates Degrees

- American Sign Language and Interpreting Studies Specialization: Sign Language Interpreter Associate of Applied Science (p. 156)

## Deaf Support Specialist Certificate

### TSI EXEMPT

Course	Title	Credit Hours
<b>Fall</b>		
SLNG 1304	American Sign Language (ASL) I	3
SLNG 1300	Fundamentals for Deaf Support Specialist/ Service Provider	3
		Credit Hours
		6
<b>Spring</b>		
SLNG 1305	American Sign Language (ASL) II	3
SLNG 2330	Advanced Techniques for Deaf Support Specialist/ Service Providers	3
SLNG 1311	Fingerspelling and Numbers	3
		Credit Hours
		9
<b>Summer</b>		
SLNG 1344	American Sign Language (ASL) III	3
SLNG 1317	Introduction to the Deaf Community	3
SLNG 2186	Capstone: Internship I	1
		Credit Hours
		7
		Total Credit Hours
		22

## Trilingual Interpreter Certificate<sup>1</sup>

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
SLNG 2370	Trilingual Interpreting I	3
SLNG 2373	Latino Interpreting Issues	3
		Credit Hours
		6
<b>Second Semester</b>		
SLNG 2372	Trilingual Interpreting II	3
SPAN 2389	Academic Cooperative	3
		Credit Hours
		6
		Total Credit Hours
		12

<sup>1</sup> Courses under the Enhanced Trilingual Certificate can be taken concurrently with the Sign Language Interpreter major.

# American Sign Language and Interpreting Studies

## Specialization: Sign Language Interpreter Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
DRAM 1351	Acting I <sup>1</sup>	3
SLNG 1304	American Sign Language (ASL) I	3
SLNG 1321	Introduction to the Interpreting Profession	3
Credit Hours		12
<b>Second Semester</b>		
SLNG 1305	American Sign Language (ASL) II	3
SLNG 1311	Fingerspelling and Numbers	3
BIOL 1408	Biology for Non-Science Majors I <sup>1</sup>	4
SOCW 2361	Introduction to Social Work <sup>1</sup>	3
Credit Hours		13
<b>Summer Session I</b>		
SLNG 1344 or SGNL 2301	American Sign Language (ASL) III or Intermediate American Sign Language I	3
PHIL 2306	Introduction to Ethics <sup>1</sup>	3
Credit Hours		6
<b>Third Semester</b>		
SLNG 2187	Internship I- Deaf Support/Sign Language Interpreter	1
SLNG 2401	Interpreting I	4
SLNG 1345 or SGNL 2302	American Sign Language (ASL) IV or Intermediate American Sign Language II	3
SLNG 2411	Interpreting in Specialized Settings	4
SLNG 1350	Sign-to-Voice	3
Credit Hours		15
<b>Fourth Semester</b>		
SLNG 2188	Capstone: Internship II	1
SLNG 2402	Interpreting II	4
SLNG 2303	Transliterating	3
SLNG 2434	American Sign Language (ASL) V	4
Credit Hours		12
<b>Summer Session II</b>		
SLNG 2189	Capstone: Internship III	1
SLNG 2431	Interpreting III	4
Credit Hours		5
Total Credit Hours		63

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

# English

## Associate of Arts

The field of study curriculum in English transfers as a block leading to an English minor, a Bachelor of Arts in General Studies, a Bachelor of Arts in English, or a Bachelor of Fine Arts in English. The flexible structure of this field of study provides students an opportunity to explore their own interests in either Literature, Creative Writing, or Technical Writing, while also providing a firm foundation for a minor or major in English.

The course load allows students to complete their minor or major at a four-year institution and allows education majors to build the required number of courses within their teaching discipline (which according to TEA regulations must include 24 credit hours in the teaching discipline to qualify for a teaching position).

With a specialization in English, students will be uniquely prepared to succeed in today's competitive job market and will have a variety of employment opportunities available in such fields as technical writing, editing, teaching, and pre-law, as well as numerous professions that require effective communication and analytical skills.

### TSI LIABLE

#### Field of Study - 18 Credit Hours

Select a minimum of five of the following:	15
ENGL 2307 Creative Writing I	
ENGL 2311 Technical and Business Writing	
ENGL 2321 British Literature	
ENGL 2326 American Literature	
ENGL 2331 World Literature	
ENGL 2341 Introduction to Forms of Literature	
ENGL 2351 Mexican American Literature	
ENGL 2389 Academic Cooperative	
EDUC 1300 Learning Framework	

#### Foreign Language

The student is required to take 1 course of any foreign language course 3

#### STC Core Curriculum - 42 Credit Hours

Complete 42 credit hours of required Core Curriculum including the following:<sup>1,2</sup> 42

#### Component Area Option

SPCH 1311 Introduction to Speech Communication	
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Total Credit Hours 60

<sup>1</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill the field of study requirements.

<sup>2</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Core Curriculum must take an additional 1 credit hour to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 1301	Composition I	3

Language, Philosophy & Culture Elective - Core Curriculum (p. 90)	3
HIST 1301 United States History I or HIST 2327 or Mexican-American History I	3
Mathematics Elective - Core Curriculum (p. 89)	3-4
Credit Hours	13

### Second Semester

ENGL 1302 Composition II - Rhetoric	3
HIST 1302 United States History II or HIST 2328 or Mexican-American History II	3
GOVT 2305 Federal Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)	4
Credit Hours	13

### Third Semester

SPCH 1311 Introduction to Speech Communication	3
GOVT 2306 Texas Government	3
English Elective - Field of Study <sup>1</sup>	3
Credit Hours	9

### Fourth Semester

English Elective - Field of Study <sup>1</sup>	3
English Elective - Field of Study <sup>1</sup>	3
Foreign Language Elective - Field of Study <sup>1</sup>	3
Creative Arts Elective - Core Curriculum (p. 90)	3

#### Recommended

DRAM 1310 Introduction to Theater	
ARTS 1301 Art Appreciation	
MUSI 1306 Music Appreciation	
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)	3
Credit Hours	15

### Fifth Semester

English Elective - Field of Study <sup>1</sup>	3
English Elective - Field of Study <sup>1</sup>	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)	4
Component Area Option - Core Curriculum (if required) (p. 91)	1
Credit Hours	10
Total Credit Hours	60

<sup>1</sup> Courses to be chosen from Field of Study

# History

## Associate of Arts

The Associates of Arts degree with a field of study in History is designated for students planning to transfer to a baccalaureate degree in History or Liberal Arts at four-year institutions.

The curriculum includes general academic courses and electives that enable students who intend to major in History to transfer to four-year institutions.

Completing a History program can expand opportunities in teaching, museums, archives, government, law school, journalism and other related areas.

Instruction in History promotes reading, writing, and critical thinking, as well as development of awareness of how the past has shaped the present.

### TSI LIABLE

#### Field of Study - 18 credit hours

The student is required to take the following 3 courses (9 credits):

HIST 2321	World Civilizations I	3
HIST 2322	World Civilizations II	3
HIST 2389	Academic Cooperative	3

#### Field of Study Elective (9 credits)

To complete the History field of study, students must take three 3 credit hour courses listed in any Associate of Arts field of study from the following list:

Anthropology, Business Administration (Transfer plan only), Communication, Criminal Justice, Drama, Education, English, Arts, Humanities, Interdisciplinary Studies, Language and Cultural Studies, Mexican-American Studies, Philosophy, Political Science, Psychology, Social Work or Sociology.

It is strongly recommended that History majors choose from the following to complete the field of study electives:

HIST 2301	Texas History	
HIST 2327	Mexican-American History I	
HIST 2328	Mexican-American History II	
HIST 2381	African-American History	

#### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum <sup>1,2</sup>	42
Total Credit Hours	60

<sup>1</sup> In addition to the courses in the History Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill field of study requirements.

<sup>2</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
HIST 1301	United States History I	3
ENGL 1301	Composition I	3

Component Area Option - Core Curriculum (p. 91)		3
SPCH 1311 or EDUC 130 (Recommended) or Learning Framework	Introduction to Speech Communication	
Field of Study Elective suggested History Elective <sup>1</sup>		3
Credit Hours		12
<b>Second Semester</b>		
HIST 1302	United States History II	3
ENGL 1302	Composition II - Rhetoric	3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
PHIL 2307	Introduction to Social and Political Philosophy (Recommended)	
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Field of Study Elective suggested History Elective <sup>1</sup>		3
Credit Hours		15
<b>Third Semester</b>		
Creative Arts Elective - Core Curriculum (p. 90)		3
ARTS 1303	Art History I (Recommended)	
Mathematics Elective - Core Curriculum (p. 89)		3-4
Credit Hours		7
<b>Fourth Semester</b>		
GOVT 2305	Federal Government	3
HIST 2321	World Civilizations I	3
Field of Study Elective suggested History Elective <sup>1</sup>		3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Component Area Option - Core Curriculum (if required) (p. 91)		1
Credit Hours		13
<b>Fifth Semester</b>		
GOVT 2306	Texas Government	3
HIST 2322	World Civilizations II	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
HIST 2389	Academic Cooperative	3
Credit Hours		13
Total Credit Hours		60

<sup>1</sup> Courses to be chosen from the Field of Study Electives

<sup>2</sup> Students must take two 3 credit hour courses listed in any Associate of Arts Field of Study from the following list: Anthropology, Business Administration (transfer plan only), Communication, Criminal Justice, Drama, Education, English, Arts, Humanities, Interdisciplinary Studies, Language and Cultural Studies, Mexican-American Studies, Philosophy, Political Science, Psychology, Social Work, or Sociology.

# Interdisciplinary Studies

## Associate of Arts

The Associate of Arts Degree field of study in Interdisciplinary Studies provides students with a broad-based education in “college basics” that promotes critical thinking skills and allows for an opportunity to make an informed choice in educational preferences.

The program offers transferable field of study selections in arts and humanities, social sciences, natural sciences, computer applications, and mathematics. This field of study is an excellent transfer program that can be used towards the successful completion of a Baccalaureate Degree in any field.

### TSI LIABLE

#### Field of Study - 18 credit hours

Select a minimum of 18 hours of Field of Study courses <sup>1</sup>	18
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#### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum <sup>2,3</sup>	42
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<b>Total Credit Hours</b>	<b>60</b>
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<sup>1</sup> The Field of Study courses must be chosen from two (2) or more AA or AS field of study options. Substitutions to this degree plan will be accepted if the Transfer Institution accepts the substitution(s) as courses that will apply toward the baccalaureate degree the student intends to pursue.

<sup>2</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill the field of study requirements.

<sup>3</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
Component Area Option - Core Curriculum (p. 91)		3
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ENGL 1301	Composition I	3
Elective - Field of Study <sup>1</sup>		3
Credit Hours		12
<b>Second Semester</b>		
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
ENGL 1302	Composition II - Rhetoric	3
GOVT 2305	Federal Government	3
Creative Arts Elective - Core Curriculum (p. 90)		3
Elective - Field of Study <sup>1</sup>		3
Credit Hours		15
<b>Third Semester</b>		
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
Credit Hours		3
<b>Fourth Semester</b>		
Mathematics Elective - Core Curriculum (p. 89)		3-4

Life and Physical Sciences Elective - Core Curriculum (p. 89)	4	
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)	3	
Elective - Field of Study <sup>1</sup>	3	
Component Area Option - Core Curriculum (if required) (p. 91)	1	
Credit Hours		14

### Fifth Semester

GOVT 2306	Texas Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Elective - Field of Study <sup>1</sup>		3
Elective - Field of Study <sup>1</sup>		3
Elective - Field of Study <sup>1</sup>		3
Credit Hours		16
Total Credit Hours		60

<sup>1</sup> Courses to be chosen from Field of Study

# Language and Cultural Studies

- American Sign Language Concentration (p. 160)
- Spanish Concentration (p. 161)

## American Sign Language Concentration

### Associate of Arts

The Language and Cultural Studies Field of Study is designed to provide students the opportunity to develop and enhance their practical communication skills and cross-cultural understanding that will provide them the foundational coursework required for careers in languages and cultural studies.

Furthermore, the field of study will focus on integrating language, culture and literature to help students gain an international perspective for living and working in today's global society.

Students declaring a field of study in Languages and Cultural Studies may choose courses in one or both of the following concentrations: Spanish and American Sign Language.

### TSI LIABLE

#### Field of Study - 18 credit hours

SGNL 1301	Beginning American Sign Language I	3
SGNL 1302	Beginning American Sign Language II	3
SGNL 2301	Intermediate American Sign Language I	3
SGNL 2302	Intermediate American Sign Language II	3
PHIL 2306	Introduction to Ethics	3
Select one of the following::		3

HUMA 1301	Introduction to Humanities I - Western	
HUMA 2319	American Minority Studies	
HUMA 2323	World Cultures	
EDUC 1301	Introduction to the Teaching Profession	
EDUC 1300	Learning Framework	
PHIL 1301	Introduction to Philosophy	
PHIL 2303	Introduction to Logic	
PHIL 2307	Introduction to Social and Political Philosophy	
PSYC 1300	Learning Framework	

#### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum <sup>1,2</sup>	42
<b>Total Credit Hours</b>	<b>60</b>

<sup>1</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill the field of study requirements.

<sup>2</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
SPCH 1311	Introduction to Speech Communication	3
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ENGL 1301	Composition I	3
SGNL 1301	Beginning American Sign Language I	3
<b>Credit Hours</b>		<b>12</b>

#### Second Semester

HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
ENGL 1302	Composition II - Rhetoric	3
GOVT 2305	Federal Government	3
Creative Arts Elective - Core Curriculum (p. 90)		3
SGNL 1302	Beginning American Sign Language II	3
<b>Credit Hours</b>		<b>15</b>

#### Third Semester

Mathematics Elective - Core Curriculum (p. 89)		3-4
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
SGNL 2301	Intermediate American Sign Language I	3
Component Area Option - Core Curriculum (if required) (p. 91)		1

#### Elective - Field of Study

Select one of the following:		3
PHIL 1301	Introduction to Philosophy	
PHIL 2303	Introduction to Logic	
PHIL 2306	Introduction to Ethics	
PHIL 2307	Introduction to Social and Political Philosophy	
HUMA 1301	Introduction to Humanities I - Western	
HUMA 2319	American Minority Studies	
HUMA 2323	World Cultures	
EDUC 1301	Introduction to the Teaching Profession	
ENGL 2331	World Literature	
ENGL 2341	Introduction to Forms of Literature	
ENGL 2351	Mexican American Literature	
<b>Credit Hours</b>		<b>17</b>

#### Fourth Semester

GOVT 2306	Texas Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
SGNL 2302	Intermediate American Sign Language II	3
PHIL 2306	Introduction to Ethics	3
<b>Credit Hours</b>		<b>16</b>
<b>Total Credit Hours</b>		<b>60</b>



# Spanish Concentration

## Associate of Arts

The Language and Cultural Studies Field of Study is designed to provide students the opportunity to develop and enhance their practical communication skills and cross-cultural understanding that will provide them the foundational coursework required for careers in languages and cultural studies.

Furthermore, the field of study will focus on integrating language, culture and literature to help students gain an international perspective for living and working in today's global society.

Students declaring a field of study in Languages and Cultural Studies may choose courses in one or both of the following concentrations: Spanish and American Sign Language.

### TSI LIABLE

#### Field of Study - 18 credit hours

SPAN 1411	Beginning Spanish I for Non-Spanish Speakers <sup>1</sup>	3-4
or SPAN 2313	Spanish for Native/Heritage Speakers I	
SPAN 1412	Beginning Spanish II for Non-Spanish Speakers <sup>1</sup>	3-4
or SPAN 2315	Spanish for Native/Heritage Speakers II	
SPAN 2311	Intermediate Spanish I <sup>1</sup>	3
or HUMA 2323	World Cultures	
SPAN 2312	Intermediate Spanish II <sup>1</sup>	3
or ENGL 2351	Mexican American Literature	
SPAN 2389	Academic Cooperative	3
Select one of the following: <sup>2</sup>		3
PHIL 1301	Introduction to Philosophy	
PHIL 2303	Introduction to Logic	
PHIL 2306	Introduction to Ethics	
PHIL 2307	Introduction to Social and Political Philosophy	
HUMA 1301	Introduction to Humanities I - Western	
HUMA 2319	American Minority Studies	
HUMA 2323	World Cultures	
EDUC 1301	Introduction to the Teaching Profession	
ENGL 2331	World Literature	
ENGL 2341	Introduction to Forms of Literature	
ENGL 2351	Mexican American Literature	

#### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum <sup>3,4</sup>	42
Total Credit Hours	60-62

<sup>1</sup> Students who take SPAN 2313 Spanish for Native/Heritage Speakers I & SPAN 2315 Spanish for Native/Heritage Speakers II cannot take SPAN 2311 Intermediate Spanish I & SPAN 2312 Intermediate Spanish II

<sup>2</sup> Courses from this list cannot duplicate courses from previous block.

<sup>3</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill the field of study requirements.

<sup>4</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ENGL 1301	Composition I	3
SPAN 2313 or SPAN 1411	Spanish for Native/ Heritage Speakers I or Beginning Spanish I for Non-Spanish Speakers	3-4
Credit Hours		9-10
<b>Second Semester</b>		
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
ENGL 1302	Composition II - Rhetoric	3
GOVT 2305	Federal Government	3
SPAN 2315 or SPAN 1412	Spanish for Native/ Heritage Speakers II or Beginning Spanish II for Non-Spanish Speakers	3-4
Credit Hours		12-13
<b>Third Semester</b>		
Creative Arts Elective - Core Curriculum (p. 90)		3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
SPCH 1311	Introduction to Speech Communication	3
Credit Hours		9
<b>Fourth Semester</b>		
Mathematics Elective - Core Curriculum (p. 89)		3-4
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
SPAN 2311 or HUMA 2323	Intermediate Spanish I or World Cultures	3
Component Area Option - Core Curriculum (if required) (p. 91)		1
Credit Hours		14
<b>Fifth Semester</b>		
GOVT 2306	Texas Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
SPAN 2312 or ENGL 2351	Intermediate Spanish II or Mexican American Literature	3
SPAN 2389	Academic Cooperative	3
Elective - Field of Study		3
Select one of the following:		
PHIL 1301	Introduction to Philosophy	
PHIL 2303	Introduction to Logic	
PHIL 2306	Introduction to Ethics	
PHIL 2307	Introduction to Social and Political Philosophy	
HUMA 1301	Introduction to Humanities I - Western	
HUMA 2319	American Minority Studies	
HUMA 2323	World Cultures	

EDUC 1301	Introduction to the Teaching Profession	
ENGL 2331	World Literature	
ENGL 2341	Introduction to Forms of Literature	
ENGL 2351	Mexican American Literature	
Credit Hours		16
Total Credit Hours		60-62

# Mexican-American Studies

## Associate of Arts

The Mexican American Studies Associate of Arts degree provides students with an interdisciplinary education that can transition to any Liberal Arts or Humanities baccalaureate degree program at a four-year institution. The interdisciplinary curriculum provides students with the general academic background necessary for success at any four-year institution while providing them with awareness of Mexican American history, culture, political agency, and the formation of the Mexican American identity.

The Mexican American Studies degree is especially useful for students planning to work in areas with large Hispanic populations, as it will provide them with a better understanding of the community where they work. Employers value them as bilingual and culturally aware professionals. Earning an Associate of Arts in Mexican American Studies prepares students for multiple career paths in the public and private sectors, including social service, urban planning, non-profits, healthcare, education, and business operations.

The Mexican American Studies program not only provides students with cultural awareness, but also an advantage in both a four-year program and the workforce by honing critical thinking, oral, written, and research skills.

### TSI LIABLE

#### Field of Study - 12 credit hours

HUMA 1305	Introduction to Mexican-American Studies	3
ENGL 2351	Mexican American Literature	3
HUMA 1311	Mexican-American Fine Arts Appreciation	3
GOVT 2311	Mexican American and Latinx Politics	3
<i>Spanish Language Requirement</i>		3-4
SPAN 1411	Beginning Spanish I for Non-Spanish Speakers	
SPAN 1412	Beginning Spanish II for Non-Spanish Speakers	
SPAN 2311	Intermediate Spanish I	
SPAN 2312	Intermediate Spanish II	
SPAN 2313	Spanish for Native/Heritage Speakers I	
SPAN 2315	Spanish for Native/Heritage Speakers II	

#### Field of Study Electives - 3 credit hours

To complete the Mexican-American Studies Field of Study, students must take 3 credit hours listed in any Associate of Arts Field of Study from the following list: Anthropology, Business Administration (transfer plan only), Communication, Criminal Justice, Drama, Education, English, Arts, History, Interdisciplinary Studies, Language and Cultural Studies, Mexican-American Studies, Philosophy, Political Science, Psychology, Social Work, or Sociology.

#### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum including the following:<sup>1,2</sup>

#### History

HIST 2327	Mexican-American History I	
HIST 2328	Mexican-American History II	
Total Credit Hours		60

<sup>1</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill field of study requirements.

<sup>2</sup> Students who select a 3 credit hours Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 2351	Mexican American Literature	3
Component Area Option - Core Curriculum (p. 91)		3
HIST 2327	Mexican-American History I	3
HUMA 1305	Introduction to Mexican-American Studies	3
Spanish Language Requirement		3-4
Credit Hours		15-16

#### Second Semester

Field of Study Elective		3-4
Recommended:		
SPAN 1412	Beginning Spanish II for Non-Spanish Speakers	
SPAN 2315	Spanish for Native/Heritage Speakers II	
HIST 2328	Mexican-American History II	3
ENGL 1301	Composition I	3
Mathematics Elective - Core Curriculum (p. 89)		3-4
Credit Hours		13

#### Third Semester

GOVT 2311	Mexican American and Latinx Politics	3
Credit Hours		3

#### Fourth Semester

GOVT 2305	Federal Government	3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
Recommended:		
SPAN 2311	Intermediate Spanish I	
ENGL 1302	Composition II - Rhetoric	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
HUMA 1311	Mexican-American Fine Arts Appreciation	3
Credit Hours		16

#### Fifth Semester

GOVT 2306	Texas Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Component Area Option - Core Curriculum (if required) (p. 91)		1
Creative Arts Elective - Core Curriculum (p. 90)		3
Credit Hours		13
Total Credit Hours		60-61

<sup>1</sup> To complete the Mexican-American Studies Field of Study, students must take 3 credit hours listed in any Associate of Arts Field of Study from the following list: Anthropology, Business Administration (transfer plan only), Communication, Criminal Justice, Drama, Education, English, Arts, History, Interdisciplinary Studies, Language and Cultural Studies, Mexican-American Studies, Philosophy, Political Science, Psychology, Social Work, or Sociology.

# Philosophy

## Associate of Arts

The Associates of Arts degree with a field of study in Philosophy is designated for students planning to transfer to a baccalaureate degree in Philosophy or Liberal Arts at four-year institutions. The curriculum includes general academic courses and electives that enable students who intend to major or minor in Philosophy to transfer to four-year institutions with substantial course work completed.

Completing a Philosophy program can expand opportunities in teaching, law school, and other related areas while teaching lifetime skills of analysis and multicultural reasoning.

### TSI LIABLE

#### Field of Study - 18 credit hours

PHIL 2306	Introduction to Ethics	3
PHIL 2303	Introduction to Logic	3
Select two of the following:		6
PHIL 1304	Introduction to World Religions	
PHIL 2307	Introduction to Social and Political Philosophy	
PHIL 2316	Classical Philosophy	
PHIL 2321	Philosophy of Religion	
PHIL 2389	Academic Cooperative: Philosophy Capstone	

#### Field of Study Electives - 6 credit hours

To complete the Philosophy Field of Study, students must take two 3-credit hour courses listed in any Associate of Arts Field of Study from the following list: Anthropology, Business Administration (transfer plan only), Communication, Criminal Justice, Drama, Education, English, Arts, History, Interdisciplinary Studies, Humanities, Language and Cultural Studies, Mexican-American Studies, Philosophy, Political Science, Psychology, Social Work, or Sociology.

#### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum. <sup>1,2</sup>	42
<b>Total Credit Hours</b>	<b>60</b>

<sup>1</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill field of study requirements.

<sup>2</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
Recommended:		
PHIL 1301	Introduction to Philosophy	
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3

ENGL 1301	Composition I	3
Component Area Option - Core Curriculum (p. 91)		3-4

Recommended:

SPCH 1311	Introduction to Speech Communication	
Credit Hours		12

#### Second Semester

HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
ENGL 1302	Composition II - Rhetoric	3
Mathematics Elective - Core Curriculum (p. 89)		3-4
Creative Arts Elective - Core Curriculum (p. 90)		3
PHIL 2303	Introduction to Logic	3
Credit Hours		16

#### Third Semester

Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Component Area Option - Core Curriculum (if required) (p. 91)		1
Philosophy Elective <sup>1</sup>		3
Credit Hours		6

#### Fourth Semester

GOVT 2305	Federal Government	3
PHIL 2306	Introduction to Ethics	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Field of Study Elective <sup>2</sup>		3
Credit Hours		13

#### Fifth Semester

GOVT 2306	Texas Government	3
Field of Study Elective <sup>2</sup>		3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Philosophy Elective <sup>1</sup>		3
Credit Hours		13
Total Credit Hours		60

<sup>1</sup> Courses to be chosen from Philosophy Field of Study

<sup>2</sup> To complete the Philosophy Field of Study, students must take two 3-credit hour courses listed in any Associate of Arts Field of Study from the following list: Anthropology, Business Administration (transfer plan only), Communication, Criminal Justice, Drama, Education, English, Arts, History, Interdisciplinary Studies, Humanities, Language and Cultural Studies, Mexican-American Studies, Philosophy, Political Science, Psychology, Social Work, or Sociology.

## Social & Behavioral Sciences

### Anthropology (p. 167)

- Anthropology, Field of Study (Associate of Arts)

### Child Development and Early Childhood (p. 169)

- Child Development and Early Childhood
  - Specialization: Administration of Early Childhood Programs (Certificate)
  - Specialization: Infant and Toddler (Certificate)
  - Specialization: Pre-school (Certificate)
- Child Development/Early Childhood (Associate of Applied Science)

### Communication

- Advertising/Public Relations, Field of Study (Associate of Arts) (p. 172)
- Communication Studies, Field of Study (Associate of Arts) (p. 173)

### Criminal Justice (p. 174)

- Criminal Justice, Field of Study (Associate of Arts)

### Education

- Teaching
  - EC-6 Generalist (Associate of Arts in Teaching) (p. 177)
  - 4-8 Generalist (Associate of Arts in Teaching) (p. 175)
  - Grades 8-12 (Associate of Arts in Teaching) (p. 179)

### Kinesiology (p. 180)

- Kinesiology, Field of Study (Associate of Arts) (p. 180)
- Personal Trainer (Certificate) (p. 182)

### Political Science (p. 183)

- Political Science, Field of Study (Associate of Arts)

### Psychological Science (p. 184)

- Psychology, Field of Study (Associate of Arts)

### Social Work (p. 187)

- Social Work, Field of Study (Associate of Arts)

### Sociology (p. 188)

- Sociology, Field of Study (Associate of Arts)

# Anthropology

## Associate of Arts

Anthropology is the study of our species (Homo Sapiens), our ancient ancestors, and our near relatives (the primates). Anthropology studies the primordial origins of humans, how we evolved, how we populated the continents over millennia, and why we vary physically and culturally.

Anthropology is a holistic science comprised of four subfields:

### Cultural Anthropology

the study of world cultures and unique human adaptations to environments;

### Physical Anthropology

the study of human evolution, genetics, primatology and human variation;

### Archaeology

the study of the material remains of ancient and contemporary civilizations; and,

### Linguistic Anthropology

the study of the biological, historical and cultural foundations of the world's languages.

Anthropological career fields include but are not limited to forensics, medical anthropology, agricultural anthropology, museum curation, psychological anthropology, and ethnological film making.

## TSI LIABLE

### Field of Study - 18 Credit Hours <sup>1</sup>

ANTH 2301	Physical Anthropology	3
ANTH 2302	Introduction to Archeology	3
ANTH 2351	Cultural Anthropology	3
HUMA 2323	World Cultures	3
or ANTH 2346	General Anthropology	
Select a minimum of two of the following:		6
SOCI 1301	Introductory Sociology	
SOCI 2319	Minority Studies	
PSYC 2317	Statistical Methods in Psychology	
HIST 2321	World Civilizations I	

### STC Core Curriculum - 42 Credit Hours

Complete 42 credit hours of required Core Curriculum <sup>2,3</sup>	42
<b>Total Credit Hours</b>	<b>60</b>

<sup>1</sup> Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

<sup>2</sup> In addition to the courses in the Social Sciences Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89).

<sup>3</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

## TSI LIABLE

# Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ENGL 1301	Composition I	3
ANTH 2301	Physical Anthropology	3
Anthropology Elective		3
Select one of the following:		
SOCI 1301	Introductory Sociology	
SOCI 2319	Minority Studies	
PSYC 2317	Statistical Methods in Psychology	
HIST 2321	World Civilizations I	
Credit Hours		12
<b>Second Semester</b>		
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
ENGL 1302	Composition II - Rhetoric	3
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Anthropology Elective		3
Select one of the following:		
SOCI 1301	Introductory Sociology	
SOCI 2319	Minority Studies	
PSYC 2317	Statistical Methods in Psychology	
HIST 2321	World Civilizations I	
Credit Hours		12
<b>Third Semester</b>		
Creative Arts Elective - Core Curriculum (p. 90)		3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
Component Area Option - Core Curriculum (p. 91)		3
Select on of the following:		
EDUC 1300	Learning Framework	
PSYC 1300	Learning Framework	
SPCH 1311	Introduction to Speech Communication	
SPCH 1315	Public Speaking	
SPCH 1318	Interpersonal Communications	
SPCH 1321	Business and Professional Communication	
SPCH 2333	Discussion and Small Group Communication	
SPCH 2335	Argumentation and Debate	
Credit Hours		9
<b>Fourth Semester</b>		
GOVT 2305	Federal Government	3
Mathematics Elective - Core Curriculum (p. 89)		3-4
Recommended		
MATH 1414	College Algebra	
ANTH 2302	Introduction to Archeology	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Credit Hours		14
<b>Fifth Semester</b>		
GOVT 2306	Texas Government	3
HUMA 2323 or ANTH 2346	World Cultures or General Anthropology	3
ANTH 2351	Cultural Anthropology	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4



Component Area Option - Core Curriculum (if required) (p. 91)	1
Credit Hours	13
Total Credit Hours	60

# Child Development and Early Childhood

The Child Development and Early Childhood Department is committed to improving and promoting the quality of services and programs for young children and their families in the communities we serve by educating and training individuals for early childhood professions and by partnering with all early childhood programs and social service agencies.

## Specialization: Administration of Early Childhood Programs

### Certificate

The Administration of Early Childhood Programs certificate is a one semester certificate that prepares students to meet the Texas Health and Human Services (THHS) Child Care Licensing educational requirements for a director or manager position at a child care center licensed for 13 or more children. It provides a basic foundation of knowledge and skills in both child development/early childhood and business management. All students participating in Field Study courses must have a negative TB test and a criminal background check submitted to the placement site. The Field Study course in this program, CDEC 2167 Capstone: Administration, is considered a capstone course and must be taken during the semester the student is graduating. All credit hours earned under this certificate plan transfer to the Associate of Applied Science Degree in Child Development/Early Childhood.

## Specialization: Infant and Toddler

### Certificate

The Infant and Toddler certificate prepares students for entry-level positions in the field of Child Development and Early Childhood at programs such as Early Head Start and infant/toddler child care programs. This certificate provides the instruction and field experience necessary for successful care and guidance of young children birth through age three. The graduate will know and be able to promote child development/early childhood concepts and learning, use developmentally effective approaches to connect with children and families, and use content knowledge to build meaningful curriculum.

This certificate also provides students an option to apply for a Child Development Associate Credential (CDA) from the Council for Professional Recognition after taking CDEC 1417 Child Development Associate Training I and CDEC 2422 Child Development Associate Training II. All students participating in Field Study courses must have a negative TB test and a criminal background check submitted to the placement site. The Field Study course, CDEC 1167 Capstone: Field Study Infant/Toddler, must be taken during the semester the student is graduating. All credit hours earned under this certificate plan, with the exception of optional courses, transfer to the Associate of Applied Science degree in Child Development/Early Childhood.

## Specialization: Preschool

### Certificate

The Preschool certificate prepares students for entry-level positions in the field of Child Development and Early Childhood at programs such as Head Start and preschool child care programs. This certificate provides the instruction and field experience necessary for successful

care and guidance of young children three to five years of age. The graduate will know and be able to promote child development concepts and learning, use developmentally effective approaches to connect with children and families, and use content knowledge to build meaningful curriculum.

This certificate also provides students an option to apply for a Child Development Associate Credential (CDA) from the Council for Professional Recognition after taking CDEC 1417 Child Development Associate Training I and CDEC 2422 Child Development Associate Training II. All students participating in Field Study courses must have a negative TB test and a criminal background check submitted to the placement site.

The Field Study course, CDEC 2166 Capstone: Field Study Preschool, must be taken during the semester the student is graduating. All credit hours earned under this certificate plan, with the exception of optional courses, transfer to the Associate of Applied Science degree in Child Development/Early Childhood.

## Child Development/Early Childhood

### Associate of Applied Science

The curriculum leading to the Associate of Applied Science degree in Child Development/Early Childhood provides the instruction and field experience necessary for successful care and guidance of young children birth to eight years of age. Graduates will know and be able to promote child development concepts and learning; build family and community relationships; observe, document, and assess children; use developmentally effective approaches to connect with children and families; use content knowledge to build meaningful curriculum; and become an early childhood professional and advocate for young children. Students will be prepared for various positions in private kindergartens, child development centers and early childhood programs such as Early Head Start, Head Start, non-profit and for-profit preschool and infant/toddler programs. They also will be prepared for positions in public schools and after school programs such as teacher aides and other paraprofessionals. All students participating in Field Study courses must have a negative TB test and a criminal background check submitted to the placement site. The Field Study course, CDEC 2167 Capstone: Administration, must be taken during the semester the student is graduating.

## Advisory Committee Members

Sylvia Garza, Professional Development, Hidalgo County Head Start

Pattie Rosenlund, Committee Chair, Executive Director, Easter Seals Rio Grande Valley  
Elda Perez, Education Director, UTRGV Early Head Start

Delia Mendoza, Dual Enrollment High School Instructor, McAllen ISD

Victor Yado, Human Resource Manager, Teaching and Mentoring Communities Migrant Head Start  
A student in the Child Development and Early Childhood Program

Dr. Timothy Oblath, Assistant Professor, Texas A&M Kingsville, Department of Human Sciences

Nancy Cuevas, Manager of Little Bright Minds Child Development Center

Jose Casarez, Director, Community Development Institute Head Start

## Certificates

- Child Development/Early Childhood Specialization: Administration of Early Childhood Programs Certificate (p. 170)
- Child Development/Early Childhood Specialization: Infant and Toddler Certificate (p. 170)
- Child Development/Early Childhood Specialization: Preschool Certificate (p. 170)

## Associates Degree

- Child Development/Early Childhood Associate of Applied Science (p. 170)

## Child Development/Early Childhood

### Specialization: Administration of Early Childhood Programs Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Administration-of-Early-Childhood-Programs/index.html>)

#### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
TECA 1311	Educating Young Children	3
TECA 1318	Wellness of the Young Child	3
TECA 1354 or CDEC 1313	Child Growth and Development or Curriculum Resources for Early Childhood Programs	3
CDEC 2326	Administration of Programs for Children I	3
CDEC 2328	Administration of Programs for Children II	3
CDEC 2336	Administration of Programs for Children III	3
CDEC 2167	Capstone: Administration	1
Credit Hours		19
Total Credit Hours		19

<sup>1</sup> By arrangement, all Field Study courses will be conducted at a pre-approved site. A TB test and a criminal background check will be required.

## Child Development/Early Childhood

### Specialization: Infant and Toddler Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Childcare-and-Development-Infant-and-Toddler/index.html>)

#### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
CDEC 1319	Child Guidance	3
TECA 1311	Educating Young Children	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 1359	Children with Special Needs	3
CDEC 1417	Child Development Associate Training I <sup>1</sup>	4
Credit Hours		12-16

#### Second Semester

TECA 1318	Wellness of the Young Child	3
CDEC 1321	The Infant and Toddler	3
CDEC 1358	Creative Arts for Early Childhood	3
CDEC 1167	Capstone: Field Study Infant/Toddler <sup>2</sup>	1
CDEC 2422	Child Development Associate Training II <sup>1</sup>	4
Credit Hours		10-14
Total Credit Hours		22-30

<sup>1</sup> Class required only for students pursuing CDA Credential.

<sup>2</sup> By arrangement, all Field Study courses will be conducted at a pre-approved site. A TB test and criminal background check will be required.

## Child Development/Early Childhood

### Specialization: Preschool Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Childcare-and-Development-Pre-School/index.html>)

#### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
CDEC 1319	Child Guidance	3
TECA 1311	Educating Young Children	3
CDEC 1359	Children with Special Needs	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 1417	Child Development Associate Training I <sup>1</sup>	4
Credit Hours		12-16
<b>Second Semester</b>		
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
TECA 1318	Wellness of the Young Child	3
CDEC 2307	Math and Science for Early Childhood	3
CDEC 2166	Capstone: Field Study Preschool <sup>2</sup>	1
CDEC 2422	Child Development Associate Training II <sup>1</sup>	4
Credit Hours		10-14
Total Credit Hours		22-30

<sup>1</sup> Class required only for students pursuing CDA Credential.

<sup>2</sup> By arrangement, all Field Study courses will be conducted at a pre-approved site. A TB test and criminal background check will be required.

## Child Development/Early Childhood Associate of Applied Science

#### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
TECA 1311	Educating Young Children	3
TECA 1354	Child Growth and Development	3
CDEC 1319	Child Guidance	3
CDEC 1356	Emergent Literacy for Early Childhood	3

CDEC 1359	Children with Special Needs	3
		<hr/>
		Credit Hours 15
<b>Second Semester</b>		
TECA 1318	Wellness of the Young Child	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
CDEC 1321	The Infant and Toddler	3
CDEC 1358	Creative Arts for Early Childhood	3
CDEC 2307	Math and Science for Early Childhood	3
CDEC 1167	Capstone: Field Study Infant/Toddler <sup>2</sup>	1
		<hr/>
		Credit Hours 16
<b>Third Semester</b>		
CDEC 1323	Observation and Assessment	3
ENGL 1301	Composition I <sup>1</sup>	3
Humanities Elective (p. 91) <sup>1</sup>		3
SPCH 1311 or SPCH 1318	Introduction to Speech Communication <sup>1</sup> or Interpersonal Communications	3
CDEC 2326	Administration of Programs for Children I	3
CDEC 2166	Capstone: Field Study Preschool <sup>2</sup>	1
		<hr/>
		Credit Hours 16
<b>Fourth Semester</b>		
TECA 1303	Family, School, and Community	3
CDEC 1341 or CDEC 2328 or CDEC 2336	CDA Preparation for Assessment or Administration of Programs for Children II or Administration of Programs for Children III	3
Math and Natural Sciences Elective (p. 92) <sup>1</sup>		3
PSYC 2301 or PSYC 2314	General Psychology <sup>1</sup> or Lifespan Growth and Development	3
CDEC 2167	Capstone: Administration <sup>2</sup>	1
		<hr/>
		Credit Hours 13
		<hr/>
		Total Credit Hours 60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

<sup>2</sup> All Field Study courses require Program Chair Approval and will be conducted at a pre-approved site. A negative TB test and a clear criminal background check will be required before beginning contact hours.

# Communication

- Advertising/Public Relations (p. 172)
- Communication Studies (p. 173)

## Advertising/Public Relations

### Associate of Arts

The Associate of Arts with a field of study in Advertising/Public Relations Concentration is a focused program of study, which provides a strong undergraduate foundation in writing for all forms of media and the integration of concepts and theories necessary to promote a positive image for clients. Classes prepare students for transfer to four-year institutions and entry into careers in which competence, clarity and influence are important, such as advertising, public relations, business, health, law, entertainment industry and media. Some variation in requirements may exist at particular four-year college or universities; therefore, it is essential that students also refer to the catalog of the prospective transfer institution and consult an academic adviser.

Program courses listed on the degree plan should be taken in the suggested sequence because most program courses have prerequisites.

Program course COMM 1307 Introduction to Mass Communication is offered both fall and spring semesters. Program courses COMM 2327 Introduction to Advertising and COMM 2330 Introduction to Public Relations are only offered during the fall semester. Program courses COMM 2305 Editing and Layout and COMM 2339 Writing for Radio, Television, and Film are only offered during the spring semester.

Program course COMM 2389 Academic Cooperative is offered both in the fall and spring semesters, it requires the completion of an internship, and should be taken during the semester the student intends to graduate.

### TSI LIABLE

#### Field of Study - 18 Credit Hours

COMM 1307	Introduction to Mass Communication	3
COMM 2330	Introduction to Public Relations	3
COMM 2327	Introduction to Advertising	3
COMM 2305	Editing and Layout	3
COMM 2339	Writing for Radio, Television, and Film	3
COMM 2389	Academic Cooperative	3

#### STC Core Curriculum - 42 Credit Hours

Complete 42 credit hours of required Core Curriculum <sup>1,2</sup>	42
<b>Total Credit Hours</b>	<b>60</b>

<sup>1</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill field of study requirements.

<sup>2</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

## Recommended Course Sequence

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 1301	Composition I	3
Speech Elective - Component Area Option		3
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
Recommended:		
PHIL 2306	Introduction to Ethics	
Credit Hours		12
<b>Second Semester</b>		
ENGL 1302	Composition II - Rhetoric	3
COMM 1307	Introduction to Mass Communication <sup>1</sup>	3
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Mathematics Elective - Core Curriculum (p. 89)		3-4
Recommended:		
MATH 1442	Elementary Statistical Methods	
Credit Hours		16
<b>Third Semester</b>		
GOVT 2305	Federal Government	3
COMM 2330	Introduction to Public Relations <sup>1</sup>	3
COMM 2327	Introduction to Advertising <sup>1</sup>	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Creative Arts Elective - Core Curriculum (p. 90)		3
Recommended:		
DRAM 2366	Introduction to Cinema	
Credit Hours		16
<b>Fourth Semester</b>		
GOVT 2306	Texas Government	3
COMM 2305	Editing and Layout <sup>1</sup>	3
COMM 2339	Writing for Radio, Television, and Film <sup>1</sup>	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
COMM 2389	Academic Cooperative <sup>1</sup>	3
Component Area Option - Core Curriculum (if required) (p. 91)		1
Credit Hours		16
Total Credit Hours		60

<sup>1</sup> Field of Study Courses

# Communication Studies

## Associate of Arts

The Associate of Arts degree in Communication with a speech concentration is a focused program of study, which provides a strong foundation in undergraduate interpersonal interaction, group communication, argument and debate, as well as in public speaking skills. Classes prepare students for transfer to four-year institutions and entry into careers in which effective communication skills are important, such as teaching, public relations, business, mass communication, and law. Some variation in requirements may exist at particular four-year college or universities; therefore, it is essential that students also refer to the catalog of the prospective transfer institution and consult an academic adviser.

Program courses listed on the degree plan should be taken in the suggested sequence in order to build the knowledge and skill-base necessary to maximize student learning outcomes in each particular course. Program course SPCH 2389 Academic Cooperative requires the completion of an internship and should be taken during the semester the student intends to graduate.

### TSI LIABLE

#### Field of Study - 18 Credit Hours

SPCH 1315	Public Speaking	3
SPCH 1318	Interpersonal Communications	3
SPCH 1321	Business and Professional Communication	3
SPCH 2333	Discussion and Small Group Communication	3
SPCH 2335	Argumentation and Debate	3
SPCH 2389	Academic Cooperative	3

#### STC Core Curriculum - 42 Credit Hours

Complete 42 credit hours of required Core Curriculum<sup>1,2</sup> 42

#### Core Component Area Option

SPCH 1311	Introduction to Speech Communication <sup>3</sup>	
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Total Credit Hours 60

<sup>1</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill field of study requirements.

<sup>2</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

<sup>3</sup> Speech Communication majors must take SPCH 1311 Introduction to Speech Communication to fulfill the Component Area Option of the core curriculum.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3

HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
Recommended:		
PHIL 2306	Introduction to Ethics	
Credit Hours		12
<b>Second Semester</b>		
ENGL 1302	Composition II - Rhetoric	3
SPCH 1318	Interpersonal Communications <sup>1</sup>	3
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Mathematics Elective - Core Curriculum (p. 89)		3-4
Recommended:		
MATH 1442	Elementary Statistical Methods	
Credit Hours		16
<b>Third Semester</b>		
GOVT 2305	Federal Government	3
SPCH 1315	Public Speaking <sup>1</sup>	3
SPCH 2333	Discussion and Small Group Communication <sup>1</sup>	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Creative Arts Elective - Core Curriculum (p. 90)		3
Recommended:		
DRAM 2366	Introduction to Cinema	
Credit Hours		16
<b>Fourth Semester</b>		
GOVT 2306	Texas Government	3
SPCH 1321	Business and Professional Communication <sup>1</sup>	3
SPCH 2335	Argumentation and Debate <sup>1</sup>	3
SPCH 2389	Academic Cooperative <sup>1</sup>	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Component Area Option - Core Curriculum (if required) (p. 91)		1
Credit Hours		16
Total Credit Hours		60

<sup>1</sup> Field of Study Courses

# Criminal Justice

## Associate of Arts

The need for college-level training in the field of Criminal Justice has grown dramatically. Criminal Justice agencies in all areas have recognized the value of college training for their employees. Some have made it mandatory, while many others offer incentive pay for employees with college education. Criminal Justice careers can be found in a variety of forms: law enforcement/police, private detectives, insurance companies, private security, child and adult protective services, correctional officers, probation and parole officers, juvenile counselors, and game wardens are among the many possibilities available. These people help our society run smoothly and within the realms of the law. They also play a key role in preventing future terrorist attacks on American soil.

Graduates of a criminal justice program can find employment opportunities in the field at the local, state, and federal levels (most federal agencies do require a four-year degree as a minimum, however). After completion of the Criminal Justice Associate Degree program, students will have the basic knowledge to enter many public safety agencies. Students may also transfer to a four-year institution for more advanced coursework and to become more competitive in the job market.

### TSI LIABLE

#### Field of Study - 18 Credit Hours

CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2328	Police Systems and Practices	3
CRIJ 1313	Juvenile Justice System	3
or CRIJ 2314	Criminal Investigation	

#### STC Core Curriculum - 42 Credit Hours

Complete 42 credit hours of required Core Curriculum<sup>1,2</sup> 42

#### Social/Behavioral Science

PSYC 2301	General Psychology	
SOCI 1301	Introductory Sociology	
SOCW 2361	Introduction to Social Work	

#### Language, Philosophy and Culture

Strongly Recommended:

PHIL 2306	Introduction to Ethics (Emphasis in Criminal Justice)	
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Total Credit Hours 60

<sup>1</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89).

<sup>2</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

# Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
Criminal Justice Elective - Field of Study <sup>1</sup>		3
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ENGL 1301	Composition I	3
CRIJ 1301	Introduction to Criminal Justice	3
Credit Hours		12
<b>Second Semester</b>		
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
ENGL 1302	Composition II - Rhetoric	3
GOVT 2305	Federal Government	3
Criminal Justice Elective - Field of Study <sup>1</sup>		3
Credit Hours		12
<b>Third Semester</b>		
Component Area Option - Core Curriculum (p. 91)		3
Select one of the following:		
EDUC 1300	Learning Framework	
PSYC 1300	Learning Framework	
SPCH 1311	Introduction to Speech Communication	
SPCH 1315	Public Speaking	
SPCH 1318	Interpersonal Communications	
SPCH 1321	Business and Professional Communication	
SPCH 2333	Discussion and Small Group Communication	
SPCH 2335	Argumentation and Debate	
Creative Arts Elective - Core Curriculum (p. 90)		3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
Strongly Recommended:		
PHIL 2306	Introduction to Ethics (Emphasis in Criminal Justice)	
Credit Hours		9
<b>Fourth Semester</b>		
Mathematics Elective - Core Curriculum (p. 89)		3-4
Recommended:		
MATH 1414	College Algebra	
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Select one of the following:		
PSYC 2301	General Psychology	
SOCI 1301	Introductory Sociology	
SOCW 2361	Introduction to Social Work	
Criminal Justice Elective - Field of Study <sup>1</sup>		3
Credit Hours		14
<b>Fifth Semester</b>		
GOVT 2306	Texas Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Criminal Justice Elective - Field of Study <sup>1</sup>		3
Criminal Justice Elective - Field of Study <sup>1</sup>		3
Component Area Option - Core Curriculum (if required) (p. 91)		1
Credit Hours		13
Total Credit Hours		60

<sup>1</sup> Courses to be chosen from Field of Study



# Education

- 4-8 Generalist (p. 175)
- EC-6 Generalist (p. 177)
- Grades 8-12 (p. 179)

## 4-8 Generalist

### Associate of Arts in Teaching

- 4-8 Generalist<sup>1</sup>

<sup>1</sup> It is strongly recommended that students contact the Education department for specific degree plans aimed at transfer to UTRGV, TAMUK, and other universities.

The Associate of Arts in Teaching (AAT) introduces students to the teaching profession. Students may choose between Elementary, Middle School, and High School Education curricula tracks.

All three degrees require a minimum of 60 credit hours of coursework including 42 credit hours of recommended courses from the core curriculum and a minimum of 18 credit hours in the field of study.

Also required are the courses EDUC 1301 Introduction to the Teaching Profession and EDUC 2301 Introduction to Special Populations in which students are introduced to the philosophies and practical knowledge of teaching as well as being given the opportunity to participate in field observations of classrooms in local public school districts.

The AAT gives students the opportunity to take a minimum of up to 60 credit hours of general education courses at STC and then transfer into a four-year university's School of Education.

This degree meets the "No Child Left Behind" requirements for paraprofessionals and allows students to receive Continuing Education Certificates of Completion for Substitute Teaching upon completion of EDUC 1301 Introduction to the Teaching Profession and for Teacher Assistant upon completion of EDUC 2301 Introduction to Special Populations.

### TSI LIABLE

#### Field of Study - 18-20 Credit Hours

EDUC 1301	Introduction to the Teaching Profession	3
EDUC 2301	Introduction to Special Populations	3
MATH 1350	Mathematics for Teachers I	3
MATH 1351	Mathematics for Teachers II	3
Life and Physical Sciences Electives - Field of Study		6-8

#### STC Core Curriculum - 42 Credit Hours

Complete 42 credit hours of required Core Curriculum <sup>1,2</sup>	42
<b>Total Credit Hours</b>	<b>60-62</b>

<sup>1</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill field of study requirements.

<sup>2</sup> Students who select a 3 credit hour Mathematics course must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
EDUC 1301	Introduction to the Teaching Profession	3
HIST 1301	United States History I	3
ENGL 1301	Composition I	3
Life and Physical Sciences Elective - Core Curriculum (p. 89) <sup>1</sup>		4
Recommended:		
PHYS 1415	Physical Science I	
		Credit Hours 13
<b>Second Semester</b>		
EDUC 2301	Introduction to Special Populations	3
ENGL 1302	Composition II - Rhetoric	3
Mathematics Elective - Core Curriculum (p. 89) <sup>1</sup>		3-4
Recommended:		
MATH 1414	College Algebra	
Life and Physical Sciences Elective - Core Curriculum (p. 89) <sup>1</sup>		4
Recommended:		
PHYS 1417	Physical Science II	
		Credit Hours 14
<b>Third Semester</b>		
Component Area Option - Core Curriculum (p. 91) <sup>1</sup>		3-4
Recommended:		
COSC 1301 or SPCH 1311	Introduction to Computing or Introduction to Speech Communication	
Creative Arts Elective - Core Curriculum (p. 90) <sup>1</sup>		3
Recommended:		
ARTS 1301	Art Appreciation	
HIST 1302	United States History II	3
		Credit Hours 9
<b>Fourth Semester</b>		
Language, Philosophy & Culture Elective - Core Curriculum (p. 90) <sup>1</sup>		3
Recommended:		
SPAN 2313	Spanish for Native/Heritage Speakers I	
Life and Physical Sciences Elective - Field of Study <sup>1</sup>		3-4
Recommended:		
BIOL 1408	Biology for Non-Science Majors I	
GOVT 2305	Federal Government	3
MATH 1350	Mathematics for Teachers I	3
		Credit Hours 12-13
<b>Fifth Semester</b>		
GOVT 2306	Texas Government	3
MATH 1351	Mathematics for Teachers II	3
Social and Behavioral Sciences Elective - Core Curriculum (p. 90) <sup>1</sup>		3
Recommended:		
PSYC 2301 or SOC 1301	General Psychology or Introductory Sociology	
Life and Physical Sciences Elective - Field of Study <sup>1</sup>		3-4
Recommended:		
BIOL 1409	Biology for Non-Science Majors II	

Component Area Option - Core Curriculum (if required) (p. 91) <sup>1</sup>	1
Credit Hours	12-13
Total Credit Hours	60-62

<sup>1</sup> Students **must** meet with an Education advisor prior to registering for one of these courses.

# EC-6 Generalist

## Associate of Arts in Teaching

- EC-6 Generalist<sup>1</sup>

<sup>1</sup> It is strongly recommended that students contact the Education department for specific degree plans aimed at transfer to UTRGV, TAMUK, and other universities.

The Associate of Arts in Teaching (AAT) introduces students to the teaching profession. Students may choose between Elementary, Middle School, and High School Education curricula tracks.

All three degrees require a minimum of 60 credit hours of coursework including 42 credit hours of recommended courses from the core curriculum and a minimum of 18 credit hours in the field of study.

Also required are the courses EDUC 1301 Introduction to the Teaching Profession and EDUC 2301 Introduction to Special Populations in which students are introduced to the philosophies and practical knowledge of teaching as well as being given the opportunity to participate in field observations of classrooms in local public school districts.

The AAT gives students the opportunity to take a minimum of up to 60 credit hours of general education courses at STC and then transfer into a four-year university's School of Education.

This degree meets the "No Child Left Behind" requirements for paraprofessionals and allows students to receive Continuing Education Certificates of Completion for Substitute Teaching upon completion of EDUC 1301 Introduction to the Teaching Profession and for Teacher Assistant upon completion of EDUC 2301 Introduction to Special Populations.

### TSI LIABLE

#### Field of Study - 18-20 Credit Hours

EDUC 1301	Introduction to the Teaching Profession	3
EDUC 2301	Introduction to Special Populations	3
MATH 1350	Mathematics for Teachers I	3
MATH 1351	Mathematics for Teachers II	3
Life and Physical Sciences Electives - Field of Study		6-8

#### STC Core Curriculum - 42 Credit Hours

Complete 42 credit hours of required Core Curriculum <sup>1,2</sup>	42
<b>Total Credit Hours</b>	<b>60-62</b>

<sup>1</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill field of study requirements.

<sup>2</sup> Students who select a 3 credit hour Mathematics course must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

# Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
EDUC 1301	Introduction to the Teaching Profession	3
HIST 1301	United States History I	3
ENGL 1301	Composition I	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Recommended:		
PHYS 1415	Physical Science I	
	Credit Hours	13
<b>Second Semester</b>		
EDUC 2301	Introduction to Special Populations	3
ENGL 1302	Composition II - Rhetoric	3
Mathematics Elective - Core Curriculum (p. 89) <sup>1</sup>		3-4
Recommended:		
MATH 1414	College Algebra	
Life and Physical Sciences Elective - Core Curriculum (p. 89) <sup>1</sup>		4
Recommended:		
PHYS 1417	Physical Science II	
	Credit Hours	14
<b>Third Semester</b>		
Component Area Option - Core Curriculum (p. 91) <sup>1</sup>		3-4
Recommended:		
COSC 1301	Introduction to Computing	
or		
SPCH 1311	or Introduction to Speech Communication	
Creative Arts Elective - Core Curriculum (p. 90) <sup>1</sup>		3
Recommended:		
ARTS 1301	Art Appreciation	
HIST 1302	United States History II	3
	Credit Hours	9
<b>Fourth Semester</b>		
Language, Philosophy & Culture Elective - Core Curriculum (p. 90) <sup>1</sup>		3
Recommended:		
SPAN 2313	Spanish for Native/Heritage Speakers I	
Life and Physical Sciences Elective - Field of Study <sup>1</sup>		3-4
Recommended:		
BIOL 1408	Biology for Non-Science Majors I	
GOVT 2305	Federal Government	3
MATH 1350	Mathematics for Teachers I	3
	Credit Hours	12-13
<b>Fifth Semester</b>		
GOVT 2306	Texas Government	3
MATH 1351	Mathematics for Teachers II	3
Social and Behavioral Sciences Elective - Core Curriculum (p. 90) <sup>1</sup>		3
Recommended:		
PSYC 2301	General Psychology	
SOCI 1301	Introductory Sociology (Recommended)	
Life and Physical Sciences Elective - Field of Study <sup>1</sup>		3-4
Recommended:		
BIOL 1409	Biology for Non-Science Majors II	
Component Area Option - Core Curriculum (if required) (p. 91)		1
	Credit Hours	12-13
<b>Total Credit Hours</b>		<b>60-62</b>

<sup>1</sup> Students **must** meet with an Education advisor prior to registering for one of these courses.

# Grades 8-12

## Associate of Arts in Teaching

- Grades 8-12<sup>1</sup>

<sup>1</sup> It is strongly recommended that students contact the Education department for specific degree plans aimed at transfer to UTRGV, TAMUK, and other universities.

The Associate of Arts in Teaching (AAT) introduces students to the teaching profession. Students may choose between Elementary, Middle School, and High School Education curricula tracks.

All three degrees require a minimum of 60 credit hours of coursework including 42 credit hours of recommended courses from the core curriculum and a minimum of 18 credit hours in the field of study.

Also required are the courses EDUC 1301 Introduction to the Teaching Profession and EDUC 2301 Introduction to Special Populations in which students are introduced to the philosophies and practical knowledge of teaching as well as being given the opportunity to participate in field observations of classrooms in local public school districts.

The AAT gives students the opportunity to take a minimum of up to 60 credit hours of general education courses at STC and then transfer into a four-year university's School of Education.

This degree meets the "No Child Left Behind" requirements for paraprofessionals and allows students to receive Continuing Education Certificates of Completion for Substitute Teaching upon completion of EDUC 1301 Introduction to the Teaching Profession and for Teacher Assistant upon completion of EDUC 2301 Introduction to Special Populations.

### TSI LIABLE

#### Field of Study - 18 Credit Hours

EDUC 1301	Introduction to the Teaching Profession	3
EDUC 2301	Introduction to Special Populations	3

Select 4 electives from their intended content area teaching field/academic discipline 12

#### STC Core Curriculum - 42 Credit Hours

Complete 42 credit hours of required Core Curriculum <sup>1,2</sup>	42
<b>Total Credit Hours</b>	<b>60</b>

<sup>1</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill field of study requirements.

<sup>2</sup> Students who select a 3 credit hour Mathematics course must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
EDUC 1301	Introduction to the Teaching Profession	3
Component Area Option - Core Curriculum (p. 91) <sup>1</sup>		3-4

### Recommended:

COSC 1301 or SPCH 131	Introduction to Computing or Introduction to Speech Communication	
HIST 1301	United States History I	3
ENGL 1301	Composition I	3
Credit Hours		12-13

### Second Semester

EDUC 2301	Introduction to Special Populations	3
HIST 1302	United States History II	3
ENGL 1302	Composition II - Rhetoric	3
Mathematics Elective - Core Curriculum (p. 89) <sup>1</sup>		3-4
Credit Hours		13

### Third Semester

Creative Arts Elective - Core Curriculum (p. 90) <sup>1</sup>		3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90) <sup>1</sup>		3
Recommended:		
SPAN 2313	Spanish for Native/Heritage Speakers I	
Content Area Elective - Field of Study		3
Credit Hours		9

### Fourth Semester

Life and Physical Sciences Elective - Field of Study <sup>1</sup>		4
GOVT 2305	Federal Government	3
Social and Behavioral Sciences Elective - Core Curriculum (p. 90) <sup>1</sup>		3
Recommended:		
PSYC 2301	General Psychology or or Introductory SOC1 1301 Sociology	
Content Area Elective - Field of Study		3
Credit Hours		13

### Fifth Semester

Life and Physical Sciences Elective - Field of Study <sup>1</sup>		4
GOVT 2306	Texas Government	3
Content Area Elective - Field of Study		3
Content Area Elective - Field of Study		3
Component Area Option - Core Curriculum (if required) (p. 91)		1
Credit Hours		13
Total Credit Hours		60-61

<sup>1</sup> Students **must** meet with an Education advisor prior to registering for one of these courses.

# Kinesiology

## Associate of Arts

The objective of the Kinesiology Department at South Texas College is to prepare Kinesiology Majors to continue along an educational path to meet desired goals and to seek opportunities to be advocates for healthy lifestyles. Students are encouraged to participate in a variety of activities, especially those involving new skills.

The department offers a variety of academic, distance learning, and physical activity laboratory courses in the areas of physical education pedagogy (teaching), fitness, health education, and specialized certification courses. Activity courses are designed for beginners, unless otherwise described.

