

South
Texas
Community
College
1997-1998 Catalog

About the Cover:

Dr. Norman Browne, Professor of Art at The University of Texas-Pan American, has generously provided the art for our cover. The drawing in pen is of a mesquite tree, indigenous to south Texas. The tree shows a strong trunk providing support for many branches and is reflective of this catalog's theme.

South Texas Community College - branching out



The poems throughout the publication are a collection of student and faculty from WILD.

WILD (Writers In Literary Discussion) is a student organization at South Texas Community College. This literary group performs public readings in various coffee shops, encourages writing for fun and expression, and creates theatrical events. For more information, please contact:

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South Texas Community College

Accreditation

South Texas Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate of Applied Science, Associate of Arts and Associate of Science degrees.

Affiliations

Alliance for Community College Innovation (ACCI)
American Association of Community and Junior Colleges
American Association of Community College Trustees
Asociación Regional de Maquiladoras de Reynosa, S.A.
Association of Texas Colleges and Universities
Board of Licensed Vocational Nurses
Hidalgo County Library System
Hispanic Association of Colleges and Universities
McAllen Chamber of Commerce
National Association of College and University Business Officers
National Coalition of Advanced Technology Centers
National Community College Hispanic Council (NCCHC)
Rio Grande Manufacturing Center
South Texas Manufacturers' Association
Southern Association of Colleges and Schools
Tech Prep of the Rio Grande Valley
Texas Association of Chicanos in Higher Education (TACHE)
Texas Association of Community Colleges
Texas Association of Community Colleges Foundations, Inc.
Texas Association of Community College Trustees & Administrators (TACCTA)
Texas Administrators of Continuing Education for Community/Junior Colleges
Texas Junior College Teachers Association

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

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

Alternative Format

This document is available in an alternative format upon request. Please contact Jacqueline F. Sears at (956) 618-8302.

STATEMENT OF EQUAL OPPORTUNITY

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

RIGHTS OF INDIVIDUALS WITH DISABILITIES

South Texas Community College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act, and does not discriminate on the basis of a disability in the areas of admission, accessibility, treatment, and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements will be provided with services and resources accordingly. STCC supports efforts in making the campus more accessible and encourages individuals with disabilities to participate in all activities. Individuals seeking assistance should contact the Counseling and Advising Office.

STATEMENT ON ALCOHOLIC BEVERAGES, TOBACCO, FIREARMS AND OTHER SUBSTANCES

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

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

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

CREATION

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

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

An enrollment of 1,000 students in 1993 has increased to more than 6,000 by Spring 1997.

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A Message From The President



We are now entering our fourth year at STCC! It seems that only yesterday we had an enrollment of 600 students and were in the midst of starting a new institution. We are still engaged in some start-up issues, but now we have more than 6,000 students!

Yes, the growth of South Texas Community College has been phenomenal. The past few years have been exhilarating and exciting. We have worked to establish the curriculum, classrooms, faculty, staff, and administration to ensure that STCC provides Hidalgo and Starr county residents with an education and technical training marked by a standard of excellence.

Now it is time to branch out. We are in the process of doing so by offering more courses and more options for our students at more locations. We have established centers in

Weslaco, downtown McAllen and Edinburg in addition to the Pecan campus. Plans are underway for construction of a Starr County Center in Rio Grande City. The Center for Advanced and Applied Technology (CAAT) will open in August adjacent to McAllen's Foreign Trade Zone.

The CAAT will become one of the 'branches' for STCC. This 138,000 square foot facility will house several of our technology programs and The Partnership for Business and Industry Training. Among the technical programs offered there will be computer assisted drafting and design (CADD); computer networking; electronic and computer maintenance; heating, ventilation and air conditioning; industrial systems maintenance; manufacturing technology with a plastics option, and precision manufacturing. The Partnership serves as a complement to our regular programs by providing customized contract training for local businesses and industry. The CAAT also will have state-of-the-art communication capabilities for distance learning and conferencing via satellite or telephone lines.

STCC's continued growth appears a certainty. The College offers many opportunities for you as a student and as a person to "branch out" as well. We are delighted that you have decided to begin that process with us.

Sincerely yours,

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

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

A Message From The Board of Trustees

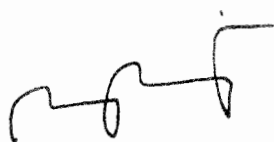
As Chairman of the Board of Trustees, it gives me great pleasure to welcome you to South Texas Community College.

Last year I wrote about the Board's dedication to building a secure foundation for the institution's future. We have continued in that direction this year by selecting permanent sites for our Mid-Valley and Starr County Centers. The Center for Advanced and Applied Technology will open in August. New construction and refurbishing of facilities on the Pecan campus has begun.

We now are experiencing our communities' enthusiastic response to the College's presence and impact. Enrollment continues to increase dramatically, The Partnership for Business and Industry Training is beginning to meet the area's great need for employee training that, in turn, has a positive influence on regional economic development.

Although we are growing rapidly, a small faculty/student ratio and a caring attitude still prevail. We are delighted that you are here to benefit from all that STCC has to offer.

Sincerely yours,



Gary Gurwitz, Chairman
South Texas Community College Board of Trustees

Board of Trustees

Officers



GARY GURWITZ

Chairman

Senior Partner, Atlas and Hall, L.L.P., McAllen
Representing North McAllen, Alton, and Pharr
(Term expires May 1998)



ROSALINDA GONZALEZ

Vice-Chairman

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



GLEN E. RONEY

Secretary

Chief Executive Officer,
Texas State Bank, McAllen
Representing South McAllen,
Sharyland, and Northeast Mission
(Term expires May 1998)

Board of Trustees

Members



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



DR. AMPARO CARDENAS
Retired School Administrator
Representing Alamo, Donna,
and Weslaco
(Term expires May 2000)



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



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

Mission Statement

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

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

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

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

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

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

CALENDAR 1997-1998

FALL SEMESTER 1997

June 2	Fall 1997 Financial Aid Priority Deadline
August 13	Mid-Valley Pre-TASP
August 14	Starr County Pre-TASP
August 18	Fall 1997 Admission Application Priority Deadline
August 18	Mid-Valley Orientation/Advising
August 19	Mid-Valley Registration by Alphabet
August 20	Starr County Orientation/Advising
August 20	New Faculty Orientation
August 21	Faculty Resumes Work & Professional Staff/Faculty In-Service
August 21	Starr County Registration by Alphabet
August 25	McAllen Registration - Evening & Saturday Classes Only
August 26	McAllen Registration - Returning Students by Alphabet
August 27-28	McAllen Registration - New Students by Alphabet
August 29	McAllen Final (Late) Registration - Open
September 1	Labor Day (Holiday)
September 2	Classes Begin
September 3	Last Day to Add a Class
September 17	Twelfth Class Day
September 17	Student Information Disclosure Deadline
September 18	Student Notification to Instructors of Planned Absence on a Religious Holy Day
October 1	Last Day to Change to Non-Credit Status
October 10	Faculty/Staff Development
November 3	Spring 1998 Financial Aid Priority Deadline
November 5	High School Counselors Workshop
November 26	Last Day to Withdraw
November 27-November 30	Thanksgiving Holiday
December 1	Spring 1998 Admission Application Priority Deadline
December 13-18	Final Exams
December 18	Fall 1997 Semester Ends
December 19	Grade Reports Due by Noon
December 20-January 4	Christmas Holidays

SPRING SEMESTER 1998

November 3	Spring 1998 Financial Aid Priority Deadline
December 1	Spring 1998 Admission Application Priority Deadline
December 15	Mid-Valley Pre-TASP
December 16	Starr County Pre-TASP
December 17	Mid-Valley Orientation/Advising
December 18	Starr County Orientation/Advising
January 5	Faculty & Staff Resume Work
January 6	Mid-Valley Registration by Alphabet

CALENDAR 1997-1998

January 8	Starr County Registration by Alphabet
January 12	McAllen Registration-Evening & Saturday Classes Only
January 13	McAllen Registration-Returning Students by Alphabet
January 14-15	McAllen Registration-New Students by Alphabet
January 16	McAllen Final (Late) Registration-Open
January 19	Classes Begin
January 20	Last Day to Add
January 22	Orientation
February 3	Twelfth Class Day
February 3	Student Information Disclosure Deadline
February 4	Student Notification of Instructors of Planned Absence on Religious Holy Days
February 16	President's Day (Holiday)
February 17	Last Day to Change to Non-Credit Status
February 27	Faculty/Staff Development
March 16-22	Spring Break
April 1	Summer 1998 Financial Aid Priority Deadline
April 10-12	Easter Holidays
April 24	Summer 1998 Admisssion Application Priority Deadline
April 24	Last Day to Withdraw
May 9-14	Final Exams
May 14	Spring 1998 Semester Ends
May 15	Grade Reports Due by Noon
May 17	Graduation

SUMMER SESSIONS 1998

Summer Session I

(1st Six Weeks: May 29-July 2)

May 11	Mid-Valley Pre-TASP
May 12	Starr County Pre-TASP
May 13	Mid-Valley Orientation/Advising
May 14	Starr County Orientation/Advising
May 19	Starr County Registration: Summer I, II and III by Alphabet
May 21	Mid-Valley Registration: Summer I, II, and III by Alphabet
May 25	Memorial Day (Holiday)
May 26	McAllen Registration: Summer I, II and III - Returning Students by Alphabet
May 27-28	McAllen Registration: Summer I, II, and III - New Students by Alphabet
May 29	Summer I Classes Begin
June 1	Last Day to Add a Class
June 1	Fall 1998 Financial Aid Priority Deadline
June 3	Fourth Class Day
June 3	Student Information Disclosure Deadline

CALENDAR 1997-1998

June 4 Deadline for Student Notification to Instructors of Planned Absence on Religious Holy Days
 June 26 Last Day to Withdraw - Summer I
 July 2 Final Exams/Summer I 1998 Session Ends
 July 3 Summer I - Grade Reports Due by Noon
 July 4-6 Independence Holiday

Summer Session II

(2nd Six Weeks: July 9 - August 12)

July 4-6 Independence Holiday
 July 7 McAllen Registration - Summer II
 July 9 Classes Begin for Summer II
 July 10 Last Day to Add a Class for Summer II
 July 14 Fourth Class Day
 July 14 Student Information Disclosure Deadline
 July 15 Deadline for Students Notification to Instructors of Planned Absence on Religious Holy Days
 August 6 Last Day to Withdraw for Summer II
 August 12 Final Exams/Summer II 1998 Session Ends
 August 14 Summer II - Grade Reports Due by Noon

Summer Session III

(12 Week Session: May 29 - August 12)

May 11 Mid-Valley Pre-TASP
 May 12 Starr County Pre-TASP
 May 13 Mid-Valley Orientation/Advising
 May 14 Starr County Orientation/Advising
 May 19 Starr County Registration: Summer I, II and III by Alphabet
 May 21 Mid-Valley Registration: Summer I, II, and III by Alphabet
 May 25 Memorial Day (Holiday)
 May 26 McAllen Registration: Summer I, II and III - Returning Students by Alphabet
 May 27-28 McAllen Registration: Summer I, II, and III - New Students by Alphabet
 May 29 Summer III Classes Begin
 June 1 Last Day to Add a Class
 June 1 Fall 1998 Financial Aid Priority Deadline
 June 3 Student Information Disclosure Deadline
 June 4 Deadline for Students Notification to Instructors of Planned Absence on Religious Holy Days
 June 10 Ninth Class Day
 July 4-6 Independence Holiday
 July 29 Last Day to Withdraw - Summer III
 August 11-12 Final Exams
 August 12 Summer III 1998 Session Ends
 August 14 Grade Reports Due by Noon

Admissions Guidelines

Real Bad Taste *by Ruben Lopez*

What is real bad taste for you?

You may say whatever you want to,
Because I really don't care
Unless you are very attractive
and I want something from you.

Let's say that you are attractive.

If you do not like guys with nice high
and tight hair cuts,
with clean and starched clothes,
with shiny shoe-ware....

What can I do?

If you do not like guys with ears
free of metal and glass,
with bodies free of tatoos, and
with minds open to learn and evolve....

What can I do?

If you do not like guys with nice personalities
and respect to others,
with good moral foundations,
with no habits like drugs, alcohol, and tobacco..

What can I do?

I can not do anything for you,
but what you can do
is start looking for your horrible
and disgusting perfect guy for you.

REQUIREMENTS

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

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

By High School Graduation

A copy of the official high school transcript showing the date of graduation must be submitted to the Office of Admissions and Records prior to registration.

By Examination

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

By Individual Approval

People who do not qualify for admission under either of the above conditions may be admitted if they submit an application and any supporting documentation to the Office of Admissions and Records and are at least eighteen years of age. An Admissions Review Committee determines the applicant's record and may admit the applicant provided the Committee determines the applicant's records indicate ability to complete the college work assigned. People admitted on Individual Approval will be under scholastic probation for the initial semester of enrollment.

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

By Transfer from Another College

A student transferring from another accredited college or university is eligible for admission if the student is eligible for readmission to the institution previously attended. Residents of the district who are on academic or disciplinary suspension from the last institution attended will be considered for admission to the College on an individual approval basis only. Transfer students must comply with the Standards of Scholastic Progress.

The following conditions apply regarding transfer from another college:

1. An official transcript from the last institution attended must be submitted to the Office of Admissions and Records. Students wishing to have previous courses evaluated for transfer to STCC must submit official transcripts from each institution previously attended.
2. Transfer students who have declared a major and are seeking a degree will have their transcripts evaluated on a course by course basis and appropriate credit will be awarded.
3. Credits for courses in which a passing grade of "D" or higher was earned and the student's overall grade point average was 2.0 or higher on a 4.0 scale ("C" average or above) may be transferred from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Credits will only be transferred from regionally accredited colleges and universities. Developmental, remedial, continuing education or other non-degree credit courses are not transferable and may not be used in the calculation of the transfer grade point average.
4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools will be evaluated and considered for transfer on an individual, case by case, basis.

5. An applicant for admission may seek to enter this institution pursuant to the state's "academic fresh start" statute, TEX. EDUC. CODE ' 51.929. If the applicant informs the Office of Admissions and Records in writing of his or her election under this statute, the institution will not grant academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute can not receive any course credit courses taken 10 or more years prior to enrollment.

By Concurrent Enrollment

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

International Student

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

MANDATORY ASSESSMENT

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

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

TEXAS ACADEMIC SKILLS PROGRAM (TASP) AND MANDATORY PLACEMENT TESTING

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

WHO MUST TAKE THE TASP TEST

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

- Students enrolling in associate or baccalaureate degree programs;
- Students entering a certificate program that contains (43) or more semester credit hours, as defined by the Southern Association of Colleges and Schools;
- Students transferring from out-of-state institutions or from private Texas colleges or universities;
- Students seeking admission to a Texas upper-level institution or program that requires the TASP test as a condition of admission.
- Students who meet the legal definition of deaf but have not taken and passed three or more semester credit hours or the equivalent prior to September 1995 must take the Stanford Achievement Test normed for hearing impaired students in lieu of the TASP.

WHO IS EXEMPT FROM TAKING THE TASP TEST

- Students who took and passed at least three (3) semester credit hours of college-level work prior to Fall 1989;
- Students who are not teacher education candidates (EXCEPTION: teacher education candidates who are governed by a different provision of Texas law. All teacher education candidates must pass a basic skills test prior to being granted permission to take more than six hours of teacher education courses.);
- Students who meet the legal definition of blind and deaf (per Texas Education Code 54.205) and who have taken and passed three or more semester credit hours of the equivalent prior to September 1995;
- Students who possess a Baccalaureate Degree;
- Students who have achieved a sufficiently high score on the ACT, SAT, or TAAS (Please check with the Office of Counseling and Advising for more information);
- Students 55 years of age or older that are non-degree-seeking or non-certificate-seeking. SB 1491 is intended to allow Texas Public Institutions of higher education the option to waive TASP requirements for older students who wish to take college courses for enrichment purposes but who are not seeking a degree or certificate. Should such students decide to seek a degree or certificate, the TASP test must be taken prior to the end of the first academic term following the student's declaration for a degree or certificate and all TASP requirements under section 51.306 of the Education Code must be met.

WHO IS WAIVED FROM TAKING THE TASP TEST

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

WHEN MUST A STUDENT TAKE THE TASP TEST

Students must take the TASP test before accumulating nine (9) or more college-level semester credit hours. A student who has enrolled in course work which, when completed, will take him/her over the "nine hour" rule must take the TASP test before the end of the semester in which the student has accumulated nine (9) or more college-level semester credit hours. Students completing 9 (nine) semester credit hours or more who do not test for TASP will not be allowed to register for any courses other than the developmental courses (remedial courses).

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

PLACEMENT TESTING

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

TAKING AND PASSING THE TASP TEST

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

Students required to take the TASP test may not graduate from a certificate program that has nine (9) or more semester credit hours of general education courses, an associate degree program, or a baccalaureate degree program until they have passed all three sections of the test.

To obtain a copy of the TASP Registration Bulletin, contact the Campus Information Center at South Texas Community College or the Academic or Student Affairs Office at the Texas college or university you are currently attending or are planning to attend.

THE TASP TEST

Each section of the TASP test is designed to measure a student's academic skills in relation to an established standard of competence. The score on each section of the test is based on the mastery of the skills being tested. Scores are not related to how well students have performed on the same section.

The TASP test consists of the following sections:

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

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

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

TESTING TIME PROVIDED

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

ADMISSION PROCEDURES

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

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

AUDITING A CLASS

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

Registration for an audit class is available only during late registration. Course tuition and fees will be charged for auditing a course.

CONCURRENT ENROLLMENT

Concurrent enrollment is a program which allows qualified high school students to enroll in college courses while attending high school. Courses are taken in place of, or in addition to, the normal course load in high school. High school credit may be earned

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

INTERNATIONAL STUDENTS

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

1. Submit an Application for Admission and an official transcript of graduation from high school (notarized translated into English). It is recommended that this be done **at least 90 days** before enrolling to allow time for processing the necessary immigration forms.
2. Submit an official copy of scores if applicable, on the Test of English as a Foreign Language (TOEFL) before being considered for admission. Information about the TOEFL exam may be obtained from the Educational Testing Service, Box 899, Princeton, New Jersey 08540 U.S.A. (No student will be accepted who has a total TOEFL score below 500.)
3. Submit an affidavit of support guaranteeing ability to pay expenses and a statement from a bank or reliable institution documenting availability of funds. This form (affidavit) must have attached a conversion of monetary equivalencies in American dollars and cents, and it must be notarized by the country's equivalent of a notary public who should sign and stamp or impress his/her seal.

Upon receipt of this data, South Texas Community College will issue the student an I-20 form and a letter of acceptance for admission to the college. The applicant must then take these documents to the U.S. Embassy to obtain an M-1 student visa.

Foreign students must also abide by the following regulations:

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

STUDENT RECORDS

CHANGE OF ADDRESS

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

CHANGE OF NAME

College records of students' names are based upon the Student Data Form. Subsequent changes of name and address should be promptly reported to the Office of Admissions and Records.

Students may change the full, legal name on their permanent academic records by providing appropriate documentation and completing a change of information form in the Office of Admissions and Records.

CONFIDENTIALITY OF RECORDS

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

1. To appropriate STCC officials who require access to educational records in order to perform their legitimate educational duties;
2. To officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if desired;
3. To federal, state, or local officials or agencies authorized by law;
4. In connection with a student's application for, or receipt of, financial aid;
5. To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data;
6. To the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance.

NOTICE:

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

DIRECTORY INFORMATION

At its discretion, STCC may release Directory Information which shall include:

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

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

RESIDENT STATUS FOR STUDENTS

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

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

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

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

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

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

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

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

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

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

Tuition and Fees

Ode to a Lynx *by Gerald Weiss*

Ling, Ling,
 you silly thing.
You strut your gorgeous coat of yellow, brown, and
honey,
 you better watch out because it's worth
money.
Mischief is your middle name,
 you are a gem, but what a pain.
When it's shiny and bright,
 you bounce with delight.
Shiny jewelry frights with dread,
 as you redeposit it under my bed.
You climb a tree with glee,
 as our feathered friends flee.
My grandson jumps with glee,
 because you are as large as he.
With razor claws and fangs of steel,
 you will protect all those you feel.
Loyalty and love,
 you are all the above.
Purr, Purr, Purr,
 you gorgeous hunk or fur.

IN DISTRICT TUITION and FEES

Fiscal Year 1997-1998

IN DISTRICT INCLUDES HIDALGO AND STARR COUNTY RESIDENTS

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

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

* See fee schedule for additional applicable fees.

OUT OF DISTRICT TUITION and FEES

Fiscal Year 1997-1998

OUT OF DISTRICT INCLUDES ALL OTHER TEXAS RESIDENTS

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

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

* See fee schedule for additional applicable fees.

NON RESIDENT TUITION and FEES

Fiscal Year 1997-1998

NON RESIDENTS INCLUDE ALL OTHER UNITED STATES RESIDENTS & INTERNATIONAL STUDENTS

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

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

* See fee schedule for additional applicable fees.

FEES

1997-1998

Tuition In District per credit hour	18.00
Tuition Out of District per credit hour	25.00
Tuition Out of State per credit hour	222.00
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Academic Support Services Fee per credit hour	8.00
Building Use Fee per credit hour	8.00
Equipment and Technology Fee per credit hour	8.00
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Continuing Education per contact hour	4.00
Drop/Add Fee (prior to 12th class day) per transaction	10.00
Late Registration Fee	25.00
New Student Registration Fee (includes \$15 non-refundable matriculation fee)	45.00
Returning Student Registration Fee (includes \$15 non-refundable matriculation fee)	25.00
Non-Course Based TASP Remediation Fee	75.00
Physical Education Special Facilities Fee	25.00 per course
Installment Plan Fee	25.00
Late Payment Fee	20.00
Emergency Loan Processing Fee	20.00
Audit Fee	Tuition and Fees
Credit by Examination	Tuition only
Return Check Fee	25.00
Parking Permit Violations	
• First	20.00
• Second	30.00
• Third	40.00
Handicap Parking Violations	50.00
Moving Traffic Violations	
• First	30.00
• Second	40.00
• Third	50.00
Vehicle Boot Removal Fee	50.00
Lost Library Book Fee - Cost of book plus processing fee	20.00
Student Health Insurance Fee (<i>Obtain information from the Cashier's Office</i>)	
Liability Insurance Fee (<i>Obtain information from your program chair</i>)	

FINANCIAL INFORMATION

SPECIAL COURSES

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

FINANCIAL OBLIGATIONS/ADMITTANCE TO CLASS

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

REGISTRATION

A time period will be set aside each term or semester to permit students to register. Total tuition and fees will be paid at this time. Installment payment plan is available (see below).

PAYMENTS

- During registration, students are responsible for paying the total cost for tuition and fees on the day of registration by means of cash, personal check, credit card (Visa, Discover and Master Card), money orders or a cashier's check.
- Failure to pay the required amount for tuition and fees will cause your classes to be automatically dropped, however, be aware that you will still be liable for certain fees. This also applies to student accounts that have a remaining outstanding balance and are under financial aid or are being sponsored by a third party, i.e., Texas Rehabilitation Commission, employer or any other source.
- Failure to pay a debt owed to the College, may result in dismissal from attending classes after a specific announced date, take final examinations, or register until such debts are paid.
- No transcripts, grades, or information about the student will be released until such debts are paid.