The vast majority of Kinesiology lecture courses are transferable toward a B.S. degree in Kinesiology at 4-year institutions. Additionally, the department offers a diverse range of physical activity laboratory courses (individual and team sports), which fulfill the required Kinesiology physical activity credits for the Associate of Art's degree. In addition, students with disabilities participate in physical education and the Kinesiology Department in conjunction with ADA can arrange for an adapted program or advise the student concerning course selection.

### Physical Activities

KINE 1100	Fitness Walking	1
KINE 1101	Fitness and Motor Development I	1
KINE 1103	Weight Training and Conditioning I	1
KINE 1104	Weight Training and Conditioning II	1
KINE 1105	Badminton	1
KINE 1107	Basketball I	1
KINE 1109	Bowling I	1
KINE 1110	Bowling II	1
KINE 1111	Flag Football I	1
KINE 1113	Golf I	1
KINE 1114	Golf II	1
KINE 1115	Karate I	1
KINE 1116	Karate II	1
KINE 1119	Racquetball I	1
KINE 1120	Racquetball II	1
KINE 1121	Soccer I	1
KINE 1123	Softball I	1
KINE 1125	Swimming I	1
KINE 1126	Swimming II	1
KINE 1127	Tennis I	1
KINE 1128	Tennis II	1
KINE 1129	Volleyball I	1
KINE 1131	Yoga and Flexibility Training	1
KINE 1132	Self Defense and Personal Safety	1
KINE 1133	Outdoor Adventure Training	1
KINE 1149	Team Sports I	1
KINE 1150	Team Sports II	1
KINE 1210	Aerobic Dance I	2
KINE 1211	Aerobic Dance II	2

### Lecture Courses

KINE 1164	Introduction to Physical Fitness and Wellness	1
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KINE 1301	Foundations of Kinesiology	3
KINE 1304	Personal/Community Health I	3
KINE 1306	First Aid	3
KINE 1308	Sports Officiating I	3
KINE 1321	Coaching/Sports/Athletics I	3
KINE 1331	Physical Education for Elementary Education Majors	3
KINE 1336	Introduction to Recreation I	3
KINE 1338	Concepts of Physical Fitness	3
KINE 1346	Drug Use & Abuse	3

### TSI LIABLE

#### Field of Study - 18 credit hours

KINE 1125	Swimming I	1
KINE 1301	Foundations of Kinesiology	3
KINE 1306	First Aid	3
KINE 1338	Concepts of Physical Fitness	3

#### Area 1: Team Sports

Select three of the following:		3
KINE 1107	Basketball I	
KINE 1111	Flag Football I	
KINE 1121	Soccer I	
KINE 1129	Volleyball I	
KINE 1123	Softball I	

#### Area 2: Individual Sports

Select two of the following:		2
KINE 1103	Weight Training and Conditioning I	
KINE 1105	Badminton	
KINE 1109	Bowling I	
KINE 1113	Golf I	
KINE 1115	Karate I	
KINE 1119	Racquetball I	
KINE 1127	Tennis I	

#### Area 3: Outdoor Education

KINE 1336	Introduction to Recreation I	3
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#### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum including the following:<sup>1,2</sup> 42

#### Life and Physical Sciences

BIOL 2401	Anatomy and Physiology I	
BIOL 2402	Anatomy and Physiology II	

Total Credit Hours 60

<sup>1</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89).

<sup>2</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

# Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
COSC 1301	Introduction to Computing (or Speech Elective-Component Area Option-Core Curriculum)	3
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ENGL 1301	Composition I	3
KINE 1301	Foundations of Kinesiology	3
Kinesiology Elective Area 1 - Field of Study <sup>1</sup>		1
KINE 1107	Basketball I	
KINE 1111	Flag Football I	
KINE 1121	Soccer I	
KINE 1129	Volleyball I	
KINE 1123	Softball I	
Credit Hours		13
<b>Second Semester</b>		
KINE 1306	First Aid	3
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
ENGL 1302	Composition II - Rhetoric	3
GOVT 2305	Federal Government	3
Kinesiology Elective Area 2 - Field of Study <sup>1</sup>		1
KINE 1103	Weight Training and Conditioning I	
KINE 1105	Badminton	
KINE 1109	Bowling I	
KINE 1113	Golf I	
KINE 1115	Karate I	
KINE 1119	Racquetball I	
KINE 1127	Tennis I	
Credit Hours		13
<b>Third Semester</b>		
Creative Arts Elective - Core Curriculum (p. 90)		3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
Credit Hours		6
<b>Fourth Semester</b>		
Mathematics Elective - Core Curriculum (p. 89)		3-4
BIOL 2401	Anatomy and Physiology I	4
KINE 1338	Concepts of Physical Fitness	3
KINE 1125	Swimming I	1
Kinesiology Elective Area 3 - Field of Study <sup>1</sup>		3
KINE 1336	Introduction to Recreation I	
Kinesiology Elective Area 2 - Field of Study <sup>1</sup>		1
KINE 1103	Weight Training and Conditioning I	
KINE 1105	Badminton	
KINE 1109	Bowling I	
KINE 1113	Golf I	
KINE 1115	Karate I	
KINE 1119	Racquetball I	
KINE 1127	Tennis I	
Kinesiology Elective Area 1 - Field of Study <sup>1</sup>		1
KINE 1107	Basketball I	
KINE 1111	Flag Football I	
KINE 1121	Soccer I	
KINE 1129	Volleyball I	
KINE 1123	Softball I	
Credit Hours		17
<b>Fifth Semester</b>		
GOVT 2306	Texas Government	3
BIOL 2402	Anatomy and Physiology II	4
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Kinesiology Elective Area 1 - Field of Study <sup>1</sup>		1

KINE 1107	Basketball I	
KINE 1111	Flag Football I	
KINE 1121	Soccer I	
KINE 1129	Volleyball I	
KINE 1123	Softball I	
Component Area Option - Core Curriculum (if required) (p. 91)		1
Credit Hours		11
Total Credit Hours		60

<sup>1</sup> Courses to be chosen for Field of Study



# Personal Trainer

This program has additional prerequisites prior to enrolling in FITT courses. Application requirements are included in the description below.

## Personal Trainer

### Certificate

The curriculum for the Personal Trainer certificate is composed of courses designed to provide the student the knowledge and skills needed to enter the workforce in the area of Commercial Fitness. These courses will allow the student the ability to provide personal training services to clients seeking to improve their fitness levels. Training strategies, program development and assessment practices are included to prepare students to be competitive in the Commercial Fitness industry. This certificate provides individuals with the most current, foundational knowledge, training, testing and competencies to certify them to practice as professional certified fitness trainers.

Taught over a two semester period, this certificate includes 19 semester hours of lecture in topics that include basic anatomy, biomechanics, nutrition, legal and safety issues, basic facility management, CPR and First Aid, as well as hands-on fitness labs that offer participants exercise prescription knowledge, fitness testing, health assessment, the use of fitness equipment, case studies, risk stratification, and mastering the art and science of personal training. In addition, students will be eligible to take a certification exam with a national organization upon completion of the certificate program.

Completion of a High School Diploma or GED is required to enroll in the FITT courses. For additional information, please contact Mr. Brent Angangan or Dr. Rebecca De Los Santos, Department Chair, in the Kinesiology Department (956) 872-3707.

## Advisory Committee Members

John Quezada, Committee Chair, Army Master Fitness Trainer  
 Humberto Cerda, Manager, Gold's Gym  
 Antonio Diaz, Manager/Personal Trainer, Gold's Gym  
 Jaime Cavazos, Cavazos Sports Institute  
 Louie Palacios, Owner, The Shack  
 Yvette Garcia, Trainer, The Shack  
 Mike Johnson, Owner, VPR Fitness  
 Joe Valtierra, Trainer, VPR Fitness  
 Dr. Belinda Jordan, Obesity Physician,  
 Joel Matos, Vice President, Freedom Fitness  
 Cristopher Garcia Sancho, Personal Trainer, Freedom Fitness  
 Leroy Moreno, Physician Assistant, Family First Medical Center  
 Joe Pitones, Owner, 9Round Fitness  
 Peggy Ramon Rosales, Registered Dietician, PR Nutrition Consulting  
 Dr. Robert Zuniga, Chiropractor

## Personal Trainer Certificate

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Year</b>		
<b>First Semester</b>		
FITT 1401	Fitness and Exercise Testing	4
FITT 1237	Personal Training	2
KINE 1306	First Aid	3

FITT 2309	Theory of Exercising Program Design and Instruction	3
Credit Hours		12
<b>Second Semester</b>		
FITT 2305	Sports Facility Management	3
FITT 2313	Exercise Science	3
FITT 1164	Practicum-Health and Physical Education	1
Credit Hours		7
Total Credit Hours		19

# Political Science

## Associate of Arts

The Associate of Arts degree with a field of study in Political Science is designated for students planning to transfer to a baccalaureate degree program in Political Sciences or related field at four-year institutions. The curriculum includes general academic courses and electives that enable students who intend to major in Political Science, Public Affairs, or Public Administration to transfer to four-year institutions. A degree in Political Science prepares students for a wide array of career options. These include public administrator, diplomatic corps member, elected official, legislative aide, policy analyst, journalist, lawyer, lobbyist, public opinion surveyor and college professor.

### TSI LIABLE

#### Field of Study - 18-19 credit hours

GOVT 2304	Introduction to Political Science	3
GOVT 2311	Mexican American and Latinx Politics	3
GOVT 2389	Academic Cooperative	3
PHIL 2307	Introduction to Social and Political Philosophy	3
ECON 2301	Principles of Economics I - Macro	3

Elective to be chosen from one of the following classes: 3-4

HIST 2321	World Civilizations I	
HIST 2322	World Civilizations II	
EDUC 1300	Learning Framework	
MATH 1442	Elementary Statistical Methods	

Any SPAN, SGNL, ANTH, CRIJ, PSYC, SOCI, SOCW or SPCH course.

#### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum including the following:<sup>1</sup> 42

#### Mathematics

MATH 1414	College Algebra	
MATH 1442	Elementary Statistical Methods	

#### Language, Philosophy & Culture

PHIL 2306	Introduction to Ethics	
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#### Component Area Option

Any SPCH course.

SPCH 2335	Argumentation and Debate (Recommended)	
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Total Credit Hours 60-61

<sup>1</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill field of study requirements.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ENGL 1301	Composition I	3
GOVT 2305	Federal Government	3

Component Area Option - Core Curriculum (p. 91) 3

Recommended:

SPCH 2335	Argumentation and Debate	
Credit Hours		12

#### Second Semester

HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
ENGL 1302	Composition II - Rhetoric	3
MATH 1414 or MATH 1442	College Algebra or Elementary Statistical Methods	4
GOVT 2306	Texas Government	3
Credit Hours		13

#### Third Semester

Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Creative Arts Elective - Core Curriculum (p. 90)		3
Credit Hours		6

#### Fourth Semester

GOVT 2304	Introduction to Political Science	3
GOVT 2311	Mexican American and Latinx Politics	3
Elective - Field of Study <sup>1</sup>		3-4
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
PHIL 2306	Introduction to Ethics	3
Credit Hours		16

#### Fifth Semester

PHIL 2307	Introduction to Social and Political Philosophy	3
GOVT 2389	Academic Cooperative	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
ECON 2301	Principles of Economics I - Macro	3
Credit Hours		13
Total Credit Hours		60

<sup>1</sup> Courses to be chosen from Field of Study Elective.

# Psychological Science

## Associate of Arts

Psychology is the scientific study of the mind and behavior. The Department of Psychological Science provides students with scientific knowledge related to behavior and mental processes to include neuroscience, sensation and perception, memory, cognition, language, intelligence, consciousness, developmental psychology, personality, psychological disorders, therapy, statistics, and human sexuality. It is our department's vision to provide students with critical thinking skills, knowledge, and motivation to foster personal growth, adopt a scientific attitude, and become lifelong learners.

The Department of Psychological Science (<http://lass.southtexascollege.edu/psychology/>) at South Texas College offers students the opportunity to obtain an Associates of Arts (A.A.) in Psychology. The degree requirements for all students include completion of core curriculum and field of study courses. The program encourages students to become familiar with the different fields of Psychology, which will enable them to make an informed decision on how to continue their academic and professional careers. This degree is an excellent transfer program since the core curriculum parallels the first two years of most four-year psychology degrees.

### TSI LIABLE

#### Field of Study - 18 credit hours<sup>1</sup>

PSYC 2301	General Psychology	3
PSYC 2314	Lifespan Growth and Development	3
PSYC 2317	Statistical Methods in Psychology	3
PSYC 2319	Social Psychology	3
The student is required to take a minimum of 2 courses (6 credits) from the following list:		6
PSYC 2306	Human Sexuality	
PSYC 1300	Learning Framework	
PSYC 2315	Psychology of Adjustment	

#### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum including the following:<sup>2,3</sup> 42

#### Language, Philosophy & Culture

Students must take one of the following:

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

Total Credit Hours 60

<sup>1</sup> Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

<sup>2</sup> In addition to the courses in the Social Sciences Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89).

<sup>3</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ENGL 1301	Composition I	3
PSYC 2301	General Psychology	3
Speech Elective - Component Area Option - Core Curriculum		3
Credit Hours		12
<b>Second Semester</b>		
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
ENGL 1302	Composition II - Rhetoric (Psychology Elective - Field of Study)	3
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Psychology Elective - Field of Study <sup>1</sup>		3
Credit Hours		12
<b>Third Semester</b>		
Creative Arts Elective - Core Curriculum (p. 90)		3
Psychology Elective - Field of Study <sup>1</sup>		3
Select one of the following:		3
PHIL 1301	Introduction to Philosophy	
PHIL 1304	Introduction to World Religions	
PHIL 2303	Introduction to Logic	
PHIL 2306	Introduction to Ethics	
PHIL 2307	Introduction to Social and Political Philosophy	
PHIL 2316	Classical Philosophy	
PHIL 2321	Philosophy of Religion	
Credit Hours		9
<b>Fourth Semester</b>		
GOVT 2305	Federal Government	3
Mathematics Elective - Core Curriculum (p. 89)		3-4
PSYC 2314	Lifespan Growth and Development	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Credit Hours		14
<b>Fifth Semester</b>		
GOVT 2306	Texas Government	3
PSYC 2317	Statistical Methods in Psychology	3
PSYC 2319	Social Psychology	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Component Area Option - Core Curriculum (if required) (p. 91)		1
Credit Hours		13
Total Credit Hours		60

<sup>1</sup> Courses to be chosen from Field of Study electives

# Public Administration

## Public Services Assistant

### Certificate

The Public Service Assistant certificate program provides students with the knowledge and skills necessary for employment in entry-level positions in the public sector, including local, state and federal agencies, community agencies and non-profit organizations. Students will be able to apply their skills in the programming of local planning and community-based programs. Potential careers include:

- Administrative Services Coordinator
- Purchasing Agent
- Executive Assistant
- Support Service Aide
- Communications Supervisor
- Senior Cataloger

The program enables students to develop proficiencies in understanding and applying appropriate methodologies in problem-solving scenarios for a public service environment. Students will gain knowledge and experience in government procedures, and conduct informational interviews with clients & interdepartmental groups.

Course work for this program includes public sector management, ethics, human resources and budgeting. The program also includes a three credit hour practicum designed to give the student real-world experience related to the area of their career interest.

## Public Administration

### Associate of Applied Science

The Associates of Applied Science degree in Public Administration program is designed to provide students with the knowledge and skills necessary for employment in the public sector and not-for-profit programs. A degree in Public Administration prepares students for careers in local, state and federal administration and management, budget and fiscal analysis, nonprofit management, criminal justice, policy development and community and economic development. Potential careers include:

- Assessor
- City and Regional Planning Aide
- Court Clerk
- Administrative Services Manager
- Municipal Clerk
- City Manager
- Utilities Management

The program will enable students to understand the political, legal, ethical and social context of public administration with respect to pertinent processes and theories; to achieve proficiency in understanding and developing positive organizational behavior; and to develop the ability to apply appropriate methodologies to solve important problems and issues.

Coursework for this program includes such areas as public sector management, budgeting, ethics and supervision. The program includes a three credit hour practicum designed to give the student real-world experience related to the area of their career interest.

## Advisory Committee Members

Roy Rodriguez, City Manager, McAllen, TX

Juan Guerra, City Manager, Edinburg, TX  
Randy Perez, Interim City Manager, Mission, TX  
Mike Perez, City Manager, Weslaco, TX  
Alex Meade, City Manager, Pharr, TX  
Dr. Terence M. Garrett, Chair of Public Affairs, UTRGV  
Diana Almaguer, UTRGV  
Nadia Ochoa, Executive Director, Palmer Drug Abuse Program

## Certificate

- Public Services Assistant (p. 185)

## Associate's Degree

- Public Administration Associate of Applied Science (p. 185)

## Public Services Assistant Certificate

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Year</b>		
<b>First Semester</b>		
PBAD 1321	Public Administration	3
PBAD 1341	Governmental Agencies	3
PBAD 2305	Public Sector Management	3
PBAD 2301	Public Relations for the Public Sector	3
Credit Hours		12
<b>Second Semester</b>		
PBAD 2335	Ethics in the Public Sector	3
PBAD 2339	Human Resource Management in the Public Sector	3
PBAD 2331	Budgeting in the Public Sector	3
PBAD 1381	Capstone: Co-op in Public Administration	3
Credit Hours		12
Total Credit Hours		24

## Public Administration Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
GOVT 2305	Federal Government	3
Mathematics Elective <sup>1</sup>		3-4
Recommended:		
MATH 1442	Elementary Statistical Methods	
Speech Elective <sup>1</sup>		3
Recommended:		
SPCH 1311	Introduction to Speech Communication	
PBAD 1321	Public Administration	3
Credit Hours		15-16
<b>Second Semester</b>		
GOVT 2306	Texas Government <sup>1</sup>	3
COSC 1301	Introduction to Computing	3
PHIL 2306	Introduction to Ethics <sup>1</sup>	3
ENGL 2311	Technical and Business Writing	3
PBAD 1311	Municipal Management	3
Credit Hours		15
<b>Third Semester</b>		
PBAD 1341	Governmental Agencies	3
PBAD 2335	Ethics in the Public Sector	3
PBAD 2331	Budgeting in the Public Sector	3

PBAD 2305	Public Sector Management	3
PBAD 2301	Public Relations for the Public Sector	3
Credit Hours		15
<b>Fourth Semester</b>		
PBAD 2311	Public Sector Supervision	3
PBAD 2347	Urban Planning	3
PBAD 2339	Human Resource Management in the Public Sector	3
PBAD 2341	Legal Aspects of Public Management	3
PBAD 2380	Capstone: Co-op in Public Administration	3
Credit Hours		15
Total Credit Hours		60-61

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

# Social Work

## Associate of Arts

Social work is a profession devoted to helping people function the best they can in their environment. Social workers act as advocates for children and families in need, victims of domestic violence, people with disabilities, pregnant teenagers, and many other diverse populations. Social workers provide advice, advocacy, and support to those who have personal and social problems. Social Workers also work in the community to promote social justice.

The Associate of Arts (A.A.) in Social Work is an excellent transfer program since the core curriculum parallels the first two years of most four-year social science degrees. After completion of this degree, the student will be prepared to work in a variety of public and private social service settings including programs in schools and hospitals, juvenile detention and residential facilities, crisis centers, information and referral programs, hospices, employee assistance programs, nursing homes, home health agencies and adult day care centers.

### TSI LIABLE

#### Field of Study - 18 credit hours<sup>1</sup>

<i>Social Work Concentration</i>		
SOCW 2361	Introduction to Social Work	3
SOCW 2362	Social Welfare as a Social Institution	3
PSYC 2301	General Psychology	3
SOCI 1301	Introductory Sociology	3
PSYC 2317	Statistical Methods in Psychology	3
SOCI 1306	Social Problems	3

#### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum including the following:<sup>2,3</sup>

<i>Social/Behavioral Sciences</i>		
SOCI 2301	Marriage and the Family	3
Total Credit Hours		60

<sup>1</sup> Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

<sup>2</sup> In addition to the courses in the Social Sciences Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89).

<sup>3</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ENGL 1301	Composition I	3
SOCI 1306	Social Problems	3
SOCW 2361	Introduction to Social Work	3
Credit Hours		12

### Second Semester

HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
ENGL 1302	Composition II - Rhetoric	3
PSYC 2301	General Psychology	3
SOCI 1301	Introductory Sociology	3
Credit Hours		12

### Third Semester

Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
Creative Arts Elective - Core Curriculum (p. 90)		3
Component Area Option - Core Curriculum		3

Select on of the following:

EDUC 1300	Learning Framework	3
PSYC 1300	Learning Framework	3
SPCH 1311	Introduction to Speech Communication	3
SPCH 1315	Public Speaking	3
SPCH 1318	Interpersonal Communications	3
SPCH 1321	Business and Professional Communication	3
SPCH 2333	Discussion and Small Group Communication	3
SPCH 2335	Argumentation and Debate	3
Credit Hours		9

### Fourth Semester

GOVT 2305	Federal Government	3
Mathematics Elective - Core Curriculum (p. 89)		3-4
Recommended		
MATH 1414	College Algebra	3
SOCI 2301	Marriage and the Family	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Credit Hours		14

### Fifth Semester

GOVT 2306	Texas Government	3
PSYC 2317	Statistical Methods in Psychology	3
SOCW 2362	Social Welfare as a Social Institution	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Component Area Option - Core Curriculum (if required) (p. 91)		1
Credit Hours		13
Total Credit Hours		60

# Sociology

## Associate of Arts

Sociology is the study of social life, social change, and the social causes and consequences of human behavior. Sociologists investigate the structure of groups, organizations, and societies, and how people interact within these contexts. Sociologists study how deviance, crime, marriage, family, politics, education, race, gender, and religion affect individuals.

The subject matter of sociology ranges from the intimate family to the hostile mob; from organized crime to religious cults; from the divisions of race, gender, and social class to the shared beliefs of a common culture; and from the sociology of work to the sociology of sports. In fact, few fields have such broad scope and relevance for research, theory, and application of knowledge.

Sociology is an excellent transfer program. Since the study of Sociology covers the basic structures of human society with its cultures and stratifications, it is a popular major among those who want to enter career fields that address social change and social support. Examples include: human resources, human services, public relations, government agencies, and any other institution that requires knowledge of social science research.

### TSI LIABLE

#### Field of Study - 18 credit hours <sup>1</sup>

<i>Sociology Concentration</i>		
SOCI 1301	Introductory Sociology	3
SOCI 1306	Social Problems	3
SOCI 2301	Marriage and the Family	3
SOCI 2319	Minority Studies	3
Select two of the following:		6
ANTH 2301	Physical Anthropology	
ANTH 2351	Cultural Anthropology	
CRIJ 1301	Introduction to Criminal Justice	
CRIJ 1313	Juvenile Justice System	
HUMA 1305	Introduction to Mexican-American Studies	
HUMA 2323	World Cultures	
PSYC 2301	General Psychology	
PSYC 2314	Lifespan Growth and Development	
SOCW 2361	Introduction to Social Work	
SOCW 2362	Social Welfare as a Social Institution	

<b>STC Core Curriculum - 42 credit hours</b>		
Complete 42 credit hours of required Core Curriculum including the following: <sup>2,3</sup>		42
<b>Total Credit Hours</b>		<b>60</b>

<sup>1</sup> Courses taken to fulfill field of study requirements must not duplicate courses taken to fulfill Core Curriculum Requirements.

<sup>2</sup> In addition to the courses in the Social Sciences Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89).

<sup>3</sup> Students who select a 3 credit hour Mathematics course to fulfill the Mathematics component of the Core Curriculum must take 4 credit hours to complete the Component Area Option for the Core Curriculum.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ENGL 1301	Composition I	3
SOCI 1301	Introductory Sociology	3
Sociology Elective - Field of Study <sup>1</sup>		3
Credit Hours		12
<b>Second Semester</b>		
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
ENGL 1302	Composition II - Rhetoric	3
SOCI 2319	Minority Studies	3
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Credit Hours		12
<b>Third Semester</b>		
Component Area Option - Core Curriculum (p. 91)		3
Select one of the following:		
EDUC 1300	Learning Framework	
PSYC 1300	Learning Framework	
SPCH 1311	Introduction to Speech Communication	
SPCH 1315	Public Speaking	
SPCH 1318	Interpersonal Communications	
SPCH 1321	Business and Professional Communication	
SPCH 2333	Discussion and Small Group Communication	
SPCH 2335	Argumentation and Debate	
Creative Arts Elective - Core Curriculum (p. 90)		3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
Credit Hours		9
<b>Fourth Semester</b>		
GOVT 2305	Federal Government	3
Mathematics Elective - Core Curriculum (p. 89)		3-4
Recommended:		
MATH 1414	College Algebra	
SOCI 1306	Social Problems	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Credit Hours		14
<b>Fifth Semester</b>		
GOVT 2306	Texas Government	3
SOCI 2301	Marriage and the Family	3
Sociology Elective - Field of Study <sup>1</sup>		3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Component Area Option - Core Curriculum (if required) (p. 91)		1
Credit Hours		13
Total Credit Hours		60

<sup>1</sup> Course to be chosen from the Field of Study



# **Division of Math, Science and Bachelor Programs**

## **Biology (p. 190)**

- Biology, Field of Study (Associate of Science) (p. 190)

## **Chemistry (p. 191)**

- Chemistry, Field of Study (Associate of Science) (p. 191)

## **Computer Science**

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## **Pre-Pharmacy (p. 201)**

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## **Bachelor Programs (p. 94)**

# Biology

## Associate of Science

The Associate of Science Degree with a field of study in Biology offers students the opportunity to take a core curriculum of general education courses with an emphasis in Biology.

Many exciting career opportunities are available in the biological sciences. Students should bear in mind that many of the career areas listed require training beyond the Associate of Science degree and some will require a post graduate degree.

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

## TSI LIABLE

### Field of Study - 18 credit hours

BIOL 1406	Biology for Science Majors I	4
BIOL 1407	Biology for Science Majors II	4
BIOL 2401	Anatomy and Physiology I	4
BIOL 2421	Microbiology for Science Majors	4
CHEM 2423	Organic Chemistry I	4

### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum including the following:

#### Life and Physical Sciences

CHEM 1411	General Chemistry I
CHEM 1412	General Chemistry II

#### Mathematics

MATH 1414	College Algebra
MATH 2412	Pre-Calculus Math
MATH 2413	Calculus I (Recommended)

Total Credit Hours 60

MATH 1414	College Algebra	
MATH 2412	Pre-Calculus Math	
MATH 2413	Calculus I (Recommended)	
BIOL 1406	Biology for Science Majors I	4
Credit Hours		14

### Second Semester

ENGL 1302	Composition II - Rhetoric	3
CHEM 1411	General Chemistry I	4
BIOL 1407	Biology for Science Majors II	4
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
Credit Hours		14

### Third Semester

HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
Credit Hours		3

### Fourth Semester

GOVT 2305	Federal Government	3
CHEM 1412	General Chemistry II	4
BIOL 2401	Anatomy and Physiology I	4
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Recommended:		
PSYC 2301	General Psychology	
Credit Hours		14

### Fifth Semester

GOVT 2306	Texas Government	3
CHEM 2423	Organic Chemistry I	4
BIOL 2421	Microbiology for Science Majors	4
Component Area Option - Core Curriculum (p. 91)		1-4
Recommended:		
KINE 1164	Introduction to Physical Fitness and Wellness	
Credit Hours		12

### Sixth Semester

Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
Credit Hours		3
Total Credit Hours		60

## TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 1301	Composition I	3
Creative Arts Elective - Core Curriculum (p. 90)		3
Mathematics Elective - Core Curriculum (p. 89)		4
Select one of the following:		

# Chemistry

## Associate of Science

The Associate of Science degree with a field of study in Chemistry offers students the opportunity to take a core curriculum of general education with an emphasis in Chemistry.

Chemistry students have a wide choice of careers in many different scientific and technical fields. The student should bear in mind that many of the career areas will require training beyond the Associate of Science degree and in some cases a post-graduate degree:

Career fields available to Chemistry students:

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

This listing closely parallels the first two years of education that one would receive at most universities. Upon completion of this sequence, many students transfer to obtain a degree in one of the various chemistry fields. However, students intending to transfer should be aware of the transfer institution's requirements.

Entering students, please note that the first semester suggests MATH 2413 Calculus I. Students with a score of 380+ on the math portion of the TSI Exam may test-out of MATH 2412 Pre-Calculus Math and enroll directly into MATH 2413 Calculus I after taking and passing the Calculus I Placement Exam provided by the Mathematics Department. Students who qualify and elect this option must contact and make arrangements with the Mathematics Department at 956-872-8327 no later than two (2) weeks prior to the start of the semester the students intends to enroll.

Students with an SAT score of 560+ (SAT II Math Level 1), 520+ (SAT II Math Level 2) or an ACT score of 28+ may also enroll directly into MATH 2413 Calculus I. Otherwise, it is recommended that students take the prerequisite MATH 2412 Pre-Calculus Math the summer prior to the start of the fall semester. Enrollment in MATH 2412 Pre-Calculus Math requires a prerequisite of MATH 1414 College Algebra or ACT scores of 25-27, SAT II Math Level I scores of 520-559, or SAT II Math Level 2 scores of 500-519.

### TSI LIABLE

#### Field of Study - 18 credit hours

CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
CHEM 2423	Organic Chemistry I <sup>1</sup>	4
CHEM 2425	Organic Chemistry II <sup>1</sup>	4
MATH 2414	Calculus II	4

#### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum including the following: <sup>2</sup>	42
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### Life and Physical Sciences

PHYS 1401 & PHYS 1402	College Physics I and College Physics II or PHYS 2425 University Physics I & PHYS 2426 and University Physics II
BIOL 1406 & BIOL 1407	Biology for Science Majors I and Biology for Science Majors II (only recommended for Pre-Med majors)

### Mathematics

MATH 2413	Calculus I
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Total Credit Hours	60
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- <sup>1</sup> For CHEM 2423 Organic Chemistry I and CHEM 2425 Organic Chemistry II, 3 credit hours are scheduled for the field of study and 1 credit hour is scheduled to meet the general core curriculum requirements (Component Area Option).
- <sup>2</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89).

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
Creative Arts Elective - Core Curriculum (p. 90)		3
CHEM 1411	General Chemistry I	4
ENGL 1301	Composition I	3
MATH 2413	Calculus I	4
Credit Hours		14
<b>Second Semester</b>		
CHEM 1412	General Chemistry II	4
ENGL 1302	Composition II - Rhetoric	3
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Select one of the following: <sup>1</sup>		
PHYS 1401	College Physics I	
PHYS 2425	University Physics I	
BIOL 1406	Biology for Science Majors I	
Credit Hours		14
<b>Third Semester</b>		
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
Credit Hours		3
<b>Fourth Semester</b>		
CHEM 2423	Organic Chemistry I <sup>2</sup>	4
GOVT 2305	Federal Government	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Select one of the following: <sup>1</sup>		
PHYS 1402	College Physics II	
PHYS 2426	University Physics II	
BIOL 1407	Biology for Science Majors II	
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Recommended:		
PSYC 2301	General Psychology	
Credit Hours		14
<b>Fifth Semester</b>		
GOVT 2306	Texas Government	3
CHEM 2425	Organic Chemistry II <sup>2</sup>	4
MATH 2414	Calculus II	4

Component Area Option - Core Curriculum (p. 91)	1-3
Credit Hours	12
<b>Sixth Semester</b>	
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)	3
Credit Hours	3
Total Credit Hours	60

<sup>1</sup> College Physics or University Physics must be taken for a broad chemistry associate and chemical engineering majors. Pre-Med Majors are recommended to complete both the BIOL and PHYS sequences to meet program requirements and to prepare for the MCAT.

<sup>2</sup> CHEM 2423 Organic Chemistry I and CHEM 2425 Organic Chemistry II are combined lecture and lab courses with 3 hours of each course designated as field of study and one hour allocated to the institutional component area option.

# Computer Science

## Computer Information Systems (p. 193)

- Computer Information Systems, Field of Study (Associate of Science)

## Computer Science (p. 195)

- Computer Science, Field of Study (Associate of Science)

## Computer Information Systems

### Associate of Science

This program is designed for students who plan to continue with a Baccalaureate degree at South Texas College or to transfer to a four-year college or university to pursue a Baccalaureate degree in Computer Information Systems. It is also designed to prepare students for entry-level positions in the field of computer information systems. The curriculum of the Computer Information Systems degree program focuses on computer programming, principles of business, and general education. Students who wish to declare this transfer major should ask for program planning assistance from a Computer Information Systems program advisor. Transfer institutions vary in the lower division (first two years of college) major department requirements. Meeting the South Texas College Associate of Science degree requirements does not automatically guarantee that all four-year colleges will accept every course toward their degree plan.

It is imperative that students work closely with STC departmental faculty and the four-year college faculty in determining transferability of courses.

## Computer Information Systems Career Opportunities

The Bureau of Labor Statistics states that Computer and Information Technology occupations are projected to grow by 13 percent, adding 557,100 new jobs from 2016 to 2026. Companies are struggling to find competent talent to fulfill their needs, and more workers will always be needed to satisfy the growing demand.

### Some disciplines under Computer Information Systems include the above mentioned as well as:

- Applications Programmers
- Computer Support Specialist
- Information Security Coordinator
- Network and Computer Systems Administrators
- Web Developers
- Database Administrators

The Computer Science Department prepares students for transfer to a four-year institution where they can specialize in such disciplines.

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

### TSI LIABLE

### Field of Study - 18 credit hours

COSC 1301	Introduction to Computing <sup>1</sup>	3
COSC 1315	Introduction to Computer Programming	3
COSC 1436	Programming Fundamentals I	4
COSC 1337	Programming Fundamentals II	3
COSC 1320	C Programming	3
ACCT 2401	Principles of Financial Accounting	4

### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum including the following:<sup>2</sup>

#### Social/Behavioral Science

ECON 2301	Principles of Economics I - Macro
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#### Mathematics

MATH 1414	College Algebra (or higher)
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#### Language, Philosophy & Culture Elective

PHIL 2303	Introduction to Logic (Recommended)
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Total Credit Hours 60

<sup>1</sup> For COSC 1301 Introduction to Computing, 1 credit hour is scheduled for the field of study and 2 credit hours are scheduled to meet the general core curriculum requirements (Component Area Option).

<sup>2</sup> In addition to the Field of Study and the Business Foundation hours, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89).

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ENGL 1301	Composition I	3
COSC 1301	Introduction to Computing	3
Select one of the following:		4
MATH 1414	College Algebra	
MATH 2412	Pre-Calculus Math	
MATH 2413	Calculus I	
Credit Hours		13
<b>Second Semester</b>		
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
ENGL 1302	Composition II - Rhetoric	3
COSC 1315	Introduction to Computer Programming	3
Credit Hours		13
<b>Third Semester</b>		
Creative Arts Elective - Core Curriculum (p. 90)		3
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
PHIL 2303	Introduction to Logic (Recommended)	
Credit Hours		6
<b>Fourth Semester</b>		
GOVT 2305	Federal Government	3
ACCT 2401	Principles of Financial Accounting	4

Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
COSC 1436	Programming Fundamentals I	4
Credit Hours		15
<b>Fifth Semester</b>		
ECON 2301	Principles of Economics I - Macro	3
GOVT 2306	Texas Government	3
COSC 1320	C Programming	3
COSC 1337	Programming Fundamentals II	3
Component Area Option - Core Curriculum (p. 91)		1
Credit Hours		13
Total Credit Hours		60

<sup>1</sup> COSC 1301 Introduction to Computing allocates 1 credit hour for the field of study and 2 credit hours for the institutional component area option.

# Computer Science

## Associate of Science

This program is designed for students who plan to continue with a Baccalaureate degree at South Texas College or to transfer to a four-year college or university to pursue a Baccalaureate degree in Computer Software Engineering and/or Computer Science. It is also designed to prepare students for entry-level positions in the field of computer science. The curriculum of the Computer Science degree program focuses on computer programming and general education studies. Students who wish to declare this transfer major should ask for program planning assistance from a Computer Science program advisor. Transfer institutions vary in the lower division (first two years of college) major department requirements. Meeting the South Texas College Associate of Science degree requirements does not automatically guarantee that all four-year colleges will accept every course toward their degree plan.

It is imperative that students work closely with South Texas College departmental faculty and the four-year college faculty in determining transferability of courses.

## Computer Science Career Opportunities

The Bureau of Labor Statistics states that Computer and Information Technology occupations are projected to grow by 13 percent, adding 557,100 new jobs from 2016 to 2026. The demand for workers in these occupations will be driven by companies, government agencies, and other organizations struggling to find competent technical talent to fulfill their needs and to adopt the latest technologies. Workers in these occupations will be required to ensure cybersecurity is maintained, develop new software, and update existing network infrastructures.

### Some disciplines under Computer Science include:

- Computer Programmer
- Programmer Analyst
- Software Engineers
- Computer and Information Scientist
- Computer Hardware Engineers
- Information Security Analysts

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

### TSI LIABLE

#### Field of Study - 18 credit hours

COSC 1436	Programming Fundamentals I	4
COSC 1337	Programming Fundamentals II	3
COSC 2436	Programming Fundamentals III	4
COSC 2425	Computer Organization	4
COSC 1320	C Programming	3

#### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum including the following:<sup>1</sup>

*Mathematics*

MATH 2412	Pre-Calculus Math or MATH 2413 Calculus I	
<i>Language, Philosophy &amp; Culture Elective</i>		
PHIL 2303	Introduction to Logic	
Total Credit Hours		60

<sup>1</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89).

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
	Life and Physical Sciences Elective - Core Curriculum (p. 89)	4
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ENGL 1301	Composition I	3
COSC 1436	Programming Fundamentals I	4
Credit Hours		14
<b>Second Semester</b>		
	Life and Physical Sciences Elective - Core Curriculum (p. 89)	4
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
ENGL 1302	Composition II - Rhetoric	3
COSC 1337	Programming Fundamentals II	3
Credit Hours		13
<b>Third Semester</b>		
	Creative Arts Elective - Core Curriculum (p. 90)	3
	Component Area Option - Core Curriculum (p. 91)	3
Credit Hours		6
<b>Fourth Semester</b>		
GOVT 2305	Federal Government	3
	Social and Behavioral Sciences Elective - Core Curriculum (p. 90)	3
COSC 2436	Programming Fundamentals III	4
MATH 2412 or MATH 2413	Pre-Calculus Math or Calculus I	4
Credit Hours		14
<b>Fifth Semester</b>		
GOVT 2306	Texas Government	3
COSC 1320	C Programming	3
COSC 2425	Computer Organization	4
PHIL 2303	Introduction to Logic	3
Credit Hours		13
Total Credit Hours		60



# Engineering

## Associate of Science

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

- Aerospace Engineering
- Agriculture Engineering
- Bioengineering
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Environmental Engineering
- Industrial Engineering
- Manufacturing Engineering
- Mechanical Engineering
- Nuclear Engineering
- Petroleum Engineering
- Radiological Health Engineering

It is suggested that students interested in the fields of Chemical or Petroleum Engineering follow a modified Chemistry degree plan, which includes MATH 2413 Calculus I. An appointment with a faculty advisor before enrolling is strongly recommended.

This listing closely parallels the first two years of education that one would receive at most engineering schools. Upon completion of this sequence, many students transfer to an engineering school and obtain a degree in one of the various engineering fields. However, students intending to transfer should be aware of the transfer institution's requirements.

It is possible to complete the engineering sequence in a number of ways and time periods. However, because of sensitive math and physics prerequisites, the suggested guideline should be closely followed if one hopes to complete the program in a timely manner and to smoothly transition to a four-year institution.

Entering students, please note that the first semester suggests MATH 2413 Calculus I. Students with a score of 380+ on the math portion of the TSI Exam may test-out of MATH 2412 Pre-Calculus Math and enroll directly into MATH 2413 Calculus I after taking and passing the Calculus I Placement Exam provided by the Mathematics Department. Students who qualify and elect this option must contact and make arrangements with the Mathematics Department at 956-872-8327 no later than two (2) weeks prior to the start of the semester the students intends to enroll.

Students with an SAT score of 560+ (SAT II Math Level 1), 520+ (SAT II Math Level 2) or an ACT score of 28+ may also enroll directly into MATH 2413 Calculus I. Otherwise, it is recommended that students take the prerequisite MATH 2412 Pre-Calculus Math the summer prior to the start of the fall semester. Enrollment in MATH 2412 Pre-Calculus Math requires a prerequisite of MATH 1414 College Algebra or ACT scores of 25-27, SAT II Math Level I scores of 520-559, or SAT II Math Level 2 scores of 500-519.

## TSI LIABLE

### Field of Study - 23-26 credit hours

*Required for All Engineering Students (14 Credits)*

ENGR 1201	Introduction to Engineering	2
MATH 2414	Calculus II	4
MATH 2415	Calculus III	4
CHEM 1409	General Chemistry for Engineering Majors	4

### Tracks

Select one of the following tracks: 9-12

General/Mechanical/Manufacturing Track (9 Credits)

ENGR 1304	Engineering Graphics	
ENGR 2301	Engineering Mechanics - Statics	
ENGR 2302	Engineering Mechanics - Dynamics	

Civil Engineering Track (10 Credits)

GEOL 1403	Physical Geology	
ENGR 2301	Engineering Mechanics - Statics	
ENGR 2302	Engineering Mechanics - Dynamics	

Electrical Engineering Track (11 Credits)

COSC 1436	Programming Fundamentals I	
ENGR 2406	Introduction to Digital Systems	
ENGR 2303	Engineering Mechanics - Statics and Dynamics	

Computer Engineering Track (12 Credits)

COSC 1436	Programming Fundamentals I	
COSC 2425	Computer Organization	
ENGR 2406	Introduction to Digital Systems	

Chemical/Environmental Petroleum Engineering Track (11 Credits)

Take all of these:

CHEM 1412	General Chemistry II	
ENGR 2303	Engineering Mechanics - Statics and Dynamics	

Select one of the following:

CHEM 2425	Organic Chemistry II (Chemical Engineering)	
BIOL 1406	Biology for Science Majors I (Environmental Engineering)	
GEOL 1403	Physical Geology (Petroleum Engineering)	

### STC Core Curriculum - 37 credit hours

Complete 37 credit hours of required Core Curriculum including the following.<sup>2</sup> 37

#### Mathematics

MATH 2413	Calculus I	
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#### Life and Physical Sciences

PHYS 2425	University Physics I	
PHYS 2426	University Physics II	

#### Core Component Area Option

ENGR 2405	Electrical Circuits I or CHEM 2423 Organic Chemistry I	
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or MATH 2420 Differential Equations

Total Credit Hours 60-63

- <sup>1</sup> Students following the Chemical/Environmental/Petroleum engineering track must take CHEM 1411 General Chemistry I and all others must take CHEM 1409 General Chemistry for Engineering Majors. Students should see an advisor if they are unsure which course to enroll in.
- <sup>2</sup> In addition to the courses in the Field of Study, the student is required to take 37 credit hours from the STC Core Curriculum (p. 89).

## Recommended After Completion of Degree to be Core Complete

Students who would like to be Core complete upon transfer should also complete courses from the following Core component areas:

### Social and Behavioral Sciences Elective

Recommended:

ECON 2301 Principles of Economics I - Macro

### Language, Philosophy & Culture

Recommended:

PHIL 2306 Introduction to Ethics

## Recommended Course Sequence

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
ENGR 1201	Introduction to Engineering	2
Creative Arts Elective - Core Curriculum (p. 90)		3
ENGL 1301	Composition I	3
MATH 2413	Calculus I <sup>1</sup>	4
CHEM 1409	General Chemistry for Engineering Majors <sup>2</sup>	4
Credit Hours		16
<b>Second Semester</b>		
ENGL 1302	Composition II - Rhetoric	3
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
PHYS 2425	University Physics I	4
MATH 2414	Calculus II	4
Credit Hours		14
<b>Third Semester</b>		
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
Credit Hours		3
<b>Fourth Semester</b>		
Engineering Elective <sup>3</sup>		3-4
PHYS 2426	University Physics II	4
GOVT 2305	Federal Government	3
MATH 2415	Calculus III	4
Credit Hours		14-15
<b>Fifth Semester</b>		
GOVT 2306	Texas Government	3
Engineering Elective <sup>3</sup>		3-4
Engineering Elective <sup>3</sup>		3-4
Select one of the following: <sup>4</sup>		
ENGR 2405		4
CHEM 2423		
MATH 2420		
Credit Hours		13-15
Total Credit Hours		60-63

- <sup>1</sup> Check catalog for course pre-requisites.
- <sup>2</sup> Students following the Chemical/Environmental/Petroleum engineering track must take CHEM 1411 General Chemistry I and all others must take CHEM 1409 General Chemistry for Engineering Majors. Students should see an advisor if they are unsure which course to enroll in.
- <sup>3</sup> Students should speak with an advisor and check with the institution they intend to transfer in order to choose the best option. Students must choose electives within the same block.
- <sup>4</sup> Students pursuing the Chemical/Environmental/Petroleum Track must take CHEM 2423 Organic Chemistry I; students pursuing the Civil Engineering Track must take MATH 2420 Differential Equations; while other tracks must take ENGR 2405 Electrical Circuits I. This will better insure the transferability of these courses into your selected transfer programs.

## Recommended After Completion of Degree to be Core Complete

Students who would like to be Core complete upon transfer should also complete courses from the following Core component areas:

### Social and Behavioral Sciences Elective

Recommended:

ECON 2301 Principles of Economics I - Macro

### Language, Philosophy & Culture

Recommended:

PHIL 2306 Introduction to Ethics

# Interdisciplinary Studies

## Associate of Science

The Associate of Science Degree field of study in Interdisciplinary Studies provides students with a broad-based education in "college basics" that promotes critical thinking skills and allows for an opportunity to make an informed choice in educational preferences. The program offers transferable field of study selections in life science, physical science, computer applications, engineering, mathematics, and allied health sciences. This flexibility aspect of the field of study for this degree allows students the ability to develop individualized transfer pathways that can be used towards the successful completion of a Baccalaureate Degree in any science related discipline. Students are strongly advised to work closely with a student success specialist, program chair, or faculty advisor to select the courses and to map the course sequence needed for their specific academic interest.

### TSI LIABLE

#### Field of Study - 18 credit hours

Select a minimum of 18 hours of Field of Study courses<sup>1</sup> 18

#### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum<sup>2</sup> 42

#### Mathematics

MATH 1414	College Algebra	
MATH 1442	Elementary Statistical Methods	
MATH 2412	Pre-Calculus Math	
MATH 2413	Calculus I	

Total Credit Hours 60

<sup>1</sup> The Field of Study courses must be chosen from two (2) or more AA or AS field of study.

<sup>2</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill the field of study requirements.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
Creative Arts Elective - Core Curriculum (p. 90)		3
MATH 1414 or MATH 1442 or MATH 2412 or MATH 2413	College Algebra or Elementary Statistical Methods or Pre-Calculus Math or Calculus I	4
ENGL 1301	Composition I	3
Math/Science - Field of Study		4
Credit Hours		14
<b>Second Semester</b>		
ENGL 1302	Composition II - Rhetoric	3
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
Math/Science - Field of Study		4
Credit Hours		14

### Summer Session I

HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
Credit Hours		3

### Third Semester

Math/Science - Field of Study		4
Life and Physical Sciences Elective - Core Curriculum (p. 89)		4
GOVT 2305	Federal Government	3
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Credit Hours		14

### Fourth Semester

GOVT 2306	Texas Government	3
Math/Science - Field of Study		4
Math/Science - Field of Study <sup>1</sup>		4
Component Area Option - Core Curriculum (p. 91)		1-3
Credit Hours		12-14

### Summer Session II

Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
Credit Hours		3
Total Credit Hours		60-62

<sup>1</sup> For the last Math/Science Field of Study course, 2 credits are scheduled for the field of the study and 2 credits are scheduled to meet the Component Area Option - Core Curriculum.



# Physics

## Associate of Science

The Associate of Science degree with a field of study in Physics offers students the opportunity to take a core curriculum of general education with an emphasis in Physics. Physics students may select a career in a wide range of scientific and technical fields.

The student should bear in mind that most of these career areas require education or training beyond the Associate of Science degree. Career fields available to the physics student include:

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

This listing closely parallels the first two years of education that one would receive at most universities. Upon completion of this sequence, many students transfer to obtain a degree in one of the various physics fields. However, students intending to transfer should be aware of the transfer institution's requirements.

Entering students, please note that the first semester suggests MATH 2413 Calculus I. Students with a score of 380+ on the math portion of the TSI Exam may test-out of MATH 2412 Pre-Calculus Math and enroll directly into MATH 2413 Calculus I after taking and passing the Calculus I Placement Exam provided by the Mathematics Department. Students who qualify and elect this option must contact and make arrangements with the Mathematics Department at 956-872-8327 no later than two (2) weeks prior to the start of the semester the students intends to enroll.

Students with an SAT score of 560+ (SAT II Math Level 1), 520+ (SAT II Math Level 2) or an ACT score of 28+ may also enroll directly into MATH 2413 Calculus I. Otherwise, it is recommended that students take the prerequisite MATH 2412 Pre-Calculus Math the summer prior to the start of the fall semester. Enrollment in MATH 2412 Pre-Calculus Math requires a prerequisite of MATH 1414 College Algebra or ACT scores of 25-27, SAT II Math Level I scores of 520-559, or SAT II Math Level 2 scores of 500-519.

### TSI LIABLE

#### Field of Study - 18 credit hours

MATH 2414	Calculus II	4
MATH 2415	Calculus III	4
PHYS 2425	University Physics I	4
PHYS 2426	University Physics II	4
COSC 1436	Programming Fundamentals I <sup>1</sup>	4

#### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum including the following:<sup>2</sup> 42

### Life and Physical Sciences

CHEM 1411	General Chemistry I	
CHEM 1412	General Chemistry II	
<b>Mathematics</b>		
MATH 2413	Calculus I <sup>3</sup>	
Total Credit Hours		60

- <sup>1</sup> COSC 1436 Programming Fundamentals I is scheduled for 2 credit hours of field of study and 2 credit hours of general education requirements (Component Area Option).
- <sup>2</sup> In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89).
- <sup>3</sup> For students to directly enroll into MATH 2413 Calculus I, they must earn 375+ on the TSI and successfully complete an exam administered by the MATH department or earn a 100 on the college-level mathematics ACCUPLACER.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
MATH 2413	Calculus I	4
COSC 1436	Programming Fundamentals I <sup>1</sup>	4
ENGL 1301	Composition I	3
Creative Arts Elective - Core Curriculum (p. 90)		3
Credit Hours		14
<b>Second Semester</b>		
ENGL 1302	Composition II - Rhetoric	3
CHEM 1411	General Chemistry I	4
MATH 2414	Calculus II	4
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
Credit Hours		14
<b>Third Semester</b>		
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
Credit Hours		3
<b>Fourth Semester</b>		
PHYS 2425	University Physics I	4
CHEM 1412	General Chemistry II	4
GOVT 2305	Federal Government	3
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Recommended:		
PSYC 2301	General Psychology	
Credit Hours		14
<b>Fifth Semester</b>		
GOVT 2306	Texas Government	3
PHYS 2426	University Physics II	4
MATH 2415	Calculus III	4
Component Area Option - Core Curriculum (p. 91)		1-3
Credit Hours		12
<b>Sixth Semester</b>		
Language, Philosophy & Culture Elective - Core Curriculum (p. 90)		3
Credit Hours		3
Total Credit Hours		60

- <sup>1</sup> COSC 1436 Programming Fundamentals I is scheduled for 2 hours of field of study and 2 hours of general education requirements (Component Area Option).

# Pre-Pharmacy

## Associate of Science

This two-year program prepares the graduate for application to pharmacy school, a 4 year program leading to licensure as a pharmacist. The future of pharmacists is bright with growing demand and an increasing variety of practice settings. The individual selecting this program must be dedicated and self-motivated to excel at rigorous academic coursework for the two years of prerequisites at South Texas College and four years of pharmacy school.

Entering students, please note that the second year suggests MATH 2413 Calculus I. Students with a score of 380+ on the math portion of the TSI Exam may test-out of MATH 2412 Pre-Calculus Math and enroll directly into MATH 2413 Calculus I after taking and passing the Calculus I Placement Exam provided by the Mathematics Department. Students who qualify and elect this option must contact and make arrangements with the Mathematics Department at 956-872-8327 no later than two (2) weeks prior to the start of the semester the students intends to enroll.

Students with an SAT score of 560+ (SAT II Math Level 1), 520+ (SAT II Math Level 2) or an ACT score of 28+ may also enroll directly into MATH 2413 Calculus I. Otherwise, it is recommended that students take the prerequisite MATH 2412 Pre-Calculus Math the summer prior to the start of the fall semester. Enrollment in MATH 2412 Pre-Calculus Math requires a prerequisite of MATH 1414 College Algebra or ACT scores of 25-27, SAT II Math Level I scores of 520-559, or SAT II Math Level 2 scores of 500-519.

Graduation from South Texas College does not guarantee acceptance into pharmacy school. South Texas College provides the opportunity for the student to develop a solid basic science knowledge base, complete prerequisites for pharmacy school, participate in essay and interview preparation sessions, review for the Pharmacy College Admission Test (PCAT), and advisement in the pharmacy school application process. Pharmacy schools select entering classes by student merit.

Due to a state mandated limit on credit hours for an Associate of Science degree, the student will be expected to complete some prerequisite courses on their own. There is time in the curriculum for the student to complete these courses during summer and second fall semesters.

### TSI LIABLE

#### Field of Study - 18 credit hours

CHEM 1411	General Chemistry I	4
CHEM 1412	General Chemistry II	4
CHEM 2423	Organic Chemistry I	4
CHEM 2425	Organic Chemistry II	4
BIOL 2421	Microbiology for Science Majors <sup>1</sup>	4

#### STC Core Curriculum - 42 credit hours

Complete 42 credit hours of required Core Curriculum including the following:<sup>2</sup>

##### Component Area Option

BIOL 2421	Microbiology for Science Majors <sup>1</sup>	
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##### Mathematics

MATH 2413	Calculus I <sup>3</sup>	
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##### Life and Physical Sciences

BIOL 1406	Biology for Science Majors I	
BIOL 1407	Biology for Science Majors II	
<i>Language, Philosophy &amp; Culture Elective</i>		
Select one of the following:		
ENGL 2321	British Literature	
ENGL 2326	American Literature	
ENGL 2331	World Literature	

Total Credit Hours 60

- For BIOL 2421 Microbiology for Science Majors, 2 credit hours are scheduled for field of study and 2 credit hours are scheduled to meet the general core education requirements (Component Area Option).
- In addition to the courses in the Field of Study, the student is required to take 42 credit hours from the STC Core Curriculum (p. 89). These courses must not duplicate courses taken to fulfill field of study requirements.
- For students to directly enroll in MATH 2413 Calculus I, they must earn 375+ on the TSI and successfully complete and exam administered by the MATH department or earn a 100 on the college-level Mathematics ACCUPLACER.

### TSI LIABLE

## Recommended Course Sequence

Course	Title	Credit Hours
<b>First Semester</b>		
Creative Arts Elective - Core Curriculum (p. 90)		3
CHEM 1411	General Chemistry I	4
ENGL 1301	Composition I	3
MATH 2413	Calculus I	4
Credit Hours		14
<b>Second Semester</b>		
BIOL 1406	Biology for Science Majors I	4
CHEM 1412	General Chemistry II	4
HIST 1301 or HIST 2327	United States History I or Mexican-American History I	3
ENGL 1302	Composition II - Rhetoric	3
Credit Hours		14
<b>Summer Session I</b>		
HIST 1302 or HIST 2328	United States History II or Mexican-American History II	3
Credit Hours		3
<b>Third Semester</b>		
CHEM 2423	Organic Chemistry I	4
BIOL 1407	Biology for Science Majors II	4
GOVT 2305	Federal Government	3
Social and Behavioral Sciences Elective - Core Curriculum (p. 90)		3
Recommended:		
PSYC 2301	General Psychology	
Credit Hours		14
<b>Fourth Semester</b>		
CHEM 2425	Organic Chemistry II	4
BIOL 2421	Microbiology for Science Majors <sup>1</sup>	4
GOVT 2306	Texas Government	3
Component Area Option - Core Curriculum (p. 91)		1-3
Credit Hours		12-14
<b>Summer Session II</b>		
Select one of the following:		3
ENGL 2321	British Literature	
ENGL 2326	American Literature	

ENGL 2331	World Literature	
	Credit Hours	3
	Total Credit Hours	60-62

<sup>1</sup> For BIOL 2421 Microbiology for Science Majors 2 credit hours are scheduled for field of study and 2 credit hours are scheduled to meet the general core education requirements (Component Area Option).

## Additional Courses Recommended to Satisfy Pharmacy School Prerequisites

Recommended by end of Fall Semester Second Year:

### Non-Curriculum Courses

MATH 1442	Elementary Statistical Methods	4
BIOL 2416	Genetics	4
PHYS 1401 or PHYS 2425	College Physics I University Physics I	4
SPCH 1315	Public Speaking	3
Total Credit Hours		15



## Division of Nursing and Allied Health

Students are admitted to South Texas College through the provisions of Board Policy 3200. General admission to the College does not imply admission to all programs of the College.

The Nursing and Allied Health Division offers Selective Programs with application requirements. Application requirements are included in the description of each program. In addition, some Selective Programs have a Competitive Entry selection process based on a competitive point system.

### Selective Programs

#### Emergency Medical Technology (p. 224)

- EMT-Basic (Certificate) (p. 224)
- EMT-Advanced (Certificate) (p. 225)
- EMT-Paramedic (Certificate) (p. 224)
- EMT-Paramedic (Associate of Applied Science) (p. 224)

#### Health and Medical Administrative Services (p. 227)

- Electronic Health Record Specialist (Certificate) (p. 227)
- Medical Coding Specialist (Certificate) (p. 227)
- Medical Information/Transcription Specialist (Certificate) (p. 227)
- Health Information Technology (Associate of Applied Science) (p. 227)

#### Medical Assistant Technology (p. 230)

- Medical Assistant Technology (Certificate) (p. 230)
- Medical Office Specialist (Certificate) (p. 230)
- Medical Assistant Technology (Associate of Applied Science) (p. 230)

#### Patient Care Assistant (p. 232)

- Patient Care Assistant (Certificate) (p. 232)

#### Pharmacy Technology (p. 233)

- Pharmacy Technology (Associate of Applied Science) (p. 233)

### Selective Programs - Competitive Entry

The following Selective Programs have a competitive entry selection process based on a competitive point system.

#### Associate Degree Nursing (p. 205)

- Associate Degree Nursing (Associate of Applied Science) (p. 205)
  - FALL ADMISSION (p. 206)
  - SPRING ADMISSION (p. 206)
- Associate Degree Nursing: LVN-RN Transition Option (Associate of Applied Science)
  - SUMMER ADMISSION (p. 207)
  - SPRING ADMISSION (p. 207)
- Associate Degree Nursing: EMT Paramedic to RN Track (Associate of Applied Science) (p. 208)

#### Diagnostic Imaging (p. 210)

- Radiologic Technology (Associate of Applied Science) (p. 210)
- Diagnostic Medical Sonography (Associate of Applied Science) (p. 211)
- Diagnostic Medical Sonography (Advanced Technical Certificate) (p. 211)

#### Occupational Therapy Assistant (p. 215)

- Occupational Therapy Assistant (Associate of Applied Science) (p. 215)

#### Physical Therapist Assistant (p. 217)

- Physical Therapist Assistant (Associate of Applied Science) (p. 217)

#### Respiratory Therapy (p. 219)

- Respiratory Therapy (Associate of Applied Science) (p. 219)

#### Vocational Nursing (p. 221)

- Vocational Nursing (Certificate) (p. 221)
  - FALL ADMISSION (p. 221)
  - SPRING ADMISSION (p. 221)

# Competitive Entry

## Selective Programs - Competitive Entry

The following Selective Programs have a competitive entry selection process based on a competitive point system.

### Associate Degree Nursing (p. 205)

- Associate Degree Nursing (Associate of Applied Science) (p. 205)
  - FALL ADMISSION (p. 206)
  - SPRING ADMISSION (p. 206)
- Associate Degree Nursing: LVN-RN Transition Option (Associate of Applied Science)
  - SUMMER ADMISSION (p. 207)
  - SPRING ADMISSION (p. 207)
- Associate Degree Nursing: EMT Paramedic to RN Track (Associate of Applied Science) (p. 208)

### Occupational Therapy Assistant (p. 215)

- Occupational Therapy Assistant (Associate of Applied Science) (p. 215)

### Physical Therapist Assistant (p. 217)

- Physical Therapist Assistant (Associate of Applied Science) (p. 217)

### Radiologic Technology (p. 210)

- Radiologic Technology (Associate of Applied Science) (p. 210)
- Diagnostic Medical Sonography (Associate of Applied Science) (p. 211)
- Diagnostic Medical Sonography (Advanced Technical Certificate) (p. 211)

### Respiratory Therapy (p. 219)

- Respiratory Therapy (Associate of Applied Science) (p. 219)

### Vocational Nursing (p. 221)

- Vocational Nursing (Certificate) (p. 221)
  - FALL ADMISSION (p. 221)
  - SPRING ADMISSION (p. 221)

# Associate Degree Nursing

**This Selective Program has a competitive entry selection process based on a competitive point system. Application requirements are included in the description below.**

## Associate Degree Nursing

### Associate of Applied Science

The Associate Degree Nursing (ADN) program is approved by the Texas Board of Nursing (BON). Upon completion of the two year, five semester program, the graduate will be able to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) administered by the Texas Board of Nursing (BON). After successful completion of this exam, the individual will be a Registered Nurse.