INSUFFICIENT, STOP PAYMENT AND OTHER RETURNED CHECKS

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

SCHEDULE CHANGES (Adding and Dropping Courses)

- If you add a class after your initial payment, it is your responsibility to pay the additional tuition and fees immediately.
- Failure to pay the additional tuition, fees and drop/add fee will cause cancellation from the classes.
- **Students must not assume that they will "automatically" be dropped from their classes if they do not attend.**
- Stopping payment on tuition checks does not constitute an official withdrawal from the college. An official withdrawal must be processed at the Office of Admissions and Records.
- Dropping and adding a course of equal value is considered an even exchange before the 12th class day during the fall and spring, and 4th class day during the summer sessions. After the 12th class day or 4th class day, whichever applies, a percentage for the course dropped will be charged. Please read the section on refunds and registration fees for further information.

INSTALLMENT PAYMENTS

- An installment plan is available and renewed on a semester basis. To qualify, a minimum of 6 credit hours must be taken during the fall and spring semesters. During the summer sessions, a minimum of 3 credit hours must be taken.
- Tuition, a \$25.00 installment fee, and any other fees that are not deferred are due on registration day.

- The remaining balance is subject to change in the event you withdraw, drop, or add class(es). Payment in these cases will be revised and must be made in accordance with the most current statement of account.
- Due dates:
 - During the fall semester the due date is the last workday in September and October.
 - During the spring semester the due date is the last workday in January and February.
 - During the summer sessions, one installment due date on the 10th class day.
- A \$20.00 late payment fee will be assessed for each payment not paid by scheduled due date.
- Withdrawals from your classes will be processed within 10 business days after the last installment scheduled due date if payment is not made.
- A student who fails to make payments when due will also pay collection costs, including attorney's fees, court costs, and professional collection agency fees.

THIRD PARTY CONTRACTS AND SCHOLARSHIPS

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

CONCURRENT ENROLLMENT FEES

The total amount of tuition charged at STCC may be determined differently if the student registers at more than one Texas public institution of higher education at the same time. Academic Support Service Fee, Building Use Fee, Equipment Use Fee and other incidental fees are billed by each institution at its regularly authorized rates. The student in this situation is liable for full tuition payment at registration. Proof of concurrent enrollment in the form of a receipt is required at the Office of Admissions and Records on a semester basis. During the fall and spring semesters, proof must be submitted before the 12th class day. During the summer sessions, proof must be submitted before the 4th class day for evaluation and necessary adjustments. Appropriate refunds will be determined and will be issued to the student's address on file at the Office of Admissions and Records.

REFUNDS

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

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

Drop or Withdrawal from STCC - To officially withdraw or drop from the college, a student must go to the Office of Admissions and Records. STCC will refund a percentage of collected tuition and mandatory fees to students who **officially withdraw or drop** from the institution according to the following refund schedule established by the Texas Higher Education Coordinating Board. If you drop and add a course with the same credit hours before the 12th class day (during the fall and spring) or 4th class day (during the summer sessions), it is considered an even exchange and you will not pay a percentage. If you drop and add a course with the same credit hours after the 12th class day, you will pay a percentage (see below schedule) for the course you dropped.

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

TUITION AND FEE REFUNDS

FALL AND SPRING SEMESTERS

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

SUMMER I AND II SESSIONS

Prior to the first class day	100 percent
During the first five class days	70 percent

During the sixth and seventh class day	25 percent
After the seventh class day	None

SUMMER III SESSION

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

INCIDENTAL FEES

OTHER FEES

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

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

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

BOOKSTORE REFUNDS

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

100% refund with the following:

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

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

Scholastic Regulations

I hardly noticed you had wings *by Suzanna Ramirez*

I am sitting alone
in the pouring rain
on the ground
underneath the statue
of a god
molded to utter perfection
peace love wisdom
I forget which one
I begin to rock
back and forth
in my own insecurity
when suddenly I lose my balance
I fall on my back
and am forced to look him in the eye
they are your eyes
oh boy I hardly noticed you had wings
tell me how is it
that you make me feel such serenity
how is it that with you
at my side
I laugh with such joy
how is it different
how is it that you've touched
my soul without me knowing

ACADEMIC INFORMATION

TRANSFER OF CREDIT TO SOUTH TEXAS COMMUNITY COLLEGE

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

Coursework completed at a college outside the United States will be considered for transfer on an individual basis. A course-by-course evaluation of a transcript which has been translated to English will be completed by a program chair, or other appropriate personnel as needed for a degree plan or program planning in the enrollment process. Courses transferred will not be posted to the student's South Texas Community College transcript.

TRANSFER OF CREDIT FROM SOUTH TEXAS COMMUNITY COLLEGE

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

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

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

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

TRANSCRIPTS FROM OTHER INSTITUTIONS

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

Notice

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

SOUTH TEXAS COMMUNITY COLLEGE ACADEMIC TRANSFERABLE COURSES

The following STCC academic courses are transferable in accordance to the Texas Common Course Numbering System.
(Last modified: June 30, 1997.)

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

ACCT	2401	PRINCIPLES OF FINANCIAL ACCOUNTING	COSC	2420	C PROGRAMMING
ACCT	2402	PRINCIPLES OF MANAGERIAL ACCOUNTING	CRJ	1301	INTRO TO CRIMINAL JUSTICE
ANTH	2301	PHYSICAL ANTHROPOLOGY HUMAN DEVELOPMENT	CRJ	1306	THE COURTS & CRIMINAL PROCEDURE
ANTH	2346	GENERAL ANTHROPOLOGY	CRJ	1310	FUNDAMENTALS OF CRIMINAL LAW
ANTH	2351	CULTURAL ANTHROPOLOGY	CRJ	1307	CRIME IN AMERICA
ARTS	1301	ART APPRECIATION	DRAM	1310	THEATER APPRECIATION
ARTS	1303	ART HISTORY I	ECON	2301	PRINCIPLES OF ECONOMICS I-MACRO
ARTS	1304	ART HISTORY II	ECON	2302	PRINCIPLES OF ECONOMICS II-MICRO
ARTS	1311	DESIGN I	EDUC	1301	INTRODUCTION TO EDUCATION
ARTS	1312	DESIGN II	ENGL	0090	READING SKILLS III
ARTS	1316	DRAWING I	ENGL	0091	WRITING SKILLS III
ARTS	1317	DRAWING II	ENGL	1301	COMPOSITION
ARTS	2316	PAINTING I	ENGL	1302	RHETORIC
ARTS	2317	PAINTING II	ENGL	1312	BUSINESS WRITING
ARTS	2326	SCULPTURE I	ENGL	2300	INTRODUCTION TO LITERATURE
ARTS	2327	SCULPTURE II	ENGL	2307	CREATIVE WRITING I
ARTS	2333	PRINTMAKING I	ENGL	2308	CREATIVE WRITING II
ARTS	2334	PRINTMAKING II	ENGL	2311	TECHNICAL WRITING
ARTS	2346	CERAMICS I	ENGL	2321	ENGLISH LITERATURE
ARTS	2347	CERAMICS II	ENGL	2326	AMERICAN LITERATURE
ARTS	2389	ACADEMIC COOPERATIVE IN FINE ARTS	ENGL	2331	WORLD LITERATURE
BIOL	1322	NUTRITION AND DIET THERAPY	ENGL	2399	SPECIAL TOPICS IN LITERATURE
BIOL	1408	GENERAL BIOLOGY I	ENGR	1201	INTRODUCTION TO ENGINEERING
BIOL	1409	GENERAL BIOLOGY II	ENGR	1304	ENGINEERING GRAPHICS I
BIOL	1411	GENERAL BOTANY	ENGR	2301	STATISTICS
BIOL	1413	GENERAL ZOOLOGY	ENGR	2302	DYNAMICS
BIOL	1424	SYSTEMATIC BOTANY	GEOG	1403	GENERAL GEOLOGY I
BIOL	2306	ENVIRONMENTAL BIOLOGY	GEOG	1404	GENERAL GEOLOGY II
BIOL	2416	GENETICS	GOVT	2301	AMERICAN GOVERNMENT I
BIOL	2389	ACADEMIC COOPERATIVE IN THE BIO/LIFE SCIENCES	GOVT	2302	AMERICAN GOVERNMENT II
BIOL	2401	ANATOMY & PHYSIOLOGY I	GOVT	2304	INTRO TO POLITICAL SCIENCE
BIOL	2402	ANATOMY & PHYSIOLOGY II	HIST	1301	U.S. HISTORY I
BIOL	2421	MICROBIOLOGY	HIST	1302	U.S. HISTORY II
BIOL	2428	VERTEBRATE ZOOLOGY	HIST	2311	WESTERN CIVILIZATION I
BUSI	1301	INTRO TO BUSINESS	HIST	2312	WESTERN CIVILIZATION II
BUSI	2301	BUSINESS LAW	HIST	2323	WORLD CIVILIZATION I
BUSI	2302	LEGAL ENVIRONMENT OF BUSINESS	HIST	2322	WORLD CIVILIZATION II
CHEM	1411	GENERAL CHEMISTRY I	HIST	2380	MEXICAN AMERICAN HISTORY
CHEM	1412	GENERAL CHEMISTRY II	HUMA	1301	INTRODUCTION TO THE HUMANITIES I
CHEM	2423	ORGANIC CHEMISTRY I	HUMA	1302	INTRO. TO THE HUMANITIES II
CHEM	2425	ORGANIC CHEMISTRY II	MATH	0085	INTRODUCTORY ALGEBRA
COMM	2311	NEWS GATHERING & WRITING I	MATH	0090	INTERMEDIATE ALGEBRA & GEOMETRY
COMM	2315	NEWS GATHERING & WRITING II	MATH	1314	COLLEGE ALGEBRA
COSC	1301	MICROCOMPUTER APPLICATIONS	MATH	1316	PLANE TRIGONOMETRY
COSC	1309	PROGRAMMING METHODOLOGY	MATH	1324	FINITE MATH
COSC	1315	FUNDAMENTALS OF PROGRAMMING	MATH	1325	BUSINESS CALCULUS
COSC	1318	COMPUTER SCIENCE PROGRAMMING I	MATH	1335	MATH FOR ELEMENTARY TEACHERS I
BCIS	1332	COBOL PROGRAMMING	MATH	1336	MATH FOR ELEMENTARY TEACHERS II
COSC	2317	SURVEY OF ELEM. SCIENTIFIC FORTRAN PROGRAMMING	MATH	1342	STATISTICS
COSC	2318	COMPUTER SCIENCE PROGRAMMING II	MATH	2312	PRECALCULUS
COSC	2325	COMPUTER ORGANIZATION & MACHINE LANGUAGE	MATH	2413	CALCULUS I
COSC	2330	ADVANCED C/C++ PROGRAMMING	MATH	2318	LINEAR ALGEBRA
BCIS	2332	ADVANCED PROGRAMMING COBOL	MATH	2320	DIFFERENTIAL EQUATIONS
			MATH	2413	CALCULUS II
			MATH	2415	CALCULUS III
			MUSI	1166	WOODWIND I
			MUSI	1167	WOODWIND II
			MUSI	1192	GUITAR CLASS I
			MUSI	1193	GUITAR CLASS II

MUSI	1306	MUSIC APPRECIATION	PHYS	2425	UNIVERSITY PHYSICS I
PHED	1101	AEROBICS/IND. FITNESS	PHYS	2426	UNIVERSITY PHYSICS II
PHED	1102	INDIVIDUAL FITNESS/WEIGHT CONDITIONING	PSYC	2301	GENERAL PSYCHOLOGY
PHED	1120	JAZZ DANCE	PSYC	2302	APPLIED PSYCHOLOGY
PHED	1122	LINE DANCING	PSYC	2306	HUMAN SEXUALITY
PHED	1124	GYM/TUMBLING	PSYC	2307	ADOLESCENT PSYCHOLOGY
PHED	1130	WATER FITNESS	PSYC	2308	CHILD PSYCHOLOGY
PHED	1131	BEGINNING SWIMMING	PSYC	2314	LIFE SPAN GROWTH & DEVELOPMENT
PHED	1140	SELF DEFENSE	PSYC	2315	PSYCHOLOGY OF HUMAN ADJUSTMENT
PHED	1141	BEGINNING KARATE	PSYC	2316	PSYCHOLOGY OF PERSONALITY
PHED	1142	KARATE	PSYC	2317	STATISTICAL METHODS IN PSYCHOLOGY
PHED	1143	AIKIDO	PSYC	2319	SOCIAL PSYCHOLOGY
PHED	1144	TAI CHI CHUAN	PSYC	2399	CURRENT ISSUES IN PSYCHOLOGY
PHED	1160	WEIGHT TRAINING	ROTC	1201	MARKSMANSHIP AND FIRST AID
PHED	1170	BEGINNING TENNIS	ROTC	1202	SURVIVAL & LAND NAVIGATION TRAINING
PHED	1173	GOLF	ROTC	2201	BASIC LEADERSHIP & ARMY ORGANIZATION
PHED	1175	BOWLING	ROTC	2202	BASIC OPERATIONS & TACTICS
PHED	1177	ARCHERY	ROTC	3202	ADVANCED ARMY PHYSICAL DEVELOPMENT
PHED	1180	VOLLEYBALL	SOCI	1301	INTRO TO SOCIOLOGY
PHED	1181	BASKETBALL	SOCI	1306	CONTEMPORARY SOCIAL PROBLEMS
PHED	1183	SOFTBALL	SOCI	2301	MARRIAGE AND THE FAMILY
PHED	1185	SOCCER	SOCI	2319	MINORITY STUDIES
PHED	1187	BADMINTON	SOCI	2339	CRIMINOLOGY-JUVENILE DELINQUENCY
PHED	1191	TRACK AND FIELD	SOCI	2399	CURRENT ISSUES IN SOCIOLOGY
PHED	2102	SCULPT/CARDIO	SOCW	2361	INTRO TO SOCIAL WORK
PHED	2103	INTERMEDIATE AEROBICS	SOCW	2362	SOCIAL WELFARE
PHED	2120	INTERMEDIATE JAZZ DANCE	SPAN	1300	SPANISH CONVERSATION I
PHED	2132	SWIM CONDITIONING	SPAN	1310	BEGINNING CONVERSATION II
PHED	2133	LIFEGUARD TRAINING	SPAN	2311	INTERMEDIATE SPANISH I
PHED	2134	SWIMMING INSTRUCTOR TRAINING	SPAN	2312	INTERMEDIATE SPANISH II
PHED	2142	INTERMEDIATE KARATE	SPAN	2313	SPANISH CONVERSATION I- NATIVE SPEAKER
PHED	2170	INTERMEDIATE TENNIS	SPAN	2315	SPANISH CONVERSATION II- NATIVE SPEAKER
PHED	2173	ADVANCED GOLF	SPCH	1311	INTRO TO SPEECH COMMUNICATION
PHED	2180	INTERMEDIATE VOLLEYBALL	SPCH	1315	PUBLIC SPEAKING
PHED	2181	INTERMEDIATE BASKETBALL	SPCH	1318	INTERPERSONAL COMMUNICATION
PHIL	1301	INTRODUCTION TO PHILOSOPHY	SPCH	1321	BUSINESS & PROFESSIONAL SPEAKING
PHIL	2303	INTRODUCTION TO LOGIC	SPCH	2333	DISCUSSION & SMALL GROUP COMMUNICATION
PHIL	2306	ETHICS	SPCH	2335	ARGUMENTATION AND DEBATE
PHIL	2307	INTRODUCTION TO SOCIAL PHILOSOPHY			
PHYS	1401	COLLEGE PHYSICS I			
PHYS	1402	COLLEGE PHYSICS II			
PHYS	1415	PHYSICAL SCIENCE I			
PHYS	1417	PHYSICAL SCIENCE II			

TRANSFER DISPUTES

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

COLLEGE SUCCESS 101

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

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

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

CHANGE OF SCHEDULE

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

With the consent of the instructor and the Director of Admissions, a student may drop a course. A grade of "W" (Withdraw) may be received. Refer to the academic calendar for information concerning withdrawal dates.

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

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

WITHDRAWAL

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

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

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

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

COURSE LOAD

A full-time student is defined to be a student enrolled in 12 or more semester hours. The normal course load during the regular semester is five courses equal to 15 to 17 semester hours.

The normal course load for each summer term is two courses totalling 6 to 8 semester hours.

BASIC SKILLS TEST

The Texas State Education Code requires that all students be tested for reading, writing, and mathematics skills. All full-time or part-time students enrolled in a degree program or certificate program with 9 semester hours or more of general education course work are required to take the test. For more information about placement testing and TASP, refer to the TASP section located in the Admission Guidelines chapter of this catalog.

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

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

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

CREDIT BY EXAMINATION

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

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

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

SCHOLASTIC STANDARDS

SYSTEM OF GRADING

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

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

For Developmental Courses Only

P	Pass	Not computed
NP	No Pass	Not computed

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

SCHOLASTIC PROGRESS STANDARDS

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

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

Level of Academic Status

GPA Criteria

GOOD STANDING

Cumulative GPA is 2.00 or above.

PLACED ON ACADEMIC PROBATION

Cumulative GPA has dropped below 2.00

CONTINUED ON ACADEMIC PROBATION

Previously on Academic Probation and cumulative GPA is below 2.00 but current semester GPA is 2.00 or above.

ACADEMIC SUSPENSION

Previously on Academic Probation and cumulative GPA is below 2.00 and current semester GPA is below 2.00.

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

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

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

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

DEVELOPMENTAL STUDIES PROGRAM

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

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

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

- | | | | |
|-----------|--------------------|-----------|---------------------------|
| • ENGL 70 | Reading Skills I | • ENGL 91 | Writing Skills III |
| • ENGL 80 | Reading Skills II | • MATH 80 | Developmental Mathematics |
| • ENGL 90 | Reading Skills III | • MATH 85 | Introductory Algebra |
| • ENGL 71 | Writing Skills I | • MATH 90 | Intermediate Algebra and |
| • ENGL 81 | Writing Skills II | | Geometry |

Developmental courses are not transferable and may not be used in the calculation of the transfer grade point average.

ATTENDANCE POLICY

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

The South Texas Community College policy states:

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

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

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

A student who is absent from class(es) for the observance of a religious holy day may take an examination or complete an assignment scheduled for that day within one week after the absence if the student notified the instructor(s) in writing of the proposed absence on a form provided by the institution no later than the 15th day of the fall or spring semester and the 5th day of the summer term. In some cases, a letter of verification of the observed holy day from the religious institution may be required. In addition, the student must adhere to the provisions of Section 51.911 of the Texas Education Code, and to the institution's procedures. Forms are available in the Office of Admissions and Records.

ACADEMIC HONORS

HONORS PROGRAM

South Texas Community College is committed to meeting the many educational needs of each student in our community. The Honors Program is designed to provide enrichment to enhance and encourage intellectual curiosity, good citizenship, and leadership skills for students who are highly motivated, intellectually gifted, academically well-prepared, and/or unusually creative. The progressive opportunities for study found in the Honors Program provide innovative challenges to students with exceptional abilities.

Courses in the Honors Program

- Honors courses are special sections of the regular college curriculum, and are designated as such in the course schedules. The Honors courses offer unique learning opportunities. Course work is more individually structured and presentations have an innovative approach focused on active and experiential learning. Many course offerings will be combined sections to further heighten interdisciplinary education and applications of critical thinking strategies.
- STCC students who are accepted and participate in the Honors Program will have increased opportunities for individual in-depth exploration into concentrated areas of study.
- Honors courses will have heightened applications of critical and creative thinking skills.
- The course work will usually be coordinated with a specific theme each year. As a result students will benefit from interdisciplinary approaches within and between various courses.

Admission Requirements

Students must apply for the Honors Program. Applications will be reviewed and admission determined by the Honors Faculty Committee.

For admission to the Honors Program, a student must meet ONE of the following requirements:

- An ACT composite score of 24
- An SAT composite score of 1110
- Cumulative college Grade Point Average of 3.25 (4.0 scale)
- Graduate placement in top 10% of high school class

To apply, students must submit the following to the Chair of the Honors Faculty Committee:

1. Official scores from your ACT, SAT or TASP exams.
2. An official transcript with your current Grade Point Average.
3. Two letters of recommendation from faculty.
4. An STCC Honors Program application form.

Required Honors Curriculum

Students enrolled in the Honors Program need to complete a total of 27 credits in Honors course work. Students must complete 12 credits in the following courses:

English	(3 credits)
History	(3 credits)
Math	(3 credits)
Social Sciences	(3 credits)

First year students in the Honors Program will have the opportunity to fill the core curriculum requirements in a core seminar that will combine 9-12 credits and focus on a specific theme each year.

A student will complete an additional 12 credits in Honors courses in the specific degree program in which the student is enrolled. Students must enter with a minimum 3.25 G.P.A. on previous college level work, but once admitted to the Honors program students must maintain a 3.00 G.P.A. while consistently enrolling in a minimum of 6 credit hours each semester.

A student completing all requirements in the Honors Program will be designated as a graduate of the Honors Program Degree within the student's area of study.

Honors Capstone

Prior to graduating with a degree from the Honors Program, each student will complete a 3 credit Honors Capstone Project. These projects will be completed in an interdisciplinary Capstone Seminar focused on a specific theme. Students will have the option to do an independent Capstone project under the direction of an Honors faculty advisor.

Students will prepare a Capstone proposal for a research paper, a documentary, a creative project, applied research, and/or field study. Each student will give an oral presentation about his or her Capstone project. The most qualified capstone projects will be selected for awards by the Honors Committee and Academic Divisions.

The Honors Capstone is an opportunity for Honors students to demonstrate not simply mastery of a subject area, but additionally to exhibit leadership by developing innovative approaches and presentations in unique, independent areas of study.

To complete the STCC Honors Capstone, students will enroll in the 2389 course from the department that is most appropriate to their field of study.

The Honors faculty consists of instructors with experience and training in alternative educational approaches. The curriculum objectives and teaching strategies established by the Honor Chair and Honors Committee consistently support a qualitatively different experience as a backbone of the STCC Honors Program.

For additional information, contact Kathleen Dahl, Chair of the Honors Program.

HONOR GRADUATES

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

PRESIDENTIAL INSPIRATIONAL ACHIEVEMENT AWARD

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

BETA EPSILON MU CHAPTER OF PHI THETA KAPPA

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

Each semester invitation to membership is extended by the chapter to CR students without advanced degrees who have completed at least 12 hours of coursework leading to an associate degree in which they have a GPA of 3.5. For further information, contact STCC's chapter advisors: Anthony P. Ramirez, 928-4446, or Karleen A. Mathers, 928-5078.

PRESIDENT'S HONOR LIST

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

VICE PRESIDENT'S HONOR LIST

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

GRADUATE GUARANTEE

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

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

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

GRADUATION REQUIREMENTS

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

Catalog Restrictions:

A student who enrolls at South Texas Community College during any academic year and who earns credit for work done during that year may graduate under the college requirement provision of the current catalog or the catalog in force during the student's first semester of enrollment, provided that the student is continuously enrolled and graduates within 1 year (certificate program) or 2 years (associate degree program). However, a student must complete all requirements contained in the catalog selected for the associate degree or certificate program chosen.