The program prepares the graduate to provide patient-centered care, to be a patient safety advocate, to be a member of the nursing profession and the health care team for a limited number of patients in various health care settings. Such patients may have complex multiple needs with predictable or unpredictable outcomes. With additional experience and continuing education the graduate can increase the number of assigned patients, provide independent patient-centered care, supervise health care of patients and their families, and receive certification in various specialty areas. Students seeking entry in the Associate Degree Nursing Program (ADN) must attend a general advisement session, must meet HESI Admission Assessment (A2) exam requirements before being allowed to register for the Introduction to Nursing course. The applicant must complete the Introduction to Nursing course with a grade of B or better (traditional track only) and complete an application for consideration to the program.

## Application Requirements

All applicants must:

- Participate in the required Prospective Student Information Session. For the session schedule, access the information online at <https://nah.southtexascollege.edu/adn/> or contact the Associate Degree Nursing Program at 872-3132.
- Be admitted to the college as a high school graduate or GED equivalent.
- Meet TSI College Readiness Standards, or meet TSI exemption standards.
- Complete all prerequisite courses with a minimum of "B" as listed in the Associate Degree Nursing Program Degree plan.
- Achieve a HESI A2 Admission Assessment exam test score of 75% or higher in English Language Composite, Science (Anatomy & Physiology only) and Math. HESI exam test scores must be current within two years.
- Earn a minimum grade of "B" in "Introduction to Nursing" course within the last two years. Required HESI A2 exam test scores are needed to register for this course.
- Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses, including transfer courses, and those completed at STC.
- Pass a criminal background check through Texas Board of Nursing, 10-panel drug and alcohol screen through approved providers, and complete all required immunizations including Hepatitis B series and any additional clinical requirements before beginning any of nursing clinical courses. For more information

contact the NAH Clinical Affairs Specialist at 872-3022.

- Meet Technical Standards as stated by the Associate Degree Nursing Program.
- Submit a completed Program application by stated deadline. For more information contact Associate Degree Nursing Program at 872-3132 or access the information online at <https://nah.southtexascollege.edu/adn/>.

*NOTE: A new applicant pool is established for each admission period. All students interested in the program who are not granted admission (qualified and/or nonqualified) must reapply each semester if they wish to be considered for enrollment. Applications will be submitted after meeting with Student Advisor.*

## Competitive Entry Selection Process

The ADN Program selection process is Competitive Entry and is based on a competitive Point System. Points are given for the following selection criteria: ADN Program pre-requisite courses, HESI A2 exam scores, STC Cumulative GPA, and other additional points as listed in the Application Form. A Cutoff Score is calculated for each application period based on the qualified applicant pool, the number of slots available, and may vary for each application period. Qualified applications are ranked from highest to lowest points and admission is based on this ranking. Applicants with total points above the cutoff score will be admitted and applicants with total points below the cutoff score will be denied. Applicants with total points equal to the cutoff score will be designated as alternates. Should any of the admitted applicants decline admission, an alternate will be offered admission to the program. A random draw of alternate applicants will be used as needed. A full description of the competitive entry point system is published in the Prospective Student Guide on the Associate Degree Nursing Program website.

*NOTE: A new applicant pool is established for each admission period. All students interested in the program who are not granted admission (qualified and/or nonqualified) must reapply each semester if they wish to be considered for enrollment. Applications will be submitted after meeting with the Student Advisor. Applicants who were not admitted for the current application period must re-apply to be considered for the next application period. Please see program web page for additional information regarding the application process. <https://nah.southtexascollege.edu/adn/>*

## Graduation Requirements

To graduate with an Associate of Applied Science Degree in Nursing, a student must meet college graduation requirements and complete all course work as listed in the degree plan with a minimum grade of "C."

## Licensures of Persons with Criminal Convictions

The Nurse Practice Act (NPA) for the State of Texas (Senate Bill 1058) made criminal background checks mandatory for students accepted for enrollment in a nursing education program. It permits the Board of Nursing (BON or Board) to initiate declaratory orders for eligibility proceedings based on positive criminal background checks; made permanent the Board's authority to impose deferred disciplinary action; and clarified that action may be taken against a nurse's license based on action taken by a division of the United States Military. The NPA authorized the BON, in conjunction with a disciplinary action, to require a nurse to abstain from the use of alcohol and drugs and submit to random drug testing; provided for

limited non-disclosure of disciplinary proceedings that result in a Board order requiring the nurse to participate in a Board-approved peer assistance program to address a problem that the nurse is experiencing with mental illness or chemical dependency; as well as making other changes relating to disciplinary action taken by the Board.

The STC Board of Trustees approved Board Policy #3337 on July 15, 2004 for all students participating in any Nursing and Allied Health clinical program to meet established program standards for professional practice established by the Dean of Nursing and Allied Health. This policy is implemented to ensure compliance with health care agency standards and state licensing regulations.

## Advisory Committee Members

Chair, Pamela Bond, RN, MBA, Education Director, Rio Grande Regional Hospital  
 Elma Lopez, RN, Starr County Memorial Hospital  
 Katherine Dassler, MSN, RN, Chief Nurse Executive, Rio Grande Regional Hospital  
 Candi Constantine, MSN, RN, F.A.C.H.E., CCRN, CEN, Systems CNO, South Texas Health System  
 Pat Palomo, RN, MSN, Nurse Educator, Valley Baptist Hospital  
 Cat Domain, Chief Nurse Executive, Edinburg Regional Hospital  
 Romero Valadares, Administrator, Presidente Home Care

- Associate Degree Nursing (p. 206)  
Associate of Applied Science - Fall Admission
- Associate Degree Nursing (p. 206)  
Associate of Applied Science - Spring Admission
- Associate Degree Nursing (p. 207)  
LVN/RN Transition Option Associate of Applied Science - Summer Admission
- Associate Degree Nursing (p. 207)  
LVN/RN Transition Option Associate of Applied Science - Spring Admission
- Associate Degree Nursing (p. 208)  
EMT Paramedic to RN Track Associate of Applied Science - Fall Admission

## Associate Degree Nursing Associate of Applied Science - Fall Admission

### TSI LIABLE

Course	Title	Credit Hours
<b>Pre-requisite Semester</b>		
ENGL 1301	Composition I <sup>1,2</sup>	3
BIOL 2401	Anatomy and Physiology I <sup>2</sup>	4
BIOL 2402	Anatomy and Physiology II <sup>2</sup>	4
RNSG 1209	Introduction to Nursing <sup>3</sup>	2
Credit Hours		13
<b>First Semester</b>		
RNSG 1301	Pharmacology	3
RNSG 1513	Foundations for Nursing Practice	5
RNSG 1205	Nursing Skills I	2
RNSG 1262	Clinical I	2
Credit Hours		12
<b>Second Semester</b>		
RNSG 1144	Nursing Skills II	1
RNSG 1341	Common Concepts of Adult Health	3

RNSG 2161	Clinical - Medical/Surgical (8 weeks)	1
RNSG 2213	Mental Health Nursing	2
RNSG 2162	Clinical - Mental Health (8 weeks)	1
PSYC 2301	General Psychology <sup>2</sup>	3
Credit Hours		11
<b>Third Semester</b>		
RNSG 1412	Nursing Care of the Childbearing and Childrearing Family	4
RNSG 2260	Clinical - Pediatrics/Maternal/Infant (8 weeks)	2
RNSG 1343	Complex Concepts of Adult Health	3
RNSG 2361	Clinical - Complex Medical Surgical (8 weeks)	3
Credit Hours		12
<b>Fourth Semester</b>		
Humanities Elective (p. 91) <sup>2</sup>		3
RNSG 2331	Advanced Concepts of Adult Health	3
RNSG 2163	Clinical IV (12 weeks)	1
RNSG 2221	Professional Nursing: Leadership and Management	2
RNSG 2363	Clinical V (4 weeks)	3
Credit Hours		12
Total Credit Hours		60

<sup>1</sup> May substitute ENGL 1302 Composition II - Rhetoric.

<sup>2</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

<sup>3</sup> Admission Assessment Exam (A2 test) composite scores of 75% or better in Math, Science and English required prior to registration for RNSG 1209 Introduction to Nursing.

## Associate Degree Nursing Associate of Applied Science - Spring Admission

### TSI LIABLE

Course	Title	Credit Hours
<b>Pre-requisite Semester</b>		
ENGL 1301	Composition I <sup>1,2</sup>	3
BIOL 2401	Anatomy and Physiology I <sup>2</sup>	4
BIOL 2402	Anatomy and Physiology II <sup>2</sup>	4
RNSG 1209	Introduction to Nursing <sup>3</sup>	2
Credit Hours		13
<b>First Semester</b>		
RNSG 1301	Pharmacology	3
RNSG 1513	Foundations for Nursing Practice	5
RNSG 1205	Nursing Skills I	2
RNSG 1262	Clinical I	2
Credit Hours		12
<b>Second Semester</b>		
RNSG 1144	Nursing Skills II	1
RNSG 1341	Common Concepts of Adult Health	3
RNSG 2161	Clinical - Medical/Surgical (8 weeks)	1
RNSG 2213	Mental Health Nursing	2
RNSG 2162	Clinical - Mental Health (8 weeks)	1
PSYC 2301	General Psychology <sup>2</sup>	3
Credit Hours		11
<b>Third Semester</b>		
RNSG 1412	Nursing Care of the Childbearing and Childrearing Family	4

RNSG 2260	Clinical - Pediatrics/ Maternal/Infant (8 weeks)	2
RNSG 1343	Complex Concepts of Adult Health	3
RNSG 2361	Clinical - Complex Medical Surgical (8 weeks)	3
Credit Hours		12
<b>Fourth Semester</b>		
Humanities Elective (p. 91) <sup>2</sup>		3
RNSG 2331	Advanced Concepts of Adult Health	3
RNSG 2163	Clinical IV (12 weeks)	1
RNSG 2221	Professional Nursing: Leadership and Management	2
RNSG 2363	Clinical V (4 weeks)	3
Credit Hours		12
Total Credit Hours		60

- <sup>1</sup> May substitute ENGL 1302 Composition II - Rhetoric.
- <sup>2</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement
- <sup>3</sup> Admission Assessment Exam (A2 test) composite scores of 75% or better in Math, Science and English required prior to registration for RNSG 1209 Introduction to Nursing.

## Associate Degree Nursing LVN/RN Transition Option Associate of Applied Science - Summer Admission

### TSI LIABLE

Designed for the individual who is a licensed vocational nurse and who is interested in pursuing the Registered Nurse degree. Students who complete the LVN program must apply for acceptance to the Associate Degree Nursing program in order to be admitted as a student. Prospective Associate Degree Nursing students must meet all application requirements before being eligible to apply to the program. Meeting the specific application requirements is not a guarantee of program acceptance. This Selective program has a competitive entry selection process based on a competitive point system. A full description of the competitive entry point system is published in the Prospective Student Guide on the Associate Degree Nursing Program website.

Course	Title	Credit Hours
<b>Pre-requisite Semester</b>		
BIOL 2401	Anatomy and Physiology I <sup>1</sup>	4
BIOL 2402	Anatomy and Physiology II <sup>1</sup>	4
ENGL 1301	Composition I <sup>1,2</sup>	3
Vocational Nursing Hours (Electives) <sup>3</sup>		10
Credit Hours		21
<b>First Semester</b>		
RNSG 1417	Concepts of Professional Nursing Practice I for Articulating Students	4
RNSG 1140	Professional Nursing Skills for Articulating Students	1
RNSG 1162	Transition Clinical (8 weeks)	1
RNSG 2213	Mental Health Nursing	2
RNSG 2162	Clinical - Mental Health (8 weeks)	1
PSYC 2301	General Psychology <sup>1</sup>	3
RNSG 1301	Pharmacology	3
Credit Hours		15

### Second Semester

RNSG 2361	Clinical - Complex Medical Surgical	3
RNSG 1412	Nursing Care of the Childbearing and Childrearing Family	4
RNSG 2260	Clinical - Pediatrics/ Maternal/Infant	2
RNSG 1343	Complex Concepts of Adult Health	3
Credit Hours		12
<b>Third Semester</b>		
Humanities Elective (p. 91) <sup>1</sup>		3
RNSG 2331	Advanced Concepts of Adult Health	3
RNSG 2163	Clinical IV (12 weeks)	1
RNSG 2221	Professional Nursing: Leadership and Management	2
RNSG 2363	Clinical V (4 weeks)	3
Credit Hours		12
Total Credit Hours		60

- <sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement
- <sup>2</sup> May substitute ENGL 1302 Composition II - Rhetoric

## <sup>3</sup> Vocational Nursing Hours (Electives)

Upon successful completion of RNSG 1417 Concepts of Professional Nursing Practice I for Articulating Students, RNSG 1140 Professional Nursing Skills for Articulating Students and RNSG 1162 Transition Clinical, an escrow of 10 credit hours will be given for the following courses:

RNSG 1513	Foundations for Nursing Practice	5
RNSG 1205	Nursing Skills I	2
RNSG 1144	Nursing Skills II	1
RNSG 1262	Clinical I	2
Total Credit Hours		10

## Associate Degree Nursing LVN/RN Transition Option Associate of Applied Science - Spring Admission

### TSI LIABLE

Designed for the individual who is a licensed vocational nurse and who is interested in pursuing the Registered Nurse degree. Students who complete the LVN program must apply for acceptance to the Associate Degree Nursing program. Prospective Associate Degree Nursing students must meet all application requirements before being eligible to apply to the program. Meeting the specific application requirements is not a guarantee of program acceptance. This Selective Program has a competitive entry selection process based on a competitive point system. A full description of the competitive entry point system is published in the Prospective Student Guide on the Associate Degree Nursing Program website.

Course	Title	Credit Hours
<b>Pre-requisite Semester</b>		
BIOL 2401	Anatomy and Physiology I <sup>1</sup>	4
BIOL 2402	Anatomy and Physiology II <sup>1</sup>	4
ENGL 1301	Composition I <sup>1,2</sup>	3

Vocational Nursing Hours (Electives) <sup>3</sup>		10
Credit Hours		21
<b>First Semester</b>		
RNSG 1417	Concepts of Professional Nursing Practice I for Articulating Students	4
RNSG 1140	Professional Nursing Skills for Articulating Students	1
RNSG 1162	Transition Clinical (8 weeks)	1
RNSG 2213	Mental Health Nursing	2
RNSG 2162	Clinical - Mental Health (8 weeks)	1
RNSG 1301	Pharmacology	3
PSYC 2301	General Psychology <sup>1</sup>	3
Credit Hours		15
<b>Second Semester</b>		
RNSG 2361	Clinical - Complex Medical Surgical (8 weeks)	3
RNSG 1412	Nursing Care of the Childbearing and Childrearing Family	4
RNSG 2260	Clinical - Pediatrics/ Maternal/Infant (8 weeks)	2
RNSG 1343	Complex Concepts of Adult Health	3
Credit Hours		12
<b>Third Semester</b>		
Humanities Elective (p. 91) <sup>1</sup>		3
RNSG 2331	Advanced Concepts of Adult Health	3
RNSG 2163	Clinical IV (12 weeks)	1
RNSG 2221	Professional Nursing: Leadership and Management	2
RNSG 2363	Clinical V (4 weeks)	3
Credit Hours		12
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

<sup>2</sup> May substitute ENGL 1302 Composition II - Rhetoric

### **<sup>3</sup> Vocational Nursing Hours (Electives)**

Upon successful completion of RNSG 1417 Concepts of Professional Nursing Practice I for Articulating Students, RNSG 1140 Professional Nursing Skills for Articulating Students and RNSG 1162 Transition Clinical, an escrow of 10 credit hours will be given for the following courses:

RNSG 1513	Foundations for Nursing Practice	5
RNSG 1205	Nursing Skills I	2
RNSG 1144	Nursing Skills II	1
RNSG 1262	Clinical I	2
Total Credit Hours		10

## **Associate Degree Nursing EMT Paramedic to RN Track Associate of Applied Science - Fall Admission**

TSI LIABLE

Designed for the individual who is a licensed Emergency Medical Technology (formally Paramedic) under either Texas or National Registry, and who is interested in pursuing the Registered Nurse degree. Students who complete the EMT-Paramedic program must apply for acceptance to the Associate Degree Nursing program.

**Prospective Associate Degree Nursing students must meet all application requirements before being eligible to apply to the program. Meeting the specific application requirements is not a guarantee of program acceptance. This Selective Program has a competitive entry selection process based on a competitive point system. A full description of the competitive entry point system is published in the Prospective Student Guide on the Associate Degree Nursing Program website.**

Course	Title	Credit Hours
<b>Pre-requisite Semester</b>		
BIOL 2401	Anatomy and Physiology I <sup>1</sup>	4
BIOL 2402	Anatomy and Physiology II <sup>1</sup>	4
ENGL 1301	Composition I <sup>1,2</sup>	3
Paramedic Nursing Hours (Electives) <sup>3</sup>		10
Credit Hours		21
<b>First Semester</b>		
RNSG 1417	Concepts of Professional Nursing Practice I for Articulating Students	4
RNSG 1140	Professional Nursing Skills for Articulating Students	1
RNSG 1162	Transition Clinical (8 weeks)	1
RNSG 2213	Mental Health Nursing	2
RNSG 1301	Pharmacology	3
PSYC 2301	General Psychology <sup>1</sup>	3
RNSG 2162	Clinical - Mental Health (8 weeks)	1
Credit Hours		15
<b>Second Semester</b>		
RNSG 1412	Nursing Care of the Childbearing and Childrearing Family	4
RNSG 2260	Clinical - Pediatrics/ Maternal/Infant (8 weeks)	2
RNSG 2361	Clinical - Complex Medical Surgical (8 weeks)	3
RNSG 1343	Complex Concepts of Adult Health	3
Credit Hours		12
<b>Third Semester</b>		
Humanities Elective (p. 91) <sup>1</sup>		3
RNSG 2331	Advanced Concepts of Adult Health	3
RNSG 2163	Clinical IV (12 weeks)	1
RNSG 2221	Professional Nursing: Leadership and Management	2
RNSG 2363	Clinical V (4 weeks)	3
Credit Hours		12
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

<sup>2</sup> May substitute ENGL 1302 Composition II - Rhetoric.

### **<sup>3</sup> Paramedic Nursing Hours (Electives)**

Upon successful completion of RNSG 1417 Concepts of Professional Nursing Practice I for Articulating Students, RNSG 1140 Professional Nursing Skills for Articulating Students and RNSG 1162 Transition Clinical, an escrow of 10 credit hours will be given for the following courses:

RNSG 1513	Foundations for Nursing Practice	5
RNSG 1205	Nursing Skills I	2
RNSG 1144	Nursing Skills II	1

RNSG 1262	Clinical I	2
Total Credit Hours		10



# Diagnostic Imaging

This Selective Program has a competitive entry selection process based on a competitive point system. Application requirements are included in the description below.

## Radiologic Technology

### Associate of Applied Science

Radiologic technologists are health care professionals who perform diagnostic imaging procedures utilizing ionizing radiation, such as x-ray examinations, fluoroscopic studies, and portable radiography. They are responsible for accurately positioning patients and ensuring that quality diagnostic images are produced. They work closely with radiologists, the physicians who interpret medical images to either diagnose or rule out disease or injury.

The Associate of Applied Science Degree in Radiologic Technology at South Texas College is an approved program by the Southern Association of Colleges and Schools Accreditation Guidelines. The program provides educational and clinical experience that result in extensive knowledge in patient care, radiographic procedures, examination techniques, equipment operation, radiation protection, and image production and evaluation. Throughout the clinical and practicum aspects of the program, students will train in various medical facilities with experienced radiologic technologists.

Students are trained for employment as entry-level radiologic technologists in hospitals, outpatient imaging centers, mobile imaging services, and additional medical facilities. Upon successful completion of the program, students will receive an Associate of Applied Science degree in Radiologic Technology. Graduates are also eligible to sit for the national certification examination for Radiologic Technology administered by the American Registry of Radiologic Technologists (ARRT). Successful completion of this exam results in the designation of the title as a Registered Technologist in Radiography, or R.T. (R) (ARRT). The state of Texas also requires that individuals approved to sit for the national certification examination also apply for state licensure before being allowed to practice in this state.

## Program Admission Requirements

All applicants must:

- A. Participate in the required Radiologic Technology Program Student Information Session at the Nursing & Allied Health Campus. For the session schedule, access the information online at <http://nah.southtexascollege.edu/rad>.
- B. Meet general admission requirements to South Texas College.
- C. Be admitted to the college as a high school graduate or GED equivalent.
- D. Meet TSI College Readiness Standards, or meet TSI exemption standards.
- E. Complete the ACT exam including the writing component. Achieve an ACT composite of 19 or above and a minimum of 16 in all individual areas (English, Math, Reading, and Science). ACT Writing score must be a 6 or above. Scores must be current within the last 5 years. ACT exemptions are not permitted.
- F. Complete all prerequisite courses with a minimum grade of "B" as listed in the Radiologic Technology Program degree plan. **BIOL 2401** Anatomy and Physiology I and Mathematics Elective courses must be

current within the last 5 years. **RADR 1309** Introduction to Radiography and Patient Care must be current within 2 years from the application date. ACT exam scores are required prior to registration to RADR 1309. No minimum score is required for entry in this course.

- G. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses listed in the Radiologic Technology degree plan. This includes courses completed through South Texas College and transfer courses.
- H. Be 18 years of age or older.
- I. Pass a criminal background check, 10-panel drug screen through approved providers, and complete all required immunizations including Hepatitis B series. Students with criminal histories must provide proof of certification eligibility from the American Registry of Radiologic Technologists (ARRT) prior to application. For more information contact the Diagnostic Imaging Department at 956-872-3049.
- J. Meet Technical Standards as stated by the Radiologic Technology Program.
- K. Satisfy healthcare agency requirements prior to clinical practice.
- L. Submit a completed Program application by stated deadline. For more information contact the Diagnostic Imaging Department at 956-872-3049 or access the information online at <http://nah.southtexascollege.edu/rad>.

## Competitive Entry Selection Process

Admission to the Radiologic Technology Program is based on a point system score comprised of GPA of RADT Program prerequisite and general education courses, ACT Exam scores, and optional points which may be obtained from items listed on the Application Form (for example, completion of CSFH 0101 College Success for Healthcare and HITT 1305 Medical Terminology I courses). Qualified applicants are numerically ranked from highest to lowest total application points. Due to program size limitations, a number of applicants who meet the program admission requirements may not be admitted to the program. Selection of students is made one time a year during the summer. The deadline for applying to the Radiologic Technology Program is the last Friday in May of the current year. For specific information on the point system utilized for candidate selection, please contact the Diagnostic Imaging Department at 956-872-3049 or access the information online at <http://nah.southtexascollege.edu/rad>.

A new applicant pool is established for each admission period. Applicants who were not admitted for the current application period must re-apply to be considered for a later application period.

NOTE: Please see program webpage for additional information regarding the application process at <http://nah.southtexascollege.edu/rad>.

## Graduation Requirements

To earn an Associate of Applied Science in the Radiologic Technology Program, students must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C" in didactic courses and minimum grade of "B" in the clinical/practicum courses. Students must also pass the written and practicum examinations as required in the final Capstone courses.

## \*Diagnostic Medical Sonography

### Associate of Applied Science

Diagnostic medical sonographers are health care professionals who perform diagnostic imaging procedures with the use of high frequency sound waves (ultrasound) to produce dynamic visual images of organs, tissues, or blood flow inside the body. This type of procedure is often referred to as a sonogram or ultrasound scan. Diagnostic medical sonographers work closely with radiologists, the physicians who interpret medical images to either diagnose or rule out disease or injury. Sonography is a radiation-free imaging modality that has many applications in the diagnosis and treatment of medical conditions in the abdomen, obstetrics, heart, vascular system, and various superficial structures.

The Associate of Applied Science Degree in Diagnostic Medical Sonography at South Texas College provides educational and clinical experience that result in extensive knowledge in ultrasound physics and instrumentation, use of Doppler imaging, cross-sectional anatomy and pathophysiology in the abdomen, pelvis, obstetrics, gynecology, and superficial structures. Throughout the clinical and practicum aspects of the program, students will train in various medical facilities with experienced sonographers.

Upon successful completion of the program, students will receive an Associate of Applied Science degree in Diagnostic Medical Sonography. Graduates will also be competent to challenge the abdomen and obstetrics specialty examinations, which are two of the various specialties offered by the American Registry for Diagnostic Medical Sonography (ARDMS) national examination.

### Program Admission Requirements

All applicants must:

1. Participate in the required Diagnostic Medical Sonography Program Student Information Session at the Nursing & Allied Health Campus. For the session schedule, access the information online at <http://nah.southtexascollege.edu/sono>.
2. Meet general admission requirements to South Texas College.
3. Be admitted to the college as a high school graduate or GED equivalent.
4. Meet TSI College Readiness Standards, or meet TSI exemption standards.
5. Complete the ACT exam including the writing component. Achieve an ACT composite of 19 or above and a minimum of 16 in all individual areas (English, Math, Reading, and Science). ACT Writing score must be a 6 or above. Scores must be current within the last 5 years. ACT exemptions are not permitted.
6. Complete all prerequisite courses with a minimum grade of "B" as listed in the Diagnostic Medical Sonography degree plan. BIOL 2401 and BIOL 2402 courses must be current within the last 5 years. DMSO 1210 must be current within 2 years from the application date. ACT exam scores are required prior to registration to DMSO 1210. No minimum score is required for entry in this course.
7. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses listed in the Diagnostic Medical Sonography degree plan. This includes courses completed through South Texas College and transfer courses.
8. Pass a criminal background check, 10-panel drug screen through approved providers,

and complete all required immunizations including Hepatitis B series. Students with criminal histories must provide proof of compliance from the American Registry for Diagnostic Medical Sonography (ARDMS) prior to application. For more information contact the Diagnostic Imaging Department at 956-872-3049.

9. Meet technical standards as stated by the Diagnostic Medical Sonography Program.
10. Satisfy healthcare agency requirements prior to clinical practice.
11. Submit a completed Program application by stated deadline. For more information contact the Diagnostic Imaging Department at 956-872-3049 or access the information online at <http://nah.southtexascollege.edu/sono>.

### Competitive Entry Selection Process

Admission to the Diagnostic Medical Sonography Program is based on a point system score comprised of GPA of DMS Program prerequisite and general education courses, ACT Exam scores, and optional points which may be obtained from items listed on the Application Form (for example, completion of CSFH 0101 College Success for Healthcare and HITT 1305 Medical Terminology I courses). Qualified applicants are numerically ranked from highest to lowest total application points. Due to program size limitations, a number of applicants who meet the program admission requirements may not be admitted to the program. Selection of students is made one time a year during the fall. The deadline for applying to the Diagnostic Medical Sonography Program is the first Friday in September of the current year. For specific information on the point system utilized for candidate selection, please contact the Diagnostic Imaging Department at 956-872-3049 or access the information online at <http://nah.southtexascollege.edu/sono>.

A new applicant pool is established for each admission period. Applicants who were not admitted for the current application period must re-apply to be considered for a later application period.

NOTE: Please see program webpage for additional information regarding the application process at <http://nah.southtexascollege.edu/sono>.

### Graduation Requirements

To earn an Associate of Applied Science in the Diagnostic Medical Sonography Program, students must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C" in didactic courses and minimum grade of "B" in the clinical/practicum courses. Students must also pass the written examinations as required in the final Capstone course.

**\*Award pending approval from SACSCOC and Department of Education.**

### Diagnostic Medical Sonography Advanced Technical Certificate

Diagnostic medical sonographers are health care professionals who perform diagnostic imaging procedures with the use of high frequency sound waves (ultrasound) to produce dynamic visual images of organs, tissues, or blood flow inside the body. This type of procedure is often referred to as a sonogram or ultrasound scan. Diagnostic medical sonographers work closely with radiologists, the physicians who interpret medical images to either diagnose or rule out disease or injury. Sonography is a radiation-free

imaging modality that has many applications in the diagnosis and treatment of medical conditions in the abdomen, obstetrics, heart, vascular system, and various superficial structures.

The Diagnostic Medical Sonography Advanced Technical Certificate at South Texas College is an approved program by the Southern Association of Colleges and Schools Accreditation Guidelines. The program provides educational and clinical experience that result in extensive knowledge in ultrasound physics and instrumentation, use of Doppler imaging, cross-sectional anatomy and pathophysiology in the abdomen, pelvis, obstetrics, gynecology, and superficial structures. Throughout the clinical and practicum aspects of the program, students will train in various medical facilities with experienced sonographers.

Upon successful completion of the program, students will receive an Advanced Technical Certificate in Diagnostic Medical Sonography. Students will also be competent to challenge the abdomen and obstetrics specialty examinations, which are two of the various specialties offered by the American Registry for Diagnostic Medical Sonography (ARDMS) national examination.

Application to the Diagnostic Medical Sonography Program requires a minimum of an associate degree in a nursing or allied health profession that is patient care related. A bachelor degree and higher in a related field may be accepted if the degree meets the requirements of the program. All degrees will be reviewed on a case-by-case basis.

## Program Admission Requirements

All applicants must:

- A. Participate in the required Diagnostic Medical Sonography Program Student Information Session at the Nursing & Allied Health Campus. For the session schedule, access the information online at <http://nah.southtexascollege.edu/sono>.
- B. Meet general admission requirements to South Texas College.
- C. Be admitted to the college as a high school graduate or GED equivalent.
- D. Meet TSI College Readiness Standards, or meet TSI exemption standards.
- E. Complete all required course work prior to application to include Anatomy & Physiology I or equivalent, Math elective, and Communication Skills: Composition, English or Speech courses.
- F. Hold a minimum of an associate degree in a nursing or allied health profession that is patient care related. A bachelor degree and higher in a related field may be accepted if the degree meets the requirements of the program. All degrees will be reviewed on a case-by-case basis.
- G. Pass a criminal background check, 10-panel drug screen through approved providers, and complete all required immunizations including Hepatitis B series. Students with criminal histories must provide proof of compliance from the American Registry for Diagnostic Medical Sonography (ARDMS) prior to application. For more information contact the Diagnostic Imaging Department at 956-872-3049.
- H. Meet technical standards as stated by the Diagnostic Medical Sonography Program.
- I. Satisfy healthcare agency requirements prior to clinical practice.
- J. Submit a completed Program application by the stated deadline. For more information contact the Diagnostic Imaging Department at

956-872-3049 or access the information online at <http://nah.southtexascollege.edu/sono>.

## Competitive Entry Selection Process

Admission to the Diagnostic Medical Sonography Program is based on a point system score comprised of required course work, level of degree, and optional points which may be obtained from items listed on the Application Form (for example, additional points for STC graduates from selective nursing & allied health programs, etc.). Qualified applicants are numerically ranked from highest to lowest total application points. Due to program size limitations, a number of applicants who meet the program admission requirements may not be admitted to the program. Selection of students is made one time a year during the fall. The deadline for applying to the Diagnostic Medical Sonography Program is the first Friday in September of the current year. For specific information on the point system utilized for candidate selection, please contact the Diagnostic Imaging Department at 956-872-3049 or access the information online at <http://nah.southtexascollege.edu/sono>.

A new applicant pool is established for each admission period. Applicants who were not admitted for the current application period must re-apply to be considered for a later application period.

NOTE: Please see program webpage for additional information regarding the application process at <http://nah.southtexascollege.edu/sono>.

## Graduation Requirements

To earn an Advanced Technical Certificate in the Diagnostic Medical Sonography Program, students must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C" in didactic courses and minimum grade of "B" in the clinical/practicum courses. Students must also pass the written examinations as required in the final Capstone course.

NOTE: Please see program webpage for additional information regarding admission the application process at <http://nah.southtexascollege.edu/sono>.

## Advisory Committee Members

Joe Martinez, BS, RT(R), Director of Radiology, Rio Grande Regional Hospital  
Kathleen Levy, ARRT(R)(N), Director of Radiology, McAllen Medical Center and McAllen Heart Hospital  
Robert D. Gonzalez, RT(R), RDMS, RVT, Radiology Coordinator, McAllen Heart Hospital  
Juan Aguirre, RT(R), Staff Technologist, McAllen Medical Center  
Ralph Martinez, RT(R), BSN, Director of Radiology, Mission Regional Medical Center  
Juan Medina, RT(R), Supervisor of Radiology, Mission Regional Medical Center  
Laurence Weinreich, MA, CRA, RT(R), Director of Radiology, Edinburg Regional Medical Center and Children's Hospital  
Sandra Yanez, RT(R), Assistant Director of Radiology, Doctors Hospital at Renaissance  
Maribel Tharp, RT(R)(M), Radiology Manager, Doctors Hospital at Renaissance

- Radiologic Technology Associate of Applied Science (p. 213)
- Diagnostic Medical Sonography Associate of Applied Science (p. 213)

- Diagnostic Medical Sonography Advanced Technical Certificate (p. 213)

## Radiologic Technology Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>Pre-requisite Semester</b>		
RADR 1309	Introduction to Radiography and Patient Care <sup>2</sup>	3
BIOL 2401	Anatomy and Physiology I <sup>1</sup>	4
Math Elective (p. 92) <sup>1</sup>		3
ENGL 1301	Composition I <sup>1</sup>	3
Credit Hours		13
<b>First Semester</b>		
BIOL 2402	Anatomy and Physiology II	4
RADR 1311	Basic Radiographic Procedures	3
RADR 1213	Principles of Radiographic Imaging I	2
RADR 1360	Clinical	3
Credit Hours		12
<b>Second Semester</b>		
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
RADR 2301	Intermediate Radiographic Procedures	3
RADR 2205	Principles of Radiographic Imaging II	2
RADR 1366	Practicum I	3
Credit Hours		11
<b>Third Semester</b>		
RADR 1267	Practicum II	2
Credit Hours		2
<b>Fourth Semester</b>		
RADR 2431	Advanced Radiographic Procedures	4
RADR 2309	Radiographic Imaging Equipment	3
RADR 2366	Practicum III	3
Credit Hours		10
<b>Fifth Semester</b>		
Humanities Elective (p. 91) <sup>1</sup>		3
RADR 2117	Radiographic Pathology	1
RADR 2213	Radiation Biology and Protection	2
RADR 2367	Practicum IV	3
Credit Hours		9
<b>Sixth Semester</b>		
RADR 2235	CAPSTONE: Radiologic Technology Seminar	2
RADR 2166	Capstone: Practicum V	1
Credit Hours		3
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement.

<sup>2</sup> ACT exam scores are required prior to registration for RADR 1309 Introduction to Radiography and Patient Care.

## \*Diagnostic Medical Sonography Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>Pre-requisites</b>		
DMSO 1210	Introduction to Sonography <sup>1</sup>	2
BIOL 2401	Anatomy and Physiology I <sup>2</sup>	4

BIOL 2402	Anatomy and Physiology II <sup>2</sup>	4
ENGL 1301	Composition I <sup>2</sup>	3
Credit Hours		13
<b>First Year</b>		
<b>Spring</b>		
DMSO 1460	Clinical	4
DMSO 1302	Basic Ultrasound Physics	3
DMSO 1441	Abdominopelvic Sonography	4
DMSO 2405	Sonography of Obstetrics/Gynecology	4
Credit Hours		15
<b>Summer Session I</b>		
Social and Behavioral Sciences Elective (p. 92) <sup>2</sup>		3
DMSO 1166	Practicum I	1
DMSO 2351	Doppler Physics	3
Credit Hours		7
<b>Summer Session II</b>		
Humanities Elective (p. 91) <sup>2</sup>		3
DMSO 1167	Practicum II	1
DMSO 2353	Sonography of Superficial Structures	3
Credit Hours		7
<b>Second Year</b>		
<b>Fall</b>		
DMSO 2366	Practicum III	3
DMSO 1342	Intermediate Ultrasound Physics	3
DMSO 2342	Sonography of High Risk Obstetrics	3
DMSO 2441	Sonography of Abdominopelvic Pathology	4
Credit Hours		13
<b>Spring</b>		
DMSO 2367	Practicum IV	3
DMSO 2230	Capstone: Advanced Ultrasound and Review	2
Credit Hours		5
Total Credit Hours		60

<sup>1</sup> ACT exam scores are required prior to registration to DMSO 1210 Introduction to Sonography.

<sup>2</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement.

\*Award pending approval from SACSCOC and Department of Education.

## Diagnostic Medical Sonography Advanced Technical Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Diagnostic-Medical-Sonography/index.html>)

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
DMSO 1210	Introduction to Sonography <sup>1</sup>	2
DMSO 1460	Clinical	4
DMSO 1302	Basic Ultrasound Physics	3
DMSO 1441	Abdominopelvic Sonography	4
DMSO 2405	Sonography of Obstetrics/Gynecology	4
Credit Hours		17
<b>Second Semester</b>		
DMSO 1166	Practicum I	1
DMSO 2351	Doppler Physics	3
Credit Hours		4

**Third Semester**

DMSO 1167	Practicum II	1
DMSO 2353	Sonography of Superficial Structures	3
Credit Hours		4

**Fourth Semester**

DMSO 2366	Practicum III	3
DMSO 1342	Intermediate Ultrasound Physics	3
DMSO 2342	Sonography of High Risk Obstetrics	3
DMSO 2441	Sonography of Abdominopelvic Pathology	4
Credit Hours		13

**Fifth Semester**

DMSO 2367	Practicum IV	3
DMSO 2230	Capstone: Advanced Ultrasound and Review	2
Credit Hours		5
Total Credit Hours		43

<sup>1</sup> ACT exam scores are required prior to registration to DMSO 1210 Introduction to Sonography.

# Occupational Therapy Assistant

This Selective Program has a competitive entry selection process based on a competitive point system. Application requirements are included in the description below.

## Associate of Applied Science

The Occupational Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200 Bethesda, MD 20814-3449. AOTA's phone number is 301-652-2682. Visit them online at: <http://www.aota.org/Education-Careers/Accreditation.aspx>.

Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). This two-year program prepares individuals for careers as Certified Occupational Therapy Assistants (COTA). In Texas, the COTA must obtain state licensure to practice under the supervision of a registered Occupational Therapist (OTR). This program has a Competitive Entry selection process based on a competitive point system.

The mandate of the profession is to assist patients to develop life skills by providing services with the ultimate goal of increasing their performance and participation in desired daily occupations. The recipients of therapy are those who have encountered problems that interfere with their ability to function in any stage of their development. The scope of services includes physical, cognitive, and psychological and psychosocial disorders.

Occupational Therapy Assistants typically are employed in clinical or community settings working in out-patient clinics, in-patient rehabilitation centers, public schools, and/or patients' homes. Supervision by an Occupational Therapist is required for practice in Texas.

A felony conviction may affect a graduate's ability to sit for the NBCOT certification or to attain state licensure. The Fieldwork Level II capstone courses listed in the fifth semester must be completed within eighteen (18) months after the end of the academic/technical courses.

## Application Requirements

All applicants must:

- Participate in the required Prospective Student Information session. For the session schedule, access the information online at <http://nah.southtexascollege.edu/ota/index.html> or contact the Occupational Therapy Program at 956-872-3161 or 956-872-3035.
- Be admitted to the college as a high school graduate or GED equivalent
- Meet TSI College Readiness Standards, or meet TSI exemption standards.
- Complete all prerequisite courses with a minimum of "B" as listed in the Occupational Therapy Assistant Program Degree plan. BIOL 2401 Anatomy and Physiology I must be completed within the past five years and OTHA 1305 Principles of Occupational Therapy must be completed within the past two years.

OTHA 1305 Principles of Occupational Therapy is offered in a Hybrid course format.

- Complete the ACT Exam including the Writing component. Achieve an ACT composite of 19 or above and a minimum of 16 in all individual areas (English, Math, Reading, and Science). ACT Writing score must be a 6 or above. Scores must be current within the last 5 years. ACT Exemptions are not permitted.
- Earn a minimum grade of "B" in "Principles of Occupational Therapy" course within the last two years.
- Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses, including transfer courses, and those completed at STC.
- Pass a criminal background check, 10-panel drug screen through approved providers, and complete all required immunizations including Hepatitis B series. Students with criminal histories must provide proof of licensure eligibility from the Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE). This process may take up to 6 months to complete. For more information contact the NAH Clinical Affairs Specialist at 956-872-3022.
- Submit Documentation of Experience Forms as evidence of a minimum of twenty-five (25) hours of volunteer or work experience under the supervision of a COTA or OTR in two different settings, for a total of fifty (50) hours. One experience should be completed in an inpatient setting (hospital or nursing facility), and the other should be completed in a different type of setting such as an outpatient clinic or pediatric center. Home Health hours are not accepted. Therapists who supervise volunteer experiences cannot be a relative or personal friend of the student applicant.
- Meet Technical Standards as stated by the Occupational Therapy Assistant Program.
- Submit a completed Program application by stated deadline. For more information contact Occupational Therapy Assistant Program at 956-872-3161 or 956-872-3035 or access the information online at <http://nah.southtexascollege.edu>.

## Competitive Entry Selection Process

The OTA Program selection process is based on a Point System evaluation. Points are awarded for the following selection criteria: GPA of OTA Program prerequisite and general education courses, ACT scores, volunteer/experience forms, interview scores, and other optional items listed on the Application Form (for example, completion of CSFH 0101 College Success for Healthcare course with a B or better, etc.). Qualified applicants are numerically ranked based on the number of acceptance points earned, and are either accepted, placed on an alternate list, or not accepted. Due to program size limitations, a number of applicants who meet the additional program application requirements may not be admitted to the program. The typical number of new positions available on an annual basis is 20; the final number is dependent upon available resources. Should any of the accepted applicants decline admission, an alternate may be offered acceptance to the program. In the case of tied applicants, finalists will be chosen based on

- previous alternate status
- date of application

A new applicant pool is established for each admission period. Applicants who are not admitted



for the current application period must re-apply to be considered for a later application period.

## Program Application

OTA Program applications are available annually from the OTA Program Department. The deadline for submission is the second Wednesday in July of the current year. Selection of students is made one time a year during the summer. Newly selected students attend program orientation in the summer and begin program classes in the fall semester.

*NOTE: Please see program web page for additional information regarding the application process at <http://nah.southtexascollege.edu/>.*

## Graduation Requirements

To earn an Associate of Applied Science Degree from 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 Members

Velma Esparza, OTR, McAllen  
 Jennifer Ybarra, OTR, Edinburg  
 Adina Santillan, COTA, San Juan  
 Iris Dovalina, COTA, Mission  
 Luis Martinez, OTR, Palmhurst  
 Hermelinda Garcia, COTA Edinburg  
 Amanda Delgado, COTA McAllen  
 Hortencia Trejo, COTA San Benito  
 Jesse Rodriguez, OTR McAllen

## Occupational Therapy Assistant Associate of Applied Science

Students interested in this program must complete the pre-requisite courses prior to applying for admission. Any of the other general education courses may also be taken before applying for admission into the program. Grades made in these courses will be computed using a "point system" for the student selection process.

### TSI LIABLE

Course	Title	Credit Hours
<b>Pre-requisites</b>		
Humanities Elective (p. 91) <sup>1</sup>		3
Select one of the following:		
HUMA 1301	Introduction to Humanities I - Western	
PHIL 1301	Introduction to Philosophy	
PHIL 2303	Introduction to Logic	
PHIL 2306	Introduction to Ethics	
PSYC 2314	Lifespan Growth and Development <sup>1</sup>	3
BIOL 2401	Anatomy and Physiology I <sup>1</sup>	4
SPCH 1318	Interpersonal Communications <sup>1</sup>	3
ENGL 1301	Composition I <sup>1</sup>	3
OTHA 1305	Principles of Occupational Therapy	3
Credit Hours		19
<b>First Semester</b>		
OTHA 1409	Human Structure and Function in Occupational Therapy	4
OTHA 1415	Therapeutic Use of Occupations or Activities I	4
OTHA 1341	Occupational Performance from Birth to Adolescence	3
Credit Hours		11

### Second Semester

OTHA 1349	Occupational Performance of Adulthood	3
OTHA 1419	Therapeutic Interventions I	4
OTHA 2335	Health Care Management in Occupational Therapy	3
Credit Hours		10

### Third Semester

OTHA 2201	Pathophysiology in Occupational Therapy	2
Credit Hours		2

### Fourth Semester

OTHA 1253	Occupational Performance for Elders	2
OTHA 2405	Therapeutic Interventions II	4
OTHA 2160	Clinical -Occupational Therapy Assistant	1
OTHA 2209	Mental Health In Occupational Therapy	2
Credit Hours		9

### Fifth Semester

OTHA 2366	CAPSTONE: Practicum-OTA (A)	3
OTHA 2367	CAPSTONE: Practicum-OTA (B)	3
OTHA 2330	Workplace Skills for the OTA	3
Credit Hours		9
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

Students must complete all CAPSTONE coursework with a passing grade to be eligible for graduation from the OTA program.



# Physical Therapist Assistant

**This Selective Program has a competitive entry selection process based on a competitive point system. Application requirements are included in the description below.**

## Associate of Applied Science

Physical Therapist Assistants, or PTA's, are skilled health care providers who work under the supervision of a physical therapist. PTAs assist the physical therapist in implementing treatment programs to help restore or improve function, relieve pain, encourage independence, and educate patients and their families.

PTAs work in settings such as hospitals, nursing homes, outpatient clinics, home health, schools, sports facilities, and more. Patients/clients treated in physical therapy range from newborns to the elderly and sample diagnoses include athletic injuries, back/neck problems, strokes, spinal cord injuries, cerebral palsy, arthritis, and post-surgical conditions such as total joint replacements.

Care provided by a PTA may include:

- teaching patients/clients exercises to increase movement and flexibility
- helping increase a patient's/client's balance, strength and coordination
- providing training for activities such as walking with crutches, canes, or walkers
- use of physical agents and electrotherapy such as ultrasound and electrical stimulation

The Physical Therapist Assistant Program at South Texas College is accredited by:

Commission on Accreditation in Physical Therapy Education  
1111 North Fairfax Street  
Alexandria, VA 22314  
Telephone: 703-706-3245  
Email: [accreditation@apta.org](mailto:accreditation@apta.org)  
Website: <http://www.captionline.org>

If needing to contact the program/institution directly, please call 956-872-3152 or email [dianah@southtexascollege.edu](mailto:dianah@southtexascollege.edu).

## Application Requirements

All applicants must:

- Participate in the required Prospective Student Information session. For the session schedule, access the information online at <http://nah.southtexascollege.edu/pta/index> or contact the Physical Therapist Assistant Program at 956-872-3161.
- Be admitted to the college as a high school graduate or GED equivalent
- Meet TSI College Readiness Standards, or meet TSI exemption standards.
- Complete all prerequisite courses with a minimum grade of "B" as listed in the Physical Therapist Assistant Program degree plan. BIOL 2401 Anatomy and Physiology I must be completed within the past five years and PTHA 1409 Introduction to Physical Therapy must be completed within the past two years
- Complete the HESI A2 (Admissions Assessment) Exam as follows: Achieve an English Language Composite Score of 75% or higher, a Science (Anatomy & Physiology) Score of 75% or higher, and a Math Score of 75% or higher. Scores must be current within the last 2 years. HESI A2 Exemptions are not permitted.
- Earn a minimum grade of "B" in "Introduction to Physical Therapy" course within the last two years. Required HESI A2 English Language Composite, Science, and Math test scores are needed to register for this course.
- Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses, including transfer courses, and those completed at STC.
- Pass a criminal background check, 10-panel drug screen through approved providers, and complete all required immunizations including Hepatitis B series. Students with criminal histories must provide proof of licensure eligibility from the Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE) [www.southtexascollege.edu/go/pta-chel](http://www.southtexascollege.edu/go/pta-chel). This process may take up to 6 months to complete. For more information contact the NAH Clinical Affairs Specialist at 872-3022.
- Submit Documentation of Experience Forms as evidence of a minimum of twenty-five (25) hours of volunteer or work experience under the supervision of a PT or PTA in two different settings, for a total of fifty (50) hours. One experience should be completed in an inpatient setting (hospital or nursing facility), and the other should be completed in a different type of setting such as an outpatient clinic or pediatric center. Home Health hours are not accepted. Therapists who supervise volunteer experiences cannot be a relative or personal friend of the student applicant.
- Meet Technical Standards as stated by the Physical Therapist Assistant Program.
- Submit a completed Program application by stated deadline. For more information contact the Physical Therapist Assistant Program at 872-3161 or access the information online at <http://nah.southtexascollege.edu/pta/index>.

## Competitive Entry Selection Process

The PTA Program selection process is based on a Point System evaluation. Points are awarded for the following selection criteria: GPA of PTA Program prerequisite and general education courses, HESI A2 Exam scores, volunteer/experience forms, interview/activity scores, and optional points which may be obtained from items listed on the Application Form (for example, completion of CSFH 0101 College Success for Healthcare course with a B or better, etc.). Qualified applicants are numerically ranked based on the number of acceptance points earned, and are either accepted, placed on an alternate list, or not accepted. Due to program size limitations, a number of applicants who meet the additional program application requirements may not be admitted to the program. The typical number of new positions available on an annual basis is 20; the final number is dependent upon available resources. Should any of the accepted applicants decline admission, an alternate will be offered acceptance to the program. In the case of tied applicants, finalists will be chosen based on the date of application.

A new applicant pool is established for each admission period. Applicants who are not admitted for the current application period must re-apply to be considered for a later application period. PTA Program applications are available annually from the PTA Program Department. The window for submission of completed applications opens on the second Wednesday of June and closes on the second Wednesday of July of the current year. Selection of students is made one time a year during the summer. Newly selected students

attend mandatory Program Prep Sessions and Orientation programming in the summer and begin program classes in the fall semester.

## Graduation Requirements

To earn an Associate of Applied Science Degree as a Physical Therapist Assistant, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C." Students must achieve a minimum written exam average of 75 percent, a minimum laboratory exam average of 75 percent (for courses with labs) and a minimum overall course score of 75 percent to pass all PTA courses. Students must also pass the Level II Exit Exam with 75 percent as a requirement of the final Capstone course.

## Licensure of Persons with History of Criminal Conviction / Substance Abuse

- According to the Texas Board of Physical Therapy Examiners PT Rules 343.5 the Board may deny a license to or discipline an applicant/respondent who has been found to have a history of substance abuse.
- According to the Texas Board of Physical Therapy Examiners PT Rules 343.9 the Board may revoke or suspend an existing valid license, disqualify a person from receiving or renewing a license or deny to a person the opportunity to be examined for a license because of a person's conviction of a felony or misdemeanor if the crime directly relates to the practice of physical therapy.

Additional information regarding rules governing licensure may be found in the complete Physical Therapy rules located on the Executive Council of Physical Therapy and Occupational Therapy (<http://www.ptot.texas.gov/>) website.

\*STC Board Policy (#3337) applies to all students participating in a Nursing or Allied Health Program clinical course. This policy requires all students to pass a criminal background check and drug screening prior to enrolling in a clinical course. This policy is being implemented to ensure uniform compliance with health care agency and state licensing regulations. Students having questions about this rule should see the Clinical Affairs Specialists, the PTA Program Chair or the Dean of Nursing and Allied Health Division. All consultations are confidential.

## Advisory Committee Members

Bertha Puig, PT (Committee Chair), Puig Physical Therapy  
 Javier Rocha, PT, Solara Hospital McAllen  
 Robert Puig, DPT, Puig Rehabilitation  
 Rick Moroles, PTA, Grand Terrace Nursing & Rehab  
 Marisa Longoria, PTA, Windsor Rehab  
 Norma Castro, PTA, Partners in Rehab, LLC  
 Denise Ramos, PT, DPT, Doctors Hospital at Renaissance  
 Melanie Watson, PT, MPT, C/NDT, Milestones Therapeutic Associates  
 Michael Auer, PT, DPT, C/NDT, Doctors Hospital at Renaissance

## Physical Therapist Assistant Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>Pre-requisite Semester (Summer Session I)</b>		
BIOL 2401	Anatomy and Physiology I <sup>1</sup>	4

ENGL 1301	Composition I <sup>1</sup>	3
PTHA 1409	Introduction to Physical Therapy	4
Credit Hours		11
<b>First Semester (Fall)</b>		
BIOL 2402	Anatomy and Physiology II <sup>1</sup>	4
PTHA 1405	Basic Patient Care Skills	4
PTHA 1413	Functional Anatomy	4
PTHA 2201	Essentials of Data Collection	2
Credit Hours		14
<b>Second Semester (Spring)</b>		
PSYC 2314	Lifespan Growth and Development <sup>1</sup>	3
PTHA 1321	Pathophysiology for the PTA	3
PTHA 1531	Physical Agents	5
PTHA 2509	Therapeutic Exercise	5
Credit Hours		16
<b>Third Semester (Summer Session)</b>		
PTHA 1266	Practicum I	2
PTHA 2205	Neurology	2
Credit Hours		4
<b>Fourth Semester (Fall)</b>		
PTHA 2431	Management of Neurological Disorders	4
PTHA 2435	Rehabilitation Techniques	4
Humanities Elective (p. 91) <sup>1</sup>		3
Select one of the following:		
HUMA 1301	Introduction to Humanities I - Western	
PHIL 1301	Introduction to Philosophy	
PHIL 2303	Introduction to Logic	
PHIL 2306	Introduction to Ethics	
Credit Hours		11
<b>Fifth Semester (Spring)</b>		
PTHA 2266	Practicum II	2
PTHA 2267	Practicum III	2
PTHA 2339	CAPSTONE: Professional Issues	3
Credit Hours		7
Total Credit Hours		63

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

# Respiratory Therapy

This Selective Program has a competitive entry selection process based on a competitive point system. Application requirements are included in the description below.

## Associate of Applied Science

This two-year program will prepare the student's knowledge, skills, and ethical attitude that will culminate in successful employment of the graduate as a licensed respiratory therapist. In turn, the graduate offers or provides optimal patient care to the community.

## Application Requirements

All applicants must:

- Participate in the required Prospective Student Information Session. For the session schedule, access the information online at <http://nah.southtexascollege.edu> or contact the Respiratory Therapy Program at 956-872-3023.
- Be admitted to the college as a high school graduate or GED equivalent.
- Meet TSI College Readiness Standards, or meet TSI exemption standards.
- Complete all prerequisite courses with a minimum of "B" as listed in the Degree plan.
- Earn a minimum cumulative GPA of 3.0, on a 4.0 scale.
- Science coursework listed in the degree plan must be within the past 5 years of nursing clinical courses. For more information contact the NAH Clinical Affairs Specialist at 872-3022.
- Pass a criminal background check, 10-panel drug screen through approved providers, and complete all required immunizations including Hepatitis B series.
- Meet Technical Standards as stated by the Program.
  - Submit a completed Program application by stated deadline. For more information contact Respiratory Therapy Program at 872-3023 or access the information online at <http://nah.southtexascollege.edu>.

## Competitive Entry Selection Process

The Respiratory Therapy program selection criteria are based upon a point system score comprised of degree plan course GPA, number of degree plan courses, and required test scores. Selection of students is made one time a year at the end of the spring semester. The deadline for applying to the Respiratory Therapy Program is the last Friday in May of the current year. Due to program size limitations, a number of applicants who meet the program admissions requirements may not be admitted to the program. Qualified applications are numerically ranked from highest to lowest in points. Applications will be available after Spring Break.

A new applicant pool is established for each admission period. Applicants who were not admitted for the current application period must re-apply to be considered for a later application period.

*NOTE: Please see program webpage for additional information regarding the application process <http://nah.southtexascollege.edu/>.*

# Graduation Criteria

To earn an Associate of Applied Science in the Respiratory Therapy Program, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C" in didactic courses and minimum grade of "B" in the clinical/practicum courses.

## Advisory Committee Members

Dr. Juan Manuel Ortiz, MD, Medical Director  
 Darell Smith, RRT, McAllen Medical Center  
 Connie Mendiola, RRT, McAllen Medical Center  
 George Barajas, RRT, Mission Regional Medical Center  
 Robert Vargas, RRT, Lee's Pharmacy  
 Hermelinda G. Lopez, Starr County Hospital  
 Dr. Genny Carrillo, Texas A&M Health Science Center  
 Fernando Zepeda, RRT, Knapp Medical Center  
 Marylou Arguijo, RRT, Doctor's Hospital at Renaissance  
 Yvette Ysaguirre, RRT, Rio Grande Regional Medical Center  
 Kenneth Smith, CRT, Rio Grande Regional Medical Center  
 Jose Echiveste, RRT, Edinburg Regional Medical Center  
 Jovita Garcia, RRT, Valley Baptist Medical Center in Harlingen

## Respiratory Therapy Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>Pre-requisite Semester</b>		
RSPT 1201	Introduction to Respiratory Care	2
ENGL 1301	Composition I <sup>1</sup>	3
BIOL 2401	Anatomy and Physiology I <sup>1</sup>	4
BIOL 2402	Anatomy and Physiology II	4
MATH 1414	College Algebra <sup>1</sup>	4
		<b>Credit Hours</b>
		17
<b>First Semester</b>		
Social and Behavioral Sciences Elective (p. 92) <sup>1</sup>		3
Select one of the following:		
PSYC 2301	General Psychology	
PSYC 2314	Lifespan Growth and Development	
SOCI 1301	Introductory Sociology	
SOCI 1306	Social Problems	
Humanities Elective (p. 91) <sup>1</sup>		3
Select one of the following:		
PHIL 2303	Introduction to Logic	
PHIL 2306	Introduction to Ethics	
HUMA 1301	Introduction to Humanities I - Western	
RSPT 1429	Respiratory Care Fundamentals I	4
RSPT 1325	Respiratory Care Sciences	3
		<b>Credit Hours</b>
		13
<b>Second Semester</b>		
RSPT 2305	Pulmonary Diagnostics	3
RSPT 2310	Cardiopulmonary Disease	3
RSPT 1331	Respiratory Care Fundamentals II	3
RSPT 2217	Respiratory Care Pharmacology	2
RSPT 1260	Clinical I	2
		<b>Credit Hours</b>
		13
<b>Third Semester</b>		
RSPT 1137	Basic Dysrhythmia Interpretation	1

RSPT 1261	Clinical II	2
	Credit Hours	3
<b>Fourth Semester</b>		
RSPT 2314	Mechanical Ventilation	3
RSPT 1141	Respiratory Home Care/ Rehabilitation	1
RSPT 2353	Neonatal/Pediatric Cardiopulmonary Care	3
RSPT 2139	Advanced Cardiac Life Support	1
RSPT 2362	Clinical III	3
	Credit Hours	11
<b>Fifth Semester</b>		
RSPT 2319	Mechanical Ventilation for the Neonatal/Pediatric Patient	3
RSPT 2363	Clinical IV	3
RSPT 2231	Simulations in Respiratory Care (CAPSTONE)	2
	Credit Hours	8
	Total Credit Hours	65

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

# Vocational Nursing

This Selective Program has a competitive entry selection process based on a competitive point system. Application requirements are included in the description below.

## Vocational Nursing

### Certificate

The Vocational Nursing Program (VN) is approved by the Texas Board of Nursing (TBON). Upon completion of this one year program, the graduate will be eligible to sit for the National Council Licensure Examination for Vocational Nurses (NCLEX-PN). After successful completion of the exam, the individual will be a Licensed Vocational Nurse (LVN). The Texas Nursing Practice Act (NPA) defines the legal scope of practice for licensed vocational nurses (LVNs). The LVN scope of practice is a directed scope of practice and requires appropriate supervision of a registered nurse, advanced practice nurse, physician assistant, physician, dentist, or podiatrist.

The program prepares the graduate to provide compassionate patient-centered care, to be a patient safety advocate, and to be a member of the health care team in various health care settings. This intensive three semester program offers classroom instruction and related clinical practice in the four basic areas of nursing care: adults, mothers and newborns, children, and the elderly. Graduates of this program will have a wide array of opportunities for providing nursing care for patients in structured health care settings. Patients cared for by Vocational Nurses typically are experiencing common, well-defined health problems with predictable outcomes. Students seeking entry in the Vocational Nursing program must file a program specific application and complete additional admission procedures as required. (Please see a VN advisor for specific criteria, courses and procedures).

## Application Requirements

All applicants must:

- A. Participate in the required Prospective Student Information Session. For the session schedule, access the information online at <http://nah.southtexascollege.edu> or contact the Vocational Nursing Program at 956-872-3135 or 956-447-6632.
- B. Be admitted to the college as a high school graduate or GED equivalent.
- C. Meet TSI College Readiness Standards, or meet TSI exemption standards.
- D. Achieve a HESI A2 Admission Assessment exam test score of 70% or higher in English Language Composite, Science (Anatomy & Physiology only) and Math. HESI Exam test scores must be current within two years.
- E. Earn a "B" or better in the following: VNSG 1420 Anatomy and Physiology for Allied Health or both BIOL 2401 Anatomy and Physiology I AND BIOL 2402 Anatomy and Physiology II.
- F. Pass a criminal background check, 10-panel drug screen through approved providers, and complete all required immunizations including Hepatitis B series before beginning of nursing clinical courses. For more information contact the NAH Clinical Affairs Specialist at 872-3022.
- G. Meet Technical Standards as stated by the Program.
- H. Submit a completed Program application by stated deadline. For more information contact Vocational Nursing Program at 956-872-3135

or 956-447-6632 or access the information online at <http://nah.southtexascollege.edu>.

## Competitive Entry Selection Process

The VN Program selection process is based on Point System evaluation. The selection criteria are used to assess the applicant's acceptance points. Points are given for the following selection criteria: VN program prerequisite courses, Prerequisite G. P. A., and other optional items listed in the Application Form. A maximum acceptance point is calculated for each application period based on the qualified applicant pool and the number of slots available. Maximum acceptance points may vary for each application period. Due to program size limitations, a number of applicants who meet the program additional requirements may not be admitted to the program. Qualified applications with total points above acceptance score will be admitted and applicants with total points below the acceptance score will be denied. Applicants with total points equal to the acceptance score will be designated as alternates. Should any of the admitted applicants decline admission, an alternate will be offered admissions to the program. A random draw of alternate applicants with the total points equal to the acceptance score will be used as necessary.

A new applicant pool is established for each admission period. Applicants who were not admitted for the current application period must re-apply to be considered for a later application period

*NOTE: Please see program webpage for additional information regarding the application process at <http://nah.southtexascollege.edu/>.*

## Graduation Requirements

To earn a certificate in Vocational Nursing, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

## Licensure of Persons with Criminal Convictions

Nurse Practice Act for the State of Texas (Senate Bill 1058) made criminal background checks mandatory for students accepted for enrollment in a nursing education program and permits the Board of Nursing (BON or Board) to initiate declaratory orders for eligibility proceedings based on positive criminal background checks; made permanent the Board's authority to impose deferred disciplinary action; clarified that action may be taken against a nurse's license based on action taken by a division of the United States Military; authorized the BON, in conjunction with a disciplinary action, to require a nurse to abstain from use of alcohol and drugs and submit to random drug testing; provided for limited non-disclosure of disciplinary proceedings that result in a Board order requiring the nurse to participate in a Board-approved peer assistance program to address a problem that the nurse is experiencing with mental illness or chemical dependency; as well as making other changes relating to disciplinary action taken by the Board.

The STC Board of Trustees approved Board Policy #3337 on July 15, 2004 for all students participating in any Nursing and Allied Health clinical program meet established program standards for professional practice established by the Dean of Nursing and Allied Health. This policy is implemented to ensure compliance with health care agency standards and state licensing

regulations. This policy is being implemented to ensure uniform compliance with healthcare agency and state licensing regulations. Students having questions about this rule should see the Clinical Affairs Specialists or the VN Program Chair. All consultations are confidential.

## Advisory Committee Members

Pamela Bond, RN, MBA, Education Director, Rio Grande Regional Hospital  
 Elma Lopez, RN, Starr County Memorial Hospital  
 Katherine Dassler, MSN, RN, Chief Nurse Executive, Rio Grande Regional Hospital  
 Pat Palomo, RN, MSN, Nurse Educator, Valley Baptist Hospital  
 Romero Valades, Administrator, Presidente Home Care  
 JoAnna Carmona, RN, Director of Nurses, Amara Hospice  
 Daniel Rodriguez, Administrator, Legends Rehabilitation  
 Anna Hinojosa, RN, MSN, Chief Nursing Officer, Knapp Medical Center

- Vocational Nursing Fall Admission (p. 222)
- Vocational Nursing Spring Admission (p. 222)

## Vocational Nursing - Fall Admission

Gainful Employment(<https://www.southtexascollege.edu/ge/Vocational-Nursing/index.html>)

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
VNSG 1420 or BIOL 2401 <b>and</b> BIOL 2402	Anatomy and Physiology for Allied Health or Anatomy and Physiology I <b>and</b> Anatomy and Physiology II	4-8
VNSG 1500	Nursing in Health & Illness I	5
VNSG 1304	Foundations of Nursing	3
VNSG 1323	Basic Nursing Skills	3
VNSG 1160	Clinical I - A	1
VNSG 1161	Clinical I - B	1
VNSG 1327	Essentials of Medication Administration	3
HPRS 1106	Essentials of Medical Terminology	1
Credit Hours		21-25
<b>Second Semester</b>		
VNSG 1509	Nursing in Health and Illness II <sup>1</sup>	5
VNSG 2331	Advanced Nursing Skills <sup>1</sup>	3
VNSG 1261	Clinical II - B <sup>1</sup>	2
Credit Hours		10
<b>Third Semester</b>		
VNSG 2510	Nursing in Health and Illness III	5
VNSG 1230	Maternal-Neonatal Nursing	2
VNSG 1234	Pediatrics	2
VNSG 1105	NCLEX-PN Review	1
VNSG 1162	Clinical II - A	1
VNSG 1362	Clinical III	3
Credit Hours		14
Total Credit Hours		45-49
<b>Summer Session I</b>		
VNSG 2510	Nursing in Health and Illness III <sup>1</sup>	5
VNSG 1105	NCLEX-PN Review <sup>1</sup>	1
VNSG 1362	Clinical III <sup>1</sup>	3
Credit Hours		9
Total Credit Hours		45-49

<sup>1</sup> CAPSTONE: Successfully passing VNSG 2510 Nursing in Health and Illness III, VNSG 1105 NCLEX-PN Review and VNSG 1362 Clinical III.

## Vocational Nursing - Spring Admission

Gainful Employment(<https://www.southtexascollege.edu/ge/Vocational-Nursing/index.html>)

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
VNSG 1420 or BIOL 2401 <b>and</b> BIOL 2402	Anatomy and Physiology for Allied Health or Anatomy and Physiology I <b>and</b> Anatomy and Physiology II	4-8
VNSG 1500	Nursing in Health & Illness I	5
VNSG 1304	Foundations of Nursing	3
VNSG 1323	Basic Nursing Skills	3
VNSG 1160	Clinical I - A	1
VNSG 1161	Clinical I - B	1
VNSG 1327	Essentials of Medication Administration	3
HPRS 1106	Essentials of Medical Terminology	1
Credit Hours		21-25
<b>Second Semester</b>		
VNSG 1509	Nursing in Health and Illness II <sup>1</sup>	5
VNSG 2331	Advanced Nursing Skills <sup>1</sup>	3
VNSG 1261	Clinical II - B <sup>1</sup>	2
Credit Hours		10
<b>Third Semester</b>		
VNSG 2510	Nursing in Health and Illness III	5
VNSG 1230	Maternal-Neonatal Nursing	2
VNSG 1234	Pediatrics	2
VNSG 1105	NCLEX-PN Review	1
VNSG 1162	Clinical II - A	1
VNSG 1362	Clinical III	3
Credit Hours		14
Total Credit Hours		45-49

<sup>1</sup> CAPSTONE: Successfully passing VNSG 2510 Nursing in Health and Illness III VNSG 1105 NCLEX-PN Review and VNSG 1362 Clinical III.

# Selective Programs

## Selective Programs

### Emergency Medical Technology

(p. 224)

- EMT-Basic (Certificate) (p. 224)
- EMT-Advanced (Certificate) (p. 224)
- EMT-Paramedic (Certificate) (p. 224)
- EMT-Paramedic (Associate of Applied Science) (p. 224)

### Health and Medical Administrative Services (p. 227)

- Electronic Health Record Specialist (Certificate) (p. 227)
- Medical Coding Specialist (Certificate) (p. 227)
- Medical Information/Transcription Specialist (Certificate) (p. 227)
- Health Information Technology (Associate of Applied Science) (p. 227)

### Medical Assistant Technology

(p. 230)

- Medical Assistant Technology (Certificate) (p. 230)
- Medical Office Specialist (Certificate) (p. 230)
- Medical Assistant Technology (Associate of Applied Science) (p. 230)

### Patient Care Assistant (p. 232)

- Patient Care Assistant (Certificate) (p. 232)

### Pharmacy Technology (p. 233)

- Pharmacy Technology (Associate of Applied Science) (p. 233)



# Emergency Medical Technology

This program is a Selective Program. Application requirements are included in the description below.

## Emergency Medical Technology

The Emergency Medical Technology program prepares students to deliver out-of-hospital emergency care at the scene of a medical or trauma emergency. A student graduating with an EMT Certificate or Associate of Applied Science degree will be prepared to fill positions of EMT Basic, EMT Advanced, and EMT Paramedic. Emergency Medical Technicians serve in the pre-hospital setting as vital members to the healthcare team, with entry level competency. They use their medical knowledge and skills to relieve suffering and reduce injury severity and death.

## EMT Basic Certificate

Instruction at the basic level serves as a foundation for the upcoming Emergency Medical Technician.

This entry-level certificate introduces the general anatomy and physiology of the human body and how medical or traumatic conditions may affect a patient subjected to these life-threatening conditions. The students will learn the appropriate patient assessments by performing lifesaving procedures such as cardiac arrest management, oxygen administration, spinal motion restriction, bandaging, splinting, and medication administration as defined by the National EMT Basic Standard Curriculum. Upon Completion of this course students will be eligible to take the National Registry (NREMT) Basic exam administered by a Pearson Vue authorized examination site. Students gaining certification through the National Registry will be able to then apply to the Texas Department of State Health Services for their state of Texas EMT Basic Certification.

## EMT Advanced Certificate\*

At the EMT Advanced level students will continue to use the foundation they learned as an EMT Basic. The EMT Advanced level requires the student to be certified at the EMT Basic level either through the National Registry of Emergency Medical Technicians or the Texas Department of State and Health Services. Students will study in depth patient assessment, anatomy and physiology of the human body systems. They will then practice and perform advanced invasive lifesaving procedures such as intravenous (IV) administration and endotracheal intubation.

Upon Completion of this course students will be eligible to take the National Registry (NREMT) AEMT exam administered by a Pearson Vue authorized examination site. Students gaining certification through the National Registry will be able to then apply to the Texas Department of State Health Services for their state of Texas Advanced EMT Certification.

\*Revised award title pending approval from THECB, SACSCOC and Department of Education.

## EMT Paramedic Certificate

This is the highest level an EMT student can achieve within the EMT Program. Must be EMT Basic certified by the Texas Department of State and Health Services or National Registry. The paramedic level requires the student to be certified at the EMT Basic level either through the National Registry of Emergency Medical Technicians or the Texas Department of State and Health Services. The paramedic student candidate will concentrate

on a comprehensive patient assessment and learn advanced medical skills such as electrocardiogram interpretations and treatments of emergent conditions associated with specific interpretations that may indicate a life threatening condition. The student will learn to administer the most current trends in pharmacological treatments in certain medical conditions as recommend by the American Heart Association Advanced Cardiac Life Support and their Pediatric Advanced Life Support guidelines.

Upon completion of this course, students are prepared for both the didactic and psychomotor National Registry certification exams (didactic & psychomotor) at the Paramedic level. Students will be eligible to take the National Registry (NREMT) Paramedic exam administered by a Pearson Vue authorized examination site. Students gaining certification through the National Registry will be able to then apply to the Texas Department of State Health Services for their state of Texas Paramedic certification or license (EMT Associate of Applied Science required). Once certified or license by the Texas Department of State Health Services, students may be employable in many settings such as hospital emergency rooms, industrial sites, air ambulances, private EMS providers, public EMS providers, city fire departments, and special rescue groups.

## EMT Associate of Applied Science

The EMT Associate of Applied Science degree has the following academic course requirements in addition to the BIOL 2401 Anatomy and Physiology I & BIOL 2402 Anatomy and Physiology II. They are ENGL 1301 Composition I, a Humanities Elective, PSYC 2301 General Psychology or PSYC 2314 Lifespan Growth and Development. Courses taken for the certificate program may be applied toward completion of the two-year Associate of Applied Science Degree in Emergency Medical Technology.

Upon completion of the degree, students are prepared for both the didactic and psychomotor National Registry certification exams (didactic & psychomotor) at the Paramedic level. Students will be eligible to take the National Registry (NREMT) Paramedic exam administered by a Pearson Vue authorized examination site. Students gaining certification through the National Registry will be able to then apply to the Texas Department of State Health Services for their state of Texas Paramedic license.

## Application Requirements

All applicants must

- A. Participate in the Prospective Student Information Session. For the session schedule, access the information online at <http://nah.southtexascollege.edu>.
- B. Be admitted to the college as a high school graduate or GED equivalent, except for dual credit students.
- C. Paramedic Certificate or AAS Degree Option: Meet TSI College Readiness Standards, or meet TSI exemption standards.
- D. Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC or, if currently a high school student, a minimum cumulative GPA of 2.0 on a 4.0 scale on the high school transcript.
- E. Be 18-years of age to be eligible for certification by the Texas Department of State and Health Services or National Registry.
- F. Hold a valid Texas Driver's License or Texas ID.
- G. Pass a criminal background check, 10-panel drug screen through approved providers, and

complete all required immunizations including Hepatitis B series.

H. Submit a completed program application.

I. Meet the technical standards of the program.

## Program Application

Program applications are available from EMT faculty and will be discussed and completed during advisement prior to registration. Please contact the EMT Program office at 956-872-3178 for additional information.

*NOTE: Please see program web page for additional information regarding the application process at <http://nah.southtexascollege.edu/emt/>.*

## 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 Members

Andrew Levine, MD, Medical Director, South Texas College/Private Practice

Ben Martinez, Clinical Liason, Med-Care, Inc.

Francina Atkins, Regional Faculty, American Heart Association

Lt. Javier Alaniz, Licensed Paramedic, McAllen Fire Department

Michael Farris, RN/EMT-Paramedic, Rio Grande Regional Hospital

Noel Garcia, EMS Director, Starr County Memorial Hospital EMS

Noemi Sanchez, EMT-Intermediate, Department of State Health Services - Retired

Gustavo Ramirez EMT-Paramedic, Weslaco Fire EMS

Jorge Ruiz EMT-Paramedic, Hidalgo County EMS

## Ex-Officio Members

Carlos E. Tello, Interim Program Chair, South Texas College

Joseph Archer, EMT Faculty, South Texas College

- Emergency Medical Technology Basic Certificate (p. 225)
- Emergency Medical Technology Advanced Certificate (p. 225)
- Emergency Medical Technology Paramedic Certificate (p. 225)
- Emergency Medical Technology Associate of Applied Science (p. 226)

## Emergency Medical Technology Basic Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Emergency-Medical-Technology-Basic/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
EMSP 1501	Emergency Medical Technician	5
EMSP 1160	EMT - Basic Clinical	1
EMSP 1166	EMT - Basic Practicum	1
EMSP 1208	Emergency Vehicle Operations	2
EMSP 1371	EMS Documentation	3
EMSP 1472	Emergent Issues in EMT	4

Eligible for the National Registry of Emergency Medical Technicians Certification Exam - EMT Basic. Once successful with NREMT Exam you can become eligible for Texas Department of State Health Service EMT-Basic Certification.

Credit Hours	16
Total Credit Hours	16

## \*Emergency Medical Technology Advanced Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Emergency-Medical-Technology-Intermediate/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
EMSP 1501	Emergency Medical Technician	5
EMSP 1160	EMT - Basic Clinical	1
EMSP 1166	EMT - Basic Practicum	1
EMSP 1208	Emergency Vehicle Operations	2
EMSP 1371	EMS Documentation	3
EMSP 1472	Emergent Issues in EMT	4

Eligible for the National Registry of Emergency Medical Technicians Certification Exam - EMT Basic. Once successful with NREMT Exam you can become eligible for Texas Department of State Health Service EMT - Basic Certification.

Credit Hours	16
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<b>Second Semester</b>		
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1161	EMT - Intermediate Hospital Clinical	1
EMSP 1167	EMS EMTI Practicum	1

Eligible for the National Registry of Emergency Medical Technicians Certification Exam - Advanced Emergency Medical Technician (AEMT). Once successful with NREMT Exam you can become eligible for Texas Department of State Health Service Advanced EMT (AEMT) Certification.

Credit Hours	11
Total Credit Hours	27

\*Revised award title pending approval from THECB, SACSCOC and Department of Education.

## Emergency Medical Technology Paramedic Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Emergency-Medical-Technology-Paramedic/index.html>)

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
EMSP 1501	Emergency Medical Technician	5
EMSP 1160	EMT - Basic Clinical	1
EMSP 1166	EMT - Basic Practicum	1
EMSP 1208	Emergency Vehicle Operations	2
EMSP 1371	EMS Documentation	3
EMSP 1472	Emergent Issues in EMT	4

Eligible for the National Registry of Emergency Medical Technicians Certification Exam – EMT Basic. Once successful with NREMT Exam you can become eligible for Texas Department of State Health Service EMT-Basic Certification.

Credit Hours	16
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**Second Semester**

EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1161	EMT - Intermediate Hospital Clinical	1
EMSP 1167	EMS EMTI Practicum	1

Eligible for the National Registry of Emergency Medical Technicians Certification Exam – Advanced Emergency Medical Technician (AEMT). Once successful with NREMT Exam you can become eligible for Texas Department of State Health Service Advanced EMT (AEMT) Certification.

Credit Hours	11
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**Summer Session I**

BIOL 2401	Anatomy and Physiology I	4
BIOL 2402	Anatomy and Physiology II	4

Credit Hours	8
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**Third Semester**

EMSP 2444	Cardiology	4
EMSP 2205	EMS Operations	2
EMSP 2160	Paramedic Clinical I	1

Credit Hours	7
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**Fourth Semester**

EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Populations	3
EMSP 2161	Paramedic Clinical II	1
EMSP 2166	Capstone: Paramedic Practicum	1

Eligible for the National Registry of Emergency Medical Technicians Certification Exam – EMT – Paramedic. Once successful with NREMT Exam you can become eligible for Texas Department of State Health Service EMT – Paramedic Certification.

Credit Hours	9
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Total Credit Hours	51
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EMSP 1161	EMT - Intermediate Hospital Clinical	1
EMSP 1167	EMS EMTI Practicum	1

Eligible for the National Registry of Emergency Medical Technicians Certification Exam – Advanced Emergency Medical Technician (AEMT). Once successful with NREMT Exam you can become eligible for Texas Department of State Health Service Advanced EMT (AEMT) Certification.

Credit Hours	11
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**Summer Session I**

BIOL 2401	Anatomy and Physiology I <sup>1</sup>	4
BIOL 2402	Anatomy and Physiology II <sup>1</sup>	4

Credit Hours	8
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**Third Semester**

EMSP 2444	Cardiology	4
EMSP 2205	EMS Operations	2
ENGL 1301	Composition I <sup>1</sup>	3
EMSP 2160	Paramedic Clinical I	1
Humanities Elective (p. 91) <sup>1</sup>		3

Credit Hours	13
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**Fourth Semester**

PSYC 2301	General Psychology <sup>1</sup>	3
or PSYC 2314	or Lifespan Growth and Development	
EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Populations	3
EMSP 2161	Paramedic Clinical II	1
EMSP 2166	Capstone: Paramedic Practicum	1

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

Eligible for the National Registry of Emergency Medical Technicians Certification Exam – EMT – Paramedic. Once successful with NREMT Exam you can become eligible for Texas Department of State Health Service EMT – Paramedic Certification.

Credit Hours	12
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Total Credit Hours	60
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<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

## Emergency Medical Technology Associate of Applied Science

**TSI LIABLE**

Course	Title	Credit Hours
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**First Semester**

EMSP 1501	Emergency Medical Technician	5
EMSP 1160	EMT - Basic Clinical	1
EMSP 1166	EMT - Basic Practicum	1
EMSP 1208	Emergency Vehicle Operations	2
EMSP 1371	EMS Documentation	3
EMSP 1472	Emergent Issues in EMT	4

Eligible for the National Registry of Emergency Medical Technicians Certification Exam – EMT Basic. Once successful with NREMT Exam you can become eligible for Texas Department of State Health Service EMT-Basic Certification.

Credit Hours	16
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**Second Semester**

EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3

# Health and Medical Administrative Services

This program is a Selective Program. Application requirements are included in the description below.

## Electronic Health Record Specialist

### Certificate

The Electronic Health Record Specialist is a one semester certificate that will prepare the students for entry level positions with knowledge and skills required to transition from a paper based record to an electronic health record, and learn the basic functions and the use of the technology for the Electronic Health Record (EHR). Medical clinics, hospitals, doctors' offices, in all types of facilities, and in various locations within a facility offer various employment settings for an Electronic Health Record Specialist. Electronic Health Record Specialist can pursue a lifelong program of continuing education.

## Medical Coding Specialist

### Certificate

Medical Coding Specialist Certificate prepares students to access health information, identify diagnoses, and assign appropriate medical codes to narrative descriptions of health diseases and procedures required for reimbursement, medical research, quality assurance, or risk management.

Medical clinics, hospitals, doctors' offices, private coding agencies, consulting firms, and home offices offer various employment settings for Coding Specialist. Coders may pursue a certified coding specialist rating by passing the National Certification Examination that measures proficiency and competency in the standards set by the American Health Information Management Association. Medical coding specialists pursue a lifelong program of continuing education.

*\*Students are eligible to participate for the national examination that qualifies them for a certificate as a Certified Coding Specialist (CCS), Certified Coding Associate (CCA), or Certified Coding Specialist - Physician-based (CCS-P).*

## Medical Information/Transcription Specialist

### Certificate

The Medical Information/Transcription Specialist certificate is designed to provide health care facilities with professionally trained individuals who will promote the smooth operation of an office or department within a health care agency. These professionals, during the course of overseeing the day-to-day operations, maintain an efficient records system, and utilize a variety of office equipment that facilitates the administrative clerical functions of the medical department/office.

It also prepares students to for physician-dictated reporting, speech recognition editing, regulatory compliance, advanced editing, health information technology and health care documentation standards describing a patient's medical care and condition. These reports include office chart notes, history and physical examinations, consultations, discharge summaries, laboratory tests and diagnostic studies. Medical clinics, hospitals, doctors' offices, private transcription agencies and home offices offer various employment settings for Medical Information/Transcription Specialist.

Transcriptionists may pursue a level 1 Registered Healthcare Document Specialist (RHDS) or a level 2 Certified Healthcare Document Specialist (CHDS) credential in healthcare documentation by passing the national certification examination administered by the Association for Healthcare Documentation Integrity (AHDl). Medical Information/Transcription Specialist can pursue a lifelong program of continuing education.

Students enrolling in this program must type a minimum of 35 words per minute as determined by department evaluation. As part of the program, students will complete an internship that enables them to gain real-world experience.

## Health Information Technology

### Associate of Applied Science

The Associate of Applied Science Degree in Health Information Technology prepares students for careers as Health Information Technicians.

Health Information Technicians are responsible for maintaining components of health information systems consistent with the medical administrative, ethical, and legal, accreditation, and regulatory requirements of the health care delivery system. In all types of facilities, and in various locations within a facility, the health information technician possesses the technical knowledge and skills necessary to process, maintain, complete and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; abstract and code, clinical data using appropriate classification systems; and analyze health records according to standards.

As part of the degree plan, students will complete an internship that enables them to gain real-world experience. In addition, students are prepared for a national exam that measures proficiency and competency in the standards set by the American Health Information Management.

*\*The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) has accredited the program in cooperation with the Council on Accreditation of the American Health Information Management Association (AHIMA). Students are eligible to participate for the national examination that qualifies them for a certificate as a Registered Health Information Technician (RHIT).*

## Application Requirements

- A. Participate in the required Prospective Student Information Session. For the session schedule, access the information online at <http://nah.southtexascollege.edu> or contact the HMAS Program at 872-3170.
- B. Submit an application for admission online at Apply Texas ([www.applytexas.org](http://www.applytexas.org)).
- C. AAS Degree Option: Meet TSI College Readiness Standards, or meet TSI exemption standards.
- D. Earn a minimum cumulative GPA of 2.5 on a 4.0 scale for all courses completed at STC
- E. Pass a criminal background check, 10-panel drug screen through approved providers, and complete all required immunizations including Hepatitis B series.
- F. Submit a completed program application.

*NOTE: For up-to-date program information, admission requirements and registration see: <http://nah.southtexascollege.edu/>*

## Nursing and Allied Health Graduation Requirements

To earn the Electronic Health Record, Medical Information Specialist Certificate, the Medical Transcriptionist Certificate, the Medical Coding Specialist Certificate or an Associate of Applied Science Degree in Health Information Technology, a student must meet all college graduation requirements and complete all coursework as prescribed in the specific degree plan with a minimum grade of "C."

### Advisory Committee Members

Monte Bivens, RHIT, Tumor Registry Manager, DHR Health Advanced Care Center

Elizabeth Gonzalez, RHIT, Director of HIM, Doctors Hospital at Renaissance

Dan Elizondo, RHIT, Director, HIM Dept., McAllen Medical Center

Julian Garcia, RHIT, Donna High School

Cyndi Lara, Office Manager, Dr. Joseph M. Caporusso

Sandra Naranjo, Medical Records Coordinator, Mission Nursing Home

Marivel Perez, RHIT, Assistant Director, South Texas Health Systems

Veronica Ramirez, RHIT, Director, HIM Dept., Rio Grande Regional Hospital

Claudia P. Tovar, Cancer Registry Specialist, DHR Health Advanced Care Center

Nancy Rodriguez<sup>1</sup>, Office Manager, Rio Grande Regional Surgery Center

<sup>1</sup> Advisory Committee Chair

- Electronic Health Record Specialist Certificate (p. 228)
- Medical Coding Specialist Certificate (p. 228)
- Medical Information/Transcription Specialist Certificate (p. 228)
- Health Information Technology Associate of Applied Science (p. 229)

## Electronic Health Record Specialist Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Electronic-Health-Record-Specialist/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
HITT 1305	Medical Terminology I	3
HITT 1301	Health Data Content and Structure	3
POFM 1317	Medical Administrative Support	3
HITT 1341	Coding and Classification Systems	3
HITT 2371	Current Procedural Terminology Coding CPT-4	3
HITT 1211	Health Information Systems	2
HITT 1253	Legal and Ethical Aspects of Health Information	2
HITT 1167	CAPSTONE: Practicum	1
Credit Hours		20
Total Credit Hours		20

## Medical Coding Specialist Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Medical-Coding-Specialist/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
HITT 1305	Medical Terminology I	3
HITT 1301	Health Data Content and Structure	3
NURA 1407 or VNSG 1420	Body Systems or Anatomy and Physiology for Allied Health	4
POFM 1317	Medical Administrative Support	3
Credit Hours		13
<b>Second Semester</b>		
HITT 1341	Coding and Classification Systems	3
HITT 2371	Current Procedural Terminology Coding CPT-4	3
HITT 1211	Health Information Systems	2
HPRS 2301	Pathophysiology	3
HITT 2231	Advanced Medical Terminology	2
HITT 1349	Pharmacology	3
Credit Hours		16
<b>Third Semester</b>		
HITT 2372	Advanced CPT Coding-CPT4	3
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 1253	Legal and Ethical Aspects of Health Information	2
HITT 1166	Coding Practicum (CAPSTONE)	1
Credit Hours		9
Total Credit Hours		38

## Medical Information/Transcription Specialist Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Medical-Information-Transcription-Specialist/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
HITT 1305	Medical Terminology I	3
Credit Hours		3
<b>Second Semester</b>		
HITT 1301	Health Data Content and Structure	3
NURA 1407 or VNSG 1420	Body Systems or Anatomy and Physiology for Allied Health	4
POFM 1317	Medical Administrative Support	3
MRMT 1307	Medical Transcription I	3
Credit Hours		13
<b>Third Semester</b>		
HITT 1211	Health Information Systems	2
HPRS 2301	Pathophysiology	3
HITT 2371	Current Procedural Terminology Coding CPT-4	3
HITT 1349	Pharmacology	3
MRMT 2333	Medical Transcription II	3
Credit Hours		14

**Fourth Semester**

HITT 1341	Coding and Classification Systems	3
HITT 2231	Advanced Medical Terminology	2
HITT 1253	Legal and Ethical Aspects of Health Information	2
MRMT 2166	Practicum (CAPSTONE)	1
Credit Hours		8
Total Credit Hours		38

## Health Information Technology Associate of Applied Science

**TSI LIABLE**

Course	Title	Credit Hours
<b>First Semester</b>		
HITT 1211	Health Information Systems	2
BIOL 2401	Anatomy and Physiology I	4
HITT 1305	Medical Terminology I	3
Credit Hours		9
<b>Second Semester</b>		
ENGL 1301	Composition I <sup>1</sup>	3
BIOL 2402	Anatomy and Physiology II	4
HITT 1301	Health Data Content and Structure	3
MATH 1332 or MATH 1414	Contemporary Mathematics or College Algebra	3
Credit Hours		13
<b>Third Semester</b>		
HPRS 2301	Pathophysiology	3
HITT 1253	Legal and Ethical Aspects of Health Information	2
HITT 1341	Coding and Classification Systems	3
HITT 2231	Advanced Medical Terminology	2
HITT 1349	Pharmacology	3
Credit Hours		13
<b>Fourth Semester</b>		
HITT 2166	Practicum I	1
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 1345	Health Care Delivery Systems	3
PSYC 2301	General Psychology <sup>1</sup>	3
Credit Hours		10
<b>Fifth Semester</b>		
HITT 2371	Current Procedural Terminology Coding CPT-4	3
Humanities Elective (p. 91) <sup>1</sup>		3
Select one of the following recommended electives:		
PHIL 2306	Introduction to Ethics	
PHIL 2303	Introduction to Logic	
HUMA 1301	Introduction to Humanities I - Western	
HITT 1255	Health Care Statistics	2
HITT 2343	Quality Assessment and Performance Improvement	3
HITT 2339	Health Information Organization and Supervision	3
HITT 2167	CAPSTONE: Practicum II	1
Credit Hours		15
Total Credit Hours		60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement



# Medical Assistant Technology

This program is a Selective Program. Application requirements are included in the description below.

## Medical Assistant Technology Certificate and Associate of Applied Science

Medical assistants are multi-skilled health care professionals with a strong background in basic patient care and assessment; medical laboratory procedures including performing routine blood and urine analysis; appropriate emergency medical care procedures; problem-solving skills; effective teamwork, oral and written communication skills; and proper medical office administrative procedures for managing medical records, medical transcription, and medical insurance billing. As part of the degree plan, students will complete an internship enabling them to gain real medical office experience.

South Texas College has been approved to serve as a proctoring site for students seeking certification by the National Center for Competency Testing (NCCT).

Upon successful completion of the coursework students are eligible to participate in any of the national examinations offered by NCCT for multiple credentials including the National Certified Medical Assistant (NCMA), National Certified Medical Office Assistant (NCMOA), Nationally Certified Phlebotomy Technician (NCPT), and the National Certified ECG Technician (NCET).

## Application Requirements

All applicants must:

- Participate in the required Prospective Student Information Session. For the session schedule, access the information online at <http://nah.southtexascollege.edu> or contact the Medical Assistant Technology Program at 956-872-3018.
- Be admitted to the college as a high school graduate or GED equivalent
- AAS Degree Option:** Meet TSI College Readiness Standards, or meet TSI exemption standards.
- Level 2 Certificate Option:** Meet TSI College Readiness Standards, or meet TSI exemption standards, or complete developmental classes with a grade of "C" or better or course placement as follows:
  - Completion of INRW 0304 Integrated Reading and Writing or equivalent.
  - Completion of INRW 0304 Integrated Reading and Writing or equivalent.
  - Completion of MATH 0200 Developmental Mathematics II or equivalent.
- Earn a minimum cumulative GPA of 2.5 on a 4.0 scale for all courses completed at STC
- Pass a criminal background check, 10-panel drug screen through approved providers, and complete all required immunizations including Hepatitis B series.
- Submit a completed program application.

## Program Application

Program applications are available from Medical Assistant Technology faculty and will be discussed and completed during advisement prior to registration. Please contact the Program office

at 956-872-3018 for additional information or appointment with program faculty.

*NOTE: Please see program web page for additional information regarding the application process at <http://nah.southtexascollege.edu>.*

## Graduation Requirements

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

## Medical Office Specialist

### Certificate

The Medical Office Specialist is a health care worker with medical office administrative skills for managing the front office, medical records, and medical insurance billing. As part of the degree plan, students will complete an internship enabling them to gain real medical front office experience.

## Advisory Committee Members

Olga Gabriel, MPH, Director McAllen Campus, Health Science Center, Texas A & M University, McAllen

Martin Garza, MD, DLC Pediatric Center, Edinburg

Petra Treviño, El Milagro Clinic, McAllen

Martha Leos, Education Supervisor, Access

Esperanza Clinics, McAllen

Juan Carlos Garcia, MA, Industrial Health Works, McAllen

Delia Martinez, Clinic Administrator, Samuel Garcia, Jr., MD, McAllen

Nereyda Fiala, MA, Samuel Garcia, Jr., MD, McAllen

Azucena Molina, MA, Maria R. Guajardo, MD, McAllen

Debra Franco, South Texas Juvenile Diabetes

Association

- Medical Assistant Technology Certificate (p. 230)
- Medical Office Specialist Certificate (p. 231)
- Medical Assistant Technology Associate of Applied Science (p. 231)

## Medical Assistant Technology Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Medical-Assistant-Technology/index.html>)

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
HITT 1305	Medical Terminology I	3
MDCA 1321	Administrative Procedures	3
MDCA 1343	Medical Insurance	3
MDCA 1205	Medical Law and Ethics	2
POFM 1400	Basic Medical Coding	4
MDCA 1166	Practicum I	1
		Credit Hours
		16
<b>Second Semester</b>		
MDCA 1309 or VNSG 1420	Anatomy & Physiology for Medical Assistants or Anatomy and Physiology for Allied Health	3
MDCA 1302	Human Disease/ Pathophysiology	3



MDCA 1352	Medical Assistant Laboratory Procedures	3
PLAB 1223	Phlebotomy for Medical Assistants	2
MDCA 1167	Practicum II	1
	Credit Hours	12
<b>Third Semester</b>		
ECRD 1111	Electrocardiography	1
MDCA 1348	Pharmacology and Administration of Medications	3
MDCA 1317	Procedures in a Clinical Setting	3
PSYC 2301 or PSYC 2314	General Psychology or Lifespan Growth and Development	3
Select one of the following:		3
SPCH 1311	Introduction to Speech Communication	
SPCH 1315	Public Speaking	
SPCH 1318	Interpersonal Communications	
SPCH 1321	Business and Professional Communication	
MDCA 1154	Medical Assisting Credentialing Exam Review	1
	Credit Hours	14
	Total Credit Hours	42

## Medical Office Specialist Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Medical-Office-Specialist/index.html>)

### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
HITT 1305	Medical Terminology I	3
MDCA 1321	Administrative Procedures	3
MDCA 1343	Medical Insurance	3
MDCA 1205	Medical Law and Ethics	2
POFM 1400	Basic Medical Coding	4
MDCA 1166	Practicum I	1
	Credit Hours	16
	Total Credit Hours	16

## Medical Assistant Technology Associate of Applied Science

### TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
HITT 1305	Medical Terminology I	3
MDCA 1321	Administrative Procedures	3
MDCA 1343	Medical Insurance	3
MDCA 1205	Medical Law and Ethics	2
POFM 1400	Basic Medical Coding	4
MDCA 1166	Practicum I	1
	Credit Hours	16
<b>Second Semester</b>		
MDCA 1309 or VNSG 1420	Anatomy & Physiology for Medical Assistants or Anatomy and Physiology for Allied Health	3
MDCA 1302	Human Disease/ Pathophysiology	3
MDCA 1352	Medical Assistant Laboratory Procedures	3
PLAB 1223	Phlebotomy for Medical Assistants	2

MDCA 1167	Practicum II	1
	Credit Hours	12
<b>Summer Session I</b>		
Math and Natural Sciences Elective (p. 92) <sup>1</sup>		3-4
Select one of the following:		
BIOL 2401	Anatomy and Physiology I	
BIOL 2402	Anatomy and Physiology II	
MATH 1414	College Algebra	
MATH 1332	Contemporary Mathematics	
	Credit Hours	3-4

### Third Semester

ECRD 1111	Electrocardiography	1
MDCA 1348	Pharmacology and Administration of Medications	3
MDCA 1317	Procedures in a Clinical Setting	3
PSYC 2301 or PSYC 2314	General Psychology <sup>1</sup> or Lifespan Growth and Development	3
Select one of the following: <sup>1</sup>		3
SPCH 1311	Introduction to Speech Communication	
SPCH 1315	Public Speaking	
SPCH 1318	Interpersonal Communications	
SPCH 1321	Business and Professional Communication	
MDCA 1154	Medical Assisting Credentialing Exam Review	1
	Credit Hours	14

### Fourth Semester

Humanities Elective (p. 91) <sup>1</sup>		3
ENGL 1301	Composition I <sup>1</sup>	3
SPAN 1411	Beginning Spanish I for Non-Spanish Speakers	4
POFM 2310	Intermediate Medical Coding	3
MDCA 2266	CAPSTONE: Practicum III	2
	Credit Hours	15
	Total Credit Hours	60-61

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

# Patient Care Assistant

## Patient Care Assistant

### Certificate

This is a 16 credit hour certificate program that offers classroom instruction and related clinical practice in the basic nursing care of adults, children, infants and the elderly. The need for qualified patient care assistants in long-term care is growing at a tremendous rate. The philosophy of care for residents in these facilities has changed from one of custodial care to an implementation of restorative care in which the resident is assisted to reach an optimal potential for physical, mental, and emotional well-being. This care can only be provided by knowledgeable and educated staff. Students will attain three professional certificates for Alzheimer's care

After successful completion of the Texas Department of Aging Nurse Aide Competency Examination, students will focus on acute care and specialized patient care. Entry-level skills in phlebotomy, EKG, and monitor technician are included. Students are prepared to work the many fields available to them such as home health, hospitals, nursing homes and hospice agencies.

After successful completion of all course requirements students are eligible to take the National Center for Competency Testing examination for Patient Care Technician. STC provides the National Healthcareer Association certification examinations for Patient Care Technician, Phlebotomist and EKG technician.

### Program Entry Requirements

- All applicants must meet general admission requirements to South Texas College.
- Earn a minimum cumulative GPA of 2.0 on a 4.0 scale for all courses completed at STC
- Pass a criminal background check, 10-panel drug screen through approved providers, and complete all required immunizations including Hepatitis B series.

### Program Application

Please contact the PCA Program office at 956-872-3049 for additional information or appointment with program faculty.

*NOTE: Please see program web page for additional information regarding the application process at <http://nah.southtexascollege.edu/pca/>.*

### Graduation Requirements

To earn the Patient Care Assistant Certificate, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of 78%.

### Advisory Committee Members

Ana L. Gonzalez, RN - Director of Nursing, WCC, RGC NSG & Rehab  
Anna Hinojosa, RN, MSN - Chief Nursing Officer, Knapp Hospital  
Ana Lopez, RN - Director of Nursing Rio Grande City Nursing & Rehab Center  
Angelica Marquez, RN - Director of Nursing, Legend Transitional Care Center  
Candi Constantine, MBA, MSN, RN, F.A.C.H.E., CEN, CPHQ, CPHRM, McAllen Medical Center  
Cat Domian, RN, MSN - Chief Nursing Officer, ERMCC, ECH  
Dalanne Garza, Retama Nursing Center  
Daniel Rodriguez, Legends Rehab

Eudolio Barrera, RN (ER Room), Starr County Memorial Hospital  
Jacqueline Munguia, Knapp Medical Center  
JoAnna Carmona, Amara Hospice  
Joanne Shannon, RN - South Texas Health System  
Jona Klassen, RN - Director of Nursing, South Texas Behavioral Center  
Karen Soodeen, RN - Legend Transitional Care Center  
Kathy Dassler, RN, MSN - Chief Nursing Officer, Rio Grande Regional Hospital  
Kennetha Foster, MSN, RN - Chief Nursing Officer, Mission Regional Medical Center  
Kim Warwick, MSN, RNC, CPHQ - Nursing Administration at McAllen Medical Center  
Lanie H. Sunga, Starr County Memorial  
Libby Smith, BSN, MBA - Director of Nursing, McAllen Heart Hospital  
Macario Villarreal, Director of Nursing Operations, Retama Manor Health and Rehab.  
Martha Torres Saldivar, RN, BSN, MHA, Starr County Memorial Hospital  
Norma Teran, DNP, MBA, RN - Chief Nursing Officer, Doctors Hospital at Renaissance  
Pamela Bond, RN, MSN Director of Education, Rio Grande Regional Medical Center  
Pat Palomo, RN, MSN, Valley Baptist Medical Center  
Rina Lopez, LNFA, MED Admin, Rio Grande City Nursing & Rehab Center  
Rina Villanueva, LNFA RGC NSG & Rehab  
Rita Mata Guerrero, Director of Nursing Operations, Weslaco Rehab Hospital  
Romero Valadares, RN, DON, Presidente Home Care Inc.  
San Juanita Garcia, RN ADON, Retama Manor Health/Rehab.  
Yolanda Rebeles, Knapp Medical Center  
Ana L Teresa Johnson, Education Coordinator, McAllen Medical Center  
Sergio Peña, Director, Career & Technical Education, Mission CISD  
Libby Smith, BSN, RN - Director of Nursing McAllen Heart Hospital

### Ex-Officio Members

Elizabeth Hernandez, Professional & Workforce Education, South Texas College  
Lori Trevino, Continuing Education Operations, South Texas College  
Maggie Handy, RN - Instructor, South Texas College  
Margo Ayala, MSN, RN, VN - Assistant Chair, South Texas College  
Nora Martinez, DNP, RN, FNP-BC - Assistant Chair, South Texas College  
Christie Candelaria, EdD, MA, RN, CCRNK, CNE - A.D.N. Program Chair, South Texas College

### Patient Care Assistant Certificate

Gainful Employment (<https://www.southtexascollege.edu/ge/Patient-Care-Assistant/index.html>)

#### TSI EXEMPT

Course	Title	Credit Hours
<b>First Semester</b>		
NURA 1401	Nurse Aide for Health Care	4
NURA 1160	Clinical I	1
NUPC 1320	Patient Care Technician/Assistant	3
PLAB 1323	Phlebotomy	3
ECRD 1211	Electrocardiography	2
NUPC 1360	CAPSTONE: Clinical II	3
Credit Hours		16
Total Credit Hours		16

# Pharmacy Technology

**This program is a Selective Program. Application requirements are included in the description below.**

The Pharmacy Technology program is jointly accredited by the American Society of Health-Systems Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE). This program prepares students to take a national certification exam approved by the Texas State Board of Pharmacy. The Pharmacy Technology program is a Pharmacy Technician Certification Board (PTCB) Recognized Sterile Compounding Education/Training Program.

The Pharmacy Technician Certification Exam (PTCE) pass rate for December 2017 graduates was 100%.

## Pharmacy Technology Program

### Associate of Applied Science

The Pharmacy Technology Associate of Applied Science degree combines pharmacy technology courses and general education courses to promote overall student development and enhance the knowledge base required for a variety of technician positions in pharmacy.

Graduates of the Associate of Applied Science degree may be eligible for teaching positions in pharmacy technology programs, and some continue their education to become pharmacists.

## Application Requirements

All applicants must:

- A. Participate in the required Prospective Student Information Session. For the session schedule, access the information online at <http://nah.southtexascollege.edu>.
- B. Be admitted to the college as a high school graduate or GED equivalent, except for dual credit students.
- C. Meet TSI College Readiness Standards, or meet TSI exemption standards. If the student qualifies for exemption, college-readiness scores for Reading, Writing, and Math are required for accreditation purposes.
- D. Earn a minimum cumulative GPA of 2.5 on a 4.0 scale for all courses completed at STC or, if currently a high school student, a minimum cumulative GPA of 2.5 on a 4.0 scale on the high school transcript.
- E. Be 18-years of age or older for practicum experiences.
- F. Pass a criminal background check, 10-panel drug screen through approved providers, and complete all required immunizations including Hepatitis B series.
- G. Satisfy healthcare agency requirements prior to practicum experiences.
- H. Submit a completed program application.
- I. Meet the technical standards of the program.

*NOTE: Please see program web page for additional information regarding the application process at <http://nah.southtexascollege.edu>.*

## Program Application

Prospective Student Information Sessions are held during fall and spring semesters. The Pharmacy Technology Program accepts applications for each fall cohort from the first Monday after spring break through the last Friday in May. Applications are available from the Pharmacy Technology Program website (<http://nah.southtexascollege.edu>).

Please contact the Program office for additional information or for an appointment with program faculty.

### Application Deadline

Fall admission = last Friday in May.

## State Board of Pharmacy Registration

The Texas State Board of Pharmacy requires registration of all pharmacy technician trainees. Students admitted to the program who successfully complete the first semester are responsible for becoming registered with the Texas State Board of Pharmacy at their own expense. Additional information regarding pharmacy technician trainee licensure may be found the Texas State Board of Pharmacy website: [www.tsbp.state.tx.us](http://www.tsbp.state.tx.us).

The program chair will verify with the Texas State Board of Pharmacy the registration status of all students before the third semester. Students who are not registered with the Texas State Board of Pharmacy as a pharmacy technician trainee or a registered pharmacy technician will not be eligible to enroll in practicum courses. Registration Refusal for Persons with Criminal Backgrounds According to the Texas Pharmacy Act (Section 568.003): the Board of Pharmacy may refuse to issue a pharmacy technician registration to an individual who has been convicted of a felony, a misdemeanor involving moral turpitude, engaged in any fraud, deceit or misrepresentation, has a drug or alcohol dependency or has violated any federal or state pharmacy or drug laws.

*Students having questions about this rule should contact the Texas State Board of Pharmacy ([www.tsbp.state.tx.us](http://www.tsbp.state.tx.us)).*

Drug related felony convictions automatically disqualify an individual from taking the PTCE. Other felony convictions may also prevent a person from taking this exam, at the discretion of the PTCB. Questions about eligibility for the PTCE should be directed to the Pharmacy Technician Certification Board ([www.ptcb.org](http://www.ptcb.org)).

## Graduation Requirements

To earn a Certificate or Associate of Applied Science in Pharmacy Technology, a student must meet all college graduation requirements and complete all degree plan lecture and lab coursework with a minimum grade of "C" and successfully pass the practicum course.

## Advisory Committee Members

Adriana Pedraza, RPh, Doctors Hospital at Renaissance  
Beatrice Godines, RPh, Mission Regional Medical Center  
Emilio Garza, RPh, Doctors Hospital at Renaissance

David Castro, MBA, RPh, Weslaco Regional Rehabilitation Hospital  
Vanessa Gomez, CPhT, Weslaco Regional Rehabilitation Hospital  
Emmanuel Ruiz, CPhT, Walgreens  
Joseph Sweet, CPhT, South Texas Health System  
Diana Saucedo, CPhT, South Texas Health System  
Fernando Uribe, CPhT, CVS Pharmacy

## Ex-Officio Members

Wayne Williams, Program Chair, College Success for Healthcare

# Pharmacy Technology Associate of Applied Science

## TSI LIABLE

Course	Title	Credit Hours
<b>First Semester</b>		
PHRA 1201	Introduction to Pharmacy	2
PHRA 1209	Pharmaceutical Mathematics I	2
PHRA 1202	Pharmacy Law	2
PHRA 1305	Drug Classification	3
PHRA 1306	Computerized Drug Delivery Systems	3
PHRA 1215	Pharmacy Terminology	2
	Credit Hours	14
<b>Second Semester</b>		
PHRA 1347	Pharmaceutical Mathematics II	3
PHRA 1449	Institutional Pharmacy Practice	4
PHRA 1413	Community Pharmacy Practice	4
PHRA 1304	Pharmacotherapy and Disease Process	3
	Credit Hours	14
<b>Summer Session I</b>		
PHRA 1265	Practicum I: Entry Level Practice	2
	Credit Hours	2
<b>Third Semester</b>		
PHRA 1441	Pharmacy Drug Therapy and Treatment	4
PHRA 1445	Compounding Sterile Preparations	4
PHRA 1491	Advanced Pharmacy Technology Practice	4
ENGL 1301	Composition I	3
	Credit Hours	15
<b>Fourth Semester</b>		
PHRA 1143	Pharmacy Technician Certification Review	1
PHRA 1166	Practicum II: Advanced Level Practice	1
PSYC 2301	General Psychology	3
	Humanities Elective (p. 91)	3
	SOCI 1301 Introductory Sociology	3
	Math/Natural Sciences Elective <sup>2</sup>	4
	Credit Hours	15
	Total Credit Hours	60

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement

<sup>2</sup> Students must take a 4 credit hour course in order to fulfill the Math and Natural Sciences Elective.

# COURSE DESCRIPTIONS

◆ = Transferable Course

## Accounting (ACCT)

### ◆ACCT 2401

#### Principles of Financial Accounting

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

*Prerequisite: Completion of MATH 0100 or equivalent.*

### ◆ACCT 2402

#### Principles of Managerial Accounting

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

*Prerequisite: ACCT 2401.*

## Accounting (ACNT)

### ACNT 1303

#### Introduction to Accounting I

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is a study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliation, and payroll.

*Prerequisite: None.*

### ACNT 1304

#### Introduction to Accounting II

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

*Prerequisite: ACNT 1303.*

### ACNT 1311

#### Introduction to Computerized Accounting

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is an introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

*Prerequisite: ACNT 1303, ITSC 1409 or COSC 1301.*

### ACNT 1329

#### Payroll and Business Tax Accounting

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is a study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

*Prerequisite: ACNT 1303.*

### ACNT 1331

#### Federal Income Tax: Individual

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is a study of the federal tax laws currently implemented by the IRS, providing a working knowledge of preparing income tax returns for the individual.

*Prerequisite: ACNT 1303.*

### ACNT 2309

#### Cost Accounting

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is a study of budgeting, cost analysis and cost control systems using traditional and contemporary costing methods and theories in decision making, including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. An introduction to alternative costing methods such as activity-based and just-in-time costing is included.

*Prerequisite: ACCT 2401 and ACCT 2402.*

### ACNT 2330

#### Government and Not-for-Profit Accounting

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is a study of basic concepts and techniques of fund accounting and financial reporting for governmental and not-for-profit entities. The accounting cycle for funds and account groups and related financial statements will also be covered.

*Prerequisite: ACNT 1303.*

### ACNT 2331

#### Internal Control and Auditing

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is the study of internal controls and auditing standards and processing used by internal auditors, managers, and independent public accountants.

*Prerequisite: ACNT 1303.*

## Admin Assist/Gen Off (POFT)

### POFT 1227

#### Introduction to Keyboarding

CRT HRS:2 LEC HRS:1 LAB HRS:3 OTH HRS:0

This course will teach the student skill development in keyboarding with emphasis on alphabet, number, acceptable speed and accuracy, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

*Prerequisite: None.*

### POFT 1301

#### Business English

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is an introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

*Prerequisite: None.*

### POFT 1309

#### Administrative Office Procedures I

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is a study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment.

*Prerequisite: None.*

**POFT 1319****Records and Information Management I**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is an introduction to basic records and information management. It includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules.

*Prerequisite: None.*

**POFT 1321****Business Math**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides the student instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications.

*Prerequisite: None.*

**POFT 1328****Business Presentations**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills.

*Prerequisite: POFT 1227 or permission from the department.*

**POFT 1329****Beginning Keyboarding**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course will teach the student skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis is placed on the development of acceptable speed and accuracy levels and formatting basic documents.

*Prerequisite: POFT 1227 or permission from the department.*

**POFT 1349****Administrative Office Procedures II**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course explores advanced office application with a special emphasis on decision making, goal setting, management theories, and critical thinking.

*Prerequisite: POFT 1309, POFT 1319, POFI 1349, POFI 2340, and POFT 1328.*

**POFT 2264****CAPSTONE: Practicum**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:16

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours and students enrolled in the Associate Degree program must have completed 46 semester credit hours.*

**POFT 2303****Speed and Accuracy Building**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course teaches how to review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.

*Prerequisite: POFT 1329.*

**POFT 2312****Business Correspondence and Communication**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course teaches the development of writing and presentation skills required to produce effective business documents.

*Prerequisite: POFT 1301.*

**POFT 2331****Administrative Project Solutions**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course covers advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills

*Prerequisite: POFT 1349 or POFL 1340.*

## American Sign Language (SGNL)

## ◆SGNL 1301

**Beginning American Sign Language I**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This is a comprehensive first semester Beginning American Sign Language course. This course will include an introduction to American Sign Language, Deaf culture, and to a brief history of sign and culture. Furthermore, students will also develop and learn expressive and receptive sign skills, together with the learning of numbers, sign vocabulary, and the manual alphabet. Class is conducted primary without voice.

*Prerequisite: None.*

## ◆SGNL 1302

**Beginning American Sign Language II**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This is a comprehensive second semester Beginning American Sign Language course. This course will include study of sign vocabulary, numbers, finger spelling, and Deaf culture. Furthermore, this course emphasizes on further development of receptive skills, expressive skills, application of rudimentary syntactical and grammatical structures, and an understanding of Deaf and Hearing cultures. Class is conducted primary without voice.

*Prerequisite: SGNL 1301.*

## ◆SGNL 2301

**Intermediate American Sign Language I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is a comprehensive Intermediate American Sign Language course. This course includes the integration of ASL expressive and receptive skills using bilingual techniques. Furthermore, a study of vocabulary, idioms, culture, literature, ASL linguistics, manual and non-manual aspects of ASL, and cross-cultural communication techniques will be an integral part of this course. This course is highly interactive, centering on lab exercises, peer critiques, guest speakers, and on the application of basic ethical behavior. Class is conducted primary without voice.

*Prerequisite: SGNL 1301 and SGNL 1302 or departmental placement exam.*

## ◆SGNL 2302

**Intermediate American Sign Language II**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is a comprehensive Intermediate American Sign Language course. This course will include further application of introductory level interpreting and transliterating skills with appropriate RID guidelines governing ethical behavior. Furthermore, students will also be exposed to the literature and culture of the Deaf culture. In addition, this course provides students the opportunity to interpret for guest speakers. Class is conducted primary without voice.

*Prerequisite: SGNL 2301.*



# Anthropology (ANTH)

## ◆ANTH 2301

### Physical Anthropology

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is the study of human origins and bio-cultural adaptations. Topics may include primatology, genetics, human variation, forensics, health, and ethics in the discipline.

*Prerequisite: TSI complete in Reading and Writing, or equivalent.*

## ◆ANTH 2302

### Introduction to Archeology

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is the study of the human past through material remains. This course includes a discussion of methods and theories relevant to archeological inquiry. Topics may include the adoption of agriculture, response to environmental change, the emergence of complex societies, and ethics in the discipline.

*Prerequisite: TSI complete in Reading and Writing, or equivalent.*

## ◆ANTH 2346

### General Anthropology

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is a study of human beings, their antecedents and related primates and their cultural behavior and institutions. This course introduces the major sub-fields: physical and cultural anthropology, archaeology, linguistics and ethnology. (Crosslisted as HUMA 2323.)

*Prerequisite: TSI complete in Reading and Writing, or equivalent.*

## ◆ANTH 2351

### Cultural Anthropology

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is the study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.

*Prerequisite: TSI complete in Reading and Writing, or equivalent.*

# Applied Mathematics (TECM)

## TECM 1303

### Technical Calculations

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course is a review of specific mathematical functions calculations including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses, health occupations and industries for successful on-the-job performance.

*Prerequisite: None.*

# Applied Music (MUAP)

## ◆MUAP 1201

### Applied Violin I

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0

This course offers private instruction in violin for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1221, 2201 and 2221.

*Prerequisite: Declared music majors or by special permission from the program chair.*

## ◆MUAP 1202

### Applied Viola I

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0

This course offers private instruction in viola for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1222, 2202 and 2222.

*Prerequisite: Declared music majors or by special permission from the program chair.*

## ◆MUAP 1203

### Applied Cello I

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0

This course offers private instruction in cello for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1223, 2203 and 2223.

*Prerequisite: Declared music majors or by special permission from the program chair.*

## ◆MUAP 1204

### Applied Double Bass I

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0

This course offers private instruction in double bass for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1224, 2204 and 2224.

*Prerequisite: Declared music majors or by special permission from the program chair.*

## ◆MUAP 1205

### Applied Flute I

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0

This course offers private instruction in flute for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1225, 2205 and 2225.

*Prerequisite: None.*

## ◆MUAP 1206

### Applied Clarinet I

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0

This course offers private instruction in clarinet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1226, 2206 and 2226.

*Prerequisite: None.*

## ◆MUAP 1207

### Applied Saxophone I

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0

This course offers private instruction in saxophone for Music majors. Credit is based upon one 50 minute lesson per week and one hour required daily practice. This course may be repeated as MUAP 1227, 2207 and 2227.

*Prerequisite: None.*

## ◆MUAP 1208

### Applied Trumpet I

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0

This course offers private instruction in trumpet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1228, 2208 and 2228.

*Prerequisite: None.*

## ◆MUAP 1209

### Applied French Horn I

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0

This course offers private instruction in French horn for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1229, 2209 and 2229.

*Prerequisite: None.*



◆MUAP 1210

**Applied Trombone I**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in trombone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1230, 2210 and 2230.

*Prerequisite: None.*

◆MUAP 1211

**Applied Euphonium I**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in baritone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1231, 2211 and 2231.

*Prerequisite: None.*

◆MUAP 1212

**Applied Oboe I**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in oboe for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1232, 2212 and 2232.

*Prerequisite: None.*

◆MUAP 1213

**Applied Bassoon I**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in bassoon for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1233, 2213 and 2233.

*Prerequisite: None.*

◆MUAP 1214

**Applied Tuba I**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in tuba for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1234, 2214 and 2234.

*Prerequisite: None.*

◆MUAP 1215

**Applied Percussion I**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in percussion for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1235, 2215 and 2235.

*Prerequisite: None.*

◆MUAP 1216

**Applied Guitar I**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in guitar for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1236, 2216 and 2236.

*Prerequisite: None.*

◆MUAP 1217

**Applied Piano I**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in piano for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1237, 2217 and 2237.

*Prerequisite: None.*

◆MUAP 1218

**Applied Voice I**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in voice for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1238, 2218 and 2238.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 1219

**Applied Music Composition I**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in music composition for music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1239, 2219 and 2239.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 1220

**Applied Conducting I**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in music conducting for music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1240, 2220 and 2240.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 1221

**Applied Violin II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in violin for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1221, 2201 and 2221.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 1222

**Applied Viola II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in viola for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1222, 2202 and 2222.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 1223

**Applied Cello II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in cello for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1223, 2203 and 2223.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 1224

**Applied Double Bass II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in double bass for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1224, 2204 and 2224.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 1225

**Applied Flute II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in flute for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1225, 2205 and 2225.

*Prerequisite: None.*

◆MUAP 1226

**Applied Clarinet II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in clarinet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1226, 2206 and 2226.

*Prerequisite: None.*

◆MUAP 1227

**Applied Saxophone II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in saxophone for Music majors. Credit is based upon one 50 minute lesson per week and one hour required daily practice. This course may be repeated as MUAP 1227, 2207 and 2227.

*Prerequisite: None.*

◆MUAP 1228

**Applied Trumpet II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in trumpet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1228, 2208 and 2228.

*Prerequisite: None.*

◆MUAP 1229

**Applied French Horn II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in French horn for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1229, 2209 and 2229.

*Prerequisite: None.*

◆MUAP 1230

**Applied Trombone II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in trombone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1230, 2210 and 2230.

*Prerequisite: None.*

◆MUAP 1231

**Applied Euphonium II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in baritone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1231, 2211 and 2231.

*Prerequisite: None.*

◆MUAP 1232

**Applied Oboe II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in oboe for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1232, 2212 and 2232.

*Prerequisite: None.*

◆MUAP 1233

**Applied Bassoon II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in bassoon for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1233, 2213 and 2233.

*Prerequisite: None.*

◆MUAP 1234

**Applied Tuba II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in tuba for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1234, 2214 and 2234.

*Prerequisite: None.*

◆MUAP 1235

**Applied Percussion II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in percussion for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1235, 2215 and 2235.

*Prerequisite: None.*

◆MUAP 1236

**Applied Guitar II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in guitar for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1236, 2216 and 2236.

*Prerequisite: None.*

◆MUAP 1237

**Applied Piano II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in piano for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1237, 2217 and 2237.

*Prerequisite: None.*

◆MUAP 1238

**Applied Voice II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in voice for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1238, 2218 and 2238.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 1239

**Applied Music Composition II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in music composition for music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1239, 2219 and 2239.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 1240

**Applied Conducting II**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in music conducting for music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1240, 2220 and 2240.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 2201

**Applied Violin III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in violin for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1221, 2201 and 2221.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 2202

**Applied Viola III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in viola for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1222, 2202 and 2222.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 2203

**Applied Cello III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in cello for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1223, 2203 and 2223.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 2204

**Applied Double Base III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in double bass for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1224, 2204 and 2224.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 2205

**Applied Flute III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in flute for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1225, 2205 and 2225.

*Prerequisite: None.*

◆MUAP 2206

**Applied Clarinet III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in clarinet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1226, 2206 and 2226.

*Prerequisite: None.*

◆MUAP 2207

**Applied Saxophone III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in saxophone for Music majors. Credit is based upon one 50 minute lesson per week and one hour required daily practice. This course may be repeated as MUAP 1227, 2207 and 2227.

*Prerequisite: None.*

◆MUAP 2208

**Applied Trumpet III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in trumpet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1228, 2208 and 2228.

*Prerequisite: None.*

◆MUAP 2209

**Applied French Horn III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in French horn for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1229, 2209 and 2229.

*Prerequisite: None.*

◆MUAP 2210

**Applied Trombone III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in trombone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1230, 2210 and 2230.

*Prerequisite: None.*

◆MUAP 2211

**Applied Euphonium III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in baritone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1231, 2211 and 2231.

*Prerequisite: None.*

◆MUAP 2212

**Applied Oboe III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in oboe for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1232, 2212 and 2232.