Graduation Ceremony:

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

Those who have satisfied the following requirements may be graduated.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

- A. Complete the appropriate course of study for a two-year Associate of Applied Science program as specified in the College catalog.
- B. Complete 15 of the last 24 hours of credit at South Texas Community College as well as at least one-half of the required specialized courses, unless a formalized articulation process is in place.
- C. Complete a minimum of 15 semester credit hours of general education as defined by the Southern Association of Colleges and Schools, Commission on Colleges, which includes at least one 3 credit hour course from each of the following areas: humanities/fine arts; the social/behavioral sciences; the natural sciences/mathematics; and one or more electives chosen from disciplines outside the student's areas of specialization.
- D. Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of emphasis or specialization.
- E. Pay all debts to the College prior to graduation.

ASSOCIATE OF ARTS DEGREE

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

- A. Complete the appropriate course of study for a two-year Associate of Arts program as specified in the College catalog.
- B. Complete 15 of the last 24 hours of credit at South Texas Community College as well as at least one-half of the required specialized courses, unless a formalized articulation process is in place.
- C. Complete a minimum of 15 semester credit hours of general education as defined by the Southern Association of Colleges and Schools, Commission on Colleges, which includes at least one 3 credit hour course from each of the following areas: the humanities/fine arts; the social/behavioral sciences; and the natural sciences/mathematics; and one or more electives chosen from disciplines outside the student's areas of specialization.
- D. Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of emphasis or specialization.
- E. Pay all debts to the College prior to graduation.

ASSOCIATE OF SCIENCE DEGREE

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

- A. Complete the appropriate course of study for a two-year Associate of Science program as specified in the College catalog.
- B. Complete 15 of the last 24 hours of credit at South Texas Community College as well as at least one-half of the required specialized courses, unless a formalized articulation process is in place.
- C. Complete a minimum of 15 semester credit hours of general education as defined by the Southern Association of Colleges and Schools, Commission on Colleges, which includes at least one 3 credit hour course from each of the following areas: the humanities/fine arts; the social/behavioral sciences; and the natural sciences/mathematics; and one or more electives chosen from disciplines outside the student's areas of specialization.
- D. Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of emphasis or specialization.
- E. Pay all debts to the College prior to graduation.

CERTIFICATE OF COMPLETION

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

- A. Complete a course of study for a Certificate of Completion program as specified in the College catalog.
- B. Complete 15 of the last 24 hours of credit at South Texas Community College as well as at least one-half of the required specialized courses, unless a formalized articulation process is in place.
- C. Maintain a minimum average of "C" (2.0 GPA) for all courses in the area of specialization.
- D. Pay all debts to the College prior to graduation.

Support Services

expel

by Suzanna Ramirez

you find comfort
trapped in your mother's juices
but she chose to expel you
she longed to make you
a separate entity
she has a dream
to alienate you
and with time
you become the lonely man I watch
I analyze you
unable to understand
how you can laugh
as I watch your heart bleed
and all I want
is to touch your soul
to share with you
hoping that you won't be
so lonely in my arms

STUDENT SUPPORT SERVICES

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

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

COURSE ADVISING

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

Students will be advised on English and Math courses based on their test scores. Please check with the Counseling and Advising Office for course placement.

CAREER COUNSELING

Career guidance, as offered through the Student Support Services Office, helps students establish an occupational choice and provides information on the requirements needed for a chosen field. Available resources include a computerized guidance system called DISCOVER as well as other individual assessment tools, video tapes on career and self-improvement, and a growing library of occupational information. Transfer information is also available in the form of selected catalogs from other institutions of higher learning, as well as brochures and other publications.

PERSONAL COUNSELING

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

REFERRALS

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

TESTING SERVICES

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

GENERAL

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

NEW STUDENT ORIENTATION

The New Student Orientation is designed to welcome and introduce new students to STCC. Students will receive information about advising, financial aid, business office policies, student organizations, campus activities, and student support services. This program is mandatory for all new and transfer students seeking to attend South Texas Community College, and includes the essential aspects of student life at STCC. Academic advisement, course placement and career services may be obtained in the STCC Counseling and Advising Office.

SERVICES FOR SPECIAL NEEDS STUDENTS

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

- For students with disabilities, accommodations may be made that would allow the individual student to be successful at STCC. Each student will be provided accommodations appropriate to his/her needs, dependent upon the disability described by the individual student. *Before services may be provided, the student must submit appropriate documentation regarding the disability from a professional evaluator outside of STCC.* See a counselor in the Student Support Services Office for more details or call (956) 618-8372.
- For more information regarding South Texas Community College's compliance with Title IX (sex equity) of the Americans with Disability Act (ADA)/Section 504 of the Rehabilitation Act of 1973, contact a counselor at the Student Support Services Office or call (956) 618-8372.

STUDENT I.D. CARDS

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

HEALTH SERVICES

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

STUDENTS RIGHTS, PRIVILEGES, AND EXPECTATIONS

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

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

OFFICIAL STATEMENT RELATING TO STUDENTS WITH CONTAGIOUS DISEASES

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

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

CLINICAL REQUIREMENTS OF THE NURSING/ALLIED HEALTH PROGRAMS

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

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

IMMUNIZATION REQUIREMENTS

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

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

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

STUDENT HEALTH AND ACCIDENT INSURANCE

South Texas Community College makes available to all enrolling students health and accident insurance coverage. Such coverage is voluntary and must be purchase by the student by the 9th class day of each semester. Coverage terminates at the end of every semester. As with most insurance coverage, the policy will not cover 100% of every claim. As a result, individuals purchasing this insurance are responsible for any balance or unpaid claim due.

Students have the following options in regard to insurance purchase:

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

For further information please contact the Cashier's Office.

FINANCIAL AID

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

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

THE APPLICATION PROCESS

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

The Free Application for Federal Student Aid is available through most high schools and area colleges.

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

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

ELIGIBILITY REQUIREMENTS

To receive Financial Aid, a student must:

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

DEADLINE DATES

TERM	DEADLINE TO RESERVE CONSIDERATION FOR FINANCIAL AID
Fall Term	June 2
Spring Term	November 3
Summer Term	April 1

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

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

GRANTS

Pell Grant

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

Supplemental Educational Opportunity Grant (SEOG)

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

Texas Public Education Grant (TPEG)

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

State Student Incentive Grant (SSIG)

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

FEDERAL WORKSTUDY PROGRAM

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

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

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

FEDERAL STUDENT LOANS

STCC does not participate in any type of Federal Student Loans. Therefore, Stafford Student Loans, Perkins Loans and Parent Plus Loans are not an option at this institution.

STUDENT FINANCIAL AID **STANDARDS OF ACADEMIC PROGRESS**

A. PURPOSE AND SCOPE

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

1. ACADEMIC STANDARDS:

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

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

2. ENROLLMENT STATUS:

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

Status	Semester Hours Attempted	Semester Hours to be Completed none semester basis	Semester hours to be Completed by end of academic year
Full-time	12 or more	10	20
Three-Quarter	9 to 11	9	18
Half-time	6 to 8	6	12
Less than Half-time	1 to 5	Attempted Hours	Attempted Hours

3. MAXIMUM TIME FRAMES:

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

Normal Program Length	Maximum Time Frame Full-Time	Maximum Time Frame Part-Time
2 Semesters	3 Semesters	4 Semesters
3 Semesters	4.5 Semesters	6 Semesters
4 Semesters	6 Semesters	8 Semesters

B. FAILURE TO MEET THE STANDARDS OF ACADEMIC PROGRESS

- Following the first semester in which the above standards of academic progress are not met, the student will be placed on financial aid probation for the next semester of funding.
- The student may be allowed to receive financial aid funds while on probation, but is required to complete at least 6 credits hours and earn at least a 2.0 GPA for the following semester.
- If a student is on probation because of a credit hour deficiency all the credit hours deficient must be completed by the next semester of enrollment. (*Example: If deficient 9 credit hours, 9 credit hours must be completed*).
- The student who fails to meet the Standards of Academic Progress during the semester of attendance while on probation will be placed on financial aid suspension and denied further funding for one semester.
- To regain financial aid eligibility, the student must enroll at half-time (6 credit hours) for one semester, pay the expenses related to that enrollment and pass the semester with a GPA of 2.0 or better.
- If failure to meet satisfactory progress results in a second (or any subsequent) suspension from financial aid, the student must enroll in at least 6 credit hours, complete the semester with a GPA of 2.0 or better, and will be responsible for all related expenses.

7. Students who have been reinstated from any financial aid suspension status may continue only on a probationary status for at least one term, regardless of their GPA at the time of the reinstatement.
8. Students placed on financial aid probation or suspension will be notified in writing of their status at the end of the semester.
9. If failure to meet Satisfactory Progress results in a third suspension from Financial Aid, no additional aid will be awarded.

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

C. APPEAL PROCESS

Students who are placed in financial aid suspension and have extenuating circumstances which were a factor in not making satisfactory progress, have the right to appeal. However, during the appeal process the student must be prepared to pay their own expenses, such as tuition, fees, books, supplies, etc.

1. A Student Petition Form must be obtained from the Financial Aid Office.
2. The student must complete the top portion of the petition form, present a copy of his/her transcript (including the most recent grades) and set up an appointment with the Financial Aid Office.
3. Documentation supporting the extenuating circumstances must be available for review.
4. Petitions will be approved/disapproved by the Financial Aid Director (or Designated Representative).
5. If the student's appeal is disapproved, the student may request that his/her appeal be reviewed by the Financial Aid committee.

Additional Information:

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

METHOD OF PAYMENT

Grants and Scholarships

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

College Workstudy

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

Scholarships

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

Valley Scholars

Valley Scholars are Hidalgo and Starr County high school graduates who are in the top 5% of their school's graduating class. They are sponsored by local benefactors for all tuition and fees at South Texas Community College and are allowed to participate in a special honors curriculum.

National Hispanic Scholarship Fund

The purpose of the National Hispanic Scholarship Fund (NHSF) scholarships is to assist Hispanic American students in completing their higher education. NHSF scholarships are available on a competitive basis to undergraduate and graduate students of Hispanic background. Awards normally range from \$500 to \$1,000. Dates when scholarships will be available will be posted on bulletin boards in each building and at the Financial Aid Office.

Valedictorial Scholarships

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

Emergency Tuition and Fees Loans

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

Veterans' Educational Benefits

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

OTHER ASSISTANCE PROGRAMS

Texas Rehabilitation Commission

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

Job Training Partnership Act (JTPA)

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

The Hazlewood Act for Texas Veterans

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

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

Students who wish to apply for this program must:

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

All the above documents must be on file prior to registration for that term.

Applications are available at the STCC Financial Aid Office.

The Texas Tomorrow Fund

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

CAMPUS SECURITY

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

The following are statistics concerning numbers and types of crimes committed on the STCC Pecan campus for the period from 1993 to 1996.

CRIME	1993	1994	1995	1996
Murder	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Liquor Law Violations	0	1	0	3
Drug Abuse	0	0	0	1
Weapons Possession	0	1	1	1
Aggravated Assault	1	1	0	0
Burglary	12	9	3	13
Auto Theft	1	3	2	2

To report a crime at the STCC Pecan Campus call (956) 631-4922 or your local police.

CAMPUS PARKING

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

STUDENT ACTIVITIES

STUDENT ORGANIZATIONS

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

STUDENT GOVERNMENT ASSOCIATION

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

INTRAMURAL AND RECREATIONAL SPORTS

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

SPECIAL PROGRAMS

ADULT BASIC EDUCATION

Students over 18 years of age or young people under 18 with parental or guardian and public school permission may pursue studies in: English as a Second Language (ESL), Workplace Literacy, Reading Skills, Occupational Math Review, and Job Search and Employment Skills. For more information, please contact the Division of Continuing Education.

CONTINUING EDUCATION

Lifelong learning is provided in the following areas:

- Personal enrichment courses such as guitar, floral design, jewelry making, photography, mathematics for parenting, tennis, aerobics, interior design and decorating, landscaping, gardening, and computer skills.
- Certification for entry, recertification, and advancement in the job market as required by state, federal, and professional regulatory bodies.
- Business, industry, and medical courses and seminars for employment, retention, or advancement.

COMMUNITY EDUCATIONAL SERVICES

Courses, seminars, workshops, conferences, exhibits, and shows are provided by traditional and nontraditional delivery modes such as satellite for the disabled, disadvantaged, displaced employees, minorities, youth, men, women, senior citizens, Winter Texans, civic, professional, and other groups. For more information, please contact the Division of Continuing Education.

LEARNING RESOURCES CENTER

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

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

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

The Sam and Bea Lack Alternative Learning Center, an integral part of the Pecan Campus' LRC, provides open access computers for word processing, database, and spread sheet functions, Internet access, and equipment for self-paced, individualized instruction. LRC resources are available at STCC's off-campus centers as well.

STUDENT SUCCESS CENTER

In the Student Success Centers, students receive assistance from a tutor, a counselor, other students, and/or an instructor regarding their developmental reading, writing, mathematics and career planning needs. The purpose of the Student Success Centers is to help students achieve academic and professional success. The Student Success Centers are housed in Portable Building 6 at the Pecan Campus and Room 24 at the Downtown Center. Tutoring services are provided at the Mid-Valley Center. The Student Success Centers provide a computer tutoring lab, open access computers, peer tutoring, and opportunities to meet with instructors and other students to study specific subjects.

PLACEMENT OFFICE

The Placement Office is available to assist STCC students and alumni in developing the skills necessary to locate and secure employment. Assistance is available regarding resume preparation, interview skills, employment and writing job search letters. Contact the STCC Placement Office for more information.

OFF - CAMPUS SITES

- EDINBURG: Nursing /Allied Health Center
- MCALLEN: Center for Advanced and Applied Technology
Pecan Campus
Downtown Center
Pecan Plaza Extension
- MID-VALLEY REGION: Mid-Valley Center, Weslaco
Classes in Mercedes
- STARR COUNTY: Classes offered in Rio Grande City
and Roma high schools.

THE PARTNERSHIP FOR BUSINESS AND INDUSTRY TRAINING

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

The STCC partnership program provides educational assistance to business partners by providing a full range of educational and training services for their specific needs.

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

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

Programs could range from pre-employment workforce development to performance evaluation; janitor training to management development and team building; and statistical process control of Certified Quality Engineer preparation. For more information, call Thom Sears at (956) 618-8340.

Curriculum

Soñadora
by Kenny Montgomery

Vivo la vida en otro mundo
siempre pensando y riendo
y contemplando la vida
en plena luz del día.
Soñar me hace olvidar
cosas que me atormentan.
Mañana sera otro día
y hoy lo sueño con gozo
Viajando hacia al futuro
O lo que se llame tiempo
ya que no me importa
lo que pueda acontecer
con mis sueños yo lo cambio
sea por mal o por bien

South Texas Community College Core Curriculum

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

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

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

The *purpose* of the Core Curriculum is to provide the foundation through which STCC students can continue to advance their competencies in reading, writing, speaking, mathematics, and critical thinking. This common body of essential knowledge and skills is taught and reinforced through courses selected in ten *Core Components*: **Composition/Written Communication, Literature, History, Visual and Performing Arts, Political Science, Cross-Cultural Studies, Physical Education, Mathematics, Physical/Life Science and Computer Science.** An emphasis is also placed on **Speech** which is taught in every Core Curriculum course.

COMPOSITION/WRITTEN COMMUNICATION 6 credits

ENGL 1301	Composition
ENGL 1302	Rhetoric

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

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

- understand writing as a process; this includes pre-writing and invention, writing, revision, editing and proofreading;
- understand the importance of specifying audience and purpose;
- understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, definitive and persuasive, in writing assignments;
- apply the principles of writing as a process and the analysis of audience and purpose to writing assignments;
- understand and apply basic principles of critical thinking in the development of expositions and argument;
- understand and apply critical analysis to a piece of literature;
- develop the ability to research and write an MLA style documented paper.

LITERATURE 3 credits

ENGL 2300	Intro. to Literature
ENGL 2321	English Literature
ENGL 2326	American Literature

The *objective* of the Literature Component of the Core Curriculum is to introduce the student to the systematic study of literary texts in a context that emphasizes both critical reading and writing.

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

- understand the characteristics of major literary genres;
- understand the critical contexts within which literature is created and evaluated; e.g., biographical, cultural and historical;
- understand the distinctions of non-fiction, fiction, poetry and drama;
- apply literary criticisms to texts;
- respond to literature in writing .

HISTORY 6 credits

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

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

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

- distinguish and analyze different types of historical evidence and differing historical points of view;
- recognize and apply reasonable criteria for the acceptability of historical evidence;
- read and interpret historical texts (primary and secondary) critically and synthesize them for oral and written discussion;
- analyze social, political, economic, cultural, and diplomatic forces on the area under study;
- understand the roles of choice and of cause and effect in history;
- assess the use and the potential misuse of historical analogies in contemporary situations.

VISUAL AND PERFORMING ARTS 3 credits

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

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

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

- appreciate the aesthetic principles that guide or govern the arts;
- acquire knowledge about the historical development of the arts and their role as catalyst and transmitter of cultural values;

- comprehend the creative process and the physical and intellectual demands required of the artist;
- develop awareness of the standards of artistic judgment and make value judgments in a particular artistic medium.

POLITICAL SCIENCE 6 credits

GOVT 2301	American Government I
GOVT 2302	American Government II

The *objective* of the Political Science Component of the Core Curriculum is to develop an understanding and evaluation of the nature of governments and of the actions of people concerning government and public policy.

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

- comprehend the origins and evolution of the U.S. political system (i.e. the constitution, federalism, civil liberties);
- evaluate the party system;
- interpret U.S. foreign policy, yesterday's and today's;
- critically evaluate public policy
- evaluate similarities and differences between the U.S. political system and other political systems;
- understand the operation and function of the three branches of the national and Texas government: executive, legislative and judiciary.

CROSS-CULTURAL STUDIES 3 credits

ANTH 2301	Physical Anthropology(Human EV)	PHIL 1301	Intro to Philosophy
ANTH 2351	Cultural Anthropology	PHIL 2303	Intro to Logic
GOVT 2304	Intro. to Political Science	HUMA 1301	Intro to the Humanities I
PSYC 2301	General Psychology	HUMA 1302	Intro to the Humanities II
PSYC 2302	Applied Psychology	ENGL 2331	World Literature
PSYC 2314	Life Span Growth & Development	ENGL 2399	Special Topics in Literature
PSYC 2315	Psychology of Human Adjustment	SPAN 1300	Spanish Conversation I
PSYC 2316	Psychology of Personality	SPAN 2313	Spanish Con. I-Native Speaker
PSYC 2319	Social Psychology	SPCH 1311	Intro to Speech Communication
SOCI 1301	Intro to Sociology	SPCH 1318	Interpersonal Communication
SOCI 1306	Contemporary Social Problems	SPCH 1321	Business & Professional Speech
SOCI 2301	Marriage and the Family	HIST 2311	Western Civilization I
SOCI 2319	Minority Studies	HIST 2380	Mexican American History
SOCI 2399	Current Issues in Sociology	ARTS 1303	Art History I

The *objective* of Cross-Cultural Studies Component of the Core Curriculum is to introduce students to areas of study which enlarge their knowledge and appreciation of the multi-cultural and multiracial world in which they live.

Through the Cross-Cultural Studies Component of the Core Curriculum, the competencies which the student will be able to demonstrate are to:

- demonstrate knowledge of those elements and processes that create and define culture;
- understand the basis of values, beliefs, and practices found in human societies;
- develop basic cross-cultural understanding, empathy and communication;
- understand the responsibilities of living in a multi-cultural world;
- demonstrate knowledge of the development of language(s) and their influences on cross-cultural interactions;
- understand the underlying unity of diverse cultural expressions.

PHYSICAL EDUCATION 1 credit

PHED 1101	Aerobics/Individual Fitness	PHED 1180	Volleyball
PHED 1102	Indiv. Fitness/Weight Cond.	PHED 1181	Basketball
PHED 1120	Jazz Dance	PHED 1183	Softball
PHED 1122	Line Dance	PHED 1185	Soccer
PHED 1124	Gymnastics/Tumbling	PHED 1187	Badminton
PHED 1130	Water Fitness	PHED 1191	Track and Field
PHED 1131	Beginning Swimming	PHED 2102	Sculpt/Cardio
PHED 1140	Self Defense	PHED 2103	Intermediate Aerobics
PHED 1141	Beginning Karate	PHED 2120	Intermediate Jazz Dance
PHED 1142	Karate	PHED 2132	Swim Condit'g(Lap Swim)
PHED 1143	Aikido	PHED 2133	Lifeguard Training
PHED 1144	Tai Chi Chuan	PHED 2134	Swimming Instructor Train.
PHED 1160	Weight Training	PHED 2142	Intermediate Karate
PHED 1170	Beginning Tennis	PHED 2170	Intermediate Tennis
PHED 1173	Golf	PHED 2173	Advanced Golf
PHED 1175	Bowling	PHED 2180	Intermediate Volleyball
PHED 1177	Archery	PHED 2181	Intermediate Basketball

The *objective* of the Physical Education Component of the Core Curriculum is to promote awareness of the interrelationship between the physiological (physical fitness), emotional (self-confidence), and mental (skills for coping with stress) aspects of the entire person.

The primary principle of Physical Education is that a physical activity is learned by doing; therefore, participation is mandatory.

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

- demonstrate knowledge and use of the skills used in a particular sport or physical activity;
- demonstrate understanding of the underlying principles of physical fitness and their application to health and longevity;
- demonstrate enhanced interpersonal abilities (working well with others, teamwork, mutual support and cooperation);
- demonstrate understanding of the connection between physical fitness and enhanced self-esteem and confidence;
- demonstrate knowledge of the importance of preparedness for work, punctual attendance and respectful use of equipment.

MATHEMATICS 3 credits

MATH 1314 College Algebra

The objective of the Mathematics Component of the Core Curriculum is to understand quantitative logic, the symbolic systems used in such logic, to understand and apply the basis of quantitative relationships and to recognize the logical systems underlying them.

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

- recognize instances of abstract quantification;
- understand numbers and demonstrate their uses in quantification;
- apply mathematical techniques, including arithmetical and algebraic relations appropriately in the analysis and solution of problems;
- recognize geometrical configurations and apply geometric expressions to solve problems;
- understand the mathematical basis of statistical analyses.

PHYSICAL/LIFE SCIENCES 8 credits

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

The objective of the Physical and Life Sciences Component of the Core Curriculum is to enable the student to understand, construct, and evaluate empirical relationships in the life and physical sciences and to understand the bases for theory-building and testing.

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

- recognize instances of quantification in the life/physical sciences;
- recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry;
- carry out quantitative procedures in a laboratory situation;
- identify and recognize the differences among competing scientific models of the universe;
- demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics and values;
- demonstrate knowledge of the inter-dependence of science and technology and their influence on, and contribution to modern culture.

COMPUTER SCIENCE 3 credits

COSC	1301	Microcomputer Applications
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The objective of the Computer Science Component of the Core Curriculum is to enable students to use both microcomputer software and hardware.