*Prerequisite: None.*

◆MUAP 2213

**Applied Bassoon III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in bassoon for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1233, 2213 and 2233.

*Prerequisite: None.*

◆MUAP 2214

**Applied Tuba III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in tuba for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1234, 2214 and 2234.

*Prerequisite: None.*

◆MUAP 2215

**Applied Percussion III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in percussion for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1235, 2215 and 2235.

*Prerequisite: None.*

◆MUAP 2216

**Applied Guitar III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in guitar for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1236, 2216 and 2236.

*Prerequisite: None.*

◆MUAP 2217

**Applied Piano III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in piano for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1237, 2217 and 2237.

*Prerequisite: None.*

◆MUAP 2218

**Applied Voice III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in voice for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1238, 2218 and 2238.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 2219

**Applied Music Composition III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in music composition for music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1239, 2219 and 2239.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 2220

**Applied Conducting III**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in music conducting for music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1240, 2220 and 2240.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 2221

**Applied Violin IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in violin for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1221, 2201 and 2221.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 2222

**Applied Viola IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in viola for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1222, 2202 and 2222.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 2223

**Applied Cello IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in cello for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1223, 2203 and 2223.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 2224

**Applied Double Bass IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in double bass for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1224, 2204 and 2224.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 2225

**Applied Flute IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in flute for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1225, 2205 and 2225.

*Prerequisite: None.*

◆MUAP 2226

**Applied Clarinet IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in clarinet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1226, 2206 and 2226.

*Prerequisite: None.*

◆MUAP 2227

**Applied Saxophone IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in saxophone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1227, 2207 and 2227.

*Prerequisite: None.*

◆MUAP 2228

**Applied Trumpet IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in trumpet for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1228, 2208 and 2228.

*Prerequisite: None.*

◆MUAP 2229

**Applied French Horn IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in French horn for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1229, 2209 and 2229.

*Prerequisite: None.*

◆MUAP 2230

**Applied Trombone IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in trombone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1230, 2210 and 2230.

*Prerequisite: None.*

◆MUAP 2231

**Applied Euphonium IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in baritone for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1231, 2211 and 2231.

*Prerequisite: None.*

◆MUAP 2232

**Applied Oboe IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in oboe for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1232, 2212 and 2232.

*Prerequisite: None.*

◆MUAP 2233

**Applied Bassoon IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in bassoon for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1233, 2213 and 2233.

*Prerequisite: None.*

◆MUAP 2234

**Applied Tuba IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in tuba for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1234, 2214 and 2234.

*Prerequisite: None.*

◆MUAP 2235

**Applied Percussion IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in percussion for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1235, 2215 and 2235.

*Prerequisite: None.*

◆MUAP 2236

**Applied Guitar IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in guitar for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1236, 2216 and 2236.

*Prerequisite: None.*

◆MUAP 2237

**Applied Piano IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in piano for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1237, 2217 and 2237.

*Prerequisite: None.*

◆MUAP 2238

**Applied Voice IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in voice for Music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1238, 2218 and 2238.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 2239

**Applied Music Composition IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in music composition for music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1239, 2219 and 2239.

*Prerequisite: Declared music majors or by special permission from the program chair.*

◆MUAP 2240

**Applied Conducting IV**

CRT HRS:2 LEC HRS:0 LAB HRS:2 OTH HRS:0  
This course offers private instruction in music conducting for music majors. Credit is based upon one 50 minute lesson per week and one hour of required daily practice. This course may be repeated as MUAP 1240, 2220 and 2240.

*Prerequisite: Declared music majors or by special permission from the program chair.*

## Architectural Technology (ARCE)

**ARCE 1303**

**Architectural Materials and Methods of Construction**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0  
This course covers properties, specifications, vendor references, and uses of materials as related to architectural systems of structures.

*Prerequisite: Concurrent enrollment in DFTG 1315.*

**ARCE 1421**

**Architectural Illustration**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This course covers architectural illustration and rendering techniques. Emphasis is on architectural structures in 3-D either by freehand drawing or computer software, perspectives, delineation in various media, and development of students' graphical expression. It includes an introduction to various reproduction methods.

*Prerequisite: None.*

**ARCE 1452**

**Structural Drafting**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This course is a study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. It includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.

*Prerequisite: DFTG 1315 and DFTG 2419.*

## Architecture (ARCH)

◆ARCH 1301

**Architectural History I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is part one of a survey of the history of world architecture from pre-history to the present. This course focuses on the period from pre-history up to at least the 14th Century. This course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria for History and Global Culture.

*Prerequisite: None.*

◆ARCH 1302

**Architectural History II**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is part two of a survey of the history of world architecture from pre-history to the present. This course focuses on the period of neo-classicism up to the modern era. This course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: History and Global Culture.

*Prerequisite: None.*

**◆ARCH 1303****Architectural Design I**

CRT HRS:3 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is an introductory studio providing foundation in the conceptual, perceptual, and manual skills necessary for two-dimensional and three-dimensional design. This course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAS) Student Performance Criteria of Professional Communication Skills, Design Thinking Skills, Architectural Design Skills and Ordering Skills.

*Prerequisite: ARCH 1311.***◆ARCH 1311****Introduction to Architecture**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an introduction to architecture that explores the practices, principles, and wider context of architecture and design. It focuses on the role of architecture in society, culture, and the broader physical context of the built environment. This course is intended to fulfill all or part of the following National Architectural Accrediting Board (NAAB) Student Performance Criteria: A.8 Cultural Diversity and Social Equity, D.1 Stakeholder Roles in Architecture.

*Prerequisite: None.*

## Art (ARTS)

**◆ARTS 1301****Art Appreciation**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural and historical contexts.

*Prerequisite: Eligible for ENGL 1301.***◆ARTS 1303****Art History I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is a chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.

*Prerequisite: TSI complete in Reading or equivalent and TSI complete in Writing or equivalent.***◆ARTS 1304****Art History II**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is a chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.

*Prerequisite: TSI complete in Reading or equivalent and TSI complete in Writing or equivalent.***◆ARTS 1311****Design I**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is an introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.

*Prerequisite: None.***◆ARTS 1312****Design II**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is an introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design.

*Prerequisite: ARTS 1311 or approval of the instructor.***◆ARTS 1316****Drawing I**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

*Prerequisite: None.***◆ARTS 1317****Drawing II**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. Students choosing to enroll in sections with live nude models must have chair approval and be a minimum of 18 years of age according to Board Policy 3642.

*Prerequisite: ARTS 1316 and Program Chair approval.***◆ARTS 1325****Drawing and Painting (for Non-Art Majors)**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This studio course focuses on the investigation of the descriptive and expressive qualities of drawing and painting media for the beginning art student.

*Prerequisite: None.***◆ARTS 2313****Design Communications I**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course explores the communication of ideas through processes and techniques of graphic design and illustrations. The translation of verbal language into visual language through a variety of media and software will be covered.

*Prerequisite: Completion of ARTS 2348.***◆ARTS 2316****Painting I**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This studio course explores the potential of painting media with an emphasis on color, composition and the dynamics of vision.

*Prerequisite: None.***◆ARTS 2317****Painting II**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This studio course is a further investigation of painting media and techniques with emphasis on personal expression. This course may be repeated once for an additional three credit hours as a study in advanced problems and techniques.

*Prerequisite: ARTS 2316 or approval of the instructor.***◆ARTS 2323****Life Drawing I**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

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 2326****Sculpture I**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is an exploration of ideas using sculpture media and techniques.

*Prerequisite: None.*



◆ARTS 2333

**Printmaking I**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This studio course explores the use of basic printmaking media and techniques.

*Prerequisite: None.*

◆ARTS 2341

**Art Metals I**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is an exploration of ideas using basic techniques in jewelry and metal construction.

*Prerequisite: None.*

◆ARTS 2346

**Ceramics I**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This studio course explores the preparation and manipulation of clay for the creation of ceramics.

*Prerequisite: None.*

◆ARTS 2347

**Ceramics II**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This studio course is a further investigation of the preparation and manipulation of clay for the creation of ceramics. This course may be repeated once for an additional three credit hours as a study in advanced problems and techniques.

*Prerequisite: ARTS 2346 or approval of instructor.*

◆ARTS 2348

**Digital Art I**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This studio art course explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts.

*Prerequisite: None.*

◆ARTS 2356

**Photography I (Fine Arts Emphasis)**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is an introduction to the basics of photography. It includes camera operation, techniques, and presentation skills. Emphasis is placed on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. \*Additional material costs for paper and printing will be required in this course and is the responsibility of the student to purchase these materials when needed. Students must have a digital camera with fully manual exposure controls for this course.

*Prerequisite: None.*

◆ARTS 2357

**Photography II (Fine Arts Emphasis)**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. \*Additional material costs for paper and printing will be required in this course and is the responsibility of the student to purchase these materials when needed.

*Prerequisite: ARTS 2356 or approval of instructor.*

◆ARTS 2389

**Academic Cooperative**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is an instructional program designed to integrate on-campus study with practical hands-on work experience as a practicing artist. In conjunction with class seminars, the individual student will set specific goals and objectives in the study and/or practice of studio art and/or art history.

*Prerequisite: ARTS 1311, ARTS 1312, ARTS 1316, ARTS 1317.*

## ASL/Interpreting Studies (SLNG)

### SLNG 1300

**Fundamentals for Deaf Support Specialist/Service Provider**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is designed to instruct students in how to work with deaf consumers in a variety of settings including but not limited to job coaching, mentoring, tutoring, and/or advocacy work.

*Prerequisite: None.*

### SLNG 1304

**American Sign Language (ASL) I**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course is an introduction to the basic skills needed in the production and comprehension of American Sign Language (ASL). Course work includes focus on the manual alphabet, numbers, conversational skills, culturally appropriate behaviors, and ASL grammar.

*Prerequisite: None.*

### SLNG 1305

**American Sign Language (ASL) II**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

ASL Beginning II develops receptive and expressive ability and allows for recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL).

This course increases fluency and accuracy in fingerspelling and numbers, and provides opportunities for interaction within the deaf community.

*Prerequisite: SLNG 1304 or SGNL 1301.*

### SLNG 1311

**Fingerspelling and Numbers**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course develops expressive and receptive fingerspelling skills. Receptive skills focus on whole-word and phrase recognition as well as identifying fingerspelling words in context. Expressive skills focus on the development of speed, clarity, and fluency.

*Prerequisite: SLNG 1304 or SGNL 1301.*

### SLNG 1315

**Visual/Gestural Communication**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course develops skills in non-verbal communication. This course emphasizes the use and understanding of facial expression, gestures, pantomime, and body language. Instructional methods include the creation and/or performance of stories using these elements.

*Prerequisite: SLNG 1304 or SGNL 1301.*

### SLNG 1317

**Introduction to the Deaf Community**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an overview of the physical, educational, social, and cultural implications of deafness and hearing loss within the context of an individual's personal life, family and community in today's multicultural society. Coursework focuses on current educational and vocational programs, legislation, technology, and other pertinent issues.

*Prerequisite: None.*

### SLNG 1321

**Introduction to the Interpreting Profession**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an overview of the field of sign language interpretation. The class provides an historical framework for the principles, ethics, roles, responsibilities, and standard practices of the interpreting profession.

*Prerequisite: None.*



**SLNG 1344****American Sign Language (ASL) III**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course integrates and refines expressive and receptive skills in American Sign Language (ASL), which includes recognition of sociolinguistic variations. The preferred method of instruction will be a practice oriented approach to language acquisition, which includes the use of multimedia.

*Prerequisite:* SLNG 1305 or SGNL 1302.

**SLNG 1345****American Sign Language (ASL) IV**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course is an integration of expressive and receptive skills in American Sign Language with emphasis on literature, discourse styles, and contextualization at an intermediate level. It provides students with information on idiomatic/colloquial usages of signs, as well as grammatical structures for complex sentences.

*Prerequisite:* SLNG 1344 or SGNL 2301.

**SLNG 1350****Sign-to-Voice**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course provides skill development in interpreting and transliterating from American Sign Language and other modes of communication to English and analysis of increasingly complex tasks utilizing simulated interpreting experiences including skills analysis and peer evaluation.

*Prerequisite:* SLNG 1305 or SGNL 1302.

**SLNG 2186****Capstone: Internship I**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

Internship I is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

*Prerequisite:* Permission from the Department.

**SLNG 2187****Internship I- Deaf Support/Sign Language Interpreter**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

Internship I is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

*Prerequisite:* Permission from the Department.

**SLNG 2188****Capstone: Internship II**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

Internship II is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

*Prerequisite:* Permission from the Department.

**SLNG 2189****Capstone: Internship III**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

Internship III is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

*Prerequisite:* Permission from the Department.

**SLNG 2303****Transliterating**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This is a practice-oriented course designed to develop the foundation skills necessary for rendering spoken English into a manually coded English format, and from a manually coded English system into spoken English. An integral part of this course will be defining, recognizing, and incorporating features of transliterations.

*Prerequisite:* ENGL 1301, DRAM 1351, BIOL 1408, SOCW 2361, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1344 (or SGNL 2301), SLNG 2187, SLNG 2401, SLNG 1345, SLNG 2411, SLNG 1350, and Mid-Program Evaluation.

**SLNG 2330****Advanced Techniques for Deaf Support Specialist/Service Providers**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course incorporates advanced concepts of practical general training and experiences in a structured classroom setting. Students will participate in various role-playing activities including but not limited to job coaching, mentoring, literacy, tutoring, and advocacy work.

*Prerequisite:* SLNG 1345 (or SGNL 2302), SLNG 1300.

**SLNG 2370****Trilingual Interpreting I**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course will include the development of inter-lingual skills (English to Spanish/Spanish to English/American Sign Language (ASL) to Spanish/Spanish to ASL). The student will begin to demonstrate an ability to produce dynamic equivalence from a source language to a target language with an emphasis in Spanish to ASL and ASL to Spanish.

*Prerequisite:* None.

**SLNG 2372****Trilingual Interpreting II**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course will focus on the enhancement of trilingual interpreting skills with continued exposure of more complex source material. This will include trilingual interpreting experiences through the use of multimedia materials in the classroom.

*Prerequisite:* Completion of or concurrent enrollment in SLNG 2370.

**SLNG 2373****Latino Interpreting Issues**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course provides a historical and contemporary perspective of Latino cultures with an emphasis on Mexican-American culture. Topics include cultural values, group norms, communication, language differences among Latinos, and standard practices of the interpreting profession.

*Prerequisite:* Completion of or concurrent enrollment in SLNG 1321.

## SLNG 2401

### Interpreting I

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
Interpreting I is an overview of the interpreting process and current models. It introduces the skills necessary to achieve message equivalency in interpreting. The student will identify interpreting process models and will apply these models to text analysis. The student will differentiate contextual factors affecting language usage in the interpreting process, and will begin to demonstrate an ability to produce dynamic equivalence from source language to target language.

*Prerequisite:* ENGL 1301, DRAM 1351, BIOL 1408, SOCW 2361, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1344 (or SGNL 2301), and Mid-Program Evaluation.

## SLNG 2402

### Interpreting II

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
Interpreting II is an overview of the interpreting process and current models. It introduces the skills necessary to achieve message equivalency in interpreting. The student will identify interpreting process models and will apply these models to text analysis. The student will differentiate contextual factors affecting language usage in the interpreting process, and will begin to demonstrate an ability to produce dynamic equivalence from source language to target language.

*Prerequisite:* ENGL 1301, DRAM 1351, BIOL 1408, SOCW 2361, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1345 (or SGNL 2302), SLNG 2187, SLNG 2401, and Mid-Program Evaluation.

## SLNG 2411

### Interpreting in Specialized Settings

CRT HRS:4 LEC HRS:4 LAB HRS:0 OTH HRS:0  
This course focuses on interpreting/transliterating for special populations (e.g., deaf/blind, high visual, oral deaf) in a variety of settings (e.g., religious, artistic, medical, legal, mental health). Activities are designed to reinforce basic theories and techniques related to working with special populations in various settings.

*Prerequisite:* SLNG 1321, SLNG 1344 or SGNL 2301.

## SLNG 2431

### Interpreting III

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This is a practice-oriented course designed to strengthen skills in the integration and application of cognitive processing for more complex source material. Continued exposure to simulated interpreting experiences through the use of multimedia materials will be incorporated in to classroom activities.

*Prerequisite:* ENGL 1301, DRAM 1351, BIOL 1408, SOCW 2361, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1345 (or SGNL 2302), SLNG 2187, SLNG 2188, and Mid-Program Evaluation.

## SLNG 2434

### American Sign Language (ASL) V

CRT HRS:4 LEC HRS:3 LAB HRS:2 OTH HRS:0  
This course will provide students with expanding knowledge and utilization of American Sign Language (ASL) vocabulary demonstrating semantic accuracy and discourse strategies. Theory and practice of major linguistic principles in ASL will be discussed.

*Prerequisite:* ENGL 1301, DRAM 1351, BIOL 1408, SOCW 2361, PHIL 2306, SLNG 1321, SLNG 1311, SLNG 1344 (or SGNL 2301), SLNG 2187, SLNG 2401, SLNG 1345, SLNG 2411, SLNG 1350, and Mid-Program Evaluation.

# Automotive Mech/Tech (AUMT)

## AUMT 1201

### Introduction and Theory of Automotive Technology

CRT HRS:2 LEC HRS:2 LAB HRS:1 OTH HRS:0  
This course is an introduction overview of the automotive service industry including history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and automobile maintenance.

*Prerequisite:* None.

## AUMT 1266

### Practicum I

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:20  
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* Permission from the department.

## AUMT 1267

### Practicum II

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:20  
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* Permission from the department.

## AUMT 1316

### Automotive Suspension and Steering Systems-GM-ASEP

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0  
This course covers the diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific.

*Prerequisite:* AUMT 1407.

## AUMT 1345

### Automotive Climate Control Systems

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0  
This course covers the theory of automotive air conditioning and heating systems, including diagnosis and repair of manual/electronic climate control systems. Emphasis is placed on the basic refrigeration cycle and diagnosis and repair of system malfunctions. EPA guidelines for refrigerant handling and new refrigerant replacements are also covered.

*Prerequisite:* DEMR 1401 or AUMT 1407.

## AUMT 1407

### Automotive Electrical Systems

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0  
This course is an overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of, charging and starting systems, and electrical accessories. Emphasis is placed on electrical principles, schematic diagrams and service publications.

*Prerequisite:* None.

## AUMT 1410

### Automotive Brake Systems

CRT HRS:4 LEC HRS:2 LAB HRS:8 OTH HRS:0  
This course covers the operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes.

*Prerequisite:* AUMT 1407.

**AUMT 1416****Automotive Suspension and Steering Systems**

CRT HRS:4 LEC HRS:2 LAB HRS:8 OTH HRS:0

This course covers the diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific.

*Prerequisite: Concurrent enrollment in AUMT 1407.*

**AUMT 1419****Automotive Engine Repair**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course explores the fundamentals of engine operation, diagnosis and repair. Emphasis is on identification, inspection, measurements, and disassembly, repair, and re-assembly of the engine.

*Prerequisite: AUMT 1407.*

**AUMT 2266****Practicum III-GM ASEP**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Permission from the department.*

**AUMT 2267****CAPSTONE: Practicum IV- GM ASEP**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite: Permission from the department.*

**AUMT 2313****Automotive Drive Train and Axles**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on diagnosis and repair.

*Prerequisite: AUMT 1419.*

**AUMT 2417****Automotive Engine Performance Analysis I**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course includes theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment is emphasized.

*Prerequisite: AUMT 1407; concurrent enrollment in AUMT 1419.*

**AUMT 2421****Automotive Electrical Diagnosis and Repair**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

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: Concurrent enrollment in AUMT 1407.*

**AUMT 2425****Automotive Automatic Transmission and Transaxle**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course is a study of the operation, hydraulic circuits and electronic controls, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques are covered.

*Prerequisite: AUMT 1407.*

**AUMT 2434****Automotive Engine Performance Analysis II**

CRT HRS:4 LEC HRS:2 LAB HRS:8 OTH HRS:0

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.*

## Baker/Pastry Chef (PSTR)

**PSTR 1264****CAPSTONE: Practicum I**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:16

This course is a capstone experience for the certificate students. This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisite: Second semester standing in the Commercial Baking Certificate.*

**PSTR 1301****Fundamentals of Baking**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course explores the fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings and ingredients is also included. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.

*Prerequisite: None.*

**PSTR 1302****Cake Baking and Production**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course covers principles and techniques of cake production. Emphasizes ingredients identification, functions, mixing, and baking.

*Prerequisite: None.*

**PSTR 1305****Breads and Rolls**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course concentrates on fundamentals of chemically and yeast raised breads and rolls. Instruction is on commercial preparation of a wide variety of products.

*Prerequisite: CHEF 1305 and PSTR 1301.*

**PSTR 1306****Cake Decorating I**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is an introduction to skills, concepts and techniques of cake decorating.

*Prerequisite: None.*

**PSTR 1310****Pies, Tarts, Teacakes and Cookies**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course focuses on preparation of American and European style pie and tart fillings and dough, cookies, teacakes, custard and batters. Instruction is on finishing and presentation techniques.

*Prerequisite: None.*

**PSTR 1342****Quantity Bakeshop Production**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course covers advanced baking techniques to include volume production of a variety of breads and desserts.

*Prerequisites: PSTR 1301 and CHEF 1305.*

#### **PSTR 1440**

##### **Plated Desserts**

CRT HRS:4 LEC HRS:3 LAB HRS:2 OTH HRS:0  
This course covers the preparation and service of hot and cold desserts with a focus on individual desserts, a la minute preparations, and numerous components within one preparation. Emphasis on station organization, timing, and service coordination for restaurant dessert production.

*Prerequisite:* CHEF 1305 and PSTR 1301.

#### **PSTR 2264**

##### **Capstone: Practicum**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:16  
This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisite:* Fourth semester standing in the Associate of Applied Science degree in Culinary Arts with a specialization in Baking and Pastry Arts.

#### **PSTR 2301**

##### **Chocolates and Confections**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0  
This course is a study of production and decoration of traditional truffles, marzipan, molded and hand-dipped chocolate, caramels, nougats, and pate de fruit.

*Prerequisite:* CHEF 1305 and PSTR 1301.

#### **PSTR 2307**

##### **Cake Decorating II**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0  
This is a course in decoration of specialized and seasonal products.

*Prerequisites:* CHEF 1305, PSTR 1301 and PSTR 1306.

#### **PSTR 2331**

##### **Advanced Pastry Shop**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0  
This course is a study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis is placed on advanced techniques.

*Prerequisite:* CHEF 1305, PSTR 1301.

## **Banking (BNKG)**

#### **BNKG 1340**

##### **Money and Financial Markets**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is an overview of money and banking institutions and their role and functions in the economy. It includes study of Federal Reserve System, characteristics of financial intermediaries, and regulatory institutions. Topics include principles of monetary and fiscal policy, commercial banking structures, and Financial Markets.

*Prerequisite:* None.

## **Biology (BIOL)**

#### **◆BIOL 1322**

##### **Nutrition and Diet Therapy I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This is a study of the chemical, physical and sensory properties of food, nutritional quality, and food use and diet applications.

*Prerequisite:* None.

#### **◆BIOL 1406**

##### **Biology for Science Majors I**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This is an in-depth study of the fundamental principles of living organisms including physical and chemical properties of life, cellular organization and function. Concepts of metabolic pathways, cellular respiration, photosynthesis, mitosis, meiosis, and molecular biology of the gene, genetics biotechnology, evolutionary adaptation and the scientific method are included.

*Prerequisite:* TSI Complete in Reading.

#### **◆BIOL 1407**

##### **Biology for Science Majors II**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This is a continuation of Biology 1406. It is an in-depth study of the fundamental principles of living organisms including classification and evolution. Topics include biodiversity of viruses, bacteria, archaea, protists, fungi, plants, and animals, comparison of the organization, function and reproduction, ecology of behavior, populations, communities, and the biosphere.

*Prerequisite:* BIOL 1406 with a grade of "C" or better.

#### **◆BIOL 1408**

##### **Biology for Non-Science Majors I**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This is an overview of the fundamental principles of living organisms including physical and chemical properties of life, cellular organization and function. Concepts of metabolic pathways, cellular respiration, photosynthesis, mitosis, meiosis, and molecular biology of the gene, genetics, biotechnology, evolutionary adaptation and the scientific method are included.

*Prerequisite:* TSI Complete in Reading.

#### **◆BIOL 1409**

##### **Biology for Non-Science Majors II**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This is a continuation of Biology 1408. It is an overview of the fundamental principles of living organisms including classification and evolution. Topics include biodiversity of viruses, bacteria, archaea, protists, fungi, plants, and animals, comparison of their organization, function and reproduction with humans, and ecology of behavior, populations, communities, and the biosphere, including effects of human activities.

*Prerequisite:* BIOL 1408 with a grade of "C" or better.

#### **◆BIOL 2389**

##### **Academic Cooperative in the Biological Life Sciences**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This is an instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/ life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems.

*Prerequisite:* Permission from the department.

#### **◆BIOL 2401**

##### **Anatomy and Physiology I**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular and nervous systems.

*Prerequisite:* TSI Complete in Reading.

#### **◆BIOL 2402**

##### **Anatomy and Physiology II**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This is a continuation of the study of the structure and function of the human body including the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems. Consideration is given to metabolism, electrolyte and fluid balance, and human development.

*Prerequisite:* BIOL 2401 with a grade of "C" or better.

#### ◆BIOL 2406

##### **Environmental Biology**

CRT HRS:4 LEC HRS:3 LAB HRS:2 OTH HRS:0  
This is a study of human interaction and the effect upon plant and animal communities. Conservation, pollution, energy and other contemporary ecological problems will be discussed.

*Prerequisite:* None.

#### ◆BIOL 2416

##### **Genetics**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This is a study of the principles of molecular and classical genetics and the function and transmission of hereditary material. It includes population genetics and genetic engineering.

*Prerequisite:* BIOL 1406 and CHEM 1411 with a grade of "C" or better.

#### ◆BIOL 2420

##### **Microbiology for Non-Science Majors**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This course is an introduction to the morphology, physiology and taxonomy of pathogenic microorganisms. In this course, students will be presented with basic knowledge about the discipline of microbiology, the study of disease transmission, resistance to infection, microbial control and a brief review of food microbes, public health and immunology. Emphasis will include methods for studying microbes, metabolism, growth, epidemiology, pathogenesis, and infectious diseases. Laboratory exercises will provide students with hands-on experience in studying microbiological applications and sound techniques in culturing, staining and identifying bacteria.

*Prerequisite:* BIOL 2402 with a grade of "C" or better.

#### ◆BIOL 2421

##### **Microbiology for Science Majors**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This is a study of principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts and the environment. Laboratory activities will reinforce principles of microbiology as well as the microbial interactions including all of the principles and microbial interactions covered in the lecture sessions.

*Prerequisite:* BIOL 1406, BIOL 1407 and CHEM 1411 with a grade of "C" or better.

## Busi Sys Networking/Tel (ITNW)

#### ITNW 1413

##### **Computer Virtualization**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This course is designed to implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers.

*Prerequisite:* CPMT 1403, CPMT 1449.

#### ITNW 1425

##### **Fundamentals of Networking Technologies**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This course provides instruction in networking technologies and their implementation. Topics will include the OSI reference model, network protocols, transmission media, and networking hardware and software.

*Prerequisite:* None.

#### ITNW 1451

##### **Fundamentals of Wireless LANs**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
The focus of this course is to design, plan, implement, operate, and troubleshoot Wireless Local Area Networks (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies.

*Prerequisites:* CPMT 1403, CPMT 1449.

#### ITNW 1454

##### **Implementing and Supporting Servers**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This is a course in the development of skills necessary to implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment.

*Prerequisite:* ITSY 1400 or ITNW 1425.

#### ITNW 2164

##### **CAPSTONE: Network Practicum**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:10  
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* ITSY 1400, ITNW 2435, and ITSY 1442.

#### ITNW 2421

##### **Networking with TCP/IP**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This course will prepare the student to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems.

*Prerequisite:* ITNW 1425.

#### ITNW 2435

##### **Network Troubleshooting and Support**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
In this course the student is provided instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics will include troubleshooting and research techniques, available resources, and network management hard/software.

*Prerequisite:* ITNW 2421 and ITNW 1454.

#### ITNW 2453

##### **Advanced Routing and Switching**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
The focus of this course is on advanced concepts for the implementation, operation, and troubleshooting of switched and routed environments. It emphasizes advanced routing protocols, Multi-Protocol Label Switching (MPLS), and advanced security.

*Prerequisite:* ITSY 1442.

## Business (BUSI)

#### ◆BUSI 1301

##### **Business Principles**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

*Prerequisite:* None.



#### ◆BUSI 2301

##### **Business Law**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. (Transfers only as an elective)

*Prerequisite: None.*

#### ◆BUSI 2305

##### **Business Statistics**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course covers descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. (BUSI 2305 is included in the Business Field of Study.)

*Prerequisite: MATH 1324 Mathematics for Business & Social Sciences or MATH 1414 College Algebra and BCIS 1305 Business Computer Applications.*

## **Business Admin Mangt (BMGT)**

#### **BMGT 1301**

##### **Supervision**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is a study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

*Prerequisite: None.*

#### **BMGT 1305**

##### **Communications in Management**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course includes basic theory and process of communication skills necessary for the management of an organization's workforce.

*Prerequisite: ITSC 1409 or COSC 1301.*

#### **BMGT 1309**

##### **Information and Project Management**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course explores critical path methods for planning and controlling projects. It includes time/cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

*Prerequisite: None.*

#### **BMGT 1391**

##### **Business Conduct**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is a study of the business code of conduct as it relates to management practices, employee relations, and organizational structure. Topics include employee performance, interpersonal relations, teamwork dynamics, resolving organizational problems, and dealing with ethical issues related to business.

*Prerequisite: None.*

#### **BMGT 2168**

##### **CAPSTONE: Accounting Practicum**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:10  
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Approval of Practicum Coordinator.*

#### **BMGT 2268**

##### **CAPSTONE: Business Administration Practicum**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:14  
This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Approval of Practicum Coordinator.*

#### **BMGT 2303**

##### **Problem Solving and Decision Making**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course emphasizes decision making and problem solving process in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experimental activities such as small group discussions, case studies and the use of other managerial decision aids.

*Prerequisite: None.*

## **Business Marketing (MRKG)**

#### **MRKG 1301**

##### **Customer Relationship Management**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
Topics in this course address general principles of customer relationship management including skills, knowledge, attitudes, and behaviors.

*Prerequisite: None.*

#### **MRKG 1311**

##### **Principles of Marketing**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is an introduction to the marketing mix functions and process; identification of consumer and organizational needs; explanation of economic, psychological, sociological, environmental, and global issues. A description and analysis of the importance of marketing research is also provided.

*Prerequisite: None.*

#### **MRKG 1313**

##### **Public Relations**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is an exploration of theories, techniques, and processes of public relations including means of influencing methods of building good will, analysis of media, obtaining publicity, and implementation of public relations programs.

*Prerequisite: None.*

#### **MRKG 2333**

##### **Principles of Selling**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is an overview of the selling process. Identification of the elements of the communication process between buyers and sellers and examination of the legal and ethical issues of organizations which affect salespeople are included.

*Prerequisite: None.*

#### **MRKG 2349**

##### **Advertising and Sales Promotion**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course covers integrated marketing communications. It includes advertising principles and practices. Emphasis is on multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints.

*Prerequisite: None.*

# Chemistry (CHEM)

## ◆CHEM 1405

### **Introductory Chemistry I for Non-Science Majors**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a survey course introducing inorganic chemistry designed for students who are not science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals, and compounds, chemical nomenclature, acid-base theory, oxidation-reduction, solutions and chemical applications in everyday life. Descriptive chemistry is emphasized.

*Prerequisite:* TSI Complete in Math or MATH 0100 with a grade of "C" or better.

## ◆CHEM 1407

### **Introductory Chemistry II for Non-Science Majors**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a continuation of CHEM 1405 introducing chemistry designed for students who are not science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied and its applications to everyday life.

*Prerequisite:* CHEM 1405.

## ◆CHEM 1409

### **General Chemistry for Engineering Majors**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is the fundamental principles of chemistry for engineering majors; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, acid-base concepts, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, phase-diagrams, introduction to chemical equilibrium, chemical thermodynamics, electrochemistry, and an introduction to descriptive inorganic chemistry and organic chemistry.

\*Students taking CHEM 1409 to fulfill the Life and Physical Science elective must take CHEM 1412 to complete the sequence. Students should not take both CHEM1411 and CHEM1409.

*Prerequisite:* MATH 1414 with a grade of "C" or better.

## ◆CHEM 1411

### **General Chemistry I**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course will cover fundamental principles of chemistry for majors in the sciences, health sciences and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, property gasses, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented in CHEM 1411 will be performed. Introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports will be emphasized.

*Prerequisite:* TSI complete in Reading and completion of MATH 1414 with a grade of "C" or better or equivalent.

## ◆CHEM 1412

### **General Chemistry II**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course will cover chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in CHEM 1412 will be performed. Introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports will be emphasized.

*Prerequisite:* CHEM 1411 with a grade of "C" or better.

## ◆CHEM 2423

### **Organic Chemistry I**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities will reinforce fundamental principles presented in CHEM 2423 lecture. Methods for the purification and identification of organic compounds will be examined. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.

*Prerequisite:* CHEM 1412 with a grade of "C" or better.

## ◆CHEM 2425

### **Organic Chemistry II**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities reinforce advanced principles of organic chemistry presented in CHEM 2425 lecture. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.

*Prerequisite:* CHEM 2423 with a grade of "C" or better.

# Child Care & Dev (CDEC)

## CDEC 1167

### **Capstone: Field Study Infant/Toddler**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:7

This course provides practical, general workplace training in the Child Care field supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* Concurrent enrollment in or completion of CDEC 1319 with a "C" or better and permission from the department.

## CDEC 1313

### **Curriculum Resources for Early Childhood Programs**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of the fundamentals developmentally appropriate curriculum design and implementation in early care and education programs for children.

*Prerequisite:* None.



**CDEC 1319****Child Guidance**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is an exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis is placed on positive guidance principles and techniques, family involvement and cultural influences. It will include practical application through direct participation with children.

*Prerequisite: None.***CDEC 1321****The Infant and Toddler**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality care giving routines, learning environments, materials and activities, and teaching/ guiding techniques.

*Prerequisite: None.***CDEC 1323****Observation and Assessment**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of observation skills, assessment techniques, and documentation of children's development.

*Prerequisite: None.***CDEC 1341****CDA Preparation for Assessment**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the preparation for the Child Development Associate (CDA) credential assessment includes writing CDA competency statements, completing a CDA professional resource file, and preparing for formal CDA observation and assessment.

*Prerequisite: TECA 1354, TECA 1318, TECA 1303 and TECA 1311.***CDEC 1356****Emergent Literacy for Early Childhood**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.

*Prerequisite: None.***CDEC 1358****Creative Arts for Early Childhood**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

*Prerequisite: None.***CDEC 1359****Children with Special Needs**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

*Prerequisite: None.***CDEC 1417****Child Development Associate Training I**

CRT HRS:4 LEC HRS:4 LAB HRS:0 OTH HRS:0

This course is based on the requirements for the Child Development Associate credential (CDA). Topics include a CDA overview, general observation skills, and a child growth and development overview. The four functional areas of study covered in this course include creative, cognitive, physical, and communication.

*Prerequisite: Program Chair Approval.***CDEC 2166****Capstone: Field Study Preschool**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:7

This course provides practical, general workplace training in the Child Care field supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Concurrent enrollment in or completion of CDEC 1319 with a "C" or better and permission from the department.***CDEC 2167****Capstone: Administration**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:7

This course provides practical, general workplace training in the Child Care field supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: CDEC 2166 and Program Chair Approval.***CDEC 2307****Math and Science for Early Childhood**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

*Prerequisite: None.***CDEC 2326****Administration of Programs for Children I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a practical application of management procedures for early child care and education programs, including a study of planning, operating, supervising, and evaluating programs. Course topics include philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

*Prerequisite: Six credits In Child Development courses or Program Chair approval.***CDEC 2328****Administration of Programs for Children II**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, and planning parent education/partnerships.

*Prerequisite: CDEC 2326.***CDEC 2336****Administration of Programs for Children III**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is an advanced study of the skills and techniques in administering early care and education programs including staff development, curriculum planning and delivery, and adult learning theory.

*Prerequisite: CDEC 2326.***CDEC 2422****Child Development Associate Training II**

CRT HRS:4 LEC HRS:4 LAB HRS:0 OTH HRS:0

This course is a continuation of the study of the requirements for the Child Development Associate credential (CDA). The six functional areas of study covered in this course include safety, health, learning environment, self, social, and guidance.

*Prerequisite: Completion of CDEC 1417 with a grade of "C" or better.*

## Child Care & Devlpmt (TECA)

### ◆TECA 1303

#### Family, School, and Community

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course is a study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experiences.

*Prerequisite: None.*

### ◆TECA 1311

#### Educating Young Children

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course is an introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and the course includes a minimum of 16 hours of field experiences.

*Prerequisite: None.*

### ◆TECA 1318

#### Wellness of the Young Child

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This is a study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences.

*Prerequisite: None.*

### ◆TECA 1354

#### Child Growth and Development

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is a study of the physical, emotional, social, language, and cognitive factors impacting growth and development of children through adolescence.

*Prerequisite: None.*

## Coll. Success-Hlth Care (CSFH)

### CSFH 0101

#### College Success for Healthcare

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course aids the healthcare student to perform successfully in healthcare education by understanding his or her personal learning style, understanding and using college policies and procedures including clinical requirements, criminal background authorizations, vaccinations, drug and alcohol testing, managing time, memorizing information, reading textbooks for maximum learning, taking effective notes from lectures and books, maximizing test scores, thinking critically, communicating well both orally and in writing, by learning and applying library and technological healthcare research techniques, and by learning about each of the healthcare professions taught at South Texas College. Some healthcare programs award points toward selection for completion of CSFH with a grade of "A" or "B." This course fulfills a requirement for all first-time developmental students who are not TSI complete, and for all students (including transfer students) with grade point averages below 2.0. It is not required for students who are TSI exempt.

*Prerequisite: None.*

## Comm System Install (CSIR)

### CSIR 1355

#### Industry Certifications

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course prepares the student for the certifications required by industry.

*Prerequisite: None.*

## Commercial Art (ARTC)

### ARTC 1413

#### Digital Publishing I

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is the study of the fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

*Prerequisite: ITSC 1409.*

## Commercial Photography (PHTC)

### PHTC 1347

#### Landscape Photography

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course provides skill development in the inspection of the landscape visually and photographically utilizing various camera formats. Topics include exploration of historic, geographical, and cultural locations, and review of landscape photographers.

*Prerequisite: PHTC 2431.*

### PHTC 2431

#### Architectural Photography

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study of the equipment, processes, and procedures necessary for the photography of building exteriors and interiors, dusk/night and night architectural landscapes, and construction progress.

*Prerequisite: None.*

## Communication (COMM)

### ◆COMM 1307

#### **Introduction to Mass Communication**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a survey of basic content and structural elements of mass media and their functions and influences on society

*Prerequisite:* TSI complete in Reading and Writing, or equivalent.

### ◆COMM 2305

#### **Editing and Layout**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This is a course in the editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

*Prerequisite:* Completion of COMM 1307, COMM 2327, COMM 2330, and ENGL 1301.

### ◆COMM 2311

#### **Media Writing**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course focuses on the fundamentals of writing for the mass media. This course includes instruction in professional methods and techniques for gathering, processing and delivering content.

*Prerequisite:* TSI complete in Reading and Writing, or equivalent.

### ◆COMM 2315

#### **News Reporting**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course focuses on advanced news-gathering and writing skills. It concentrates on the three-part process of producing news stories: discovering the news, reporting the news, and writing the news in different formats.

*Prerequisite:* COMM 2311.

### ◆COMM 2327

#### **Introduction to Advertising**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the fundamentals of advertising, including marketing theory and strategy, copy writing, design, and selection of media.

*Prerequisite:* Completion of ENGL 1301.

### ◆COMM 2330

#### **Introduction to Public Relations**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course explores the history and development of public relations. Presentation of the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns.

*Prerequisite:* Completion of ENGL 1301.

### ◆COMM 2339

#### **Writing for Radio, Television, and Film**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

*Prerequisite:* ENGL 1302 and completion of or concurrent enrollment in COMM 2305.

### ◆COMM 2389

#### **Academic Cooperative**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.

*Prerequisite:* Completion of COMM 1307, COMM 2327, COMM 2330, COMM 2305, and COMM 2339.

## Comp & Info Science (ITSC)

### ITSC 1405

#### **Introduction to PC Operating Systems**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

*Prerequisite:* None.

### ITSC 1407

#### **UNIX Operating System I**

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This course is the study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts.

*Prerequisite:* ITNW 1425.

### ITSC 1409

#### **Integrated Software Applications I**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

In this course the student will learn integration of applications from popular business productivity software suites. There will also be instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

*Prerequisite:* None.

### ITSC 1416

#### **Linux Installation and Configuration**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is an introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes on hands-on setup, administration, and management of Linux.

*Prerequisite:* ITSC 1405.

### ITSC 1425

#### **Personal Computer Hardware**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting.

*Prerequisite:* None.

### ITSC 2165

#### **CAPSTONE: Systems Administration Practicum**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* ITNW 2421 and ITNW 1454.

### ITSC 2166

#### **Capstone: Cybersecurity Practicum**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:10

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisite:* ITSY 2459.

### ITSC 2346

#### **Computer Center Management**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course instructs the student in assessing the needs of a computing center as well as the general principles of hardware and software acquisition, maintenance, licensing, and improving usage scheduling. Emphasis is placed on interpersonal communication and management skills.

*Prerequisite:* ITNW 2435 or ITSY 2441.

**ITSC 2439****Personal Computer Help Desk**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course instructs the student in the diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.

*Prerequisite: ITNW 1454.*

## Computer & Info. Tech. (CITP)

**CITP 3305****System Analysis and Design**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides an introduction to the system design and development process, including structured programming logic, computer-based problem-solving concepts, and algorithm design. Individual topics will include program flowcharting and pseudo-coding, input/out techniques, control structures (including sequence, design, and repetition structures), procedures/functions/methods, modularization, file handling, and user documentation. Basic concepts of object-oriented programming are also introduced.

*Prerequisite: Program Chair approval.*

**CITP 3306****Internet/Intranet Server Integration**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is an in-depth study in the designing, installing, and administration of Windows and Linux-based servers. Use of scripting languages to administer servers will be used.

*Prerequisite: ITNW 1425 or CPMT 1449 with a grade of "C" or better and Program Chair approval.*

**CITP 3310****Survey of Programming Languages**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course introduces two languages. One language will be a common programming language and the other will be a common scripting language. The concepts covered in the programming language will include simple input and output, conditionals, and use of standard structures in the language. The concepts covered in the scripting language will include formatting, enhancements and error detection.

*Prerequisite: CITP 3305 with a grade of "C" or better and Program Chair approval.*

**CITP 3311****Reverse Software Engineering**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides a study of reverse software engineering concepts and hands-on training with reverse engineering tools including disassemblers, decompilers and code analyzers.

*Prerequisite: CITP 3310 with a grade of "C" or better and Program Chair approval.*

**CITP 3312****Fundamentals of Information Security**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place.

*Prerequisite: ITNW 2421 and Program Chair approval.*

**CITP 3320****Database Management**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

In this course, the logical concept and physical organization of relational database management systems are studied. The SQL language will be used extensively in exploring and querying databases. Students will receive extensive hands-on skills for designing, analyzing and implementing a relational database using Oracle.

*Prerequisite: CITP 3310 with a grade of "C" or better and Program Chair approval.*

**CITP 3360****Digital Image Processing and Presentation**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides a basic competency in preparation and creation of photo quality images. Topics may include cropping, color adjustments, restoration of damage, adding and removing elements and animated images.

*Prerequisite: Program Chair approval.*

**CITP 4301****Capstone: Computer and Information Technology Internship**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course presents a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

*Prerequisite: Senior standing and program chair approval.*

**CITP 4316****Advanced Web Design**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course will introduce the paradigm of web development by utilizing server-side technology. Data-driven web applications will be created by applying programming, security and database management techniques. Topics include, but are not limited to, dynamic web page generation, basic web server configuration and database connectivity.

*Prerequisite: CITP 3310 and (ITSE 1411 or COSC 1315) with a grade of "C" or better and Program Chair approval.*

**CITP 4330****Advanced Network Security**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course prepares students to synthesize technical material covered in prior courses to perform a comprehensive security audit on a network infrastructure. Includes configuring secure hardware and software firewalls. Emphasis will be placed on overall network security processes and competencies covered on security certification exams.

*Prerequisite: CITP 3312 with a grade of "C" or better and Program Chair approval.*

**CITP 4340****Special Topics Course - CIT**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

In this course, students will utilize knowledge from previous course work to create a programming project. The programming project has to adhere to the given topic of study. The topic of study chosen by the instructor may change from semester to semester.

*Prerequisite: CITP 4350 with a grade of "C" or better and Program Chair approval.*

### **CITP 4346**

#### **Cyber Law and Digital Forensics**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course presents the laws and legal issues that impact law enforcement, businesses, and investigators when preserving, collecting, and analyzing digital data and evidence of computer crimes. Students will examine the tools and techniques required to conduct a successful investigation of illegal activities related to information technology.

*Prerequisites:* CITP 3312 with a grade of "C" or better and Program Chair approval.

### **CITP 4347**

#### **Principles of Cybersecurity**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course introduces the basic concepts and principles of cybersecurity and the fundamental approaches of securing systems. Its main topics include: security basics, security management, risk assessment, software security, operating systems security, cryptography protocols, network authentication, security network applications, malware, network threats and defenses, web security, mobile security, cloud computing, virtualization, ethical issues and privacy.

*Prerequisite:* ITSY 1400 and (ITNW 2421 or CPMT 2449) with a grade of "C" or better and Program Chair approval.

### **CITP 4348**

#### **Cybersecurity Assessments**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides a study of vulnerabilities, assessments, and penetration testing. Topics include performing reconnaissance, identifying possible attack vectors, exploiting a system's vulnerabilities, and reporting the results of a penetration test. Emphasis is to identify security weaknesses on a computer network.

*Prerequisites:* CITP 4330 with a grade of "C" or better.

### **CITP 4350**

#### **Advanced Computer Programming**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course will introduce students to more advanced concepts in computer programming languages. Topics may include Graphical User Interface, Database Connectivity, Threads, and Network Programming.

*Prerequisite:* CITP 3310 with a grade of "C" or better and Program Chair approval.

## **Computer Engr Tech (CETT)**

### **CETT 1409**

#### **DC/AC Circuits**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers the fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.

*Prerequisite:* None.

### **CETT 1421**

#### **Electronic Fabrication**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

*Prerequisite:* None.

### **CETT 1425**

#### **Digital Fundamentals**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This is an entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis is placed on circuit logic analysis and troubleshooting digital circuits.

*Prerequisite:* None.

### **CETT 2189**

#### **CAPSTONE: Internship**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

This is a work-based experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

*Prerequisite:* CETT 1425 and RBTC 1405.

## **Computer Maint Tech (CPMT)**

### **CPMT 1166**

#### **CAPSTONE: Computer Systems Technology Practicum**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* CPMT 1411 or concurrent enrollment in CPMT 1445.

### **CPMT 1167**

#### **CAPSTONE: Practicum-Computer Installation**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisite:* CPMT 1403.

### **CPMT 1403**

#### **Introduction to Computer Technology**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This is a fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis is placed on terminology, acronyms, and hands-on activities.

*Prerequisite:* None.

### **CPMT 1404**

#### **Microcomputer System Software**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course provides skill development in the installation, configuration, maintenance and troubleshooting of system software in microcomputers. Topics may include operating systems, utility software and other software affecting the basic operation of a microcomputer system.

*Prerequisite:* None.

### **CPMT 1411**

#### **Introduction to Computer Maintenance**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is an introduction to the installation, configuration, and maintenance of a microcomputer system.

*Prerequisite:* None.

### **CPMT 1443**

#### **Microcomputer Architecture**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers computer characteristics and subsystem operations, timing, control circuits, and internal input/output controls.

*Prerequisite:* None.



**CPMT 1445****Computer Systems Maintenance**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study of the components within a computer system. Development of testing and troubleshooting skills is emphasized.

*Prerequisite:* CPMT 1403 or CPMT 1411.

**CPMT 1447****Computer System Peripherals**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers theory and practices involved in computer peripherals, operation and maintenance techniques, and specialized test equipment.

*Prerequisite:* CPMT 1411 or CPMT 1445.

**CPMT 1449****Computer Networking Technology**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers networking fundamentals, terminology, hardware, software, and network architecture. It includes local and wide area networking concepts and networking installations and operations.

*Prerequisite:* None.

**CPMT 2166****CAPSTONE: Computer Systems Technology Practicum**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* CPMT 2433.

**CPMT 2188****CAPSTONE: Internship-Computer Installation**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

*Prerequisite:* CPMT 1403.

**CPMT 2350****Industry Certification Preparation**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides an overview of the objectives for the industry specific certification exam.

*Prerequisite:* CPMT 2433.

**CPMT 2402****Home Technology Integration**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study of integration and maintenance of various home technology subsystems. Topics include home automation, security and surveillance, home networks, video and audio networks, and structured wiring.

*Prerequisite:* CPMT 1445 and CPMT 1449.

**CPMT 2433****Computer Integration**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This is an advanced course in integration of hardware, software, and applications. Customization of computer systems for specific applications such as engineering, multimedia, or data acquisition is covered.

*Prerequisite:* CPMT 1445 and CPMT 1449.

**CPMT 2445****Computer System Troubleshooting**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course includes principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment.

*Prerequisite:* CPMT 1445.

**CPMT 2449****Advanced Computer Networking Technology**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is an in-depth study of networking technology with emphasis on network operating systems, network connectivity, hardware, and software. It includes implementation, troubleshooting, and maintenance of LAN and/or WAN network environments.

*Prerequisite:* CPMT 1449.

## Computer Prog (ITSE)

**ITSE 1402****Computer Programming**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is an introduction to computer programming including design, development, testing, implementation and documentation.

*Prerequisite:* ITSC 1409.

**ITSE 1411****Beginning Web Page Programming**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course provides skill development in web page programming including mark-up and scripting languages.

*Prerequisite:* None.

**ITSE 2409****Database Programming**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

In this course the student will learn database development using database programming techniques emphasizing database structures, modeling, and database access.

*Prerequisite:* ITSC 1409.

## Computer Science (BCIS)

**◆BCIS 1305****Business Computer Applications**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

In this course, students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

*Prerequisite:* None.

## Computer Science (COSC)

**◆COSC 1301****Introduction to Computing**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course is an overview of computer systems- hardware, operating systems, the internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in Business or Computer Science.

*Prerequisite:* None.

**◆COSC 1315****Introduction to Computer Programming**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course is an introduction to computer programming for solving a variety of problems. This course is intended for non-computer science and non-computer engineering majors. Emphasis on the fundamentals of design, development, testing, implementation, and documentation of computer programs. Includes problem solving with structured techniques and algorithms using pseudo code and/or graphical representations.  
*Prerequisite: COSC 1301 with a grade of "C" or better or BCIS 1305 with a grade of "C" or better.*

**◆COSC 1320****C Programming**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course introduces the fundamental concepts of structured programming in the C language. Topics include data types; control structures; functions; structures, arrays, pointers, pointer arithmetic, unions, and files; the mechanics of running, testing, and debugging programs; introduction to programming; and introduction to the historical and social context of computing.  
*Prerequisites: MATH 0200 or TSI complete in Math.*

**◆COSC 1337****Programming Fundamentals II**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software.  
*Prerequisite: COSC 1436 with a grade of "C" or better.*

**◆COSC 1436****Programming Fundamentals I**

CRT HRS:4 LEC HRS:3 LAB HRS:2 OTH HRS:0

This course introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.  
*Prerequisite: Concurrent enrollment in MATH 0200 or TSI Complete in Math; recommended MATH 1414 with a grade of "C" or better.*

**◆COSC 2425****Computer Organization**

CRT HRS:4 LEC HRS:3 LAB HRS:2 OTH HRS:0

The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced.  
*Prerequisite: COSC 1436 with a grade of "C" or better.*

**◆COSC 2436****Programming Fundamentals III**

CRT HRS:4 LEC HRS:3 LAB HRS:2 OTH HRS:0

This course includes further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), searching, sorting, recursion, and algorithmic analysis. Programs will be implemented in an appropriate object oriented language.  
*Prerequisite: COSC 1337 with a grade of "C" or better.*

## Construction/Bldg Tech (CNBT)

**CNBT 1166****CAPSTONE: Practicum I**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:7

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. The student will be required to, as outlined in the learning plan, apply the theory, concept and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills, using the terminology of the occupation and the business/industry.  
*Prerequisite: Concurrent enrollment in or completion of CNBT 1315.*

**CNBT 1300****Residential and Light Blueprint Reading and Sketching**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is an introduction to blueprint reading for residential and light commercial construction.  
*Prerequisites: Completion of or concurrent enrollment in CNBT 1316, CNBT 1311, and CNBT 1309.*

**CNBT 1302****Mechanical, Plumbing & Electrical Systems in Construction I**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is a presentation of the basic mechanical, plumbing, and electrical components in construction and their relationship to residential and light commercial buildings.  
*Prerequisites: CNBT 1309, CNBT 1300, CNBT 1311.*

**CNBT 1309****Basic Construction Management**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course provides an integrated look at the practice of construction management on the job site to introduce the basic skills used in human resources management. Students will be able to identify the tools and techniques used by the job site manager in planning and scheduling a construction project; develop a basic site layout plan for equipment and materials delivery and erection process; develop a basic safety and loss control plan for a typical construction project; and explain the use of construction documents on the construction project.  
*Prerequisite: Completion of or concurrent enrollment in CNBT 1316, CNBT 1311, and CNBT 1300.*

**CNBT 1311****Construction Methods and Materials I**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is an introduction to construction materials and methods and their applications.  
*Prerequisites: Completion of or concurrent enrollment in CNBT 1316, CNBT 1300, and CNBT 1309.*

**CNBT 1315****Field Engineering I**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course includes surveying equipment, sketches, proper field note taking, methods of staking, layout of building site, and horizontal and vertical controls.  
*Prerequisites: CNBT 1342, CNBT 1302.*



**CNBT 1316****Construction Technology I**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is an introduction to site preparation of foundations and form work, safety, tools, and equipment. Students will be required to explain safety practices and procedures; identify and demonstrate the use of tool and equipment; identify and estimate material requirements from blueprints; and demonstrate proper methods and techniques used in various types of site preparation and foundation.

*Prerequisite:* Completion of or concurrent enrollment in CNBT 1309, CNBT 1311, and CNBT 1300.

**CNBT 1342****Building Codes and Inspections**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is an introduction to building codes and standards applicable to building construction and inspection processes. The student will be expected to identify various construction classifications and occupancy categories; cross-reference the guidelines, tables, charts, and specifications as presented in the building codes; and assess and determine if construction meets building code standards for site, foundation, rough, and final building structure inspection.

*Prerequisite:* CNBT 1309.

**CNBT 1346****Construction Estimating I**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is an introduction to the fundamentals of estimating materials and labor costs in construction. The student will be required to explain estimating procedures; estimate materials from blueprints; and calculate labor units and costs.

*Prerequisite:* COSC 1301, CNBT 1311.

**CNBT 1350****Construction Technology II**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is an introduction to framing in residential and light commercial construction to include safety, tools and equipment used in floor, wall, ceiling, and roof framing methods and systems.

*Prerequisite:* CNBT 1311, CNBT 1316.

**CNBT 1359****Project Scheduling**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is a study of conventional scheduling using critical-path-method; precedence and arrow networks; bar charts; monthly reports; and fast track scheduling.

*Prerequisites:* CNBT 1309, CNBT 1346.

**CNBT 1380****CAPSTONE: Cooperative Education**

CRT HRS:3 LEC HRS:1 LAB HRS:0 OTH HRS:20

This course is a career-related activities encountered in the student's area specialization offered through an individualized agreement among the College, employer and student. Under the supervision of the College and the employer, the student combines classroom learning with work experience in combination with a lecture component. The student will be required to, as outlined in the learning plan, apply the theory, concept and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

*Prerequisite:* CNBT 1350, CNBT 2344, CNBT 2337, and CNBT 1359.

**CNBT 2304****Construction Methods and Materials II**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a continuation of the study of the properties of building materials, methods and equipment for their integrated use in completing construction projects. The student will be required to identify materials used in construction; identify and describe the basic characteristics, traditional uses for, and manner of assembly of common materials used in construction.

*Prerequisite:* ARCE 1303, DFTG 1315.

**CNBT 2305****Building and Contracting**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course will present the basic process of organizing and operating a building or contracting business. The student will be expected to define the terms used in construction as they relate to building and contracting; describe the organizational structure of a successful construction business; list the duties of owner, accountant, estimator, salesman, superintendent, and other field personnel; define methods used in selecting, coordinating, and dealing with subcontractors; develop a marketing approach that includes methods used in determining local market needs, selecting building lots, determining sale prices, and advertising; develop financial controls for a construction business; and develop a scheduling system.

*Prerequisite:* CNBT 2315.

**CNBT 2315****Construction Specifications and Contracts**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an introduction to legal aspects of written construction specifications including tax, insurance, and lien requirements as well as implementation, modification, and administration. The student will be required to describe the purpose of construction specifications; list and describe the Construction Specifications Institute (CSI) divisions in contract documents; identify the typical legal documents required for construction; and explain the purpose of general and special conditions.

*Prerequisite:* CNBT 2342, CNBT 2344.

**CNBT 2317****Green Building**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is an introduction to methods and materials used for buildings that conserve energy, water and human resources. The student will be required to explain the concept of Green Building; select equipment to build rain water harvesting systems; and identify appropriate materials to build exterior and interior systems that reflect "Green by Design" concepts.

*Prerequisite:* CNBT 1302.

**CNBT 2335****Computer Aided Construction Scheduling**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This is an advanced construction scheduling course utilizing computer scheduling software to perform various scheduling procedures. The student will be required to identify and select scheduling software programs; develop construction schedules with computer programs; and explain components and procedures in scheduling.

*Prerequisite:* CNBT 2342.

**CNBT 2337****Construction Estimating II**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is a continuation in advanced estimating concepts using computer software programs for construction and crafts. The student will be expected to identify and utilize various estimating resources; determine types of estimating needed in construction; calculate quantities, costs, and time units; and develop computerized reports for detailed construction estimates.

*Prerequisite: CNBT 1346.***CNBT 2342****Construction Management I**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is an introduction to human relations management skills in motivation on the job site. Topics include written and oral communications, leadership and motivation, problem solving, and decision making.

*Prerequisite: CNBT 1309.***CNBT 2344****Construction Management II**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is a management course in contract documents, safety, planning, scheduling, production control, and law and labor. Topics include contracts, planning, cost and production peripheral documents, and cost and work analysis.

*Prerequisite: CNBT 2342.***CNBT 2346****Construction Management III**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an advanced course in construction safety, project management, scheduling, material handling, layout, payment scheduling, and inspection. The student will be expected to apply knowledge of construction safety procedures; describe project layout, payment scheduling, and job inspection; and develop a schedule and material handling layout plan.

*Prerequisite: CNBT 2344 and completion of or concurrent enrollment in CNBT 2335.*

## Criminal Justice (CRIJ)

**◆CRIJ 1301****Introduction to Criminal Justice**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

*Prerequisite: TSI complete in Reading and Writing, or equivalent, or co-enrolled in INRW 0304.***◆CRIJ 1306****Court Systems and Practices**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

*Prerequisite: TSI complete in Reading and Writing, or equivalent.***◆CRIJ 1310****Fundamentals of Criminal Law**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

*Prerequisite: TSI complete in Reading and Writing, or equivalent.***◆CRIJ 1313****Juvenile Justice System**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is the study of the juvenile justice process to include specializing in juvenile law, the role of the juvenile courts, police agencies and correctional agencies, as well as a focus on the theories of juvenile delinquency.

*Prerequisite: TSI complete in Reading and Writing, or equivalent.***◆CRIJ 2313****Correctional Systems and Practices**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

*Prerequisite: TSI complete in Reading and Writing, or equivalent; and a grade of "C" or higher in CRIJ 1301.***◆CRIJ 2314****Criminal Investigation**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course will focus on investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

*Prerequisite: TSI complete in Reading and Writing, or equivalent; and a grade of "C" or higher in CRIJ 1301.***◆CRIJ 2328****Police Systems and Practices**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

*Prerequisite: TSI complete in Reading and Writing, or equivalent; and a grade of "C" or higher in CRIJ 1301.*

## Culinary Arts/Chef Train (CHEF)

**CHEF 1264****CAPSTONE: Practicum I**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:14

This course is a capstone experience for the certificate students. This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite: Second semester standing in the Commercial Cooking Certificate.***CHEF 1301****Basic Food Preparation**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a study of the fundamental principles of food preparation and cookery to include the Brigade System, cooking techniques material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

*Prerequisite: None.***CHEF 1305****Sanitation and Safety**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of personal cleanliness; sanitary practices in food preparation; causes, investigation, and control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

*Prerequisite: None.*

### **CHEF 1340**

#### **Meat Preparation and Cooking**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is the study of the preparation, storage, and cooking techniques for beef, pork, lamb, poultry, seafood, and game. Includes moist, dry, and combination heat preparation methods as related to both classical and modern methods of preparation of dishes.

*Prerequisites:* CHEF 1305 and CHEF 1301.

### **CHEF 1341**

#### **American Regional Cuisine**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is a study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and acquire knowledge of recipe strategies and production systems.

*Prerequisites:* CHEF 1305 and CHEF 1301.

### **CHEF 1345**

#### **International Cuisine**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course explores classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world.

*Prerequisite:* CHEF 1301, CHEF 1305.

### **CHEF 1391**

#### **Professional Kitchen Essentials**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course addresses recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

*Prerequisite:* None.

### **CHEF 2264**

#### **CAPSTONE: Practicum II**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:14

This course is a capstone experience for the A.A.S. students. This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite:* Fourth semester standing in the Associate of Applied Science degree in Culinary Arts.

### **CHEF 2301**

#### **Intermediate Food Preparation**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is a continuation of CHEF 1301, Basic Food Preparation. Topics include the concept of pre-cooked food items, as well as scratch preparation. This course covers a full range of food preparation techniques.

*Prerequisite:* CHEF 1301, CHEF 1305.

### **CHEF 2331**

#### **Advanced Food Preparation**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course reinforces the course material of Intermediate Food Preparation. Topics include the concept of pre-cooked food items and the preparation of canapés, hors d'oeuvres, and breakfast items.

*Prerequisite:* Current Food Handlers Card or ServSafe Certified Food Protection Manager card, CHEF 1305, and RSTO 2307.

## **Dance (DANC)**

### **◆DANC 1241**

#### **Beginning Ballet**

CRT HRS:2 LEC HRS:1 LAB HRS:2 OTH HRS:0

This course offers instruction in the fundamental techniques and concepts associated with ballet. May be repeated for credit once.

*Prerequisite:* None.

### **◆DANC 1305**

#### **World Dance**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a survey of dances from different cultures, their histories, and their influences on contemporary dance society. Cultural origins, significance, motivations, and techniques will be explored experientially.

*Prerequisite:* Eligible for ENGL 1301.

### **◆DANC 2303**

#### **Dance Appreciation**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a general survey of dance forms designed to create an appreciation of the vocabulary, techniques, and purposes of the creative process. This course includes critical interpretation and evaluations of choreographic works and dance forms within cultural and historical contexts.

*Prerequisite:* TSI complete in Reading, or equivalent.

## **Data Processing Tech (ITSW)**

### **ITSW 1410**

#### **Introduction to Presentation Graphics Software**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course provides instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

*Prerequisite:* ITSC 1409.

### **ITSW 2434**

#### **Advanced Spreadsheets**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is designed to provide the student with advanced techniques for developing and modifying spreadsheets. The course includes macros and data analysis functions.

*Prerequisite:* ITSC 1409.

## **Diagnostic Med. Sono. (DMSO)**

### **DMSO 1166**

#### **Practicum I**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:7

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisite:* Admissions to the Diagnostic Medical Sonography Program; DMSO 1460 with a "B" or better, DMSO 1210, DMSO 1302, DMSO 1441 and DMSO 2405 with a "C" or better and concurrent enrollment in DMSO 2351.

### **DMSO 1167**

#### **Practicum II**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:7

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisite:* Admissions to the Diagnostic Medical Sonography Program; DMSO 1166 with a "B" or better, DMSO 2351 with a "C" or better and concurrent enrollment in DMSO 2353.

## **DMSO 1210**

### **Introduction to Sonography**

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0

This course is an introduction to the profession of sonography and the role of the sonographer. Emphasis is on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession.

*Prerequisite: Must be ACT complete; preferred ACT of 19 composite; 16 in all sections and Departmental Approval Required.*

## **DMSO 1302**

### **Basic Ultrasound Physics**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course is about the basic acoustical physics and acoustical waves in human tissue. Emphasis is on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission and resolution of sound beams.

*Prerequisite: Admissions to the Diagnostic Medical Sonography Program and current enrollment in the following: DMSO 1460, DMSO 1441 and DMSO 2405.*

## **DMSO 1342**

### **Intermediate Ultrasound Physics**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course offers a continuation of Basic Ultrasound Physics, which includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. It may introduce methods of Doppler flow analysis.

*Prerequisite: Admissions to the Diagnostic Medical Sonography Program; DMSO 1167 with a "B" or better, DMSO 2353 with a "C" or better and concurrent enrollment in DMSO 2366, DMSO 2342 and DMSO 2441.*

## **DMSO 1441**

### **Abdominopelvic Sonography**

CRT HRS:4 LEC HRS:4 LAB HRS:1 OTH HRS:0

This course includes an overview of normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols.

*Prerequisite: Admissions to the Diagnostic Medical Sonography Program and current enrollment in the following: DMSO 1302, DMSO 1460 and DMSO 2405.*

## **DMSO 1460**

### **Clinical**

CRT HRS:4 LEC HRS:0 LAB HRS:0 OTH HRS:12

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Admissions to the Diagnostic Medical Sonography Program and current enrollment in DMSO 1302, DMSO 1441 and DMSO 2405.*

## **DMSO 2230**

### **Capstone: Advanced Ultrasound and Review**

CRT HRS:2 LEC HRS:2 LAB HRS:1 OTH HRS:0

This course covers knowledge, skills and professional values within a legal and ethical framework addressing emerging technologies and professional development.

*Prerequisite: Admissions to the Diagnostic Medical Sonography Program; DMSO 2366 with a "B" or better, DMSO 2342, DMSO 1342 and DMSO 2441 with a "C" or better and concurrent enrollment in DMSO 2367.*

## **DMSO 2342**

### **Sonography of High Risk Obstetrics**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course provides an overview of maternal disease and fetal abnormalities. It includes scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

*Prerequisite: Admissions to the Diagnostic Medical Sonography Program; DMSO 1167 with a "B" or better, DMSO 2353 with a "C" or better and concurrent enrollment in DMSO 2366, DMSO 1342 and DMSO 2441.*

## **DMSO 2351**

### **Doppler Physics**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course provides an overview of the Doppler and hemodynamic principles relating to arterial and venous imaging and testing.

*Prerequisite: Admissions to the Diagnostic Medical Sonography Program; DMSO 1460 with a "B" or better, DMSO 1302, DMSO 1441 and DMSO 2405 with a "C" or better and concurrent enrollment in DMSO 1166.*

## **DMSO 2353**

### **Sonography of Superficial Structures**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course provides a detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

*Prerequisite: Admissions to the Diagnostic Medical Sonography Program; DMSO 1166 with a "B" or better, DMSO 2351 with a "C" or better and concurrent enrollment in DMSO 1167.*

## **DMSO 2366**

### **Practicum III**

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:23

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisite: Admissions to the Diagnostic Medical Sonography Program; DMSO 1167 with a "B" or better, DMSO 2353 with a "C" or better and concurrent enrollment in DMSO 2342, DMSO 1342 and DMSO 2441.*

## **DMSO 2367**

### **Practicum IV**

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:23

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisite: Admissions to the Diagnostic Medical Sonography Program; DMSO 2366 with a "B" or better, DMSO 2342, DMSO 1342 and DMSO 2441 with a "C" or better and concurrent enrollment in DMSO 2230.*

## **DMSO 2405**

### **Sonography of Obstetrics/Gynecology**

CRT HRS:4 LEC HRS:4 LAB HRS:1 OTH HRS:0

This course provides a detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

*Prerequisite: Admissions to the Diagnostic Medical Sonography Program and current enrollment in the following: DMSO 1302, DMSO 1460 and DMSO 1441.*

**DMSO 2441****Sonography of Abdominopelvic Pathology**

CRT HRS:4 LEC HRS:4 LAB HRS:1 OTH HRS:0

This course provides an overview of the pathologies and disease states of the abdomen and pelvis as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Emphasis in the endocavity sonographic anatomy and procedures including pregnancy.

*Prerequisite:* Admissions to the Diagnostic Medical Sonography Program; DMSO 1167 with a "B" or better, DMSO 2353 with a "C" or better and concurrent enrollment in DMSO 2366, DMSO 2342 and DMSO 1342.

## Diesel Eng Mech/Repair (DEMR)

**DEMR 1229****Preventative Maintenance**

CRT HRS:2 LEC HRS:1 LAB HRS:2 OTH HRS:0

This is an introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems.

*Prerequisite:* None.

**DEMR 1230****Steering and Suspension I**

CRT HRS:2 LEC HRS:1 LAB HRS:4 OTH HRS:0

This course is a study of design, function, maintenance, and repair of steering and suspension systems. Emphasis is on troubleshooting and repair of failed components.

*Prerequisite:* None.

**DEMR 1266****CAPSTONE: Practicum**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* Permission from the department.

**DEMR 1303****Basic Driving Skills**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is an introduction to the use of a Class 8 combination vehicle. Emphasis will be placed on preparation to obtain a Texas Commercial Drivers License (CDL).

*Prerequisite:* None.

**DEMR 1323****Heating, Ventilation, and Air Conditioning Troubleshooting and Repair**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is an introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs.

*Prerequisite:* None.

**DEMR 1401****Diesel Shop Safety and Procedures**

CRT HRS:4 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a study of diesel shop safety, rules, basic shop tools, and test equipment.

*Prerequisite:* None.

**DEMR 1405****Basic Electrical Systems**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course is an introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.

*Prerequisite:* None.

**DEMR 1410****Diesel Engine Testing and Repair I**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course is an introduction to testing and repairing diesel engines including related systems specialized tools.

*Prerequisite:* None.

**DEMR 1416****Basic Hydraulics**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course covers the fundamentals of hydraulics including components and related systems.

*Prerequisite:* None.

**DEMR 1417****Basic Brake Systems**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course is an introduction to the basic principles of brake systems of diesel powered equipment. Emphasis is placed on maintenance, repairs, and troubleshooting.

*Prerequisite:* None.

**DEMR 1442****Power Train Applications I**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course provides in-depth coverage of the mechanics and theory of power trains. Emphasis is placed on disassembly, inspection, and repair of power train components.

*Prerequisite:* None.

**DEMR 2432****Electronic Controls**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course covers advanced skills in diagnostic and programming techniques of electronic control systems.

*Prerequisite:* None.

## Drafting (DFTG)

**DFTG 1310****Specialized Basic Computer-Aided Drafting (CAD)**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This is a supplemental course to Basic Computer-Aided Drafting using an alternative computer-aided drafting (CAD) software to create detail and working drawings. Utilization of Civil 3D, Revit or similar programs will be emphasized.

*Prerequisite:* DFTG 2419 and ARCE 1452.

**DFTG 1313****Drafting for Specific Occupations**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a discussion of theory and practice with drafting methods and the terminology required for non-drafting majors to prepare working drawings in Precision Manufacturing.

*Prerequisite:* DFTG 1325.

**DFTG 1315****Architectural Blueprint Reading and Sketching**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course examines the fundamentals of blueprint reading for the construction industry.

*Prerequisite:* Completion or Concurrent enrollment in DFTG 1409.

**DFTG 1325****Blueprint Reading and Sketching**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is an introduction to reading and interpreting the working drawings for manufactured products and associated tooling. Students will utilize sketching techniques to create pictorial and multiple-view drawings.

*Prerequisite:* Program approval.



**DFTG 1357****Specialized Intermediate Computer-Aided Drafting (CAD)**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a continuation of practices and techniques used in Specialized Basic Computer-Aided Drafting. It emphasizes advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, interfacing two-dimensional (2D) and/or three-dimensional (3D) environments and extracting data. Utilization of Revit based or similar programs will be emphasized.

*Prerequisite:* ARCE 1452 and DFTG 2419.

**DFTG 1371****Introduction to the Civil Drafting Profession**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is an introduction to the civil drafting profession. It familiarizes the student with local businesses, common practices, and professional advancement. The course also introduces and explores the various types of drawings, maps, and plans that are prepared by civil engineering firms and surveyors.

*Prerequisite:* None.

**DFTG 1409****Basic Computer-Aided Drafting**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is an introduction to basic computer-aided drafting. Emphasis is placed on basic computer operating principles, hardware descriptions and requirements, drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices.

*Prerequisite:* None.

**DFTG 1417****Architectural Drafting-Residential**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study of architectural drafting procedures, practices, and symbols. Preparation of detailed working drawings for residential structures is covered. Emphasis is placed on light frame construction methods.

*Prerequisite:* Completion of or concurrent enrollment in DFTG 2419.

**DFTG 1445****CAPSTONE: Parametric Modeling and Design**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers parametric-based design software for 3D design and drafting.

*Prerequisite:* DFTG 1409 and concurrent enrollment in DFTG 2419.

**DFTG 1480****Cooperative Education**

CRT HRS:4 LEC HRS:1 LAB HRS:0 OTH HRS:21

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:* ARCH 1303 and completion of or concurrent enrollment in DFTG 2438.

**DFTG 1493****Introduction to Civil Drafting**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course discusses basic concepts in civil drafting, map scales, map features, survey fundamentals, contour lines, plot plans, road layout and profiles, earthwork, and utilization of CAD systems in the development of various civil engineering related projects. The topic of study chosen by the instructor may change from semester to semester.

*Prerequisite:* None.

**DFTG 2331****Advanced Technologies in Architectural Design and Drafting**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course covers the use of architectural specific software to execute the elements required in designing standard architectural exhibits utilizing custom features to create walls, windows and specific design requirements for construction in residential/commercial and industrial architecture. The student will further use architectural techniques to design, assemble, evaluate, and render architectural building components; plan and develop elevation drawings and details from three-dimensional architectural models utilizing Revit based or similar programs.

*Prerequisite:* DFTG 1417 and DFTG 2428.

**DFTG 2419****Intermediate Computer-Aided Drafting**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a continuation of practices and techniques used in basic computer-aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, interfacing 2d and/or 3d environments and extracting data. A portfolio to be submitted for evaluation will be required.

*Prerequisite:* DFTG 1409.

**DFTG 2428****Capstone: Architectural Drafting-Commercial**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Emphasis will be placed on developing drawings to show the functionality of structures using specified building materials and following current building codes. Building types to be covered will be residential, commercial, industrial and institutional.

*Prerequisite:* Completion of or concurrent enrollment in DFTG 2419.

**DFTG 2430****Civil Drafting**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This is an in-depth study of drafting methods and principles used in civil engineering.

*Prerequisite:* DFTG 2428.

**DFTG 2432****CAPSTONE: Advanced Computer-Aided Drafting**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course presents the application of advanced CADD techniques, including the use of a customized system. Presentation of advanced drawing applications, such as three-dimensional solids modeling and linking graphic entities to external non-graphic data will be covered.

*Prerequisite:* SRVY 1413, ARCE 1452.

**DFTG 2438****Final Project - Advanced Drafting**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This is a drafting course in which students participate in a comprehensive project from conception to conclusion.

*Prerequisite:* Completion of DFTG 1417, DFTG 2428 and DFTG 2419.

**DFTG 2440****Solid Modeling/Design**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This is a computer-aided modeling course. This course covers development of three-dimensional drawings and models from engineering sketches and orthographic drawings. The application of rendering and animation techniques in design work will also be discussed.

*Prerequisite:* DFTG 1409.

## Drama (DRAM)

**◆DRAM 1120****Theater Practicum I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This course is a practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

*Prerequisite:* DRAM 1330.

**◆DRAM 1121****Theater Practicum II**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This course is a practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

*Prerequisite:* DRAM 1120.

**◆DRAM 1310****Introduction to Theater**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required.

*Prerequisite:* Eligible for ENGL 1301.

**◆DRAM 1330****Stagecraft I**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is a study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

*Prerequisite:* None.

**◆DRAM 1341****Makeup**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This is a course in design and execution of makeup for the purpose of developing believable characters. It includes discussion of basic makeup principles and the practical experience of makeup application.

*Prerequisite:* Declared Drama Majors or by special permission from the program chair.

**◆DRAM 1342****Introduction to Costume**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is a study of the principles and techniques of costume design and construction for the theatrical productions.

*Prerequisite:* Declared Drama Majors or by special permission from the program chair.

**◆DRAM 1351****Acting I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination.

*Prerequisite:* None.

**◆DRAM 1352****Acting II**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course provides exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination.

*Prerequisite:* DRAM 1351.

**◆DRAM 2120****Theater Practicum III**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This course is a practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

*Prerequisite:* DRAM 1120 and DRAM 1121.

**◆DRAM 2366****Introduction to Cinema**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course will survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society.

*Prerequisite:* Eligible for ENGL 1301.

**◆DRAM 2389****Academic Cooperative**

CRT HRS:3 LEC HRS:1 LAB HRS:6 OTH HRS:0

This is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of drama.

*Prerequisite:* Permission of the department.

## Economics (ECON)

**◆ECON 2301****Principles of Economics I - Macro**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

*Prerequisite:* Completion of MATH 0100 or equivalent.

**◆ECON 2302****Principles of Economics II - Micro**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

*Prerequisite:* Completion of MATH 0100 or equivalent.



## Educ. College Success (EDCS)

### EDCS 0101

#### Educational College Success

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course examines the psychology of learning and success. It examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. This course includes college orientation and developments of students' academic skills that apply to all disciplines. This course is a requirement for all first-time developmental students who are not TSI complete. This course is required of all students (including transfer students) with grade point averages below 2.0. It is not required for students enrolled in a certificate program (42 or fewer semester credit hours or equivalent) or for students who are TSI exempt.

*Prerequisite: None.*

## Educ/Instruc Media Tech (IMED)

### IMED 1445

#### Interactive Digital Media I

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is the exploration of the use of graphics and sound to create interactive digital media applications and/or animations using industry standard authoring software.

*Prerequisite: ITSC 1409.*

### IMED 2311

#### Portfolio Development

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course places emphasis on preparation and enhancement of portfolio to meet professional standards, development of presentation skills, and improvement of job-seeking techniques.

*Prerequisite: ARCE 1421, DFTG 2440 with completion of or concurrent enrollment in PHTC 2431 and ARTV 1351.*

## Education (EDUC)

### ◆EDUC 1100

#### Learning Framework

CRT HRS:1 LEC HRS:1 LAB HRS:0 OTH HRS:0

This course is a study of the research and theory in the psychology of learning, cognition, and motivation, factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

*Prerequisite: None.*

### ◆EDUC 1300

#### Learning Framework

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

*Prerequisite: None.*

### ◆EDUC 1301

#### Introduction to the Teaching Profession

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This is an enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. This course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and the course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

*Prerequisite: None.*

### ◆EDUC 2301

#### Introduction to Special Populations

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This is an enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations.

*Prerequisite: EDUC 1301 with a grade of "C" or higher.*

## Electrician (ELPT)

### ELPT 1325

#### National Electrical Code I

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis is on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

*Prerequisite: None.*

**ELPT 1357****Industrial Wiring**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course provides instruction on wiring methods used for industrial installations. It includes motor circuits, raceway and busway installations, proper grounding techniques, and associated safety procedures.

*Prerequisites:* ELPT 1419, ELPT 1445.

**ELPT 1411****Basic Electrical Theory**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers basic theory and practice of electrical circuits. It also includes calculations as applied to alternating and direct current.

*Prerequisite:* None.

**ELPT 1419****Fundamentals of Electricity I**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is an introduction to basic direct current (DC) theory including electron theory and direct current applications.

*Prerequisite:* None.

**ELPT 1420****Fundamentals of Electricity II**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course introduces alternating current (AC). Includes AC voltage, frequency, mechanical and electrical degrees, waveforms, resistors, capacitors, and inductors.

*Prerequisites:* ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.

**ELPT 1429****Residential Wiring**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers wiring methods, for single family and multi-family dwellings. It includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.

*Prerequisites:* None.

**ELPT 1445****Commercial Wiring**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course provides instruction in commercial wiring methods. It includes over current protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.

*Prerequisites:* ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.

**ELPT 2264****Practicum- Field Experience**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:20

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. The student will be required to, as outlined in the learning plan, apply the theory, concept and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions.

*Prerequisites:* ELPT 1357, ELPT 2319.

**ELPT 2319****Programmable Logic Controllers I**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course covers the fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.

*Prerequisites:* ELPT 1419, ELPT 1445.

**ELPT 2325****National Electrical Code II**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course provides in-depth coverage of the National Electrical Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis is placed on wiring protection and methods, special conditions, and advanced calculations.

*Prerequisites:* ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.

**ELPT 2437****Electrical Planning and Estimating**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study in planning and estimating for residential, commercial and industrial wiring systems to include a variety of electrical techniques. The student will be expected to list estimating procedures, formulate material and labor costs, identify types of bids, calculate cost adjustments and job costs and demonstrate the use of estimating forms.

*Prerequisites:* ELPT 1357, ELPT 2319.

**ELPT 2447****CAPSTONE: Electrical Testing and Maintenance**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers proper and safe use of electrical power equipment test devices and the interpretation of test results. It includes protective relay testing and calibration, direct current (DC) testing, insulation power factor testing, and medium voltage switchgear.

*Prerequisites:* ELPT 1411, ELPT 1419, ELPT 1325, and ELPT 1429.

## Electrician Wind Energy (WIND)

**WIND 2359****Wind Power Delivery System**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course is an in-depth study of the components, equipment, and infrastructure used in the production and transmission of electricity as related to wind turbine power and the input and output of electrical power delivery systems for wind generation.

*Prerequisites:* None.

## Electrocardiograph Tech (ECRD)

**ECRD 1111****Electrocardiography**

CRT HRS:1 LEC HRS:1 LAB HRS:1 OTH HRS:0

This course covers the fundamentals of cardiovascular anatomy and physiology. It includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities.

*Prerequisite:* Completion of the previous semester courses with a grade of "C" or better and Program Chair approval.

**ECRD 1211****Electrocardiography**

CRT HRS:2 LEC HRS:2 LAB HRS:1 OTH HRS:0

This course covers the fundamentals of cardiovascular anatomy and physiology. It includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities.

*Prerequisite:* Completion of NURA 1401, NURA 1160 and a current registration with Texas Department of Aging In good standing (current CNA); and Concurrent enrollment in NUPE 1360 and NUPE 1320.

## Electromechanical Tech (ELMT)

### ELMT 1405

#### Basic Fluid Power

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers basic fluid power course covering pneumatic and hydraulic systems, fluid power symbols, operating theory, components, and basic electrical and manual controls.

*Prerequisite: None.*

### ELMT 1411

#### Solar Fundamentals

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study of heat transference, motors, pumps and other mechanical devices; solid state switches; photovoltaic plates and energy conversion; thermal dynamics; and solar energy.

*Prerequisite: None.*

## Electronic Engr Tech (EECT)

### EECT 1403

#### Introduction to Telecommunications

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course provides an overview of the telecommunications industry. Topics include the history of the telecommunications industry, terminology, rules and regulations, and industry standards and protocols.

*Prerequisite: None.*

### EECT 1407

#### Convergence Technologies

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study of telecommunications convergence technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol.

*Prerequisite: None.*

### EECT 1440

#### Telecommunications Transmission Media

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers the fundamentals of telecommunications media, including installation, maintenance, and troubleshooting. Topics address media characteristics and connectorization.

*Prerequisite: None.*

### EECT 2188

#### Capstone: Communications Engineering Technology

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:4

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

*Prerequisite: EECT 1407.*

### EECT 2433

#### Telephone Systems

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study of installation and maintenance systems including telephone set, public switched networks, local exchanges, networks, two and four wire systems, tip and ringing requirements, and digital transmission techniques.

*Prerequisite: EECT 1407.*

### EECT 2437

#### Wireless Telephony Systems

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers the principles of wireless/cellular telephony systems to include call processing, hand-off, site analysis, antenna radiation patterns, commonly used test/maintenance equipment and access protocol.

*Prerequisite: EECT 2433.*

## Emergency Medical Tech (EMSP)

### EMSP 1160

#### EMT - Basic Clinical

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid clinical experience.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.*

### EMSP 1161

#### EMT - Intermediate Hospital Clinical

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid intermediate level clinical experience.

*Prerequisite: Admission to the program; current Texas Department of State Health Services (TDSHS) EMT-Basic certification; concurrent enrollment in EMSP 1338.*

### EMSP 1166

#### EMT - Basic Practicum

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:7

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an experience on an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid basic practicum experience.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.*

### EMSP 1167

#### EMS EMTI Practicum

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:7

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an experience in an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid practicum experience at the EMT-Intermediate level.

*Prerequisite: Admission to the program; current Texas Department of State Health Services (TDSHS) EMT-Basic certification; concurrent enrollment in EMSP 1338.*

### EMSP 1208

#### Emergency Vehicle Operations

CRT HRS:2 LEC HRS:1 LAB HRS:2 OTH HRS:0

This course provides the student with instruction, discussion, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.*

**EMSP 1338****Introduction to Advanced Practice**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is an exploration of the fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1161 and EMSP 1167.*

**EMSP 1355****Trauma Management**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1338.*

**EMSP 1356****Patient Assessment and Airway Management**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a detailed study of the knowledge and skills required to reach competence in performing patient assessment, airway management, and artificial ventilation.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1338.*

**EMSP 1371****EMS Documentation**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is designed to develop the student's documentation skills with regard to rendering emergency medical care. Both written and oral reports will be reviewed as well as the legal implications associated with report writing.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.*

**EMSP 1472****Emergent Issues in EMT**

CRT HRS:4 LEC HRS:3 LAB HRS:2 OTH HRS:0

The purpose of this course is to demonstrate a working knowledge of clinical information and related topics relevant to the practice of pre-hospital emergency medical care at the Emergency Medical Technician-Basic (EMT-B) level. The student will research new/upcoming issues and prepare written and oral presentations. The student will be evaluated on presentation as well as content.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1501.*

**EMSP 1501****Emergency Medical Technician**

CRT HRS:5 LEC HRS:4 LAB HRS:4 OTH HRS:0

This course is preparation for certification as an Emergency Medical Technician (EMT). The student will learn all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 1160 and EMSP 1166.*

**EMSP 2160****Paramedic Clinical I**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid paramedic level one clinical experience.

*Prerequisite: Admission to the program and concurrent enrollment in EMSP 2444 and EMSP 2205.*

**EMSP 2161****Paramedic Clinical II**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a hospital clinical setting. Direct supervision is provided by the clinical professional. This is an unpaid paramedic level two clinical experience.

*Prerequisite: Admission to the program; successful completion of EMSP 2160; and concurrent enrollment in EMSP 2434 and EMSP 2330.*

**EMSP 2166****Capstone: Paramedic Practicum**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an experience on an ambulance unit that helps students gain practical experience in the discipline, enhance skills, and integrated knowledge. Direct supervision is provided by a clinical professional, generally a clinical preceptor. This is an unpaid practicum experience at the EMT-Paramedic level. Successful completion of EMSP 2444, EMSP 2205, EMSP 2160, EMSP 2434, EMSP 2330, and EMSP 2161.

*Prerequisite: Admission to the program.*

**EMSP 2205****EMS Operations**

CRT HRS:2 LEC HRS:1 LAB HRS:4 OTH HRS:0

This course is a detailed study of the knowledge and skills necessary to reach competence to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 2444 and EMSP 2160.*

**EMSP 2330****Special Populations**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 2434.*

**EMSP 2434****Medical Emergencies**

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.

*Prerequisite: Admission to the program; concurrent enrollment in EMSP 2330, successful completion of EMSP 2444 and EMSP 2205.*

**EMSP 2444****Cardiology**

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This course is a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. This includes basic dysrhythmia interpretation, recognition of 12-lead EKGs for field diagnosis, and electrical and pharmacological interventions. Concurrent enrollment in EMSP 2205 and EMSP 2160.

*Prerequisite: Admission to the program.*

## Engineering (ENGR)

### ◆ENGR 1201

#### Introduction to Engineering

CRT HRS:2 LEC HRS:1 LAB HRS:3 OTH HRS:0

This course is an introduction to engineering as a discipline and a profession. It includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society.

*Prerequisite: TSI complete in Reading and completion of MATH 1414 with a "C" or better; or equivalent.*

### ◆ENGR 1304

#### Engineering Graphics

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is an introduction to computer-aided drafting using CAD software (Solid Works) and sketching to generate two- and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics. If time permits, rapid prototyping via 3D printing and/or CNC milling will be introduced.

*Prerequisite: TSI complete in Reading and completion of MATH 1414 with a grade of "C" or better or equivalent.*

### ◆ENGR 2301

#### Engineering Mechanics - Statics

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is a calculus-based study of engineering mechanics involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia

*Prerequisite: PHYS 2425 and MATH 2413 with a grade of "C" or better and completion of or concurrent enrollment in MATH 2414, or permission from the instructor.*

### ◆ENGR 2302

#### Engineering Mechanics - Dynamics

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is a calculus-based study of engineering mechanics involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems

*Prerequisite: ENGR 2301 and MATH 2414 with a grade of "C" or better or permission from the instructor.*

### ◆ENGR 2303

#### Engineering Mechanics - Statics and Dynamics

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is a combined, single-semester study of statics and dynamics. Calculus-based study of dynamics of rigid bodies, force-mass-acceleration, work-energy, and impulse-momentum computation. Students interested in pursuing a degree in mechanical, civil, manufacturing, or related engineering discipline should instead enroll in the two semester Statics and Dynamics sequence.

**\*\*Students who have earned credit in ENGR 2301 or ENGR 2302 cannot enroll in ENGR 2303.\*\***

*Prerequisite: MATH 2413 and PHYS 2425 with a grade of "C" or better.*

### ◆ENGR 2405

#### Electrical Circuits I

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers principles of electrical circuits and systems, including basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems. Laboratory experiments supporting theoretical principles involving DC and AC circuit theory, network theorems, time, and frequency domain circuit analysis. Introduction to principles and operation of basic laboratory equipment; laboratory report preparation.

*Prerequisites: PHYS 2425 and MATH 2414 with a grade of "C" or better.*

### ◆ENGR 2406

#### Introduction to Digital Systems

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is an introduction to theory and design of digital logic, circuits, and systems. Number systems, operations and codes; logic gates; Boolean Algebra and logic simplification; Karnaugh maps; combinational logic; functions of combinational logic; flip-flops and related devices; counters; shift registers; sequential logic; memory and storage are covered. Laboratory experiments supporting theoretical principles involving design, construction, and analysis of combinational and sequential digital circuits and systems, including logic gates, adders, multiplexers, encoders, decoders, arithmetic logic units, latches, flip-flops, registers, and counters; and preparation of laboratory reports.

*Prerequisites: TSI complete in Reading and completion of MATH 1414 with a grade of "C" or better or equivalent.*

## English (ENGL)

### ENGL 0100

#### Developmental English I

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This English course is designed to advance the students' writing skills. The aim of this course is to prepare the students for college readiness assessment tests and academic writing. The students will study professional and peer writing samples; the composing techniques of different and integrated rhetorical modes of writing; and grammar, usage, and mechanics. Curriculum will contextualize writing in projects based on college level courses. Special emphasis is placed on paragraph construction in the context of essay writing. This course has a required one-hour lab. *Prerequisite: Placement based on TSI score: Essay 1-3 with Multiple Choice 350-357, and ABE score levels 5 and 6.*



**◆ENGL 1301****Composition I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
 This course is an intensive study of and practice in writing processes, from invention and research to drafting, revision, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

*Prerequisite: TSI complete in Reading and Writing; OR completion of INRW 0304 with a grade of "C" or better; OR TSI Reading score of 349-50 and co-enrollment in NCBR 0300 AND TSI complete in Writing; or TSI Writing score of E4/MC 338-339 and co-enrollment in NCBW 0300 and TSI complete in Reading; or TSI Writing score of E4/MC 338-339 and co-enrollment in NCBW 0300 and TSI Reading score of 349-50 and co-enrollment in NCBR 0300; or co-enrollment in INRW 0304.*

**◆ENGL 1302****Composition II - Rhetoric**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
 This course is an intensive study of and practice in the strategies and techniques for developing research-based expository, argumentative, and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

*Prerequisite: A grade of "C" or higher in ENGL 1301.*

**◆ENGL 2307****Creative Writing I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
 This course is a practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama.  
*Prerequisite: TSI complete in Reading and Writing; OR completion of INRW 0304 with a grade of "C" or better; OR TSI Reading score of 349-50 and co-enrollment in NCBR 0300 AND TSI complete in Writing.*

**◆ENGL 2311****Technical and Business Writing**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
 This course is an intensive study of and practice of writing in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

*Prerequisite: A grade of "C" or higher in ENGL 1301.*

**◆ENGL 2321****British Literature**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
 This course is a survey of the development of British literature from the Anglo-Saxon period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

*Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.*

**◆ENGL 2326****American Literature**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
 This course is a survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

*Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.*

**◆ENGL 2331****World Literature**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
 This course is a survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

*Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.*

**◆ENGL 2341****Introduction to Forms of Literature**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
 This course is the study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Students will study works of prose, poetry, drama, and fiction in relation to literary periods, terms, and criticism. Texts will be selected from a diverse group of authors and traditions.

*Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.*

**◆ENGL 2351****Mexican American Literature**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
 This course is a survey of Mexican American/Chicanx literature from Mesoamerica to the present. Students will study literary works of fiction, poetry, drama, essays and memoirs in relation to their historical, linguistic, political, regional, gendered, and cultural contexts. Texts will be selected from a diverse group of authors, literary movements, and media forms. Topics and themes may include the literary performance of identity and culture, aesthetic mediation of racialization, struggle and protest, and artistic activism.

*Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.*

**◆ENGL 2389****Academic Cooperative**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
 This course is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of English language and literature.

*Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.*

## English As Second Lang (ESOL)

**ESOL 0031****ESOL Oral Communication I**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0  
 This course prepares speakers of other languages at the beginning or low intermediate level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through training in pronunciation, basic conversations, and listening to natural speeches or prose in short paragraphs. This course does not apply toward the Associate Degree.

*Prerequisite: None.*

**ESOL 0032****ESOL Oral Communication II**

CRT HRS:3 LEC HRS:1 LAB HRS:0 OTH HRS:0

This course prepares speakers of other languages at the intermediate or high intermediate level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through training in pronunciation, conducting classroom oral presentations or short speeches, and listening to natural speeches or prose in sustained length. This course does not apply toward the Associate Degree.

*Prerequisite: None.***ESOL 0033****ESOL Oral Communication III**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course prepares speakers of other languages at the advanced level for oral communication in both public and academic settings. Emphasis is placed on developing listening and speaking skills through listening to natural speeches or prose in sustained length and through engagement in conversations in various communicative situations. This course does not apply toward the Associate Degree.

*Prerequisite: Placement is based on student's interview with the ESOL coordinator, or passing ESOL 0032 or ESOL 0042 with a grade of "C" or better.***ESOL 0041****ESOL Composition for Non-Native Speakers I**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course focuses on assisting speakers of other languages at the beginning and low intermediate levels in acquiring English proficiency in reading and writing. Emphasis is placed on building vocabulary and sentence skills in the context of readings. Instruction will also focus on reading comprehension strategies such as finding the main idea and the details. Training in writing strategies will focus on writing in response to reading and will also focus on paragraph construction. This course does not apply toward the Associate Degree.

*Prerequisite: None.***ESOL 0042****ESOL Composition for Non-Native Speakers II**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course focuses on assisting speakers of other languages at the intermediate and high intermediate levels in acquiring English proficiency in reading and writing. Emphasis is placed on building vocabulary and sentence skills in the context of readings. Instruction will also focus on additional reading comprehension strategies such as generalization, inference, prediction and drawing conclusions. Training in writing strategies will focus on writing in response to reading and will also focus on essay construction. This course does not apply toward the Associate Degree.

*Prerequisite: None.***ESOL 0051****ESOL Reading and Vocabulary**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course develops English reading proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society. Upon successful completion of this course, students will: comprehend and summarize texts, including the identification main idea, supporting details, audience, and purpose of text; interpret and critically analyze author's bias, purpose, and perspective in academic materials; make inferences and draw conclusions from a variety of college level texts; respond critically, orally and in writing, to various kinds of college level texts; understand and use academic vocabulary and linguistically complex structures across a variety of disciplines and genres; and demonstrate knowledge of cultural and historical references to American society in written materials.

*Prerequisite: Placement based on an English as a Second Language proficiency exam.***ESOL 0052****ESOL Grammar for Non-Native Speakers**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course focuses on Standard English grammar usage for academic purposes. Open only to non-native speakers. Upon successful completion of this course, students will: Use verb tenses and voice with proficiency; use simple, compound, and complex sentences structures including phrases and clauses with proficiency; use parts of speech (nouns, pronouns, verbs, adjectives, adverbs, prepositions, interjections, conjunctions) and determiners (quantifiers, articles, demonstratives, possessives) appropriately and with proficiency; use appropriate word choice, word form, and word order with proficiency; respond critically, orally and in writing, to various kinds of college level texts; and understand and use academic vocabulary and linguistically complex structures, orally and in writing, across a variety of disciplines and genres.

*Prerequisite: Placement based on an English as a Second Language proficiency exam.*

## Fire Protection (FIRT)

**FIRT 1301****Fundamentals of Fire Protection**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This covers orientation to the fire service, career opportunities, and related fields. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

*Prerequisites: None.***FIRT 1309****Fire Administration I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an introduction to the organization and management of a fire department and the relationship of government agencies to the fire service.

*Prerequisite: None.***FIRT 1333****Fire Chemistry I**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course covers chemical nature and properties of compounds as related to the fire service. Fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

*Prerequisite: None.*



**FIRT 1338****Fire Protection Systems**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course covers design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

*Prerequisites: None.***FIRT 1353****Legal Aspects of Fire Protection**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies and personnel.

*Prerequisite: None.***FIRT 1427****Building Construction in the Fire Service**

CRT HRS:4 LEC HRS:4 LAB HRS:1 OTH HRS:0

This course covers the components of building construction that relate to life safety. Includes relationship of construction elements and building design impacting fire spread in structures.

*Prerequisite: None.*

## Fire Science/Firefight (FIRS)

**FIRS 1203****Firefighter Agility and Fitness Preparation**

CRT HRS:2 LEC HRS:0 LAB HRS:5 OTH HRS:0

This course focuses on physical ability testing methods. It includes rigorous training in skills and techniques needed in typical fire department physical ability tests. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: None.***FIRS 1301****Firefighter Certification I**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is an introduction to firefighter safety and development. Topics include Texas Commission on Fire Protection Rules and Regulations, firefighter safety, fire science, personal protective equipment, self-contained breathing apparatus, and fire reports and records. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: None.***FIRS 1313****Firefighter Certification III**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is a study of fire streams and pump operations as they relate to fundamental development of basic firefighter skills. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: FIRS 1407.***FIRS 1319****Firefighter Certification IV**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is a study of equipment, tactics, and procedures used in forcible entry, ventilation, salvage, and overhaul. Preparation for certification as a basic firefighter. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: FIRS 1313.***FIRS 1329****Firefighter Certification VI**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is an overview of Fire Inspection techniques and practices. Emphasis is on firecause determination. Includes fire protection systems, wild land fire, and pre-incident planning. Preparation for certification as a basic firefighter. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: FIRS 1423.***FIRS 1407****Firefighter Certification II**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course is a study of the basic principles and skill development in handling fire service hose and ladders. Topics include the distribution system of water supply, basic building construction, and emergency service communication, procedures, and equipment. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: FIRS 1301.***FIRS 1423****Firefighter Certification V**

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This course is a study of ropes and knots, rescue procedures and techniques, and hazardous materials. Preparation for certification as a basic firefighter. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: FIRS 1319.***FIRS 1433****Firefighter Certification VII**

CRT HRS:4 LEC HRS:2 LAB HRS:5 OTH HRS:0

This course is an in-depth study and practice of simulated emergency operations and hands-on fire training exercises, incident command procedures, and combined operations using proper extinguishing methods. Emphasis is on safety. Lab required. This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.

*Prerequisite: FIRS 1329.*

## General Business (BUSG)

**BUSG 1303****Principles of Finance**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the financial dynamics of a business. It includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasis is placed on the time value of money.

*Prerequisite: None.***BUSG 2309****Small Business Management/Entrepreneurship**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is a course on how to start, operate, and grow a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

*Prerequisite: None.*

## Geography (GEOG)

### ◆GEOG 1301

#### Physical Geography

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course introduces students to the processes that drive Earth's physical systems. Students will explore the relationships among these physical systems, with emphasis on weather and climate, water, ecosystems, geologic processes and landform development, and human interactions with the physical environment.

*Prerequisite: TSI complete in Reading or equivalent.*

## Geology (GEOL)

### ◆GEOL 1403

#### Physical Geology

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This course is an introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data.

*Prerequisite: TSI complete in Reading or equivalent.*

### ◆GEOL 1404

#### Historical Geology

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This course is a comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils.

*Prerequisite: GEOL 1403 with a grade of "C" or better.*

### ◆GEOL 1445

#### Oceanography

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This course is a survey of oceanography and related sciences. This course will explore the physical, chemical, geological, and biological processes operating in the marine environment. The dynamic processes that affect the ocean water, sea floor, and abundant life forms will be studied as will the methods and techniques scientists use to investigate the ocean. Discussion topics include, but are not limited to, the origin of ocean basins, properties of sea water, wind circulation, waves and tides, coastal and ocean habitats, ocean resources, and human presence in the ocean and related environmental challenges. It is recommended but not required that students take this course in sequence with Meteorology (GEOL 1447).

*Prerequisite: TSI complete in Reading and in Math or equivalent.*

### ◆GEOL 1447

#### Meteorology

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This course is a survey of meteorology and related sciences. This course will explore energy, temperature, moisture, precipitation, and winds that combine to create the weather. Discussion topics include, but are not limited to, the causes of the seasons, forms of moisture, atmospheric stability, cloud development, precipitation processes, pressure, storm systems, thunderstorms, lightning, tornadoes, hurricanes, and world climate. Labs include but are not limited to, reading and preparing weather maps, making weather measurements, and seasons. It is recommended, but not required that students take this course in sequence with Oceanography (GEOL 1445).

*Prerequisite: TSI complete in Reading and in Math or equivalent.*

## Government (GOVT)

### ◆GOVT 2304

#### Introduction to Political Science

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This is an introductory survey of the discipline of political science focusing on the history, theory, scope and methods of the field, and the substantive topics in the discipline.

*Prerequisite: Eligible for ENGL 1301.*

### ◆GOVT 2305

#### Federal Government

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course covers the origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights.

*Prerequisite: Eligible for ENGL 1301.*

### ◆GOVT 2306

#### Texas Government

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course covers the origin and development of the Texas Constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

*Prerequisite: Eligible for ENGL 1301.*

### ◆GOVT 2311

#### Mexican American and Latinx Politics

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course provides a study of Mexican American and Latinx politics within the American political experience. Topics include historical, cultural, socioeconomic, and constitutional issues that pertain to the study of Mexican Americans and other Latinx populations in the United States. Other topics such as political participation, governmental institutions, electoral politics, political representation, demographic trends, and other contemporary public policy debates will also be addressed.

*Prerequisite: Completion of GOVT 2305 with a grade of "C" or better.*

### ◆GOVT 2389

#### Academic Cooperative

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This is an instructional course 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 human social behavioral and/or social institutions.

*Prerequisites: GOVT 2304, GOVT 2305 and GOVT 2306.*

## Graphic/Print Equip Oper (GRPH)

### GRPH 2380

#### CAPSTONE: Digital Imaging Design

CRT HRS:3 LEC HRS:1 LAB HRS:0 OTH HRS:20  
This course will provide career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience.

*Prerequisite: IMED 2311, ARTV 1351.*

# Health Info. Tech. (HITT)

## HITT 1166

### Coding Practicum

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* Permission from the department and completion of all course work within the specialty with a grade of "C" or better.

## HITT 1167

### CAPSTONE: Practicum

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* Permission from the department and completion of all course work within the specialty with a grade of "C" or better.

## HITT 1211

### Health Information Systems

CRT HRS:2 LEC HRS:1 LAB HRS:4 OTH HRS:0

This course is an introduction to health IT standards, health-related data structures, software applications and enterprise architecture in health care and public health.

*Prerequisite:* Program Chair approval.

## HITT 1253

### Legal and Ethical Aspects of Health Information

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0

This course teaches concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

*Prerequisite:* Program Chair approval.

## HITT 1255

### Health Care Statistics

CRT HRS:2 LEC HRS:1 LAB HRS:2 OTH HRS:0

This course focuses on general principles of health care statistics with emphasis in hospital statistics. Also included is skill development in computation and calculation of health data.

*Prerequisite:* HITT 1301 and Program Chair approval.

## HITT 1301

### Health Data Content and Structure

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is an introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

*Prerequisite:* Program Chair approval.

## HITT 1305

### Medical Terminology I

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of medical terms through word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

*Prerequisite:* None.

## HITT 1341

### Coding and Classification Systems

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course focuses on the fundamentals of coding rules, principles, guidelines, and conventions using clinical classification systems.

*Prerequisite:* HITT 1301 and HITT 1305, or MDCA 1321 and MDCA 1343.

## HITT 1345

### Health Care Delivery Systems

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is an examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.

*Prerequisite:* HITT 1301 and Program Chair approval.

## HITT 1349

### Pharmacology

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

*Prerequisite:* HITT 1305 and completion of, or concurrent enrollment in, HPRS 2301.

## HITT 2166

### Practicum I

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite:* Permission from the Department; HITT 1301 and HITT 1253.

## HITT 2167

### CAPSTONE: Practicum II

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:10

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite:* Permission from the department; HITT 2166.

## HITT 2231

### Advanced Medical Terminology

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0

This course is a study of advanced terminology in various medical and surgical specialties, including disease processes.

*Prerequisite:* HITT 1305 and Program Chair approval.

## HITT 2335

### Coding and Reimbursement Methodologies

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course focuses on the development of advanced coding techniques with an emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement.

*Prerequisite:* HITT 1341.

## HITT 2339

### Health Information Organization and Supervision

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course focuses on the principles of organization and supervision of human, fiscal, and capital resources.

*Prerequisite:* HITT 1345.

## HITT 2343

### Quality Assessment and Performance Improvement

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course involves the study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues, and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems.

*Prerequisite:* HITT 1345.

### HITT 2371

#### Current Procedural Terminology Coding CPT-4

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course covers principles of ambulatory coding using CPT-4 procedures and the use of HCPCS (Health Care Financing Administration: Common Procedure Coding System).

*Prerequisite:* HITT 1301, HITT 1305, and completion of or concurrent enrollment in HPRS 2301.

### HITT 2372

#### Advanced CPT Coding-CPT4

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course focuses on the development of advanced CPT coding techniques with an emphasis on case studies, health records, and methods of reimbursement.

*Prerequisite:* HITT 2371.

## Health Professions (HPRS)

### HPRS 1106

#### Essentials of Medical Terminology

CRT HRS:1 LEC HRS:1 LAB HRS:0 OTH HRS:0

This course is a study of medical terminology, word origin, structure, and application.

*Prerequisite:* Admission to the Vocational Nursing Program.

### HPRS 2301

#### Pathophysiology

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

*Prerequisite:* HITT 1305 and Program Chair approval.

## Heating Air Cond Tech (HART)

### HART 1401

#### Basic Electricity for HVAC

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This course covers principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

*Prerequisite:* None.

### HART 1407

#### Refrigeration Principles

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This course is an introduction to the refrigeration cycle, heat transfer theory, temperature / pressure relationship, refrigerant handling, refrigeration components and safety.

*Prerequisite:* None.

### HART 1410

#### HVAC Shop Practices and Tools

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This course covers tools and instruments used in the HVAC industry. It includes proper application, use and care of these tools, and tubing and piping practices.

*Prerequisite:* None.

### HART 1445

#### Gas and Electrical Heating

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This course is the study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

*Prerequisite:* HART 1401, HART 1407, HART 1410.

### HART 2431

#### Advanced Electricity for HVAC

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This course is advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment, including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices.

*Prerequisite:* HART 1401, HART 1407, HART 1410.

### HART 2434

#### Advanced Air Conditioning Controls

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This course is a study in the theory and application of automation controls, electrical control devices, electromechanical controls, and/or pneumatic controls.

*Prerequisite:* HART 1401, HART 1407, HART 1410, HART 1445, HART 2431, HART 2445.

### HART 2438

#### Capstone: Air Conditioning Installation and Startup

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This course is the study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.

*Prerequisite:* HART 1401, HART 1407, HART 1410, HART 1445, HART 2431, HART 2445.

### HART 2441

#### Commercial Air Conditioning

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This is a study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less.

*Prerequisite:* HART 1401, HART 1407, HART 1410, HART 1445, HART 2431, HART 2445.

### HART 2442

#### Commercial Refrigeration

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

Theory of and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines are introduced in this course.

*Prerequisite:* HART 1401, HART 1407, HART 1410, HART 1445, HART 2431, HART 2445.

### HART 2443

#### Industrial Air Conditioning

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

A study of components, accessories, applications, and installation of air conditioning systems above 25 tons capacity will be presented.

*Prerequisite:* HART 1401, HART 1407, HART 1410, HART 1445, HART 2431, HART 2445, HART 2434, HART 2438, HART 2441, HART 2442.

### HART 2445

#### Air Conditioning Systems Design

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This course is a study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection, duct fabrication, and balancing the air system.

*Prerequisite:* HART 1401, HART 1407, HART 1410.

# History (HIST)

## ◆HIST 1301

### United States History I

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is a survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

*Prerequisite: Eligible for ENGL 1301.*

## ◆HIST 1302

### United States History II

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is a survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

*Prerequisite: Eligible for ENGL 1301.*

## ◆HIST 2301

### Texas History

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is a survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.

*Prerequisite: Eligible for ENGL 1301.*

## ◆HIST 2311

### Western Civilization I

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course provides a survey of the major political, economic, cultural and intellectual history of Europe through the Reformation. Emphasis will be placed on the contributions of Ancient Mesopotamia, Egypt, Greece and Rome to the Western world, the fall of Rome, the Byzantine Empire, the Middle Ages and the Renaissance. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

*Prerequisite: TSI complete in Reading, or equivalent.*

## ◆HIST 2312

### Western Civilization II

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is the continuation of Western Civilization I to the present. This will include momentous economic, political, social and intellectual issues and events such as the Renaissance and Reformation, European expansion, the Enlightenment, the age of democratic revolutions, the height of Western Civilization prior to World War I, and the gradual decline of western hegemony in the world in the 20th century. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

*Prerequisite: TSI complete in Reading, or equivalent.*

## ◆HIST 2321

### World Civilizations I

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is a survey of ancient and medieval history with emphasis on Asian, African, American and European cultures.

*Prerequisite: Eligible for ENGL 1301.*

## ◆HIST 2322

### World Civilizations II

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is a survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange.

*Prerequisite: Eligible for ENGL 1301.*

## ◆HIST 2327

### Mexican-American History I

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is a survey of the economic, social, political, intellectual and cultural history of Mexican Americans/Chicanx. Periods include early indigenous societies, conflict and conquest, early European colonization and empires, New Spain, early revolutionary period, Mexican independence and nation building, United States expansion to the United States-Mexico War Era. Themes to be addressed are mestizaje and racial formation in the early empire, rise and fall of native and African slavery, relationship to early global economies, development of New Spain's/Mexico's northern frontier, gender and power, missions, resistance and rebellion, emergence of Mexican identities, California mission secularization, Texas independence, United States' wars with Mexico, and the making of borders and borderlands. (May be applied to U.S. History requirement)

*Prerequisite: Eligible for ENGL 1301.*



◆HIST 2328

**Mexican-American History II**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
A survey of the economic, social, political, intellectual, and cultural history of Mexican Americans/Chicanx. Periods include the United States-Mexico War Era, incorporation of Northern Mexico into the United States, Porfirian Mexico, and the nineteenth century American West, 1910 Mexican Revolution and Progressive Era, the Great Depression and New Deal, World War II and the Cold War, Civil Rights Era, Conservative Ascendancy, the age of NAFTA and turn of the 21st Century developments. Themes to be addressed are the making of borders and borderlands, impact of Treaty of Guadalupe Hidalgo, gender and power, migration and national identities, citizenship and expulsion, nineteenth century activism and displacement, industrialization and the making of a transnational Mexican working class, urbanization and community formation, emergence of a Mexican American Generation, war and citizenship, organized advocacy and activism, Chicano Movement, changing identifications and identities, trade and terrorism. (May be applied to U.S. History requirement.)

*Prerequisite: Eligible for ENGL 1301.*

◆HIST 2381

**African-American History**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course covers the historical, economic, social, and cultural development of minority groups. It may include African-American, Mexican American, Asian American, and Native American issues.

*Prerequisite: Eligible for ENGL 1301.*

◆HIST 2389

**Academic Cooperative**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is an instructional program designed to integrate on-campus study with a practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

*Prerequisite: Completion of six hours in History.*

## Human Resources Mang (HRPO)

**HRPO 1280**

**Human Resources COOP**

CRT HRS:2 LEC HRS:1 LAB HRS:0 OTH HRS:10  
This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer.

*Prerequisite: Approval of Internship Coordinator.*

**HRPO 1302**

**Human Resources Training and Development**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course provides an overview of the human resource development function specifically concentrating on the training and development component. Topics include training as related to organizational missions and goals: budgeting, assessment, design, delivery, evaluation, and justification of training, including distance and virtual education.

*Prerequisite: None.*

**HRPO 1305**

**Management and Labor Relations**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course covers the development and structure of the labor movement including labor legislation, collective bargaining, societal impact, labor/management relationships, and international aspects.

*Prerequisite: None.*

**HRPO 1306**

**Basic Mediator Training**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
Topics in this course include history of mediation, Alternative Dispute Resolution legislation in Texas, conflict resolution theory, mediation theory and practice, mediation process and techniques, self-awareness and ethics.

*Prerequisite: None.*

**HRPO 1311**

**Human Relations**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course provides practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

*Prerequisite: None.*

**HRPO 2188**

**Internship - Human Resources Management**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6  
This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer.

*Prerequisite: Approval of Internship Coordinator.*

**HRPO 2301**

**Human Resources Management**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course covers behavioral and legal approaches to the management of human resources in organizations are studied in this course.

*Prerequisite: None.*

**HRPO 2303**

**Employment Practices**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is a study of employment issues including techniques for human resource forecasting, selection, and placement including interview techniques, pre-employment testing, and other predictors. Topics include recruitment methods, the selection process, Equal Employment Opportunity (EEO), EEO record keeping and Affirmative Action Plans.

*Prerequisite: None.*

**HRPO 2304**

**Employee Relations**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is an examination of employee relations, policies, practices, and issues required to build strong employee relations. Topics include communications, employee conduct rules, performance appraisal methods, Title VII, Federal Medical Leave Act, Fair Labor Standards Act, and Americans with Disabilities Act updates.

*Prerequisite: HRPO 1305.*

**HRPO 2305**

**Human Resources Information Systems**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is an introduction to Human Resource Information Systems (HRIS).

*Prerequisite: None.*

**HRPO 2306**

**Benefits and Compensation**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is an overview of employee compensation systems. Topics include compensation systems, direct and indirect compensation, internal and external determination of compensation, benefits administration, managing and evaluating for effectiveness, legal and regulatory issues, pay equity, job analysis affecting job compensation and competencies.

*Prerequisite: HRPO 2301.*

**HRPO 2307****Organizational Behavior**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course includes the analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts and the integration of interdisciplinary concepts from the behavioral sciences.

*Prerequisite:* HRPO 2301.

**HRPO 2371****Human Resources Laws**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course includes an in depth view of laws and legal issues related to employment practices.

*Prerequisite:* HRPO 2301, HRPO 2303.

**HRPO 2372****Risk Management**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an overview of issues related to identification, assessment and prioritization of risks in the workplace.

*Prerequisite:* HRPO 2301, HRPO 2303.

## Humanities (HUMA)

**◆HUMA 1301****Introduction to Humanities I - Western**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. The emphasis of this course will be on the historical development and interplay of the arts, literature, philosophy, and religion in selected western cultures.

*Prerequisite:* TSI Exempt or TSI complete in Reading and Writing, or equivalent.

**◆HUMA 1302****Introduction to Humanities II - Non-Western**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. The emphasis of this course will be on the historical development and interplay of the arts, literature, philosophy, and religion in selected non-western cultures.

*Prerequisite:* HUMA 1301.

**◆HUMA 1305****Introduction to Mexican-American Studies**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an interdisciplinary survey which examines the different cultural, artistic, economic, historical, political, and social aspects of the Mexican-American/Chicano/a communities. It also covers issues such as dispossession, immigration, transnationalism, and other topics that have shaped the Mexican-American experience.

*Prerequisite:* TSI complete in Reading, or equivalent.

**◆HUMA 1311****Mexican-American Fine Arts Appreciation**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, drama, and dance) and the ways in which they express the values of the Mexican-American/Chicano/a experience.

*Prerequisite:* TSI complete in Reading, or equivalent.

**◆HUMA 1315****Fine Arts Appreciation**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, architecture, drama, and dance) and the ways in which they express the values of cultures and human experience.

*Prerequisite:* TSI complete in Reading, or equivalent.

**◆HUMA 2319****American Minority Studies**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This interdisciplinary survey examines the diverse cultural, artistic, economic, historical, political, and social aspects of American minority communities. Topics may include race/ethnicity, gender, socioeconomic class, sexual orientation, national origin, age, disability, and religion.

*Prerequisite:* TSI complete in Reading, or equivalent.

**◆HUMA 2323****World Cultures**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a general study of diverse world cultures. Topics include cultural practices, social structures, religions, arts, and languages.

*Prerequisite:* TSI complete in Reading, or equivalent.

## Information Processing (POFI)

**POFI 1349****Spreadsheets**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides skill development in concepts, procedures, and application of spreadsheets for business applications.

*Prerequisite:* None.

**POFI 2301****Word Processing**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides in-depth coverage of word processing software focusing on business applications.

*Prerequisite:* POFT 1227 or permission from the department.

**POFI 2340****Advanced Word Processing**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is a continuation of the study of word processing including advanced techniques in merging, macros, graphics, and desktop publishing. It includes extensive formatting for technical documents. Emphasis is on business applications.

*Prerequisite:* POFI 2301.

**POFI 2431****Desktop Publishing**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course includes in-depth coverage of desktop publishing terminology, text, editing, and use of design principles. Emphasis is placed on layout techniques, graphics, multiple page displays, and business applications.

*Prerequisite:* ITSC 1409.



# Information Security (ITSY)

## ITSY 1400

### Fundamentals of Information Security

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is an introduction to information security including ethics, the legal environment and risk management. It covers basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.

*Prerequisite: None.*

## ITSY 1442

### Information Technology Security

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course provides instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.

*Prerequisite: ITNW 2421.*

## ITSY 2417

### Wireless Security Development

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers development of information security policies, standards, and guidelines for an organization. Includes Demilitarized Zone (DMZ), antivirus, Virtual Private Network (VPN), wireless communications, remote access, and other critical administrative and operational security policies. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. Emphasizes wireless security goals of availability, integrity, and confidentiality in the design, planning, implementing, operating, and troubleshooting of wireless LAN along with administrative controls.

*Prerequisite: ITSY 2459.*

## ITSY 2441

### Security Management Practices

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course provides in-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan.

*Prerequisite: ITSY 1400 and ITNW 1425.*

## ITSY 2442

### Incident Response and Handling

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers in-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.

*Prerequisites: ITSY 1400 and ITNW 1425.*

## ITSY 2443

### Computer System Forensics

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course provides an in-depth study of system forensics including methodologies used for analysis of computer security breaches. Students will learn to gather and evaluate evidence to perform postmortem analysis of a security breach.

*Prerequisite: ITSY 1400 and ITNW 1425.*

## ITSY 2459

### Security Assessment and Auditing

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a comprehensive experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems that ensure appropriate levels of protection are in place to assure regulatory compliance.

*Prerequisites: ITNW 1454, ITNW 2421, and ITSY 2442.*

# Integrated Read./Writ. (INRW)

## INRW 0304

### Integrated Reading and Writing

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills in writing a variety of academic essays. This course fulfills TSI requirements for reading and writing.

*Prerequisite: Completion of READ 0100 or ESOL 0051 with a grade of "C" or better or equivalent and completion of ENGL 0100 or ESOL 0052 with a grade of "C" or better or equivalent; or TSI score 342-350 or equivalent.*

# Interior Design (INDS)

## INDS 1311

### Fundamentals of Interior Design

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is an introduction to the elements and principles of design, the interior design profession, and the interior design problem-solving process.

*Prerequisite: Completion of or concurrent enrollment in DFTG 1409.*

## INDS 1445

### CAPSTONE: Commercial Design I

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study of design principles applied to furniture lay-out and space planning for commercial interiors.

*Prerequisite: Completion of ARCE 1421.*

## INDS 2405

### Interior Design Graphics

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course provides skill development in computer-generated graphics and technical drawings for interior design applications.

*Prerequisite: ARCE 1421, DFTG 1417.*

# International Business (IBUS)

## IBUS 1301

### Principles of Exports

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of export management process and procedures. Topics include governmental controls and compliance, licensing of products, documentation, commercial invoices and transportation. Emphasizes human and public relations, management of personnel, finance, and accounting procedures are stressed.