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

- understand word processing, electronic spreadsheets, databases, operating systems and the Internet;
- identify computer hardware and peripheral devices;
- understand the components of a microcomputer system which includes memory, CPU, hard drive, monitor, etc.;
- apply skills of microcomputer software appropriately in both the workforce and the educational environment;
- use analytical thinking to integrate different software applications to produce professional results (reports, presentations, etc.);
- research topics using both the Internet and the Library digital catalog and then apply critical thinking skills to summarize and critique papers.

SPEECH

Each course in the Core Curriculum incorporates a unit which includes an oral communication assignment with appropriate instruction, i.e. how to make an oral presentation, how to hold a group discussion, etc.

DIVISION OF BUSINESS

Business Administration Program	63
Accounting Clerk	Certificate
Business Administration	Associate of Arts
Business Administration	Associate of Applied Science
Specialization: Accounting	
Specialization: Business Supervision	
Business Administration	Tech Prep Enhanced Skills Certificate
Business Computer Systems Program	69
Business Computer Systems	Associate of Applied Science
Specialization: Computer Specialist	
Specialization: Networking Specialist	
Business Computer Systems	Tech Prep Enhanced Skills Certificate
Department of Computer Science	73
Computer Information Systems	Associate of Science
Computer Science	Associate of Science
Computerized Office Technology Program	76
Secretary Science	Certificate
Word Processing Clerk	Certificate
Administrative Assistant	Associate of Applied Science
Legal Secretary	Associate of Applied Science
Small Business Supervision	Tech Prep Enhanced Skills Certificate
Department of Criminal Justice	82
Criminal Justice	Associate of Science
Legal Assisting Program	83
Legal Assisting	Associate of Applied Science
Public Service Administration Program	85
Public Service Administration	Associate of Applied Science

Business Administration

Accounting Clerk, Certificate

The Accounting Certificate prepares students for entry-level positions with duties concentrating on Accounts Receivable, Accounts Payable, or Payroll. Since the curriculum provides computer and clerical training, the Accounting Certificate graduate will be able to perform light typing, filing, answering the telephone, and using the computer in the performance of office duties. Upon completion of this certificate, students may transfer up to 21 credit hours towards an A.A.S. Degree in Accounting.

Business Administration, Associate of Arts

The Associate of Arts Degree in Business Administration prepares students who plan to transfer to a four-year college or university to earn a Bachelor of Arts or Bachelor of Science Degree. Students take classes to complete state general education requirements and a combination of business classes in accounting, computers, and economics which fulfill the Associate of Art Degree in Business Administration. Upon transferring to a four-year college or university, students may choose a concentration in Accounting, Economics, General Business, Finance, International Business, Information Systems, Management, or Marketing. Upon completion of this degree, students will have earned up to 20 semester credit hours of college transferable coursework.

Business Administration, Associate of Applied Science Specialization: Accounting

The Associate of Applied Degree in Accounting prepares students to enter the Accounting profession at an entry-level position. The two-year program emphasizes internal accounting procedures and generally accepted principles as they apply to external reporting. Upon completion of this degree, students will have earned up to 24 semester credit hours of college transferable coursework.

Business Administration, Associate of Applied Science Specialization: Business Supervision

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

ADVISORY COMMITTEE

Tony Aguirre

Owner, McAllen Bolt and Screw, Inc., McAllen

Stephen Austin

Hidalgo County Auditor,
Hidalgo County Courthouse, Edinburg

Ricardo Cantu

Supervisor, Texas Employment Commission, McAllen

David Carrales

CPA, Carlos Carrales and Company, McAllen

Ana Escobar

Office Manager, Copy Graphics, McAllen

Rafie Flores

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

Patricia Garza Almendarez

Zaragoza Hinojosa Jr., CPA, McAllen

Elena Gomez

Payroll Manager, City of Mission

Larry Gonzalez

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

Mario A. Lopez

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

Marsha Marino

Owner, Marsha's Hallmark, Pharr

Irene Morin

Teacher, Sharyland High School, Mission

Yolanda Ozuna

Legal Assistant, Ricardo Ramos Law Office, McAllen

Diana Rodriguez

Administrative Assistant
to U.S. Congressman Ruben Hinojosa

Jess E. Valdez

Import Manager,
Zenith Electronics Corp. of Texas, McAllen

Joe Vasquez

Director of Human Resources,
Knapp Medical Center, Weslaco

Lois Wahl

Vocational Department Chair, Weslaco

ACCOUNTING CLERK CERTIFICATE

TASP Waived

			<u>CREDIT HOURS</u>
FIRST SEMESTER			
ACCT	1301	Introduction to Accounting	3
IMGT	1312	Introduction to Computer Applications	3
BUSI	1340	Business Mathematics using Electronic Calculators	3
ENGL	1312	Business Writing or ENGL 1301	3
COTP	1314	Word Processing I	3
SECOND SEMESTER			
ACCT	1302	Accounting	3
ACCT	1372	Computerized Accounting	3
ACCT	1374	Payroll Accounting	3
IMGT	2312	Electronic Spreadsheets	3
BUSI	1390	Human Relations or PSCH 2301	3
SUMMER SEMESTER			
ACCT	2315	Capstone: Accounting Practicum	3

TOTAL CREDIT HOURS: 33

BUSINESS ADMINISTRATION ASSOCIATE OF ARTS

TASP Eligible

FIELD OF STUDY

20 Credits

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

STCC CORE CURRICULUM

42 Credits

In addition to the Field of Study, the student is required to take 42 hours from the STCC Core Curriculum listed on pages 57-61 in the catalog.

FIELD OF STUDY: 20

STCC CORE CURRICULUM: 42

TOTAL CREDIT HOURS: 62

BUSINESS ADMINISTRATION

ASSOCIATE OF APPLIED SCIENCE

Specialization: Accounting

TASP Eligible

			<u>CREDIT HOURS</u>
FIRST SEMESTER			
<u>ENGL</u>	1301	<u>Composition</u>	3
ACCT	1301	Introduction to Accounting	3
IMGT	1312	Introduction to Computer Applications	3
BUSI	1340	Business Mathematics Using Electronic Calculators	3
BUSI	1302	Principles of Management	3
SECOND SEMESTER			
<u>SPCH</u>	1321	<u>Business & Professional Speaking</u>	3
COTP	1314	Word Processing I	3
BUSI	1359	Business Communications	3
ACCT	1374	Payroll Accounting	3
ACCT	1372	Computerized Accounting	3
THIRD SEMESTER			
IMGT	2312	Electronic Spreadsheets	3
<u>MATH</u>	1314	<u>College Algebra</u>	3
BUSI	2301	Business Law	3
ACCT	2401	Principles of Financial Accounting	4
ACCT	2378	Income Tax Procedures	3
FOURTH SEMESTER			
<u>PSYC</u>	2301	<u>General Psychology</u>	3
<u>ECON</u>	2301	<u>Principles of Economics I -Macro</u>	3
ACCT	2402	Principles of Managerial Accounting	4
ACCT	2376	Manufacturing Accounting	3
BUSI	2315	CAPSTONE: Business Administration Practicum	3

TOTAL CREDIT HOURS: 62

Identifies courses to fulfill minimum 15 hour General Education Requirement

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

TASP Eligible

CREDIT HOURS

FIRST SEMESTER

<u>ENGL</u> 1301	<u>Composition</u>	3
ACCT 1301	Introduction to Accounting	3
IMGT 1312	Introduction to Computer Applications	3
BUSI 1340	Business Mathematics Using Electronic Calculators	3
BUSI 1302	Principles of Management	3

SECOND SEMESTER

<u>SPCH</u> 1321	<u>Business & Professional Speaking</u>	3
COTP 1314	Word Processing I	3
BUSI 1359	Business Communications	3
ACCT 1374	Payroll Accounting	3
BUSI 1305	Personnel Management	3

THIRD SEMESTER

IMGT 2312	Electronic Spreadsheets	3
<u>MATH</u> 1314	<u>College Algebra</u>	3
BUSI 2301	Business Law	3
BUSI 2320	Small Business Management	3
BUSI 1390	Human Relations	3

FOURTH SEMESTER

<u>PSYC</u> 2301	<u>General Psychology</u>	3
<u>ECON</u> 2301	<u>Principles of Economics I -Macro</u>	3
IMGT 1301	Operating Systems	3
BUSI 2330	Principles of Marketing	3
BUSI 2315	CAPSTONE: Business Administration Practicum	3

TOTAL CREDIT HOURS: 60

Identifies courses to fulfill minimum 15 hour General Education Requirement

BUSINESS ADMINISTRATION
TECH PREP
ENHANCED SKILLS CERTIFICATE

SEMESTER			<u>CREDIT HOURS</u>
SPCH	1318	Interpersonal Communication	3
BUSI	2340	Team Work & Problem Solving	3
BUSI	2350	Computerized Business Applications	3
BUSI	2360	Human Resource Management	3

TOTAL CREDIT HOURS: 12

Business Computer Systems

Computer Specialist, Associate of Applied Science

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

Networking Specialist, Associate of Applied Science

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

ADVISORY COMMITTEE

Ed Beatty

NASA, IBM, TSTC (retired), McAllen

Diana Berger

Weslaco ISD

Mike Crews

School of Business Administration,

UT-Pan American, Edinburg

George Herrera

McAllen ISD

Sonia Mata-Lozano

McAllen ISD

Nick Morales

Computer Center,

UT-Pan American, Edinburg

James Page

International Plant Foods, McAllen

Sonia Perez

Area Manager, Southwestern Bell

Tomas Perez

McAllen ISD

Les Rydl

School of Business Administration,

UT-Pan American, Edinburg

Herb Sanchez

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

McAllen

Steve Wingert

The Monitor, McAllen

BUSINESS COMPUTER SYSTEMS

ASSOCIATE OF APPLIED SCIENCE

Specialization: Computer Specialist

TASP Eligible

			<u>CREDIT HOURS</u>
FIRST SEMESTER			
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
ACCT	1301	Introduction to Accounting	3
IMGT	2421	Networking Concepts	3
ELCT	1308	Principles of Electronics	3
SECOND SEMESTER			
IMGT	1321	Database I	3
IMGT	1331	Data Communications	3
IMGT	1412	Program Design & Development	4
IMGT	2342	System Administration	3
ELCT	1321	Technical DOS	3
THIRD SEMESTER			
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
IMGT	1314	Management of Windows Applications	3
<u>MATH</u>	<u>1314</u>	<u>College Algebra</u>	3
IMGT	2331	Advanced Microcomputer Applications	3
ELCT	1322	Basic Computer Systems Repair	3
FOURTH SEMESTER			
ENGL	1302	Rhetoric	3
		<u>Social/Behavioral Science Elective</u>	3
IMGT	2423	Database II	4
IMGT	2341	Software Integration	3
IMGT	2343	CAPSTONE: Systems Management	3

TOTAL CREDIT HOURS: 62

Identifies courses to fulfill minimum 15 hour General Education Requirement

Social/Behavioral Science Electives:

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

BUSINESS COMPUTER SYSTEMS

ASSOCIATE OF APPLIED SCIENCE

Specialization: Networking Specialist

TASP Eligible

CREDIT HOURS

FIRST SEMESTER

<u>COSC</u>	1301	<u>Microcomputer Applications</u>	3
<u>ENGL</u>	1301	<u>Composition</u>	3
ACCT	1301	Introduction to Accounting	3
IMGT	2421	Networking Concepts	3
IMGT	1302	Operating Systems (DOS)	3

SECOND SEMESTER

IMGT	1321	Database I	3
IMGT	1331	Data Communications	3
IMGT	1412	Program Design & Development	4
IMGT	2342	System Administration	3
		One Elective listed below	3

THIRD SEMESTER

<u>SPCH</u>	1311	<u>Introduction to Speech Communication</u>	3
IMGT	1314	Management of Windows Applications	3
<u>MATH</u>	1314	<u>College Algebra</u>	3
IMGT	2323	Network Tech. and Troubleshooting	3
IMGT	2322	Network Design & Development Project	3

FOURTH SEMESTER

ENGL	1302	Rhetoric	3
		<u>Social/Behavioral Science Elective</u>	3
IMGT	2332	Advanced data Communication	4
IMGT	2345	CAPSTONE: Network Project	3
		One Elective listed below	

TOTAL CREDIT HOURS: 61

Identifies courses to fulfill minimum 15 hour General Education Requirement

Social/Behavioral Science Electives:

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

Approved Electives for Networking Specialist Electives:

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

BUSINESS COMPUTER SYSTEMS
TECH PREP
ENHANCED SKILLS CERTIFICATE

SEMESTER			<u>CREDIT HOURS</u>
IMGT	2350	Managing Group Projects	3
IMGT	2355	Business Applications on the Internet	3

Choose two (2) out of the three (3) courses:

SPCH	1318	Interpersonal Communications	3
ENGL	2311	Technical Writing	3
ACCT	2401	Principles of Financial Accounting	4

TOTAL CREDIT HOURS: 16

Computer Science

Computer Information Systems, Associate of Science

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

Computer Science, Associate of Science

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

Career Opportunities:

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

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

Academic Advisement:

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

COMPUTER INFORMATION SYSTEMS ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY

18 Credits

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

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

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

STCC CORE CURRICULUM

42 Credits

In addition to the Field of Study and the Business Foundation hours, the student is required to take 42 hours from the STCC Core Curriculum listed on *pages 57-61* in the catalog.