*Prerequisite: None.*

### **IBUS 1305**

#### **Introduction to International Business / Trade**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the techniques for entering the international marketplace. Emphasis is on the impact and dynamics of socio-cultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.

*Prerequisite: None.*

### **IBUS 2345**

#### **Import Customs Regulations**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is a study of the duties and responsibilities of the licensed customs broker. Topics include process for customs clearance including appraisal, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding, penalties, quotas, immediate delivery, consumption, liquidation, computerized systems, laws, and regulations.

*Prerequisite: None.*

### **IBUS 2371**

#### **Import Customs Regulations II**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is a continuation of Import Customs Regulations I. Topics include the history and use of the US Harmonized Tariffs schedule, fees, importation, general provisions, rules of origin, air regulations, export control, administrative foreign trade zones, export controls, and issues related to the import laws and regulations.

*Prerequisite: IBUS 2345.*

## **Kinesiology (KINE)**

### **◆KINE 1100**

#### **Fitness Walking**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This introductory physical activity course focuses on the aerobic sport of brisk, rhythmic, vigorous walking, intended to improve cardiovascular efficiency, strengthen the heart, control weight, and reduce stress.

*Prerequisite: None.*

### **◆KINE 1101**

#### **Fitness and Motor Development I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This introductory physical activity course focuses on the basic principles, concepts, fundamental skills and applications of cardiovascular training and conditioning. Students are introduced to individual aerobic fitness activities, including walking, jogging, running, biking, etc. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: Kinesiology majors only.*

### **◆KINE 1103**

#### **Weight Training and Conditioning I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of weight training and conditioning. Students are introduced to skills, and applications of weight training and conditioning. Students are introduced to individual anaerobic fitness activities, including muscle strength training, muscle endurance training, and muscle power training—using both machine and free-weights. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

### **◆KINE 1104**

#### **Weight Training and Conditioning II**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This physical activity course focuses on the advanced knowledge and applications of resistance (weight) training, including circuit training, interval training, power lifting, Olympic weight lifting, body-building and plyometrics. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, and comprehensive fitness program development. Promoting the activity as an enjoyable, practical and viable lifelong fitness or recreational endeavor is stressed.

*Prerequisite: KINE 1103 or permission from the Instructor.*

### **◆KINE 1105**

#### **Badminton**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This course covers the history, rules, basic strokes and strategies in singles and doubles play emphasized through intra-class competition.

*Prerequisite: None.*

### **◆KINE 1107**

#### **Basketball I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the (team) sport of basketball. Students are introduced to basketball history, terminology, rules, individual skills (dribbling, passing, shooting, guarding, etc.) and half-court team play (offense & defense). Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

### **◆KINE 1109**

#### **Bowling I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of bowling. Students are introduced to bowling history, terminology, rules, scoring, basic individual skills (ball selection, the grip, arm/foot positioning, the approach, arm back swing, forward arm swing, release, follow through, etc.) and competitive play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

◆KINE 1110

**Bowling II**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
This physical activity course focuses on the advanced knowledge and applications of the sport of bowling, including team play and competition. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: KINE 1109 or permission from the Instructor.*

◆KINE 1111

**Flag Football I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of flag football. Students are introduced to flag football history, terminology, rules, scoring, basic individual skills (passing, receiving, running plays, blocking, defending, kicking, punting, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

◆KINE 1113

**Golf I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of golf. Basic golf skills will be addressed (proper grip, stance, posture, full swing, putting and approach shots). The course is conducted at the driving range.

*Prerequisite: None.*

◆KINE 1114

**Golf II**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
This physical activity course focuses on the advanced knowledge and applications of the sport of golf, including special shots/conditions, sand/rough play, strategies to improve the golf score/handicap, playing 18 holes of golf, and competitive play. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, selection of equipment, club play, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable lifelong fitness or recreational endeavor is stressed.

*Prerequisite: KINE 1113 or permission from the Instructor.*

◆KINE 1115

**Karate I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of the discipline of karate. Students are introduced to karate history, terminology, customs, basic skills (breathing, stances, blocks, falls, roles, punches, strikes, kicks, smashes, etc.) fundamental strategies/tactics, and kata. Emphasis is placed on safety, conditioning, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

◆KINE 1116

**Karate II**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
This physical activity course focuses on the advanced knowledge and applications of the discipline of karate training, including kata, sparing, weapons, conditioning, etc. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, belt ranking requirements, and kumite competitions. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: KINE 1115 or permission from the Instructor.*

◆KINE 1119

**Racquetball I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of racquetball. Students are introduced to racquetball history, terminology, rules, scoring, basic individual skills (strokes, serves, returns, smash, kill shot, wall/multi-wall shots, etc.)—while playing singles. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

◆KINE 1120

**Racquetball II**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
This physical activity course focuses on the advanced knowledge and applications of the sport of racquetball, including advanced shots, doubles play/strategies, cut throat play, and competitive (tournament) play. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable lifelong fitness or recreational endeavor is stressed.

*Prerequisite: KINE 1119 or permission from the Instructor.*

◆KINE 1121

**Soccer I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of soccer. Students are introduced to soccer history, terminology, rules, scoring, basic individual skills (dribbling, shielding, turning, kicking, juggling, receiving, heading, goal keeping, throwing, catching, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

**◆KINE 1123****Softball I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
 This introductory physical activity focuses on fundamental knowledge and skills of softball. Students are introduced to softball history, terminology, rules, scoring, basic individual skills (throwing, catching, hitting, fielding, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

**◆KINE 1125****Swimming I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
 This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of swimming. Students are introduced to basic individual skills, including various strokes and kicks, breathing, turning, etc. Emphasis is placed on safety, developing a basic cognitive understanding of the related aspects of exercise science, enhancing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

**◆KINE 1126****Swimming II**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
 This physical activity course focuses on the advanced knowledge and applications of swimming. Emphasis is placed on safety, enhanced cognitive/skill development, advanced training/conditioning regimens, fitness evaluations, and comprehensive fitness program development. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: KINE 1125 or permission from the Instructor.*

**◆KINE 1127****Tennis I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
 This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the (team) sport of tennis. Students are introduced to tennis history, terminology, rules, individual skills (foot positioning, strokes, serves, returns, volleys, etc.), and singles play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

**◆KINE 1128****Tennis II**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
 This physical activity course focuses on the advanced knowledge and applications of the (team) sport of tennis, including backhand strokes, smash, drop shot, power shot, power serve, doubles play, etc. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning drills, sport/fitness assessments, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: KINE 1127 or permission from the Instructor.*

**◆KINE 1129****Volleyball I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
 This introductory physical activity course focuses on fundamental knowledge, skills, and strategies of the sport of volleyball. Students are introduced to volleyball history, terminology, rules, scoring, basic individual skills (serving, passing, setting, blocking, hitting, etc.) and team play. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

**◆KINE 1131****Yoga and Flexibility Training**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
 This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of the discipline of yoga. Students are introduced to yoga history, terminology, philosophy, flexibility training, basic yoga postures, breathing/relaxation techniques, musculoskeletal anatomy/physiology, etc. Emphasis is placed on exploring associated educational resources and promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor.

*Prerequisite: None.*

**◆KINE 1132****Self Defense and Personal Safety**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
 This introductory physical activity course focuses on the basic principles, concepts, fundamental skills, and applications of the discipline of self-defense. Students are introduced to self-defense history, terminology, applicable statistics, basic self-defense skills, fundamental strategies/tactics, physical conditioning techniques/applications, and first aid techniques, etc. Emphasis is placed on the exploration and identification of associated self-defense resources.

*Prerequisite: None.*

**◆KINE 1133****Outdoor Adventure Training**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
 This introductory physical activity and adventure training course focuses on the basic principles, concepts, fundamental skills, and applications of outdoor adventure training. Students are introduced to various outdoor adventure training activities, such as backpacking, hiking, orienteering, camping, survival skills, competitive adventure activities, etc. Emphasis is placed on physical conditioning, exploring associated educational resources, and promoting the activities as an enjoyable, practical and viable life-long fitness or recreational endeavors.

*Prerequisite: None.*

**◆KINE 1149****Team Sports I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
 This specialized physical activity course focuses on advanced knowledge, skills, and strategies of competitive team sports. Emphasis is placed on teamwork, leadership development, cultural growth, moral growth, physical development, social development and intellectual development. Promoting the competitive activity (sport) as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.

*Prerequisite: None.*

◆KINE 1150

**Team Sports II**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0  
This specialized physical activity course focuses on advanced knowledge, skills, and strategies of competitive team sports. Emphasis is placed on teamwork, leadership development, cultural growth, moral growth, physical development, social development and intellectual development. Promoting the competitive activity (sport) as an enjoyable, practical and viable lifelong fitness or recreational endeavor is stressed.  
*Prerequisite: None.*

◆KINE 1164

**Introduction to Physical Fitness and Wellness**

CRT HRS:1 LEC HRS:1 LAB HRS:0 OTH HRS:0  
This course is an orientation to the field of physical fitness and sport. It includes the study and practice of activities and principles that promote physical fitness.  
*Prerequisite: None.*

◆KINE 1210

**Aerobic Dance I**

CRT HRS:2 LEC HRS:1 LAB HRS:2 OTH HRS:0  
This introductory physical activity course focuses on the fundamental skills and applications of aerobic dance. Students are introduced to various forms of aerobic dance, including low impact step, low impact slide, etc. Emphasis is placed on safety, developing psychomotor skills, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.  
*Prerequisite: None.*

◆KINE 1211

**Aerobic Dance II**

CRT HRS:2 LEC HRS:1 LAB HRS:2 OTH HRS:0  
This physical activity course focuses on the advanced knowledge and applications of aerobic dance training, including a combination of advanced moves and the integration of various types of aerobic dance. Emphasis is placed on safety, enhanced skill development, advanced training/conditioning regimens, fitness evaluations, exploring associated educational resources, and developing choreographed routines. Promoting the activity as an enjoyable, practical and viable life-long fitness or recreational endeavor is stressed.  
*Prerequisite: KINE 1210 or permission from the Instructor.*

◆KINE 1249

**Ballet Folklorico I**

CRT HRS:2 LEC HRS:1 LAB HRS:2 OTH HRS:0  
This introductory dance course focuses on fundamental knowledge, skill and applications of Mexican Folklorico dance. Students are introduced to Mexican Folklorico dance techniques, individual skills, and movement fundamentals. The course offers attainment of vocabulary, knowledge and skill development in classical Cecchetti ballet technique at the beginning level. It is designed to develop posture, hand positioning, feet positioning, body isolations and overall coordination. These ballet skills will be incorporated in Mexican Folklorico dance. Emphasis is placed on safety, cognitive, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. The course promotes the discipline as an enjoyable, practical and viable life-long fitness or recreational endeavor.  
*Prerequisite: None.*

◆KINE 1250

**Ballet Folklorico II**

CRT HRS:2 LEC HRS:1 LAB HRS:2 OTH HRS:0  
This course focuses on fundamental knowledge, skill and applications of Mexican Folklorico dance. Students are introduced to Mexican Folklorico dance terminology, techniques, individual skills, movement fundamentals, improvisation, and choreography. The course will continue to offer knowledge and skill development in the basics of classical Cecchetti ballet technique at the beginning and intermediate levels. Emphasis will be placed on correct alignment, basic barre work, simple center floor work and ballet vocabulary which will be incorporated into Mexican Folklorico dance. Emphasis is placed on safety, cognitive, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. The course promotes the discipline as an enjoyable, practical and viable life-long fitness or recreational endeavor.  
*Prerequisite: KINE 1249 or permission from the instructor.*

◆KINE 1301

**Foundations of Kinesiology**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course provides an orientation to the field of kinesiology, its scope, organization of professional activities, vocational opportunities and professional qualifications.  
*Prerequisite: None.*

◆KINE 1304

**Personal/Community Health I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is a survey of factors involved in human physical and psychological wellness. Disorders arising from mutagenic, teratogenic infections, environment and lifestyle behaviors will be studied.  
*Prerequisite: None.*

◆KINE 1306

**First Aid**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course provides basic knowledge for safe and effective living. The essential aspects of home, work, motor vehicle and public safety will be covered. Both theoretical and practical aspects of emergency care will be included. Standard First Aid, Personal Safety and Cardio-Pulmonary Resuscitation (CPR) are covered. Certification upon completion of the course is based upon American Red Cross standards.  
*Prerequisite: None.*

◆KINE 1308

**Sports Officiating I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course provides an introduction to the theory, strategy, terminology, rules and applications of sports officiating for team sports with certification as the intended outcome. Emphasis is placed on the importance of physical conditioning and increasing student knowledge/appreciation of basketball, football, baseball, softball, and other appropriate sports. Promoting the course as an enjoyable, practical and viable life-long fitness or recreational avocation is stressed.  
*Prerequisite: None.*

◆KINE 1321

**Coaching/Sports/Athletics I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course provides instruction in fundamental skills of coaching, organization of practices, and handling of teams during competitive seasons of sport. Emphasis is placed on the ability of the coach to teach and exercise leadership. Topics include the history, theories, and philosophies of competitive sports.  
*Prerequisite: None.*



**◆KINE 1331****Physical Education for Elementary Education Majors**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
 This course covers physical education for elementary education majors. It includes an orientation to the field of kinesiology, physical fitness and sport, vocational opportunities, and a detailed analysis of fundamental principles, content, and curriculum of the elementary school kinesiology program.

*Prerequisite: None.*

**◆KINE 1336****Introduction to Recreation I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
 This course covers the fundamental theory and concepts of recreational activities with an emphasis on skill development, programs, planning, fitness and leadership. Emphasis will be on backpacking, cycling, orienteering, swimming, and rock climbing.

*Prerequisite: Kinesiology majors only.*

**◆KINE 1338****Concepts of Physical Fitness**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
 This course covers the concepts and use of selected physiological variables of fitness, individual testing and consultation and the organization of sports and fitness programs.

*Prerequisite: Kinesiology majors only.*

**◆KINE 1346****Drug Use & Abuse**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
 This course focuses on the study of the use and abuse of drugs and other harmful substances in today's society from historical and contemporary perspectives. Emphasis is placed on the physiological, sociological, economic, psychological, medical, ethical, and legal factors associated with substance abuse. Particular attention and study will be devoted to the impact of alcohol, tobacco, narcotics, and sports enhancement drugs on various segments of society. An overview of intervention and treatment programs will also be explored.

*Prerequisite: None.*

**◆KINE 2249****Ballet Folklorico III**

CRT HRS:2 LEC HRS:1 LAB HRS:2 OTH HRS:0  
 This course focuses on fundamental knowledge, skill and applications of Mexican Folklorico dance. Students are introduced to Mexican Folklorico dance history, terminology, theory, criticism, techniques, individual skills, movement fundamentals, improvisation, choreography, and music selection. The course offers continued attainment of knowledge and skill development in classical Cecchetti ballet technique at the intermediate level. It is designed to develop control, balance, strength, quality of movement and ballet vocabulary which will be incorporated in Mexican Folklorico dance. Emphasis is placed on safety, cognitive, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. The course promotes the discipline as an enjoyable, practical and viable life-long fitness or recreational endeavor.

*Prerequisite: KINE 1250 or permission from the instructor.*

**◆KINE 2250****Ballet Folklorico IV**

CRT HRS:2 LEC HRS:1 LAB HRS:2 OTH HRS:0  
 This course is a continuation of the study of Mexican Folklorico dance technique with a strong emphasis on performing skills and styles. This course is an advanced Ballet Folklorico performing class. Students taking this course are members of the South Texas College Ballet Folklorico. Membership is obtained by taking the Ballet Folklorico sequence or by invitation of the instructor. This course emphasizes Ballet Folklorico dance concert performances, as well as public and private performances. Students continue to study Mexican Folkloric theory, criticism, techniques, individual skills, improvisation, choreography, and music selection. The Cecchetti ballet technique is incorporated in the repertoire of the South Texas College Ballet Folklorico. Emphasis is placed on safety, cognitive, reinforcing and integrating the components of fitness/wellness, and exploring associated educational resources. The course promotes the discipline as an enjoyable, practical and viable life-long fitness or recreational endeavor.

*Prerequisite: KINE 2249 or invitation from the instructor.*

## Law Enforcement (CJLE)

**CJLE 1194****Current Events in Law Enforcement**

CRT HRS:1 LEC HRS:1 LAB HRS:0 OTH HRS:0  
 This course discusses topics recently identified as current events in addition to skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

*Prerequisite: None.*

**CJLE 1249****Intermediate Arrest, Search and Seizure**

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0  
 This course discusses probable cause; detention and arrest; exceptions to search warrant requirements; principles of preparing valid search warrants; pretrial suppression hearings; and civil liability for improper arrests, searches, and seizures.

*Prerequisite: None.*

**CJLE 1259****Intermediate Spanish for Law Enforcement**

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0  
 This course covers practical Spanish communication skills for law enforcement. It meets the requirements as established by the Texas Commission on Law Enforcement (TCLEOSE) Course #2110.

*Prerequisite: None.*

**CJLE 1325****Criminal Justice Survey**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
 This course provides an overview of criminal justice agencies with an emphasis on preparation for law enforcement licensure.

*Prerequisite: None.*

**CJLE 1327****Interviewing and Report Writing for CJ Professions**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0  
 This course provides instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. It also includes the development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. This course also focuses on the organization of information regarding incidents into effective written reports.

*Prerequisite: ENGL 1301, SPCH Elective.*

### **CJLE 1333**

#### **Traffic Law and Investigations**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course includes instruction in the basic principles of traffic control, traffic law enforcement, court procedures, and traffic law with an emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision.

*Prerequisite: COSC 1301, MATH Elective.*

### **CJLE 1345**

#### **Intermediate Crime Scene Investigation**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

The topics in this course include objectives, preparations, procedures, and methods of crime scene search; value of crime scene sketches and their relationship to crime scene photographs; fingerprints as physical evidence, fingerprint identification and classification, types of impressions and techniques for locating and developing impressions. This course satisfies Texas Commission on Law Enforcement (TCLEOSE) Course #2106.

*Prerequisite: CJLE 1249, CJLE 1333.*

### **CJLE 1394**

#### **Stress Management for Law Enforcement Officers**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an overview of stress in the law enforcement profession. It is designed to provide the student with concepts related to stress, such as causes and consequences, reduction and management.

*Prerequisite: None.*

### **CJLE 1429**

#### **Basic Peace Officer V**

CRT HRS:4 LEC HRS:2 LAB HRS:7 OTH HRS:0

This is a supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. This course satisfies or exceeds the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy Course #1000. **\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TCLEOSE.\*\***

*Prerequisite: CJLE 1524.*

### **CJLE 1506**

#### **Basic Peace Officer I**

CRT HRS:5 LEC HRS:3 LAB HRS:7 OTH HRS:0

This course provides basic preparation for a new peace officer. This course should be taken in conjunction with Basic Peace Officer Courses II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy. **\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TCLEOSE.\*\***

*Prerequisite: None.*

### **CJLE 1512**

#### **Basic Peace Officer II**

CRT HRS:5 LEC HRS:3 LAB HRS:7 OTH HRS:0

This course provides basic preparation for a new peace officer. This course should be taken in conjunction with Basic Peace Officer Courses I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy.

**\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TCLEOSE.\*\***

*Prerequisite: CJLE 1506.*

### **CJLE 1518**

#### **Basic Peace Officer III**

CRT HRS:5 LEC HRS:3 LAB HRS:7 OTH HRS:0

This course provides basic preparation for a new peace officer. This course should be taken in conjunction with Basic Peace Officer Courses I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy. **\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TCLEOSE.\*\***

*Prerequisite: CJLE 1512.*

### **CJLE 1524**

#### **Basic Peace Officer IV**

CRT HRS:5 LEC HRS:3 LAB HRS:7 OTH HRS:0

This course provides basic preparation for a new peace officer. This course should be taken in conjunction with Basic Peace Officer Courses I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy. **\*\*THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TCLEOSE.\*\***

*Prerequisite: CJLE 1518.*

### **CJLE 2168**

#### **Practicum**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:7

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.

*Prerequisite: CJLE 1345, CJLE 2345.*

### **CJLE 2345**

#### **Vice and Narcotics Investigation**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course provides classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques. It includes proper interdiction procedures and techniques.

*Prerequisite: CRIJ 1310 or CJSA 1327, CJLE 1345.*

## **Law Enforcement (CJSA)**

### **CJSA 1308**

#### **Criminalistics I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers an introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis.

*Prerequisites: None.*

### **CJSA 1312**

#### **Crime in America**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; and prevention of crime.

*Prerequisite: None.*

### **CJSA 1313**

#### **Court Systems and Practices**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the judiciary in the criminal justice system, structure of the American court system, prosecution, right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence, and sentencing.

*Prerequisites: None.*



**CJSA 1322****Introduction to Criminal Justice**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the history and philosophy of criminal justice and ethical considerations; crime is defined, as well as its nature and impact. The course also includes an overview of the criminal justice system, law enforcement, the court system, prosecution and defense, the trial process and corrections.

*Prerequisite: None.***CJSA 1325****Criminology**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

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.

*Prerequisite: None.***CJSA 1327****Fundamentals of Criminal Law**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of crime, elements of crimes and penalties using Texas statutes as illustrations, and criminal responsibility.

*Prerequisite: None.***CJSA 1348****Ethics in Criminal Justice**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course discusses ethical philosophies and issues pertaining to the various professions in the criminal justice system. It includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.

*Prerequisite: None.***CJSA 1351****Use of Force**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is the study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the Texas Commission on Law Enforcement Use of Force Intermediate Certificate requirement. This course was designed to be repeated multiple time to improve student proficiency.

*Prerequisite: None.***CJSA 1359****Police System and Practices**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the police profession, organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues.

*Prerequisite: None.***CJSA 1400****Death Investigation I**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers concepts, investigations process, scene management, required documentation, and case management for incidences of natural, accidental, and suicidal deaths. Follows the Department of Justice National Guidelines for Death Investigations and meets the criteria for academic credit recognition from the American Board of Medicolegal Death Investigators.

*Prerequisite: None.***CJSA 2300****Legal Aspects of Law Enforcement**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

*Prerequisites: None.*

## Legal Admin Asst (POFL)

**POFL 1303****Legal Office Procedures I**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is a study of the fundamental administrative duties of the legal administrative assistant, including issues involved in understanding and using social, organizational, and technological systems.

*Prerequisite: None.***POFL 1340****Legal Office Procedures II**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is a continuation of Legal Office Procedures I that will include legal terminology, theory, forms and procedures, and advanced concepts of administrative duties of the legal administrative assistant in selected areas of law, with applications designed to require students to use critical thinking skills.

*Prerequisite: POFL 1303.***POFL 1355****Legal Issues and Medical Records**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course covers the identification of legal issues within medical documents for the legal administrative assistant.

*Prerequisite: POFT 1329.***POFL 1359****Legal Transcription**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course covers comprehensive legal vocabulary and the conversion of spoken words into printed format for use in legal documents. It includes organizing and transcribing documents in a law office.

*Prerequisite: POFT 1329 and POFT 1301.***POFL 2264****CAPSTONE: Practicum**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:16

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Students enrolled in the certificate program must have completed 30 semester credit hours; Students enrolled in the Associate Degree program must have completed 46 semester credit hours.*

**POFL 2301****Legal Document Processing**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course teaches skill development in the production of legal documents by the legal administrative assistant used in the legal and court systems.

*Prerequisite: POFT 1329.*

## Legal Assisting (LGLA)

**LGLA 1303****Legal Research**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course presents standard and/or computer assisted legal research techniques in a law library emphasizing the paralegal's role.

*Prerequisite: None.*

**LGLA 1305****Legal Writing**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides a working knowledge of the fundamentals of effective legal writing techniques. Topics include briefs, legal memoranda, case and fact analysis, citation formats, and legal writing styles emphasizing the paralegal's role in legal writing.

*Prerequisite: None.***LGLA 1307****Introduction to Law and the Legal Professions**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides an overview of the law and the legal professions. Topics include legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal's role.

*Prerequisite: None.***LGLA 1342****Federal Civil Litigation**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course presents fundamental concepts and procedures of federal civil litigation including pretrial, trial, and post-trial phases of litigation emphasizing the paralegal's role in the federal civil litigation process.

*Prerequisite: LGLA 1307.***LGLA 1344****Texas Civil Litigation**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course presents fundamental concepts and procedures of Texas civil litigation including pretrial, trial, and post-trial phases of litigation with emphasis on the paralegal's role in the Texas civil litigation process.

*Prerequisite: LGLA 1307 and LGLA 1342.***LGLA 1351****Contracts**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law.

*Prerequisite: None.***LGLA 1353****Wills, Trusts and Probate Administration**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.

*Prerequisite: LGLA 1307.***LGLA 1355****Family Law**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.

*Prerequisite: LGLA 1307.***LGLA 1359****Immigration Law**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course presents fundamental concepts of immigration law including substantive and procedural law related to visa application, deportation, naturalization, and citizenship emphasizing the paralegal's role in immigration law.

*Prerequisite: None.***LGLA 2266****Practicum: Paralegal**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:16

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. Prerequisite: Students enrolled in the Associate Degree program must have completed 46 semester credit hours.

*Prerequisite: Students enrolled in the Associate Degree program must have completed 46 semester credit hours.***LGLA 2303****Torts and Personal Injury Law**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course presents fundamental concepts of tort and personal injury law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

*Prerequisite: LGLA 1307.***LGLA 2309****Real Property**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.

*Prerequisite: LGLA 1307.***LGLA 2311****Business Organizations**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms of partnerships, corporations and other emerging business entities.

*Prerequisite: LGLA 1307.***LGLA 2313****Criminal Law and Procedure**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course covers fundamental concepts of criminal law and procedures from arrest to final disposition including principles of federal and state law, and the preparation of pleadings and motions as applied to the role of the paralegal in the criminal justice system.

*Prerequisite: LGLA 1307.*

## Logistics Management (LMGT)

**LMGT 1319****Introduction to Business Logistics**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course provides a systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling.

*Prerequisite: None.***LMGT 1321****Principles of Material Management**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course introduces the principles of material management to include inventory control and forecasting activities.

*Prerequisite: None.*

**LMGT 1325****Warehouse and Distribution Center Management**  
CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course emphasizes physical distribution and total supply chain management. It includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time manufacturing, continuous replenishment, and third party.  
*Prerequisite: LMGT 1319.*

## Manufacturing Tech (MCHN)

**MCHN 1319****Manufacturing Materials and Processes**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a basic study of various materials used in the manufacturing industry and the chemical, physical, and mechanical properties of various materials. Emphasis is placed on manufacturing processes, including casting, forming, and machining.

*Prerequisite: MCHN 1338 or MCHN 1352.*

**MCHN 1320****Precision Tools and Measurement**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is an introduction to the modern science of dimensional metrology. Emphasis is placed on the identification, selection, and application of various types of precision instruments associated with the machine trade. Students will gain practice of basic layout and piece part measurements while using standard measuring tools.

*Prerequisite: None.*

**MCHN 1326****Introduction to Computer-Aided Manufacturing (CAM)**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a study of Computer-Aided Manufacturing (CAM) software which is used to create part programs, transfer programs to the machine control unit and machine parts.

*Prerequisite: MCHN 1338 or MCHN 1352.*

**MCHN 1338****Basic Machine Shop I**

CRT HRS:3 LEC HRS:1 LAB HRS:6 OTH HRS:0

This is an introductory course that assists the student in understanding the machinist occupation in industry. The student begins by using basic machine tools such as the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance.

*Prerequisite: None.*

**MCHN 1343****Machine Shop Mathematics**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.

*Prerequisite: None.*

**MCHN 1352****Intermediate Machining I**

CRT HRS:3 LEC HRS:1 LAB HRS:6 OTH HRS:0

This course covers the operation of drills, milling machines, lathes, and power saws, and provides an introduction to precision measuring techniques.

*Prerequisite: MCHN 1338.*

**MCHN 2303****Fundamentals of Computer Numerical Controlled (CNC) Machine Controls**

CRT HRS:3 LEC HRS:1 LAB HRS:6 OTH HRS:0

This course is a study in the programming and operation of Computer Numerical Controlled (CNC) machine shop equipment.

*Prerequisite: None.*

**MCHN 2341****Advanced Machining I**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This is an advanced study of lathe and milling operations. Emphasis is placed on advanced cutting operations of the lathe and milling machines, including the use of carbide insert tooling, bench assembly and metals metallurgy.

*Prerequisite: MCHN 1338 or MCHN 1352.*

**MCHN 2382****CAPSTONE: Tool & Die Technology**

CRT HRS:3 LEC HRS:1 LAB HRS:0 OTH HRS:15

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

*Prerequisite: None.*

**MCHN 2435****Advanced CNC Machining**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course is a study of advanced CNC operation with an emphasis on programming and operations of machining and turning centers.

*Prerequisite: MCHN 2303.*

**MCHN 2438****Advanced Computer-Aided Manufacturing (CAM)**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course is a study of advanced techniques in Computer-Aided Manufacturing (CAM).

*Prerequisite: MCHN 1326.*

**MCHN 2447****Specialized Tools and Fixtures**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This is an advanced course in the designing and building of special tools, such as jigs, fixtures, punch press dies and molds. This course covers the machining and assembling of a production tool, using conventional machine shop equipment. It includes the application of production tool theory, care and maintenance.

*Prerequisite: MCHN 1338 or MCHN 1352.*

## Math Supplemental Lab (MATL)

**MATL 0020****Math Supplementary Lab**

CRT HRS:1 LEC HRS:0 LAB HRS:2 OTH HRS:0

This course is designed as a co-requisite for freshman-level math courses taken by students who are not yet college-ready in mathematics according to Texas Success Initiative guidelines. The topics include: factoring, rational expressions, roots, and rational exponents. The topics are integrated in the college-level math course.

*Prerequisite: TSI score of 342+ or completion of MATH 0100 with a grade of "P" or "C" or better.*

## MATL 0032

### Reasoning Supplementary Lab

CRT HRS:1 LEC HRS:0 LAB HRS:2 OTH HRS:0

This course is a study of the basic concepts necessary for success in MATH 1332. The course is designed as a co-requisite for MATH 1332 for students who are not yet college-ready in mathematics according to Texas Success Initiative guidelines. Topics include: numeracy, proportional reasoning, order of operations, fractions and percentages, and basic linear equations. The topics are integrated with the college-level math course.

*Prerequisite: TSI score of 342+ or completion of MATH 0100 with a grade of "P" or "C" or better.*

## MATL 0042

### Statistics Supplementary Lab

CRT HRS:1 LEC HRS:0 LAB HRS:2 OTH HRS:0

This course is a study of the basic concepts necessary for success in MATH 1442. The course is designed as a co-requisite for MATH 1442 for students who are not yet college-ready in mathematics according to Texas Success Initiative guidelines. The topics include: numeracy, proportional reasoning, order of operations, fractions and percentages, and basic linear equations. The topics are integrated with the college-level math course.

*Prerequisite: TSI score of 342+ or completion of MATH 0100 with a grade of "P" or "C" or better.*

# Mathematics (MATH)

## MATH 0100

### Developmental Mathematics I

CRT HRS:4 LEC HRS:3 LAB HRS:2 OTH HRS:0

This course is a study of fundamental mathematics principles and concepts. Topics include performing basic arithmetic operations on integers, fractions, and decimals; performing calculations involving exponents and order of operations; solving application problems involving proportions, percent, and fractions; simplifying algebraic expressions and solving linear equations; application problems involving linear models; graphs of linear equations in two variables; applying rules of exponents, operations on polynomials, and factoring polynomial expressions. The focus of lab instruction is content reinforcement.

*Prerequisite: Placement based on assessment scores or TSI score 336-341; Students should see an advisor for special assessment if the TSI score is below 336.*

## MATH 0200

### Developmental Mathematics II

CRT HRS:4 LEC HRS:3 LAB HRS:2 OTH HRS:0

This course is a study of introductory and intermediate algebra concepts. Topics include factorization of polynomials, operations on rational and radical expressions, operations on real and complex numbers, solving rational equations, radical equations, absolute value equations and inequalities, quadratic equations with real and non-real solutions and their graphs, application problems involving quadratic models and features of functions. The focus of lab instruction is content reinforcement.

*Prerequisite: Placement based on assessment scores or TSI score 342-349 or completion of MATH 0100 or NCBM 0010 with a grade of "C" or better equivalent.*

## MATH 0442

### Foundations for Mathematical Reasoning

CRT HRS:4 LEC HRS:3 LAB HRS:2 OTH HRS:0

This course is a study of the basic concepts necessary for success in a college level Statistics or Quantitative Reasoning course. Topics include: numeracy and rounding, ratios and proportional reasoning, percentages, order of operations, evaluating expressions and formulas, introduction to sets and Venn diagrams, data interpretations including graphs and tables, measures of central tendency and position, introduction to probability and the counting principle, and linear models. This course is not for college-level credit.

*Prerequisite: None.*

## ◆MATH 1316

### Plane Trigonometry

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers trigonometric functions, identities, equations and applications.

*Prerequisite: MATH 1414 with a grade of "C" or better; or a score of 360+ on the Math portion of the TSI exam.*

## ◆MATH 1324

### Mathematics for Business & Social Sciences

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course covers the application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.

*Prerequisite: Meet TSI college-readiness standard for Mathematics; or completion of MATH 0200 or MATL 0020 with a grade of "P" or "C" or better or equivalent.*

## ◆MATH 1325

### Calculus for Business & Social Sciences

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I.

*Prerequisite: MATH 1414 or MATH 1324, with a grade of "C" or better.*

## ◆MATH 1332

### Contemporary Mathematics

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

Intended for Non-STEM (Science, Technology, Engineering and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics and appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.

*Prerequisite: Completion of MATH 0100, or MATL 0032, or MATH 0442 with a grade of "C" or "P" or better or TSI score of 350+.*

## ◆MATH 1350

### Mathematics for Teachers I

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking.

*Prerequisite: MATH 1414 with a grade of "C" or better.*

**◆ MATH 1351****Mathematics for Teachers II**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking.

*Prerequisites:* MATH 1414 with a "C" or better.

**◆ MATH 1414****College Algebra**

CRT HRS:4 LEC HRS:4 LAB HRS:0 OTH HRS:0

This course is the study of quadratic, polynomial, rational, logarithmic and exponential functions and includes the study of systems of equations and matrices. The focus of the course is the discovery and application of algebraic techniques, including graphing, to solve related equations. Additional topics may include sequences and series.

*Prerequisite:* TSI score of 350+ or completion of MATH 0200 or MATL 0020 with a grade of "C" or "P" or better.

**◆ MATH 1442****Elementary Statistical Methods**

CRT HRS:4 LEC HRS:4 LAB HRS:0 OTH HRS:0

This course is a presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and use of statistical software.

*Prerequisite:* Meet TSI college-readiness standard for Mathematics; or completion of MATH 0200 or MATL 0020 or MATL 0042 or MATH 0442 with a grade of "P" or "C" or better, or equivalent.

**◆ MATH 2305****Discrete Mathematics**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course is designed to prepare math, computer science, and engineering majors for a background in abstraction, notation, and critical thinking for the mathematics most directly related to computer science. Topics include: logic, relations, functions, basic set theory, countability and counting arguments, proof techniques, mathematical induction, combinatorics, discrete probability, recursion, sequence and recurrence, elementary number theory, graph theory, and mathematical proof techniques.

*Prerequisite:* Completion of MATH 2413 with a grade of C or higher.

**◆ MATH 2412****Pre-Calculus Math**

CRT HRS:4 LEC HRS:4 LAB HRS:1 OTH HRS:0

This course is an in-depth combined study of algebra, trigonometry, and other topics for calculus readiness.

*Prerequisite:* MATH 1414 or MATH 1324 with a grade of "C" or better.

**◆ MATH 2413****Calculus I**

CRT HRS:4 LEC HRS:4 LAB HRS:1 OTH HRS:0

This course covers functions, limits, continuity, differentiation, anti-derivatives, and the definite integral and its applications.

*Prerequisite:* MATH 1316 or MATH 2412 with a grade of "C" or better; or a 100+ on the College Level Mathematics ACCUPLACER.

**◆ MATH 2414****Calculus II**

CRT HRS:4 LEC HRS:4 LAB HRS:1 OTH HRS:0

This course covers derivatives and integrals of transcendental functions, integration methods and applications, infinite sequences and series.

*Prerequisite:* MATH 2413 with a grade of "C" or better.

**◆ MATH 2415****Calculus III**

CRT HRS:4 LEC HRS:4 LAB HRS:1 OTH HRS:0

This course covers the study of vectors, calculus of several variables, partial derivatives, multiple integrals and vector calculus, Divergence Theorem and Stoke's Theorem.

*Prerequisite:* MATH 2414 with a grade of "C" or better.

**◆ MATH 2418****Linear Algebra**

CRT HRS:4 LEC HRS:4 LAB HRS:0 OTH HRS:0

This course introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering.

*Prerequisite:* MATH 2414 with a grade of "C" or better.

**◆ MATH 2420****Differential Equations**

CRT HRS:4 LEC HRS:4 LAB HRS:0 OTH HRS:0

This course is an introduction to ordinary differential equations, emphasizing solution techniques to first order and special higher order differential equations, initial value problems, boundary value problems, Laplace transforms, series solutions, and applications.

*Prerequisite:* MATH 2414 with a grade of "C" or better.

## Medical Admin Assist (POFM)

**POFM 1317****Medical Administrative Support**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

*Prerequisite:* Program Chair approval.

**POFM 1400****Basic Medical Coding**

CRT HRS:4 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is the presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

*Prerequisite:* Admission to the program and Program Chair approval.

**POFM 2310****Intermediate Medical Coding**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is the assignment and application of various coding guidelines with emphasis on physician billing and regulatory requirements. Includes code selection for Evaluation and Management (E/M) and Medical/Surgical cases.

*Prerequisites:* Completion of the previous semester courses with a grade of "C" or better and Program Chair approval.

## Medical Assistant (MDCA)

**MDCA 1154****Medical Assisting Credentialing Exam Review**

CRT HRS:1 LEC HRS:1 LAB HRS:0 OTH HRS:0

This course provides preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams.

*Prerequisites:* Completion of the previous semester courses with a grade of "C" or better and Program Chair approval.



**MDCA 1166****Practicum I**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:8  
 This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite: Admission to the program and Program Chair Approval, attend Orientation, pass MDCA 1321 and MDCA 1343.*

**MDCA 1167****Practicum II**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:8  
 This course is a continuation of MDCA 1166-Practicum I. It provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite: Admission to the program and Program Chair Approval, attend Orientation and must have passed or be enrolled in 3 of the four lab classes including MDCA 1348, MDCA 1352, MDCA 1317, or PLAB 1223.*

**MDCA 1205****Medical Law and Ethics**

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0  
 This course provides instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in ambulatory care settings.

*Prerequisite: Admission to the program and Program Chair Approval.*

**MDCA 1302****Human Disease/Pathophysiology**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
 This course is the study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, sign and symptoms of common diseases of all body systems.

*Prerequisites: Completion of the previous semester courses with a grade of "C" or better and Program Chair approval.*

**MDCA 1309****Anatomy & Physiology for Medical Assistants**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0  
 This course is an emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better and Program Chair approval.*

**MDCA 1317****Procedures in a Clinical Setting**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0  
 This course places emphasis on patient assessment, examination and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better and Program Chair approval.*

**MDCA 1321****Administrative Procedures**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0  
 This is a course in medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office.

*Prerequisite: Admission to the program and Program Chair approval.*

**MDCA 1343****Medical Insurance**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0  
 This course emphasizes medical office coding procedures for payment and reimbursement by patient or third party payers for ambulatory care settings.

*Prerequisite: Admission to the program and Program Chair approval.*

**MDCA 1348****Pharmacology and Administration of Medications**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0  
 Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better and Program Chair approval.*

**MDCA 1352****Medical Assistant Laboratory Procedures**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0  
 Emphasis in this course is on application of governmental health care guidelines and includes specimen collection and handling, quality assurance, and quality control.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better and Program Chair approval.*

**MDCA 2266****CAPSTONE: Practicum III**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:16  
 This course provides advanced practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Completion of the previous semester courses with a grade of "C" or better and Program Chair approval.*

## Medical Transcription (MRMT)

**MRMT 1307****Medical Transcription I**

CRT HRS:3 LEC HRS:1 LAB HRS:5 OTH HRS:0  
 This course focuses on the fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes technology compatible with industry standards. Designed to develop speed and accuracy.

*Prerequisite: HITT 1305 or concurrent enrollment, and word processing skills.*

**MRMT 2166****Practicum**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:10  
 This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Permission from the department and completion of all course work within the specialty with a grade of "C" or better.*

**MRMT 2333****Medical Transcription II**

CRT HRS:3 LEC HRS:1 LAB HRS:5 OTH HRS:0

This course focuses on transcription of medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports.

*Prerequisite:* MRMT 1307 and concurrent enrollment in HITT 1349.

## Medical/Health Serv. Mg (MHSM)

**MHSM 3300****Principles of Health Care Management**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course will serve as a cornerstone in the development of students in the Medical and Health Services Management (MHSM) program and provide them with the insight, skills, and tools necessary to be effective health care managers. This course covers key management principles like leadership, strategic planning, organizational behavior and management thinking. In this course, other foundational topics that students will learn are information technology, managing costs and revenues, Ethics and laws, and addressing health disparities.

*Prerequisite:* None.

**MHSM 3302****U.S. Health Care Delivery**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course introduces U.S. health care systems, the business of health care, the history of its development and the roles of various business entities and health care professionals in the delivery of care to the patient.

*Prerequisite:* HITT 1255, ACCT 2401.

**MHSM 3303****Statistics for Health Care Managers**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course expands on basic statistic knowledge by discussing unique statistics routinely used in health care, assessment and utilization of published health care research statistics and application of internal organizational health care statistics in managerial decisions.

*Prerequisite:* Junior standing, HITT 1255 and MATH 1414 (or MATH 1332).

**MHSM 3304****Communication for Health Care Professionals**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course addresses varying communication skills and strategies for interaction with patients, families, employees, other department/business representatives, and the community. It also covers basic marketing skills in the health care arena and media management during a crisis.

*Prerequisite:* Junior standing and SPCH 1311 or SPCH 1315 or SPCH 1318 or SPCH 1321 or SPCH 2333 or SPCH 2335.

**MHSM 3305****Marketing in Health Care**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course examines the four P's of marketing: product, price, place, and promotion. Other topics that students will learn include understanding the internal and external environment, segmenting the market, positioning, differentiating, branding, and formulating a marketing plan with goals, strategies, and financial considerations, which are important to promote health care. This course is designed to strengthen the many skills necessary for students to be successful in health care management

*Prerequisite:* None.

**MHSM 3310****Legal Issues in Health Care**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course examines the various federal, state and local laws and regulations affecting health care delivery in the United States. It also covers public and private regulatory agencies, issues associated with professional malpractice, and business liability for health care products and services.

*Prerequisite:* Junior standing.

**MHSM 3335****Financial Management for Health Care Managers**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers various health care revenue sources, commonly used health care accounting software, department budget design, resource allocation, and methods of cost control.

*Prerequisite:* Junior standing, ACCT 2401.

**MHSM 3411****Health Care Information Technology**

CRT HRS:4 LEC HRS:4 LAB HRS:0 OTH HRS:0

This course introduces the different types of information maintained by health care organizations, commonly used health care software systems, robotic and automation interfaces, basic health care information security system standards, privacy laws, and record archival.

*Prerequisite:* Junior standing.

**MHSM 4304****Risk Management for Health Professionals**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course explores quality assurance measures including Total Quality Management, Continuous Quality Improvement, and Joint Commission on Accreditation of Healthcare Organizations standards. Methods and applications for outcomes measures, benchmarking, and utilization management in the health care setting are explored.

*Prerequisite:* Senior standing.

**MHSM 4310****Human Resources in Health Care Management**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course provides an overview of the special considerations of human resources in the health care industry, including job requirements, professional licensure, staffing ratios, job descriptions, traditional and nontraditional labor sources, legal issues and wages, and benefits management.

*Prerequisite:* Senior standing, MHSM 3310.

**MHSM 4348****Ethics for Health Care Professionals**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a survey on ethical business practices in the health care industry during both routine practice and emergency/disaster scenarios. In particular, ethical decisions in the setting of limited resources (labor, materials, and funding) will be discussed.

*Prerequisite:* Senior standing, MHSM 3310.

**MHSM 4351****Public and Community Health Management**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course introduces the basic principles of public health, including epidemiology, wellness promotion, vaccination programs, community health education programs, and funding resources.

*Prerequisite:* Senior standing.



## **MHSM 4352**

### **Project Management for Healthcare**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course provides a foundation in project management leaning toward health care organizations through explorations of the history of the discipline, as well as a discussion of the contemporary frameworks used by organizations today. It will discuss the framework in carrying out projects related to health care, ways to organize set of detailed work efforts that are planned, progressively elaborated towards developing a new product or service, improving or modifying existing goods, services, and procedures. The course will cover ways to bring together skilled resources to create something new or different using effective management processes. It will emphasize the application of knowledge, skills, tools and techniques to project activities to meet the project requirements, how a project manager identifies project requirements, address the various needs, concerns and expectations of the stakeholders as the project is planned and carried out, and also to balance the competing project constraints in terms of project scope, quality, schedule, budget, resources and risk.

*Prerequisite: None.*

## **MHSM 4551**

### **Health Care Management Practicum**

CRT HRS:5 LEC HRS:5 LAB HRS:0 OTH HRS:0

This course is a capstone learning experience that will provide onsite exposure to health care administration. Students will discuss experiences with course members and complete a project.

*Prerequisite: Senior standing and consent of the program coordinator.*

# **Music (MUSI)**

## **◆MUSI 1116**

### **Sight Singing and Ear Training I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This course involves singing tonal music in treble and bass clefs, and aural study of elements of music, such as scales, intervals and chords, and dictation of basic rhythm, melody and diatonic harmony. Corequisite: MUSI 1311.

*Prerequisite: Eligible for ENGL 1301.*

## **◆MUSI 1117**

### **Sight Singing and Ear Training II**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This course involves singing tonal music in various clefs, continued aural study of the elements of music, and dictation of intermediate rhythm, melody and diatonic harmony. Corequisite: MUSI 1312.

*Prerequisite: MUSI 1116.*

## **◆MUSI 1181**

### **Piano Class I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This course provides class instruction in the fundamentals of keyboard technique for beginning piano students.

*Prerequisite: None.*

## **◆MUSI 1182**

### **Piano Class II**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This course is an advanced beginning class instruction in the fundamentals of keyboard technique.

*Prerequisite: MUSI 1181.*

## **◆MUSI 1183**

### **Voice Class I**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

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. It does not apply to a music major degree.

*Prerequisite: None.*

## **◆MUSI 1192**

### **Guitar Class**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This applied music course explores the fundamental techniques of playing the guitar.

*Prerequisite: None.*

## **◆MUSI 1303**

### **Fundamentals of Music**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an introduction to the basic elements of music theory for non-music majors; scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. (Does not apply to a music major degree.)

*Prerequisite: Eligible for ENGL 1301.*

## **◆MUSI 1306**

### **Music Appreciation**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.)

*Prerequisite: Eligible for ENGL 1301.*

## **◆MUSI 1307**

### **Music Literature**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a survey of the styles and forms of music as it developed from the middle ages to the present. This course will familiarize the student with cultural context, terminology, genres, and notation.

*Prerequisite: Eligible for ENGL 1301.*

## **◆MUSI 1310**

### **American Music**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a general survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

*Prerequisite: Eligible for ENGL 1301.*

## **◆MUSI 1311**

### **Music Theory I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course involves the analysis and writing of tonal melody and diatonic harmony up to and including 7th chords. Analysis and writing of small compositional forms and correlated study at the keyboard is also included. Corequisite: MUSI 1116.

*Prerequisite: Eligible for ENGL 1301.*

## **◆MUSI 1312**

### **Music Theory II**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is the study of analysis and writing of tonal melody and diatonic harmony, including all diatonic chords and seventh chords in root position and inversions, non-chord tones, and functional harmony. Introduction to more complex topics, such as modulation, may occur. Optional correlated study at the keyboard. Corequisite: MUSI 1117.

*Prerequisite: MUSI 1211 or 1311.*

## **◆MUSI 2116**

### **Sight Singing and Ear Training III**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This course involves singing more difficult tonal music in various clefs, aural study including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. Corequisite: MUSI 2311.

*Prerequisite: MUSI 1117.*

◆MUSI 2117

**Sight Singing and Ear Training IV**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This course involves singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study including dictation of advanced rhythm, melody, and harmony. Corequisite: MUSI 2312.

*Prerequisite:* MUSI 2116.

◆MUSI 2181

**Piano Class III**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This course is an intermediate class instruction of keyboard technique.

*Prerequisite:* MUSI 1182.

◆MUSI 2182

**Piano Class IV**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This course covers advanced class instruction of keyboard techniques.

*Prerequisite:* MUSI 2181.

◆MUSI 2311

**Music Theory III**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course contains advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony, including chromatics and extended tertian structures. It includes an introduction to 20th century compositional procedures, survey of the traditional large forms of compositional and correlated study at the keyboard.

*Prerequisite:* MUSI 1212 or 1312 *Corequisite:* MUSI 2116.

◆MUSI 2312

**Music Theory IV**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music. Optional correlated study at the keyboard.

*Prerequisite:* MUSI 2211 or 2311 *Corequisite:* MUSI 2117.

## Music Ensemble (MUEN)

◆MUEN 1121

**Band Ensemble**

CRT HRS:1 LEC HRS:1 LAB HRS:1 OTH HRS:0

This is an instrumental music course open to all who play an appropriate instrument. This course may be repeated for a maximum of four credit hours.

*Prerequisite:* None.

◆MUEN 1122

**Brass Ensemble**

CRT HRS:1 LEC HRS:1 LAB HRS:1 OTH HRS:0

This is an instrumental music course open to all who play an appropriate instrument. This course may be repeated for a maximum of four credit hours.

*Prerequisite:* None.

◆MUEN 1131

**Mariachi Ensemble**

CRT HRS:1 LEC HRS:1 LAB HRS:1 OTH HRS:0

This course is open to anyone who can sing and/or play an instrument traditionally used in a Mariachi ensemble. Performances on and off campus are a part of this course. This course may be repeated for a maximum of four credit hours.

*Prerequisite:* None.

◆MUEN 1132

**Jazz Ensemble**

CRT HRS:1 LEC HRS:1 LAB HRS:1 OTH HRS:0

Jazz Ensemble is an instrumental music course open to all students who play an appropriate instrument and who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.

*Prerequisite:* None.

◆MUEN 1133

**Guitar Ensemble**

CRT HRS:1 LEC HRS:1 LAB HRS:1 OTH HRS:0

Guitar Ensemble is a high-level performing ensemble open to all students who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.

*Prerequisite:* None.

◆MUEN 1134

**String Ensemble**

CRT HRS:1 LEC HRS:1 LAB HRS:1 OTH HRS:0

String Ensemble is an instrumental music course open to all students who play an appropriate instrument and who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.

*Prerequisite:* None.

◆MUEN 1135

**Percussion Ensemble**

CRT HRS:1 LEC HRS:1 LAB HRS:1 OTH HRS:0

This is an instrumental music course open to all who play an appropriate instrument. This course may be repeated for a maximum of four credit hours.

*Prerequisite:* None.

◆MUEN 1136

**Woodwind Ensemble**

CRT HRS:1 LEC HRS:1 LAB HRS:1 OTH HRS:0

Woodwind Ensemble is an instrumental music course open to all students who play an appropriate instrument and who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.

*Prerequisite:* None.

◆MUEN 1141

**Choir Ensemble**

CRT HRS:1 LEC HRS:1 LAB HRS:1 OTH HRS:0

This vocal music course is open to all who have prior choral experience or who qualify after a simple audition. This course may be repeated for a maximum of four credit hours.

*Prerequisite:* None.

## Non Course Based Math (NCBM)

**NCBM 0001**

**Non-Course Based Mathematics**

CRT HRS:1 LEC HRS:0 LAB HRS:2 OTH HRS:0

The focus of this course is content reinforcement with review of Introductory and intermediate algebra concepts. Topics include graphs of linear equations in two variables, factorization of polynomials, operations on rational expressions, solving rational equations, radical expressions, rational exponents, quadratic equations and inequalities and their graphs, application problems involving quadratic models, functional notation, and application problems on geometry. This is a self-paced two week course to prepare for the TSI exam.

*Prerequisite:* Placement based on TSI score of 347-349.

### NCBM 0010

#### NCBO for Developmental Mathematics I

CRT HRS:1 LEC HRS:0 LAB HRS:2 OTH HRS:0

The focus of this course is to accelerate students through objectives covered in our MATH 0100 - Developmental Mathematics I course. Topics include operations on real numbers, solving linear equations and application problems, graphs of linear equations, rules of exponents, and operations polynomials.

*Prerequisite: Placement based on departmental diagnostic exam or by faculty recommendation.*

### NCBM 0020

#### NCBO for Developmental Mathematics II

CRT HRS:1 LEC HRS:0 LAB HRS:2 OTH HRS:0

The focus of this course is to accelerate students through objectives covered in our MATH 0200 - Developmental Mathematics II course. Topics include factorization of polynomials, operations on rational and radical expressions, solving rational and radical equations, absolute value equations and inequalities, quadratic equations and their graphs, and features of functions.

*Prerequisites: Placement based on departmental diagnostic exam or by faculty recommendation.*

### NCBM 0042

#### NCBO for Foundations of Mathematics

CRT HRS:1 LEC HRS:0 LAB HRS:2 OTH HRS:0

The focus of this course is to accelerate students through objectives covered in our MATH 0442 - Foundations for Mathematical Reasoning course. Topics include: numeracy and rounding, ratios and proportional reasoning, percentages, order of operations, evaluating expressions and formulas, introduction to sets and Venn diagrams, data interpretations including graphs and tables, measures of central tendency and position, introduction to probability and the counting principle, and linear models.

*Prerequisite: Placement based on departmental diagnostic exam or by faculty recommendation.*

## Non Course Based Reading (NCBR)

### NCBR 0100

#### Non Course Based Reading I

CRT HRS:1 LEC HRS:1 LAB HRS:0 OTH HRS:0

This course covers the development of reading and higher order thinking skills necessary for college readiness.

*Prerequisite: Program Chair Approval.*

### NCBR 0200

#### Non-Course Based Developmental Reading II

CRT HRS:1 LEC HRS:1 LAB HRS:0 OTH HRS:0

This course covers the basics of the development of reading and higher order thinking skills necessary for college readiness.

*Prerequisite: TSI score in Reading 346-347.*

### NCBR 0300

#### Non-Course Based Developmental Reading III

CRT HRS:1 LEC HRS:1 LAB HRS:0 OTH HRS:0

The development of reading and higher order thinking skills necessary for college readiness will be covered.

*Prerequisite: TSI score in Reading 349-350.*

## Non Course Based Writing (NCBW)

### NCBW 0100

#### Non Course Based Developmental Writing I

CRT HRS:1 LEC HRS:1 LAB HRS:0 OTH HRS:0

This course covers the development of college-level writing focusing on idea generation, drafting, organization, revision and utilization of standard English.

*Prerequisite: Program Chair Approval.*

### NCBW 0300

#### Non Course Based Developmental Writing III

CRT HRS:1 LEC HRS:1 LAB HRS:0 OTH HRS:0

The development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of standard English will be covered.

*Prerequisite: TSI scores in Writing E4/MC 338-339.*

## Nurse Assistant / Aide (NUPC)

### NUPC 1260

#### Clinical II - A

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:8

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Completion of NURA 1401, NURA 1160 and a current registration with Texas Department of Aging In good standing (current CNA); and Concurrent enrollment in NUPC 1320.*

### NUPC 1261

#### Clinical II - B

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:8

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Completion of NURA 1401, NURA 1160 and a current registration with Texas Department of Aging In good standing (current CNA); and Concurrent enrollment in NUPC 1320.*

### NUPC 1320

#### Patient Care Technician/Assistant

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This courses is designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting.

*Prerequisite: Completion of NURA 1401 and NURA 1160, concurrent enrollment in NUPC 1360, and a current registration with Texas Department of Aging In good standing (current CNA).*

### NUPC 1360

#### CAPSTONE: Clinical II

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:14

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Completion of NURA 1401, NURA 1160, completion of or concurrent enrollment in PLAB 1323, and a current registration with Texas Department of Aging In good standing (current CNA); and concurrent enrollment in NUPC 1320.*

## Nursing (RNSG)

### RNSG 1140

#### Professional Nursing Skills for Articulating Students

CRT HRS:1 LEC HRS:0 LAB HRS:4 OTH HRS:0

This course covers demonstration of professional nursing skills and procedures; and utilize critical thinking skills in a systematic problem-solving process. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach.

*Prerequisite: BIOL 2401 and BIOL 2402; or administrative approval.*

**RNSG 1144****Nursing Skills II**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

This course is a study of the concepts and principles necessary to perform intermediate or advanced nursing skills for the adult patient; and demonstrate competence in the performance of nursing procedures. Topics that will be covered include knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

*Prerequisite:* RNSG 1513, RNSG 1205, RNSG 1262, RNSG 1301, or administrative approval.

**RNSG 1162****Transition Clinical**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:4

This course is a health-related work-based learning experience that enables the student to apply specialized nursing theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite:* Admission to ADN Transition Option Track with an unencumbered LVN license.

**RNSG 1205****Nursing Skills I**

CRT HRS:2 LEC HRS:1 LAB HRS:4 OTH HRS:0

This course is a study of the concepts and principles essential to perform basic nursing skills for the adult patient and to demonstrate competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

*Prerequisite:* Admission to the Professional Nursing Program or administrative approval.

**RNSG 1209****Introduction to Nursing**

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0

This course offers an overview of nursing and the role of the professional nurse as a provider of patient-centered care, patient safety advocate, coordinator of care, member of the health care team, and member of the profession. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

*Prerequisite:* TSI complete and an Admission Assessment Exam (A2 test) composite score of 75% or better in Math, Science, and English.

**RNSG 1262****Clinical I**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:8

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite:* Admission to ADN Program and RNSG 1209.

**RNSG 1301****Pharmacology**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Content includes the roles and responsibilities of the nurse in the safe administration of medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach.

*Prerequisite:* RNSG 1209.

**RNSG 1341****Common Concepts of Adult Health**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of the health care team, and member of the profession. Students will study the general principles of caring for selected adult patients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis will be on knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

*Prerequisite:* RNSG 1301, RNSG 1513, RNSG 1262, RNSG 1205 or administrative approval.

**RNSG 1343****Complex Concepts of Adult Health**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis on complex knowledge, judgments, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

*Prerequisite:* RNSG 1144, RNSG 1341, RNSG 2161, PSYC 2301, RNSG 1417, RNSG 1140, RNSG 1162, RNSG 2213 and RNSG 2162; or administrative approval.

**RNSG 1412****Nursing Care of the Childbearing and Childrearing Family**

CRT HRS:4 LEC HRS:4 LAB HRS:0 OTH HRS:0

Concepts and principles of professional nursing related to the provision of nursing care for childbearing and childrearing families. Application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during preconception, prenatal, antipartum, neonatal, and postpartum periods and the childrearing family from birth to adolescence. It includes competency in knowledge, judgment, skill, and professional values within a legal/ethical framework is examined. Clinical co-requisite recommended.

*Prerequisite:* Admission to the ADN program or administrative approval.

**RNSG 1417****Concepts of Professional Nursing Practice I for Articulating Students**

CRT HRS:4 LEC HRS:4 LAB HRS:1 OTH HRS:0

This course provides the articulating student paramedic the opportunity to examine the role of the professional nurse; make application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population in selected settings; and competency in knowledge, judgment, nursing skills, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach.

*Prerequisite:* Admission to the Associate Degree Nursing Paramedic to RN Option Track with a non-encumbered paramedic license; Administrative approval.

### **RNSG 1513**

#### **Foundations for Nursing Practice**

CRT HRS:5 LEC HRS:5 LAB HRS:0 OTH HRS:0

This course provides an introduction to the role of the professional nurse as a provider of patient-centered care, coordinator of care, patient safety advocate, member of the health care team, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision making and critical thinking, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis is placed on knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

*Prerequisite: Admission to the ADN program and RNSG 1209.*

### **RNSG 2161**

#### **Clinical - Medical/Surgical**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Admission to the ADN program; RNSG 1301, RNSG 1513, RNSG 1262, RNSG 1205 or administrative approval.*

### **RNSG 2162**

#### **Clinical - Mental Health**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Admission to the ADN program; BIOL 2401, RNSG 1513, RNSG 1262, RNSG 1205 or Administrative approval.*

### **RNSG 2163**

#### **Clinical IV**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: RNSG 2260.*

### **RNSG 2213**

#### **Mental Health Nursing**

CRT HRS:2 LEC HRS:2 LAB HRS:1 OTH HRS:0

This course will cover the principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. This course lends itself to a blocked approach.

*Prerequisite: BIOL 2401, RNSG 1513, RNSG 1262, RNSG 1205, or administrative approval.*

### **RNSG 2221**

#### **Professional Nursing: Leadership and Management**

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0

This course is an exploration of leadership and management principles applicable to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. It will include application of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

*Prerequisite: RNSG 2260 or administrative approval.*

### **RNSG 2260**

#### **Clinical - Pediatrics/Maternal/Infant**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:8

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Admission to the ADN program; BIOL 2402, RNSG 2213, RNSG 1341, RNSG 2162, RNSG 2161, RNSG 1144 or administrative approval.*

### **RNSG 2331**

#### **Advanced Concepts of Adult Health**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course includes the application of advanced concepts and skills for the development of the professional nurse's role in complex nursing situations with adult patients and families with complex health needs that involve multiple body systems alterations in intermediate and critical care settings. Emphasis will be placed on advanced knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

*Prerequisite: RNSG 2260 or administrative approval.*

### **RNSG 2361**

#### **Clinical - Complex Medical Surgical**

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:9

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: RNSG 1144, RNSG 1341, RNSG 2161, PSYC 2301, RNSG 1417, RNSG 1140, RNSG 1162, RNSG 2213 and RNSG 2162; or administrative approval.*

### **RNSG 2363**

#### **Clinical V**

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:10

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. .

*Prerequisite: RNSG 1412, RNSG 2361, RNSG 1343 and RNSG 2260.*

## **Nursing Assistant (NURA)**

### **NURA 1160**

#### **Clinical I**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Concurrent enrollment in NURA 1401 and permission from the department.*

### **NURA 1401**

#### **Nurse Aide for Health Care**

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This course is designed to prepare entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis is placed on effective interaction with members of the health care team.

*Prerequisite: Concurrent enrollment in NURA 1160.*



**NURA 1407****Body Systems**

CRT HRS:4 LEC HRS:3 LAB HRS:2 OTH HRS:0

This course is a basic study of the structures and functions of the human body.

*Prerequisite: None.*

## Occ. Safety/Health Tec (OSHT)

**OSHT 1313****Accident Prevention, Inspection and Investigation**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course provides a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis. The student will be required to describe the components of an effective accident investigation; analyze factors which contributed to accidents; recommend appropriate changes to prevent further accidents; and explain the components of an effective safety inspection and make appropriate recommendations to correct hazards identified by the inspection.

*Prerequisite: CNBT 1342, CNBT 2344.*

## Occupational Thrpy Asst (OTHA)

**OTHA 1253****Occupational Performance for Elders**

CRT HRS:2 LEC HRS:1 LAB HRS:4 OTH HRS:0

This course covers occupational performance of elders. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

**OTHA 1305****Principles of Occupational Therapy**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is an introduction of occupational therapy including the historical development and philosophy. Emphasis is placed on the roles of the occupational therapy assistant. Topics include occupation in daily life, education and functions, occupational therapy personnel, current health care environment, and moral, legal and ethical issues. This course is offered in a hybrid format.

*Prerequisite: Completion of and/or concurrent enrollment in all other OTA pre-requisite coursework and permission from the department.*

**OTHA 1341****Occupational Performance from Birth to Adolescence**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course covers occupational performance of newborns through adolescents. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.

*Prerequisite: Acceptance to the Occupational Therapy Assistant Program.*

**OTHA 1349****Occupational Performance of Adulthood**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a study of occupational performance of adults. It includes frames of reference, assessment/evaluation tools and techniques, and intervention strategies specific to this population.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

**OTHA 1409****Human Structure and Function in Occupational Therapy**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study of the biomechanics of human motion. Emphasis is placed on the musculoskeletal system including skeletal structure, muscles and nerves, and biomechanical assessment procedures.

*Prerequisite: Acceptance to the Occupational Therapy Assistant Program.*

**OTHA 1415****Therapeutic Use of Occupations or Activities I**

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This course covers various occupations or activities used as therapeutic interventions in occupational therapy. Emphasis is placed on awareness of activity demands, contexts, adapting, grading, and safe implementation of occupations or activities.

*Prerequisite: Acceptance to the Occupational Therapy Assistant Program.*

**OTHA 1419****Therapeutic Interventions I**

CRT HRS:4 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course offers instruction in concepts, techniques, and assessments leading to proficiency in skills and activities used as treatment interventions in occupational therapy (OT). Special emphasis is placed on the Occupational Therapy Assistant's role in the OT process.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

**OTHA 2160****Clinical -Occupational Therapy Assistant**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:3

This course is health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course is a method of instruction providing training and supervised beginning /developing work-based experience and direct patient care at a clinical site. Specific detailed learning objectives are developed by the faculty.

*Prerequisite: Completion of previous semester courses with a "C" or better and permission from the department.*

**OTHA 2201****Pathophysiology in Occupational Therapy**

CRT HRS:2 LEC HRS:1 LAB HRS:3 OTH HRS:0

This course is a study of the pathology and general health management of diseases and injuries across the life span encountered in occupational therapy treatment settings. Topics will include etiology, symptoms, and the client's physical and psychological reactions to disease and injury.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

**OTHA 2209****Mental Health In Occupational Therapy**

CRT HRS:2 LEC HRS:1 LAB HRS:4 OTH HRS:0

This course is a study of the promotion of mental health through occupational therapy. Emphasis is placed on theory and intervention strategies to enhance occupational performance.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

### OTHA 2330

#### Workplace Skills for the OTA

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This seminar based course is designed to complement Level II fieldwork by creating a discussion forum addressing events, skills, knowledge, and/or behaviors related to the practice environment. It will include application of didactic coursework to the clinic and test-taking strategies for certification exams.

*Prerequisite:* Completion of all coursework within the program with a grade of "C" or better.

### OTHA 2335

#### Health Care Management in Occupational Therapy

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course explores the roles of the occupational therapy assistant in health care delivery. Emphasis is placed on documentation, reimbursement, credentialing, occupational therapy standards and ethics, health care team role delineation, and management.

*Prerequisite:* Completion of previous semester courses with a grade of "C" or better.

### OTHA 2366

#### CAPSTONE: Practicum-OTA (A)

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:21

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an advanced Level II Fieldwork experience that offers intensive training and experience at the workplace leading to entry-level skills. The emphasis is on practical work experience for which the student has already acquired the theoretical knowledge and basic skills in the classroom setting. The clinical educator provides direct supervision and learning objectives are established in collaboration with College faculty.

*Prerequisite:* Completion of all OTHA courses from the previous semester with a grade of "C" or better and permission from the department.

### OTHA 2367

#### CAPSTONE: Practicum-OTA (B)

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:21

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student. This course is an advanced Level II Fieldwork experience that offers intensive training and experience at the workplace leading to entry-level skills. The emphasis is on practical work experience for which the student has already acquired the theoretical knowledge and basic skills in the classroom setting. The clinical educator provides direct supervision and learning objectives are established in collaboration with College Faculty.

*Prerequisite:* Completion of all OTHA courses from the previous semester with a grade of "C" or better and permission from the department.

### OTHA 2405

#### Therapeutic Interventions II

CRT HRS:4 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a continuation of Therapeutic Interventions I with an emphasis on current rehabilitative interventions. Students will practice clinical interventions necessary for entry-level practice as per the ACOTE Standards.

*Prerequisite:* Completion of previous semester courses with a grade of "C" or better.

## Org. Leadership (ORGL)

### ORGL 3311

#### Issues in Organizational Leadership

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This competency module is an overview of issues facing organizational leaders. The module will discuss aspects of leadership as they pertain to internal and external elements facing leaders. Internal elements such as organizational change and organizational development and external elements such as dealing with external stakeholders, the global environment, and competitors will be covered as well. Students will utilize the knowledge gained in the course to develop a personal leadership theory.

*Prerequisite:* Core Curriculum complete and Junior Standing.

### ORGL 3321

#### Data Driven Decision-Making I

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This competency module is a survey of important and commonly used quantifiable concepts and methods. The module content is of an interdisciplinary nature; it reviews basic measurable concepts and quantitative methodologies in statistics, economics, accounting, and finance. The purpose of the module is to provide the student understanding of concepts, their measurability, and the analytical meaning of the quantitative data.

*Prerequisite:* Core Curriculum complete and Junior Standing.

### ORGL 3322

#### Behavior/Ethics/Leadership I

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This competency module is an examination of ethics in the workplace and the role of organizational leaders in fostering ethical behavior. Case studies, discussion, self-assessment exercises and reading assignments explore the basic frameworks of ethical dealings and moral leadership. Students will demonstrate a competency in critical thinking skills to both identify and remedy ethical issues typically encountered in organizational settings and interactions.

*Prerequisite:* Junior Standing and ORGL 3311.

### ORGL 3331

#### Data Driven Decision-Making II

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This competency module is a continuation of Data Driven Decision-Making I. Material for this module will emphasize applied aspects of knowledge accumulated in the first module. Students will utilize this knowledge to practice aspects of research, data analysis, and decision-making.

*Prerequisite:* Junior Standing and ORGL 3321.

### ORGL 3332

#### Behavior/Ethics/Leadership II

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This competency module is an examination of behavior and leadership in the workplace and the role of organizational leaders in fostering behaviors within organizations. Case studies, discussion, self-assessment exercises and reading assignments explore the basic frameworks of organizational and leadership behaviors. Students will demonstrate a competency in developing strategies for driving behavior within organizations that align with organizational goals and objectives.

*Prerequisite:* Junior Standing and ORGL 3322.



**ORGL 4341****Management Theory I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This competency module focuses on the principles and practice of management in an organizational setting. The learner demonstrates knowledge of the functions of management, the skill to analyze organizational processes and the ability to apply management theory to workplace situations. The learner can characterize organizations by their purpose, structure and activities. The learner can recognize, describe and apply common methods of operations and project management.

*Prerequisite: Senior Standing and ORGL 3322.*

**ORGL 4342****Organizational Change**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

In this competency module students will analyze the nature and dynamics of organizational change and the roles that individuals, technologies, and circumstances/forces play in organizational change, including being able to determine the level at which organizational change should take place.

*Prerequisite: Senior Standing and ORGL 4341.*

**ORGL 4351****Management Theory II**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This competency module is a continuation of Management Theory I. Material for this module will emphasize applied aspects of knowledge accumulated in the first module. This module also introduces aspects of managing operations. Students will utilize this knowledge to demonstrate leadership competence in areas related to managing aspects of organizational operations.

*Prerequisite: Senior Standing and ORGL 4341.*

**ORGL 4352****Capstone I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This competency module showcases the student's professionalism. The work implies the construction of a professional profile drawing upon the compilation of student academic performance, teamwork experience, and workplace experience. Students work on a real project management case and on constructing their professional profile that culminates in a public presentation. A main factor in evaluating student performance is the input from local and global organizations and faculty.

*Prerequisite: Senior Standing and ORGL 3331 and ORGL 3332.*

**ORGL 4361****Capstone II**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This competency module is a continuation of Capstone I. Material for this module will emphasize applied aspects of knowledge accumulated in the first module. Students will collect and document all evidence of competence and professionalism throughout the degree plan in their e-portfolio. The e-portfolio will contribute to the student's grade in Capstone II.

*Prerequisite: Senior Standing and ORGL 4351, ORGL 4352 and ORGL 4342.*

## Pharmacy Technician (PHRA)

**PHRA 1143****Pharmacy Technician Certification Review**

CRT HRS:1 LEC HRS:1 LAB HRS:0 OTH HRS:0

This course is a review of major topics covered on the national Pharmacy Technician Certification Examination (PTCE).

*Prerequisites: Completion of PHRA 1441, 1445, and 1491 with a grade of "C" or better.*

**PHRA 1166****Practicum II: Advanced Level Practice**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:10

This source provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisites: Completion of PHRA 1441, 1445, and 1491 with a grade of "C" or better and permission from the department.*

**PHRA 1201****Introduction to Pharmacy**

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0

This course is an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques.

*Prerequisite: None.*

**PHRA 1202****Pharmacy Law**

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0

This course is a survey of federal and state laws governing the practice of pharmacy. The legal and ethical constraints governing pharmacy technicians and pharmacists' responsibilities in practice settings will be described.

*Prerequisite: Admission to the Pharmacy Technology Program.*

**PHRA 1209****Pharmaceutical Mathematics I**

CRT HRS:2 LEC HRS:2 LAB HRS:1 OTH HRS:0

This course covers solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs.

*Prerequisite: None.*

**PHRA 1215****Pharmacy Terminology**

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0

This course is a study of word origins and structure through the introduction of prefixes, suffixes, and root words as it relates to a pharmaceutical setting. Focuses on translation and recognition of commonly used pharmacy abbreviations.

*Prerequisites: Admission to the Pharmacy Technology Program.*

**PHRA 1265****Practicum I: Entry Level Practice**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:20

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Prerequisite: Completion of PHRA 1347, 1304, 1413, 1449 with a grade of "C" or better and permission from the department.*

**PHRA 1304****Pharmacotherapy and Disease Process**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of the disease state and therapeutic properties of drugs used in pharmaceutical therapy.

*Prerequisites: Completion of PHRA 1201, 1202, 1209, 1215, 1305, and 1306 with a grade of "C" or better.*

**PHRA 1305****Drug Classification**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an introduction to the study of disease processes, pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration.

*Prerequisite: Admission to the Pharmacy Technology Program.*

#### **PHRA 1306**

##### **Computerized Drug Delivery Systems**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course covers the fundamentals of pharmacy computer information systems and technology within the health care system. Includes specialized skills in the production of pharmaceutical documentation using selected pharmacy software packages and an overview of equipment and devices for drug distribution, and preparation, *Prerequisites: Admission to the Pharmacy Technology Program.*

#### **PHRA 1347**

##### **Pharmaceutical Mathematics II**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course will cover solving basic math problems and demonstrating conversion between various systems of measurement; perform advanced dosage calculations including alligations, body surface area, formula enlargement/reduction, and IV flow rate calculations.

*Prerequisite: Completion of PHRA 1201, 1202, 1209, 1215, 1305, and 1306 with a grade of "C" or better.*

#### **PHRA 1413**

##### **Community Pharmacy Practice**

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This course is an introduction to the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train individuals in supply, inventory, and data entry. Topics include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management, record keeping, stock level adjustment, data input, editing, and legal parameters.

*Prerequisite: Completion of PHRA 1201, 1202, 1209, 1215, 1305, and 1306 with a grade of "C" or better.*

#### **PHRA 1441**

##### **Pharmacy Drug Therapy and Treatment**

CRT HRS:4 LEC HRS:4 LAB HRS:0 OTH HRS:0

This is a study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. It provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities.

*Prerequisite: Completion of PHRA 1265 with a grade of "P".*

#### **PHRA 1445**

##### **Compounding Sterile Preparations**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course covers the process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards.

*Prerequisites: Completion of PHRA 1265 with a grade of "P".*

#### **PHRA 1449**

##### **Institutional Pharmacy Practice**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This is an exploration of the fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include in-depth coverage of hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, pharmaceutical compounding, inpatient drug distribution system, unit dose chart fills, continuous quality assurance, drug storage, and inventory control.

*Prerequisite: Completion of PHRA 1201, 1202, 1209, 1215, 1305, and 1306 with a grade of "C" or better.*

#### **PHRA 1491**

##### **Advanced Pharmacy Technology Practice**

CRT HRS:4 LEC HRS:3 LAB HRS:2 OTH HRS:0

This course addresses the development of supervisory skills, non-sterile compounding techniques, purchase and management of inventories, process and administration of immunizations, performance of point-to-care testing, regulatory compliance and contractual management skills.

*Prerequisite: Completion of PHRA 1265 with a grade of "P".*

## **Philosophy (PHIL)**

### **◆PHIL 1301**

#### **Introduction to Philosophy**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is a study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

*Prerequisite: Eligible for ENGL 1301.*

### **◆PHIL 1304**

#### **Introduction to World Religions**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam.

*Prerequisite: Eligible for ENGL 1301.*

### **◆PHIL 2303**

#### **Introduction to Logic**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules.

*Prerequisite: Eligible for ENGL 1301.*

### **◆PHIL 2306**

#### **Introduction to Ethics**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.

*Prerequisite: Eligible for ENGL 1301.*

### **◆PHIL 2307**

#### **Introduction to Social and Political Philosophy**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of major issues in social and political theory and/or the work of major philosophical figures in this area.

*Prerequisite: Eligible for ENGL 1301.*

### **◆PHIL 2316**

#### **Classical Philosophy**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of major philosophers and philosophical systems from the ancient through medieval periods.

*Prerequisite: Eligible for ENGL 1301.*

### **◆PHIL 2321**

#### **Philosophy of Religion**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of the major issues in the philosophy of religion such as the existence and nature of God, the relationships between faith and reason, the nature of religious language, religious experience, and the problem of evil.

*Prerequisite: Eligible for ENGL 1301.*

#### ◆PHIL 2389

##### **Academic Cooperative: Philosophy Capstone**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course serves as an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of philosophy. A study of topics and texts in philosophy that prepares the student for studies beyond the associate's degree level.

*Prerequisite:* 9 credit hours earned in Philosophy, or permission of the Department Chair.

## Phlebotomy (PLAB)

#### PLAB 1223

##### **Phlebotomy for Medical Assistants**

CRT HRS:2 LEC HRS:1 LAB HRS:3 OTH HRS:0

This course provides instruction in the development of skills in the performance of a variety of blood collection methods using proper techniques and universal precautions. Skills and techniques include vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. The emphasis is placed on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.

*Prerequisite:* Completion of the previous semester courses with a grade of "C" or better and Program Chair approval.

#### PLAB 1323

##### **Phlebotomy**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course provides instruction in the development of skills in the performance of a variety of blood collection methods using proper techniques and universal precautions. Skills and techniques include vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. The emphasis is placed on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.

*Prerequisite:* Completion of NURA 1401, NURA 1160 and a current registration with Texas Department of Aging In good standing (current CNA); and concurrent enrollment in NUPC 1360 and NUPC 1320.

## Physical Therapist Asst (PTHA)

#### PTHA 1266

##### **Practicum I**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:14

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is a basic type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in acute or outpatient settings for which the student has already acquired the necessary theoretical knowledge and skills in basic patient care and physical agents. Direct supervision is provided by the clinical instructor. A health practicum is an unpaid learning experience.

*Prerequisite:* Completion of previous semester courses with a grade of "C" or better.

#### PTHA 1321

##### **Pathophysiology for the PTA**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This course is a study of the pathogenesis, prognosis, and therapeutic management of diseases/conditions commonly encountered in physical therapy.

*Prerequisite:* Completion of previous semester courses with a "C" or better.

#### PTHA 1405

##### **Basic Patient Care Skills**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is an introduction to the theory and application of basic patient handling, communication and functional skills. It includes select data collection techniques.

*Prerequisite:* Acceptance to PTA Program.

#### PTHA 1409

##### **Introduction to Physical Therapy**

CRT HRS:4 LEC HRS:3 LAB HRS:2 OTH HRS:0

This course is an introduction to the profession of physical therapy and the role of the physical therapist assistant. It includes the application of basic patient handling, functional skills, communication, and selected data collection techniques.

*Prerequisite:* Departmental Approval Required.

#### PTHA 1413

##### **Functional Anatomy**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study of the musculoskeletal and neuromuscular systems and their relationship to normal and abnormal movement.

*Prerequisite:* Acceptance to PTA Program.

#### PTHA 1531

##### **Physical Agents**

CRT HRS:5 LEC HRS:3 LAB HRS:6 OTH HRS:0

This course is a study of the biophysical principles, and application of therapeutic physical agents with specific emphasis on indications, contraindications, medical efficacy and physiological effects.

*Prerequisite:* Completion of previous semester courses with a grade of "C" or better.

#### PTHA 2201

##### **Essentials of Data Collection**

CRT HRS:2 LEC HRS:1 LAB HRS:4 OTH HRS:0

This course is a study of data collection techniques used to prepare the physical therapist assistant to assist the physical therapist in patient/client management.

*Prerequisite:* Acceptance to PTA Program.

#### PTHA 2205

##### **Neurology**

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0

This course is a study of neuroanatomy and neurophysiology as it relates to commonly encountered neurological conditions.

*Prerequisite:* Completion of previous semester courses with a grade of "C" or better.

**PTHA 2266****Practicum II**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:15

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an intermediate type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in rehabilitation or inpatient settings for which the student has already acquired the necessary theoretical knowledge and basic skills in orthopedic, neurological, or general medical management. Direct supervision is provided by the clinical instructor. A health practicum is an unpaid learning experience.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

**PTHA 2267****Practicum III**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:15

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. This course is an advanced type of health professions work-based instruction that helps students gain practical experience in physical therapy, enhance skills and integrate knowledge. The emphasis is on practical work experience in rehabilitation or outpatient settings for which the student has already acquired the necessary theoretical knowledge and basic skills in neurological, sport medicine, geriatric, or pediatric management. Direct supervision is provided by the clinical instructor. A health practicum is an unpaid learning experience.

*Prerequisite: Completion of PTHA 2266 with a grade of "C" or better.*

**PTHA 2339****CAPSTONE: Professional Issues**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is a capstone course which engages the student in the discussion of professional issues and behaviors related to clinical practice. It prepares the student for transition into the workforce.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

**PTHA 2431****Management of Neurological Disorders**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected neurological disorders.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

**PTHA 2435****Rehabilitation Techniques**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This is an advanced course integrating previously learned and new skills/techniques into the comprehensive rehabilitation of selected long-term pathologies/diseases such as musculoskeletal, neuromuscular, cardiopulmonary, and integumentary disorders.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

**PTHA 2509****Therapeutic Exercise**

CRT HRS:5 LEC HRS:3 LAB HRS:6 OTH HRS:0

This course will offer critical examination of concepts, principles, and application of techniques related to therapeutic exercise and functional training.

*Prerequisite: Completion of previous semester courses with a grade of "C" or better.*

# Physics (PHYS)

**◆PHYS 1401****College Physics I**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion and gravitation and other fundamental forces; with emphasis on problem solving. Laboratory activities will reinforce concepts presented in PHYS 1401 lecture.

*Prerequisite: TSI complete in Reading and completion of MATH 1414 and MATH 1316 with a "C" or better; or completion of MATH 2412 with a grade of "C" or better; or equivalent.*

**◆PHYS 1402****College Physics II**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce concepts presented in PHYS 1402 lecture.

*Prerequisite: PHYS 1401 with a grade of "C" or better.*

**◆PHYS 1403****Stars and Galaxies**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is the study of stars, galaxies, and the universe outside our solar system. This course covers modern astronomical topics including: spectroscopy; telescopes and other astronomical instrumentation; stellar properties, formation and evolution; large scale structure of the universe; and theories on the origin of the universe.

*Prerequisite: TSI complete in Reading and in Math or equivalent.*

**◆PHYS 1404****Solar System**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

Study of the sun and its solar system, including its origin. This course covers classical and modern topics including: naked eye observation; classical views of the Solar System; planetary exploration tools (spacecraft and landers); origins of the Solar System; planetary geology; planetary atmospheres; moons; comets; asteroids; meteorites; extra-solar planets; and the search for life beyond the earth and Solar System.

*Prerequisite: PHYS 1403.*

**◆PHYS 1415****Physical Science I**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course, designed for non-science majors, surveys topics from physics, chemistry, geology, astronomy, and meteorology. These topics are covered in two courses; PHYS 1415 will concentrate on surveying astronomy, meteorology and physics.

*Prerequisite: TSI complete in Reading and in Math; or equivalent.*

**◆PHYS 1417****Physical Science II**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course, designed for non-science majors, surveys topics from physics, chemistry, geology, astronomy, and meteorology. This course will survey topics in chemistry, geology and physics not discussed in PHYS 1415.

*Prerequisite: PHYS 1415 with a grade of "C" or better.*

**◆PHYS 2425****University Physics I**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting theoretical principles presented in PHYS 2425 will be performed. Experimental design, data collection and analysis, and preparation of laboratory reports will be emphasized.

*Prerequisite:* MATH 2413 with a grade of "C" or better.

**◆PHYS 2426****University Physics II**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course covers principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles presented in PHYS 2426 will be performed. Experimental design, data collection and analysis, and preparation of laboratory reports will be emphasized.

*Prerequisite:* PHYS 2425 with a grade of "C" or better.

## Psychology (PSYC)

**◆PSYC 1300****Learning Framework**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of the research and theory in the psychology of learning, cognition, and motivation, factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

*Prerequisite:* None.

**◆PSYC 2301****General Psychology**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a survey of the major topics in psychology. It introduces the study of behavior and the factors that determine and affect behavior.

*Prerequisite:* Completion of READ 0100 with a grade of "C" or better or equivalent.

**◆PSYC 2306****Human Sexuality**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is a social behavioral science course in which topics will include the genesis of sexuality, psychosexual development, role identity, sexual behavior and physiology.

*Prerequisite:* Completion of READ 0100 with a grade of "C" or better or equivalent.

**◆PSYC 2307****Adolescent Psychology I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of the physical, emotional, social and cognitive factors affecting growth and development of adolescents.

*Prerequisite:* Completion of READ 0100 with a grade of "C" or better or equivalent.

**◆PSYC 2308****Child Psychology**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of physical, cognitive, emotional and social growth from conception through childhood.

*Prerequisite:* Completion of READ 0100 with a grade of "C" or better or equivalent.

**◆PSYC 2314****Lifespan Growth and Development**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of the relationship of the physical, emotional, social and cognitive factors affecting growth and development throughout the life span.

*Prerequisite:* Completion of READ 0100 with a grade of "C" or better or equivalent.

**◆PSYC 2315****Psychology of Adjustment**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is an examination of the psychological dynamics underlying personal and social adjustment and maladjustments; including frustration, conflict, anxiety, adjustment mechanisms and psychotherapy.

*Prerequisite:* Completion of READ 0100 with a grade of "C" or better or equivalent.

**◆PSYC 2316****Psychology of Personality**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the development of personality. It focuses on contributions of various theorists and their work on the understanding of personality and techniques for measuring personality.

*Prerequisite:* Completion of READ 0100 with a grade of "C" or better or equivalent.

**◆PSYC 2317****Statistical Methods in Psychology**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of statistical methods used in psychological research, assessment and testing. It includes the study of measures of central tendency and variability, statistical inference, correlation and regression as they apply to psychology.

*Prerequisite:* Completion of PSYC 2301 and PSYC 2314.

**◆PSYC 2319****Social Psychology**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of the effect of society on the individual, with emphasis on the interaction between the individual and the various groups of which she or he is a member. Emphasis is placed on group dynamics.

*Prerequisite:* Completion of PSYC 2301 and PSYC 2314 and completion of or concurrent enrollment in PSYC 2317.

**PSYC 2389****Academic Cooperative**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an instructional program designed to integrate on-campus study with practical hands-on experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

*Prerequisites:* Completion of PSYC 2301, PSYC 2314, PSYC 2317 and Program Chair approval.



## Public Administration (PBAD)

### PBAD 1311

#### Municipal Management

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the skill development in managing municipal government, coordination of services, organizational structure, and relationships with other local governments. Topics include transportation, public safety, and public utilities.

*Prerequisite: None.*

### PBAD 1321

#### Public Administration

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an introduction to the organization and management of the public sector. Topics include intergovernmental relations, overview of different levels of government program management, and management of non-profit agencies.

*Prerequisite: None.*

### PBAD 1341

#### Governmental Agencies

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an overview of governmental agencies and their interrelationships; goals and objectives; and organizational structure of each agency. Topics include grants-in-aid, revenue and expenditure patterns, and global influence on governmental agencies.

*Prerequisite: None.*

### PBAD 1381

#### Capstone: Co-op in Public Administration

CRT HRS:3 LEC HRS:1 LAB HRS:0 OTH HRS:14

This course offers career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

*Prerequisite: Program Chair approval.*

### PBAD 2301

#### Public Relations for the Public Sector

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the skill development in dealing with the public and the media for public sector employees, managers, and public relations specialists. Topics include maintaining positive public image, relating organizational policies to the public interest, and conducting public information programs.

*Prerequisite: None.*

### PBAD 2305

#### Public Sector Management

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers general principles of public management and strategies of dealing with internal and external systems. Topics include planning, decision-making and leadership models, organizational behavior, and resource management.

*Prerequisite: None.*

### PBAD 2311

#### Public Sector Supervision

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers skill development in supervisory techniques in public management. Topics include organizational structure, motivation, planning, control, delegation, and leadership. Instructional techniques may include case studies, role playing, and teamwork.

*Prerequisite: None.*

### PBAD 2331

#### Budgeting in the Public Sector

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the examination of revenue-producing activities and sources of funds; construction and implementation of budgets; and basic terminology, concepts, and mechanics as they relate to fiscal factors. Topics include budget cycle, taxation, bonds, indebtedness, and fund accounting.

*Prerequisite: None.*

### PBAD 2335

#### Ethics in the Public Sector

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the examination of reconciling the practice of public administration with provisions of law. Topics include codes of conduct, financial disclosure, conflict of interest, nepotism, and ethical dilemmas.

*Prerequisite: None.*

### PBAD 2339

#### Human Resource Management in the Public Sector

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers an examination of human resource management in the public sector with an emphasis on civil service, merit systems, and labor law. Topics include recruiting, selecting, training, compensating, and appraising employees.

*Prerequisite: None.*

### PBAD 2341

#### Legal Aspects of Public Management

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of the organizational structure of the judicial systems, conducting legal research, and interpreting legal decisions. Topics include administrative law, contract law, civil procedures, and the regulatory process.

*Prerequisite: None.*

### PBAD 2347

#### Urban Planning

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers an examination of urban and regional planning. Topics include environmental analysis, growth and redevelopment strategies, planning, zoning, and subdividing.

*Prerequisite: None.*

### PBAD 2380

#### Capstone: Co-op in Public Administration

CRT HRS:3 LEC HRS:1 LAB HRS:0 OTH HRS:14

This course covers career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

*Prerequisite: None.*

## Radiologic Technology (RADR)

### RADR 1213

#### Principles of Radiographic Imaging I

CRT HRS:2 LEC HRS:1 LAB HRS:4 OTH HRS:0

This course is an introduction to radiographic image qualities and the effects of exposure variables upon those qualities. Photographic versus geometric properties, radiographic film types and development, film construction, section and systems of the processor and quality control are also included.

*Prerequisite: Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1311 and RADR 1360.*



**RADR 1267****Practicum II**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:14

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

*Prerequisite:* Admission to the Radiologic Technology Program; RADR 2301 and RADR 2205 with a minimum of "C" or better and RADR 1366 with a minimum of "B" or better.

**RADR 1309****Introduction to Radiography and Patient Care**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course includes an overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included.

*Prerequisite:* Must be ACT complete; preferred ACT of 19 composite; 16 in all sections and Departmental Approval Required.

**RADR 1311****Basic Radiographic Procedures**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course includes an introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.

*Prerequisite:* Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1213 and RADR 1360.

**RADR 1360****Clinical**

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:18

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course includes basic fundamental clinical instruction performed in the Diagnostic Radiology Department at the clinical education centers, and is simultaneously related to theory presented in the classroom.

*Prerequisite:* Admission to the Radiologic Technology Program and concurrent enrollment in RADR 1213 and RADR 1311.

**RADR 1366****Practicum I**

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:21

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

*Prerequisite:* Admission to the Radiologic Technology Program; RADR 1213 and RADR 1311 with a minimum of "C" or better; RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 2301 and RADR 2205.

**RADR 2117****Radiographic Pathology**

CRT HRS:1 LEC HRS:1 LAB HRS:1 OTH HRS:0

This course is a presentation of the disease process and common diseases and their appearance on medical images. Special image procedures and modalities used for diagnosis and treatment are also included.

*Prerequisite:* RADR 2431 and RADR 2309 with a minimum of "C" or better; RADR 2366 with a minimum of "B" or better, and concurrent enrollment in RADR 2213 and RADR 2367.

**RADR 2166****Capstone: Practicum V**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:7

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

*Prerequisite:* Admission to the Radiologic Technology Program; RADR 2117 and RADR 2213 with a minimum of "C" or better; RADR 2367 with a minimum of "B" or better, and concurrent enrollment in RADR 2235.

**RADR 2205****Principles of Radiographic Imaging II**

CRT HRS:2 LEC HRS:1 LAB HRS:4 OTH HRS:0

This course covers Radiographic image quality and the effects of exposure variables, and the synthesis of all variables in image production.

*Prerequisite:* RADR 1311 and RADR 1213 with a minimum of "C" or better; RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 2301 and RADR 1366.

**RADR 2213****Radiation Biology and Protection**

CRT HRS:2 LEC HRS:2 LAB HRS:1 OTH HRS:0

This course is a study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

*Prerequisite:* RADR 2309 and RADR 2431 with a minimum of "C" or better; RADR 2366 with a "B" or better, and concurrent enrollment in RADR 2117 and RADR 2367.

**RADR 2235****CAPSTONE: Radiologic Technology Seminar**

CRT HRS:2 LEC HRS:1 LAB HRS:4 OTH HRS:0

This capstone course focuses on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

*Prerequisite:* RADR 2117 and RADR 2213 with a minimum of "C" or better; RADR 2367 with a minimum of "B" or better, and concurrent enrollment in RADR 2166.

**RADR 2301****Intermediate Radiographic Procedures**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This is a continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.

*Prerequisite:* RADR 1213 and RADR 1311 with a minimum of "C" or better; RADR 1360 with a minimum of "B" or better, and concurrent enrollment in RADR 1366 and RADR 2205.

## **RADR 2309**

### **Radiographic Imaging Equipment**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is a study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process.

*Prerequisite:* RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2431 and RADR 2366.

## **RADR 2366**

### **Practicum III**

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:21

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

*Prerequisite:* Admission to the Radiologic Technology Program; RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2431 and RADR 2309.

## **RADR 2367**

### **Practicum IV**

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:21

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. The emphasis is to build upon acquired clinical skills and is simultaneously related to theory in the classroom.

*Prerequisite:* Admission to the Radiologic Technology Program; RADR 2431 and RADR 2309 with a minimum of "C" or better, RADR 2366 with a minimum of "B" or better, and concurrent enrollment in RADR 2117 and RADR 2213.

## **RADR 2431**

### **Advanced Radiographic Procedures**

CRT HRS:4 LEC HRS:3 LAB HRS:4 OTH HRS:0

This advanced course is a continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. Non-Routine radiographic positioning, introduction to cross-sectional anatomy and trauma radiography are also included.

*Prerequisite:* RADR 1267 with a minimum of "B" or better, and concurrent enrollment in RADR 2309 and RADR 2366.

# **Reading (READ)**

## **READ 0100**

### **Developmental Reading I**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course develops reading proficiency in higher order thinking skills designed to help students critically read and develop strategies in an accelerated format. Emphasis is on identifying main ideas, supporting details, understanding complex inferences, comprehending challenging vocabulary, analyzing, evaluating and identifying audience/purpose across a range of text. This course has a required one-hour lab.

*Prerequisite:* Placement based on TSI placement score of ABE 1-6/310-341; or equivalent.

# **Respiratory Therapy (RSPT)**

## **RSPT 1137**

### **Basic Dysrhythmia Interpretation**

CRT HRS:1 LEC HRS:1 LAB HRS:0 OTH HRS:0

A comprehensive study of the electrical conduction system of the heart, electrophysiology, and characteristics of the common atrial, junctional, and ventricular dysrhythmias including atrioventricular blocks.

*Prerequisite:* Completion of all previous semester courses with a minimum grade of "C".

## **RSPT 1141**

### **Respiratory Home Care/Rehabilitation**

CRT HRS:1 LEC HRS:1 LAB HRS:0 OTH HRS:0

This course is a study of respiratory home care/rehabilitation equipment, procedures, and patient education. It emphasizes treatment of patients in home care and alternate settings.

*Prerequisite:* RSPT 1261 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C".

## **RSPT 1201**

### **Introduction to Respiratory Care**

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0

This course is an introduction to the field of respiratory care.

*Prerequisite:* None.

## **RSPT 1260**

### **Clinical I**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:12

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite:* Completion of all previous semester courses with a minimum grade of "C".

## **RSPT 1261**

### **Clinical II**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:12

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite:* RSPT 1260 with a grade "B" or better and completion of all previous semester courses with a minimum of grade of "C".

## **RSPT 1325**

### **Respiratory Care Sciences**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

Physics, mathematics, and chemistry as related to respiratory care.

*Prerequisite:* Completion of all previous semester courses with a minimum grade of "C".

## **RSPT 1331**

### **Respiratory Care Fundamentals II**

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides a foundation for the continued development of knowledge and skills for respiratory care including lung expansion therapy, bronchial hygiene therapy, postural drainage and percussion, artificial airways, manual resuscitation devices, suctioning, pulse oximetry, bedside spirometry, arterial sampling techniques and blood gas analysis and interpretation.

*Prerequisite:* Completion of all previous semester courses with a minimum grade of "C".

## **RSPT 1429**

### **Respiratory Care Fundamentals I**

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is an introduction to respiratory care fundamentals and provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, chest x-ray interpretation, medical gas therapy, oxygen analyzers, and humidity/aerosol therapy.

*Prerequisite:* Completion of all previous semester courses with a minimum grade of "C".

**RSPT 2139****Advanced Cardiac Life Support**

CRT HRS:1 LEC HRS:0 LAB HRS:3 OTH HRS:0

A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. May include certification.

*Prerequisite:* RSPT 1261 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C".

**RSPT 2217****Respiratory Care Pharmacology**

CRT HRS:2 LEC HRS:2 LAB HRS:1 OTH HRS:0

A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions. Prerequisite:

*Prerequisite:* Completion of all previous semester courses with a minimum grade of "C".

**RSPT 2231****Simulations in Respiratory Care**

CRT HRS:2 LEC HRS:1 LAB HRS:4 OTH HRS:0

Theory and history of clinical simulation examinations. Includes construction types, scoring, and mechanics of taking the computerized simulation examination.

*Prerequisite:* Completion of all previous Respiratory Therapy courses with a minimum grade of "C" and completion of RSPT 2362 with a grade of "B" or better.

**RSPT 2305****Pulmonary Diagnostics**

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

The theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography.

*Prerequisite:* Completion of all previous semester courses with a minimum grade of "C".

**RSPT 2310****Cardiopulmonary Disease**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

A discussion of etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases.

*Prerequisite:* Completion of all previous semester courses with a minimum grade of "C".

**RSPT 2314****Mechanical Ventilation**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

In-depth coverage and application of therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation. Includes the study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Includes indications, complications, and physiologic effects/principles of mechanical ventilation.

*Prerequisite:* RSPT 1261 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C".

**RSPT 2319****Mechanical Ventilation for the Neonatal/Pediatric Patient**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course covers an In-depth coverage and application of therapeutic procedures to achieve adequate spontaneous and artificial mechanical ventilation of the neonatal and pediatric patient. Includes indications, complications, and physiological effects of ventilatory support.

*Prerequisite:* RSPT 2362 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C".

**RSPT 2353****Neonatal/Pediatric Cardiopulmonary Care**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

A study of cardiopulmonary care covering advanced concepts of acute care, monitoring, and management as applied to the neonatal and pediatric patient.

*Prerequisite:* RSPT 1261 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C".

**RSPT 2362****Clinical III**

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:18

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional."

*Prerequisites:* RSPT 1261 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C".

**RSPT 2363****Clinical IV**

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:18

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional."

*Prerequisites:* RSPT 2362 with a grade of "B" or better and completion of all previous semester courses with a minimum grade of "C".

## Restaurant Operations (RSTO)

**RSTO 1201****Beverage Management**

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0

This course is a study of the beverage service of the hospitality industry including spirits, wines, beers, and non alcoholic beverages. Topics include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods.

*Prerequisite:* None.

**RSTO 1204****Dining Room Service**

CRT HRS:2 LEC HRS:1 LAB HRS:2 OTH HRS:0

This course introduces the principles, concepts and systems of professional table service. Topics will include dining room organization, scheduling and management of food service personnel.

*Prerequisite:* Current Food Handlers Card or ServSafe Certified Food Protection Manager card and CHEF 1305.

**RSTO 2301****Principles of Food and Beverage Controls**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of financial principles and controls of food service operation including review of operation policies and procedures. Topics will include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures.

*Prerequisite:* None.

**RSTO 2307****Catering**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course instructs the student on the principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.

*Prerequisite:* Current Food Handlers Card or ServSafe Certified Food Protection Manager card, CHEF 1301 and CHEF 1305.

# Robotics Technology (RBTC)

## RBTC 1401

### Programmable Logic Controllers

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study in programmable logic controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming.

*Prerequisite: None.*

## RBTC 1405

### Robotic Fundamentals

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is an introduction to flexible automation. Topics will include installation, repair, maintenance, and development of flexible robotic manufacturing systems.

*Prerequisite: None.*

## RBTC 1447

### Electromechanical Devices

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0

This course is a study of electromechanical devices found in robotic systems. It includes transformers, switches, and solid state relays.

*Prerequisite: RBTC 1405.*

# Social Work (SOCW)

## ◆SOCW 2361

### Introduction to Social Work

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course identifies the development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work.

*Prerequisite: TSI complete in Reading and Writing, or equivalent.*

## ◆SOCW 2362

### Social Welfare as a Social Institution

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This is an introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives.

*Prerequisite: TSI complete in Reading and Writing, or equivalent.*

# Sociology (SOCI)

## ◆SOCI 1301

### Introductory Sociology

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is the scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

*Prerequisite: Completion of READ 0100 with a grade of "C" or better, or equivalent.*

## ◆SOCI 1306

### Social Problems

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is the application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.

*Prerequisite: Completion of READ 0100 with a grade of "C" or better, or equivalent.*

## ◆SOCI 2301

### Marriage and the Family

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course studies the sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

*Prerequisite: Completion of READ 0100 with a grade of "C" or better, or equivalent.*

## ◆SOCI 2319

### Minority Studies

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course studies minority-majority group relations, addressing their historical, cultural, social economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion.

*Prerequisite: Completion of READ 0100 with a grade of "C" or better, or equivalent.*

# Spanish (SPAN)

## ◆SPAN 1411

### Beginning Spanish I for Non-Spanish Speakers

CRT HRS:4 LEC HRS:4 LAB HRS:0 OTH HRS:0

Spanish 1411 is a comprehensive first semester beginning Spanish course designed for students with little or no previous knowledge of Spanish.

This course includes instruction and practice in all four basic language skills of speaking, reading, writing, and listening with attention to selected aspects of Hispanic culture. While one of the goals is to learn the basic grammatical structures of the Spanish language, the emphasis will not be on isolated structures but rather on integrating grammar into proficiency-oriented activities.

This course will include hands-on activities and computerized based exercises to enhance learning.

*Prerequisite: None.*

## ◆SPAN 1412

### Beginning Spanish II for Non-Spanish Speakers

CRT HRS:4 LEC HRS:4 LAB HRS:0 OTH HRS:0

This course is the continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.

*Prerequisite: SPAN 1411 or departmental placement exam.*

## ◆SPAN 2311

### Intermediate Spanish I

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a comprehensive Intermediate Spanish course designed to provide students with the linguistic and learning skills required for successfully completing upper division courses in Spanish. This course includes review of literature, culture and grammar. Furthermore, this course will develop and enhance all language skills through reading of short stories, presentation/discussion, vocabulary expansion, and writing analytical literary reviews.

*Prerequisite: SPAN 1411 and SPAN 1412 or departmental placement exam, and completion of READ 0100 or equivalent, or co-enrollment in READ 0100; and completion of ENGL 0100 or equivalent, or co-enrollment in ENGL 0100.*

◆SPAN 2312

**Intermediate Spanish II**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a comprehensive Intermediate Spanish course designed to provide bilingual students with the linguistic and learning skills required for successfully completing upper division courses in Spanish. This course includes review of literature, culture and grammar. Furthermore, this course will develop and enhance all language skills through reading, presentation/discussion, and writing analytical literary reviews. In addition, writing skills will be developed, with emphasis on experimenting with various writing styles: analytical, argumentative, descriptive, narrative and creative.

*Prerequisite:* SPAN 2311.

◆SPAN 2313

**Spanish for Native/Heritage Speakers I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course builds upon existing oral proficiencies of heritage speakers of Spanish. Enhances proficiencies in the home-based language by developing a full range of registers including public speaking and formal written discourse. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

*Prerequisites:* Completion of READ 0100 or equivalent, or co-enrollment in READ 0100; and completion of ENGL 0100 or equivalent, or co-enrollment in ENGL 0100.

◆SPAN 2315

**Spanish for Native/Heritage Speakers II**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a review and application of skills in reading and writing. Emphasizes on vocabulary, acquisition, reading, composition, and culture. Designed for individuals with oral proficiency in Spanish, these courses are considered equivalent to SPAN 2311 and SPAN 2312.

*Prerequisite:* SPAN 2313.

◆SPAN 2389

**Academic Cooperative**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of Spanish language and literature.

*Prerequisite:* Completion of six hours in Spanish.

## Speech (SPCH)

◆SPCH 1311

**Introduction to Speech Communication**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

*Prerequisite:* TSI complete in Reading and Writing, or equivalent.

◆SPCH 1315

**Public Speaking**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

*Prerequisite:* TSI complete in Reading and Writing, or equivalent.

◆SPCH 1318

**Interpersonal Communications**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the application of communication theory to interpersonal relationship development, maintenance, and termination in the relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

*Prerequisite:* TSI complete in Reading and Writing, or equivalent.

◆SPCH 1321

**Business and Professional Communication**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is the study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

*Prerequisite:* TSI complete in Reading and Writing, or equivalent.

◆SPCH 2333

**Discussion and Small Group Communication**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course studies discussion and small group theories and techniques as they relate to group process and interaction.

*Prerequisite:* TSI complete in Reading and Writing, or equivalent.

◆SPCH 2335

**Argumentation and Debate**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course emphasizes theories and practice in argumentation and debate including analysis, reasoning, organization, evidence and refutation.

*Prerequisite:* Completion of ENGL 1301.

◆SPCH 2389

**Academic Cooperative**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of speech.

*Prerequisite:* Permission from the department.

## Surveying (SRVY)

SRVY 1315

**Surveying Calculations I**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an introduction to the mathematics used in surveying and mapping, eg., algebra, plane trigonometry, and plane, solid and analytical geometry.

*Prerequisite:* DFTG 1409, MATH 1414 or TECM 1303.

SRVY 1341

**Land Surveying**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a study of the measurement and determination of boundaries, areas, shapes, and location through traversing techniques. Instruction will be provided in a variety of adjustment methods using programmed and non-programmed hand-held calculators and computers. Methods of traversing and adjustment of errors according to prevailing and applicable professional standards will also be covered.

*Prerequisite:* SRVY 1413.



### SRVY 1342

#### Global Positioning System Techniques for Survey/Mapping

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0  
This course is an introduction to Global Positioning System (GPS) in surveying and mapping activities. Major topics include structuring a GPS system; designing a GPS data collection project; using GPS data collection equipment; collecting and processing GPS data; and correcting data errors.  
*Prerequisite:* SRVY 1413 and DFTG 2430.

### SRVY 1413

#### Plane Surveying

CRT HRS:4 LEC HRS:3 LAB HRS:3 OTH HRS:0  
This course is an introductory overview of surveying equipment and measurement techniques used in mapping. Emphasis will be placed on leveling and traversing for preparing a map.  
*Prerequisite:* DFTG 1409.

## Technology Management (TMGT)

### TMGT 3302

#### Business and Economic Statistics

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course introduces descriptive statistics (measures of central tendency, variances, and graphic representation of data) and statistical inferences. Statistical inferences will involve sampling techniques, estimation, testing of hypotheses and regression analysis.  
*Prerequisites:* MATH 1324, MATH 1414 or MATH 1442.

### TMGT 3303

#### Managerial Rapport and Documentation

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is a hands-on approach to procedures and techniques that enhance inter and extra organizational relations. Internally, the purpose is to improve people relations; externally, the purpose is to improve community perception of the organization. The course emphasizes all kinds of professional communication skills such as business presentations, technical reports, research reports, oral presentations and business etiquette.  
*Prerequisite:* Junior standing and ENGL 1302.

### TMGT 3305

#### Organizational Theory and Practice

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is an examination of contemporary theory and practice of management. It provides an overview of the management process and functions of planning, organizing, leading, and controlling to accomplish goals. Emphasis is placed on the study of organizational structure and managing organizational change.  
*Prerequisite:* Junior Standing and HRPO 2301.

### TMGT 3310

#### Decision Making

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
Analytic and systematic approach to the study of decision making through management science processes and techniques. Topics include quantitative analysis and decision-making relationships, simulation and risk analysis, and decision analysis using various criteria.  
*Prerequisite:* Junior standing and MATH 1324, MATH 1414 or MATH 1442.

### TMGT 3311

#### Technology in Enterprise Management

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0  
The use of technology in commercial and industrial enterprises. Topics include the use of computers and software in communication, inventory management, production, automation, sales, and financial forecasting.  
*Prerequisites:* Junior standing.

### TMGT 3321

#### Supply Chain Management

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
The purpose of this course is the overview of the entire supply chain: manufacturers, service providers, distributors, sales channels, e.g. retail, e-commerce, and consumers. Students will study and analyze interaction among purchasing, materials management, logistics, warehouse/distribution center management, and contracts in developing an efficient and effective supply chain. Emphasis is placed on the dynamic nature of supply chain management of products and services given the impact of the global economy.  
*Prerequisite:* TMGT 3302, TMGT 3305, TMGT 3310.

### TMGT 3322

#### Logistics Management

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
The course studies the flow of raw material, energy, information, products, services, and people in a business. The course provides a system approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, material handling, packaging, order processing, and information. Special attention is given to production logistics.  
*Prerequisite:* TMGT 3302, TMGT 3305, TMGT 3310.

### TMGT 3336

#### Management and Law

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is an introductory study of local, state, federal, and international law affecting organizational practices. The course focuses on the legal framework that is considered in managerial and entrepreneurial activities. Emphasis is given to the basic principles of law that shape managerial and entrepreneurial behavior.  
*Prerequisite:* Junior standing.

### TMGT 3337

#### Decision Making Economics

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course is a study of the role of economics in entrepreneurial and managerial decision making. The course includes the application of macro and microeconomics concepts in managerial problem solving. Emphasis is given to economic public policies and to the evolution of the global economy.  
*Prerequisites:* ECON 2302, TMGT 3302.

### TMGT 3338

#### Accounting for Managers

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course studies the role of accounting in the management of organizations. The focus is on the use of accounting information by non-financial managers. The emphasis of the course is on interpretation rather than construction of accounting information.  
*Prerequisites:* ACCT 2401, TMGT 3302 and TMGT 3310.

### TMGT 3340

#### Quality Assurance, Management and Improvement

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0  
This course examines the primary tools and methods used to monitor, improve and control quality in organizations. Topics include the historical development of quality management, the tools for quality improvement, and management strategies and contemporary quality strategies.  
*Prerequisite:* TMGT 3302, TMGT 3305, TMGT 3310.



**TMGT 4304****Safety and Risk Management**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course studies proactive management in addressing operation uncertainties in organizations. Topics include risk assessment, safety analysis and management methods and techniques used in business operations to minimize and control risks and safety. Emphasis is given to the costs as well as to the legal, ethical, and cultural environments surrounding risk and safety considerations.

*Prerequisites:* TMGT 3302, TMGT 3305, TMGT 3310.

**TMGT 4312****Resource Management**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

An examination of the tools and methods used to manage the physical and personnel assets of an enterprise. Topics include inventory techniques, asset allocation, human resources, and financial management.

*Prerequisite:* TMGT 3302, TMGT 3305, TMGT 3310.

**TMGT 4320****Organizational Design and Management Seminar**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a critical study of specific organizational structures and operations. The course uses a case study approach based on real and significant cases. Thereafter, students work in teams on instructor-approved specific case projects. Teams identify problems and formulate, plan and implement actions using technology management problem solving approaches.

*Prerequisites:* TMGT 3305, TMGT 3336, TMGT 3338.

**TMGT 4321****Project Management Seminar**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an introduction to the project management approach in the management field. The course uses a seminar pedagogical approach, implying a strong student participation in course content review and student/student interaction. The course emphasis is on the project management process and tools. The course content addresses defining, planning, scheduling, organizing, and controlling projects. The typical example of case study projects to review are in the areas of construction, new businesses, information systems, special events, and product development. The course work requires managerial readings, class discussions, and one teamwork coursework project. Students are encouraged to work toward the Project Management Professional (PMP) certification.

*Prerequisites:* TMGT 4312.

**TMGT 4341****Purchasing and Supply Management**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

Examines management issues affecting the inflow and outflow of materials and services into organizations. Topics include purchasing activities, global sourcing, bidding, contract administration, and materials management.

*Prerequisite:* TMGT 3302, TMGT 3305, TMGT 3310.

**TMGT 4342****Supply Chain Security**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

The course studies the security of the supply chain. The course combines traditional practices of supply chain management with the security requirements of the system. The purpose is to study the creation, development, and enhancement of security practices that deal with concerns driven by threats such as terrorism, piracy, and theft. Special emphasis is given to transport and logistics systems in a global economy.

*Prerequisites:* TMGT 3302, TMGT 3305, TMGT 3310.

**TMGT 4347****Capstone: Technology Management Practicum**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course immerses students in the workplace of a technology manager. The course work implies the construction of an e-portfolio that demonstrates the professional profile of the student. The portfolio has two components; one, the personal professional profile of the student based on the course work and extra academic work experiences. The second component is the execution of a hand-on case project related to technology management, e.g., operational management, inventory control, supply chain management, logistic, information management. The main factor in evaluating student performance is the input from outsiders to the academia.

*Prerequisite:* Senior standing and consent of the program coordinator.

**TMGT 4353****International Business Seminar**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course provides an overview of the international business environment. The course addresses economic, technological, social, political and cultural factors shaping the evolution of the global economy. Special emphasis is placed on changes in managerial functions and elements of the management process as a result of current global business evolution.

*Prerequisite:* ECON 2302, TMGT 3302, TMGT 3310.

**TMGT 4355****The Manager and Civic Engagement Seminar**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course uses seminar methodology studying the nature of management and its role in civic and community engagement. The course work emphasizes the role of the manager in shaping the setting of an organization in its environment considering social, political, technological, economic, ethical, cultural factors. Case studies give special attention to the cultural and ethical dimensions of the managerial functions in global community.

*Prerequisite:* TMGT 3310, TMGT 3336.

## Visual & Perform Arts (ARTV)

**ARTV 1351****Digital Video**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course provides skill development in producing and editing video and sound for multimedia or web productions. Emphasis is placed on the capture, editing, and outputting of video using a desktop digital video workstation.

*Prerequisite:* PHTC 2431.

## Vocational Nursing (VNSG)

**VNSG 1105****NCLEX-PN Review**

CRT HRS:1 LEC HRS:1 LAB HRS:0 OTH HRS:0

This course is a review of nursing knowledge and skills, study skills, stress management techniques, and test-taking strategies to prepare the graduate vocational nurse (GVN) to take the National Licensure Examination-Practical Nurse (NCLEX-PN).

*Prerequisite:* Admission to the Vocational Nursing Program.

**VNSG 1160****Clinical I - A**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Admission to the Vocational Nursing Program.*

**VNSG 1161****Clinical I - B**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Admission to the Vocational Nursing Program.*

**VNSG 1162****Clinical II - A**

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:6

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Completion of or concurrent enrollment in VNSG 1230, VNSG 1234, VNSG 1429, VNSG 2331 and permission from the department.*

**VNSG 1230****Maternal-Neonatal Nursing**

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0

This course is a study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care and utilizes the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Emphasis is placed on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

*Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.*

**VNSG 1234****Pediatrics**

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0

This course is a study of the care of the pediatric patient and family during health and disease from infancy through adolescence. Focus is on the growth and developmental needs utilizing the nursing process.

*Prerequisite: Concurrent enrollment in VNSG 1261.*

**VNSG 1238****Mental Illness**

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0

This course is a study of human behavior with an emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.

*Prerequisite: Completion of or concurrent enrollment in VNSG 1362 and VNSG 1432.*

**VNSG 1261****Clinical II - B**

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:12

This course is a health-related work based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Completion of or concurrent enrollment in VNSG 1230, VNSG 1234, VNSG 1429, VNSG 2331 and permission from the department.*

**VNSG 1304****Foundations of Nursing**

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.

*Prerequisite: Admission to the Vocational Nursing Program.*

**VNSG 1323****Basic Nursing Skills**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

In this course the student will master entry level nursing skills and competencies for a variety of health care settings. They will utilize the nursing process as the foundation for all nursing interventions.

*Prerequisite: Admission to the Vocational Nursing Program.*

**VNSG 1327****Essentials of Medication Administration**

CRT HRS:3 LEC HRS:3 LAB HRS:1 OTH HRS:0

This course provides general principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

*Prerequisite: Admission to Vocational Nursing Program.*

**VNSG 1362****Clinical III**

CRT HRS:3 LEC HRS:0 LAB HRS:0 OTH HRS:18

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

*Prerequisite: Completion of or concurrent enrollment in VNSG 1238, and VNSG 1432 and permission from the department.*

**VNSG 1420****Anatomy and Physiology for Allied Health**

CRT HRS:4 LEC HRS:4 LAB HRS:0 OTH HRS:0

This course is an introduction to the normal structure (anatomy) and function (physiology) of the human body including an understanding of the relationship of the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems in maintaining homeostasis.

*Prerequisite: A passing score of 351+ on the Reading TSI Exam or equivalent.*

**VNSG 1429****Medical - Surgical Nursing I**

CRT HRS:4 LEC HRS:4 LAB HRS:0 OTH HRS:0

This course explores application of the nursing process to the care of adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

*Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.*

**VNSG 1432****Medical-Surgical Nursing II**

CRT HRS:4 LEC HRS:4 LAB HRS:0 OTH HRS:0

This course is a continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

*Prerequisite: Completion of or concurrent enrollment in VNSG 1362, VNSG 1238.*

**VNSG 1500****Nursing in Health & Illness I**

CRT HRS:5 LEC HRS:5 LAB HRS:1 OTH HRS:0

This course provides an introduction to general principles of growth and development, primary health care needs of the patient across the life span, and therapeutic nursing interventions.

*Prerequisite: Admission to Vocational Nursing Program and concurrent enrollment in VNSG 1160 and VNSG 1161.*

**VNSG 1509****Nursing in Health and Illness II**

CRT HRS:5 LEC HRS:5 LAB HRS:1 OTH HRS:0

This course provides an introduction to health problems requiring medical and surgical interventions.

*Prerequisite: Successful completion of first semester of Vocational Nursing program and concurrent enrollment in VNSG 1162 and VNSG 1261.*

**VNSG 2331****Advanced Nursing Skills**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

The student will master advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.

*Prerequisite: Concurrent enrollment in VNSG 1162 and VNSG 1261.*

**VNSG 2510****Nursing in Health and Illness III**

CRT HRS:5 LEC HRS:5 LAB HRS:1 OTH HRS:0

This course is a continuation of Nursing in Health and Illness II. Further study of medical-surgical health problems of the patient including concepts such as mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.

*Prerequisite: Successful completion of second semester of Vocational Nursing Program and concurrent enrollment in VNSG 1362.*

## Welding (WLDG)

**WLDG 1312****Introduction to Flux Cored Arc Welding (FCAW)**

CRT HRS:3 LEC HRS:1 LAB HRS:6 OTH HRS:0

This course is an overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and but joints using Flux Cored Arc Welding (FCAW) equipment.

*Prerequisite: WLDG 1313, MCHN 1343, WLDG 1428, WLDG 1430.*

**WLDG 1313****Introduction to Blueprint Reading for Welders**

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is a study of industrial blueprints. Emphasis is placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

*Prerequisite: None.*

**WLDG 1417****Introduction to Layout and Fabrication**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

*Prerequisite: WLDG 1313, MCHN 1343, WLDG 1428, WLDG 1430.*

**WLDG 1428****Introduction to Shielded Metal Arc Welding (SMAW)**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course is an introduction to shielded metal arc welding process. Emphasis is placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

*Prerequisite: Completion of or concurrent enrollment in WLDG 1313 and MCHN 1343.*

**WLDG 1430****Introduction to Gas Metal Arc Welding (GMAW)**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course is a study of the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction covers various joint designs.

*Prerequisite: Completion of or concurrent enrollment in WLDG 1313 and MCHN 1343.*

**WLDG 1434****Introduction to Gas Tungsten Arc Welding (GTAW)**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course is an introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. The course covers welding instruction in various positions on joint designs.

*Prerequisite: WLDG 1313, MCHN 1343, WLDG 1428, WLDG 1430.*

**WLDG 1457****Intermediate Shielded Metal Arc Welding (SMAW)**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course is a study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions.

*Prerequisite: WLDG 1313, MCHN 1343, WLDG 1428, WLDG 1430.*

**WLDG 2406****Intermediate Pipe Welding**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

*Prerequisite: WLDG 1312, WLDG 1417, WLDG 1434, WLDG 1457.*

**WLDG 2413****Capstone: Intermediate Welding Using Multiple Processes**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course covers instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

*Prerequisite: WLDG 1457 and WLDG 1434.*

**WLDG 2435****Advanced Layout and Fabrication**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This is an advanced course in layout and fabrication which includes production and fabrication of layout, tools, and processes. Emphasis is on application of fabrication and layout skills."

*Prerequisites: WLDG 1417 with a minimum grade of "C" and WLDG 2413 with a minimum grade of "C."*

**WLDG 2451**

**Advanced Gas Tungsten Arc Welding (GTAW)**

CRT HRS:4 LEC HRS:2 LAB HRS:6 OTH HRS:0

This course covers advanced topics in GTAW welding, including welding in various positions and directions.

*Prerequisite: WLDG 1434.*

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