FIELD OF STUDY: 18

STCC CORE CURRICULUM: 42

TOTAL CREDIT HOURS: 60

COMPUTER SCIENCE ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY

19 Credits

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

STCC CORE CURRICULUM

42 Credits

In addition to the Field of Study, the student is required to take 42 hours from the STCC Core Curriculum listed on *pages 57-61* in the catalog.

FIELD OF STUDY: 19
STCC CORE CURRICULUM: 42
TOTAL CREDIT HOURS: 61

Computerized Office Technology

Secretary Science, Certificate

The Secretarial Science Certificate is a "hands-on" program designed to introduce the student to the office of tomorrow, today. Individuals will be trained to perform basic office operations such as transcribing, answering the telephone, greeting customers/clients, and keyboarding. In addition to mastering keyboard applications, the student also receives an introduction to the computer field.

Word Processing Clerk, Certificate

The Word Processing Clerk Certificate is a one-year program designed to train and involve students with "hands-on" realistic applications on a computer using word processing, database, spreadsheets, DOS and Windows software.

Administrative Assistant, Associate of Applied Science

The Administrative Assistant Associate of Applied Science Degree is designed to train individuals to assist office managers in planning, scheduling and organizing the office. Instruction includes "hand-on" in the areas of computer operations and office skills. This program also includes academic training in the areas of accounting, algebra, composition, psychology and speech.

Legal Secretary, Associate of Applied Science

The Legal Secretary Associate of Applied Science Degree is a two-year program designed to train you to assist attorneys in planning, scheduling and organizing the office. Instruction includes "hands-on" training in legal areas such as court systems, document preparation for various legal areas, and litigation. This program also includes academic training in the areas of accounting, algebra, composition, psychology and speech.

ADVISORY COMMITTEE

Margaret Allison

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

Rita Flores

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

Toni Flores

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

Aracely Garcia

Business Teacher, McAllen ISD

Robert C. Goodwin

Vice President, McAllen National Bank, McAllen

Nancy Schultz

Senior Vice President, Texas State Bank, McAllen

Melanie Villarreal

Legal Assistant, Neil Norquest, Attorney, McAllen

SECRETARY SCIENCE CERTIFICATE

TASP Waived

CREDIT HOURS

FIRST SEMESTER

COTP	1311	Intermediate Typing	3
ENGL	1312	Business Writing or ENGL 1301	3
BUSI	1390	Human Relations	3
MATH	106	Technical Business Mathematics	3
**		DIRECTED ELECTIVE	3

SECOND SEMESTER

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

CAPSTONE: SECRETARY SCIENCE EXIT EXAM

NOTE: PROOFREADING AND ETHICS TAUGHT THROUGHOUT CURRICULUM

****DIRECTED ELECTIVES:**

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

TOTAL CREDIT HOURS: 30

WORD PROCESSING CLERK CERTIFICATE

TASP Waived

			<u>CREDIT HOURS</u>
FIRST SEMESTER			
COTP	1311	Intermediate Typing	3
ENGL	1312	Business Writing or ENGL 1301	3
COTP	1314	Word Processing I	3
IMGT	1302	Operating Systems (DOS)	3
**		DIRECTED ELECTIVE	3

SECOND SEMESTER

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

CAPSTONE: WORD PROCESSING CLERK EXIT EXAM

NOTE: PROOFREADING AND ETHICS TAUGHT THROUGHOUT CURRICULUM

****DIRECTED ELECTIVES:**

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

TOTAL CREDIT HOURS: 30

ADMINISTRATIVE ASSISTANT ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

CREDIT HOURS

FIRST SEMESTER

COTP	1311	Intermediate Typing	3
<u>ENGL</u>	<u>1301</u>	<u>English Composition or ENGL 1312</u>	3
COTP	1313	SpeedWrite	3
<u>MATH</u>	<u>1314</u>	<u>College Algebra</u>	3
IMGT	1302	Operating Systems (DOS)	3

SECOND SEMESTER

COTP	1321	Advanced Typing	3
COTP	1314	Word Processing I	3
IMGT	1314	Management of Windows Appl.	3
COTP	1323	Office Procedures	3
<u>GENERAL EDUCATION ELECTIVE-Social & Behavioral Sciences</u>			3

THIRD SEMESTER

COTP	2324	Word Processing II	3
COTP	2311	Machine Transcription	3
COTP	2312	Business Correspondence	3
<u>SPCH</u>	<u>1311</u>	<u>Introduction to Speech Communication</u>	3
<u>GENERAL EDUCATION ELECTIVE</u>			3

FOURTH SEMESTER

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

NOTE: PROOFREADING AND ETHICS TAUGHT THROUGHOUT CURRICULUM

**DIRECTED ELECTIVES:

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

TOTAL CREDIT HOURS: 61

Identifies courses to fulfill minimum 15 hour General Education Requirement

LEGAL SECRETARY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

			<u>CREDIT HOURS</u>
FIRST SEMESTER			
COTP	1311	Intermediate Typing	3
<u>ENGL</u>	<u>1301</u>	<u>Composition or ENGL 1312</u>	3
COTP	1312	Introduction to the Law Office	3
<u>MATH</u>	<u>1314</u>	<u>College Algebra</u>	3
COTP	1313	SpeedWrite/or IMG T 1302 Operating Systems (DOS)	3
SECOND SEMESTER			
COTP	1321	Advanced Typing	3
COTP	1314	Word Processing I	3
COTP	1322	Survey of Legal Sys. and Doc. I	3
COTP	1331	Litigation Support Procedures	3
<u>GENERAL EDUCATION ELECTIVE-Social & Behavioral Sciences</u>			3
THIRD SEMESTER			
COTP	2324	Word Processing II	3
COTP	2311	Machine Transcription	3
COTP	2312	Business Correspondence	3
COTP	2332	Survey of Legal Sys. and Doc. II	3
<u>SPCH</u>	<u>1311</u>	<u>Intro. to Speech Communication</u>	3
FOURTH SEMESTER			
ACCT	2401	Principles of Financial Accounting	4
<u>GENERAL EDUCATION ELECTIVE</u>			3
<u>**DIRECTED ELECTIVE</u>			3
<u>GENERAL EDUCATION ELECTIVE-Humanities/Fine Arts</u>			3
COTP	2344	CAPSTONE: Adv. Office Tech/Management Internship	3

NOTE: PROOFREADING AND ETHICS TAUGHT THROUGHOUT CURRICULUM

****DIRECTED ELECTIVES:**

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

TOTAL CREDIT HOURS: 61

Identifies courses to fulfill minimum 15 hour General Education Requirement

SMALL BUSINESS ADMINISTRATION
TECH PREP
ENHANCED SKILLS CERTIFICATE

SEMESTER			<u>CREDIT HOURS</u>
ACCT	2402	Principles of Managerial Accounting	4
BUSI	2320	Small Business Management	3
IMGT	2331	Adv. Microcomputer Applications	3
BUSI	2330	Principles of Marketing	3

TOTAL CREDIT HOURS: 13

Criminal Justice

Criminal Justice, Associate of Science

The need for college-level training in the field of law enforcement has grown dramatically. Agencies in law enforcement, the judicial process, corrections, probation

and parole programs have recognized the value of college training for their employees. Individuals completing these programs are prepared to enter any public safety agency at the federal, state, and local levels, as well as the private sectors of insurance and security technology.

CRIMINAL JUSTICE ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY

21 Credits

CRIJ	1301	Intro. to Criminal Justice
CRIJ	1306	The Courts and Criminal Procedure
CRIJ	1307	Crime in America
CRIJ	1310	Fundamentals of Criminal Law
SOCI	2339	Criminology - Juvenile Delinquency
BUSI	2301	Business Law
BUSI	2302	Legal Environment of Business

STCC CORE CURRICULUM

42 Credits

In addition to the Field of Study, the student is required to take 42 hours from the STCC Core Curriculum listed on pages 57-61 in the catalog.

FIELD OF STUDY: 21

STCC CORE CURRICULUM: 42

TOTAL CREDIT HOURS: 63

Legal Assisting

Legal Assisting, Associate of Applied Science

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

ADVISORY COMMITTEE

Micaela Alvarez

Attorney, Law Office of Ronald G. Hole, McAllen

Frederick J. Biel

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

Lynn E. Coleman

Attorney, Thornton Summers Biechlin Dunham & Brown, L.C., McAllen

Alice Garza

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

Diane Hargrove

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

Mike Hearn

Adv. Comm., President

Law Office of Michael Hearn, McAllen

Dayna M. Leggett

Legal Assitant

Cardenas Whitis & Stephen, L.L.P., McAllen

Mary Ellen Stocker

Legal Assistant*

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

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

A. Peter Thaddeus

Adv. Comm. Vice President

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

Reveriano Torres III

Legal Assistant, Texas Rural Legal Aid, Edinburg

Melanie Villarreal,

Certified Legal Assistant*

Passmore Walker and Twenhafel, McAllen

**Board Certified Legal Assistant Civil Trial Law
Texas Board of Legal Specialization*

LEGAL ASSISTING ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

CREDIT HOURS

FIRST SEMESTER

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

SECOND SEMESTER

LEGL	1301	Litigation I	3
LEGL	1302	Principles of Family Law	3
LEGL	1303	Law Office Practice and Procedures	3
COTP	2324	Word Processing II	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

SUMMER SEMESTER (6 Weeks)

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

THIRD SEMESTER

LEGL	2301	Litigation II	3
LEGL	2302	Wills, Trusts, and Probate Administration	3
LEGL	2303	Civil Remedies	3
LEGL	2304	Legal Communications	3
<u>MATH</u>	<u>1314</u>	<u>College Algebra</u>	3

FOURTH SEMESTER

LEGL	2305	Real and Personal Property Transactions	3
LEGL	2306	Selected Topics in Administrative Law	3
LEGL	2307	Survey of Individual Rights under Federal Law	3
LEGL	2308	Legal Business Organization	3
<u>GOVT</u>	<u>2301</u>	<u>American Government I</u>	3

SUMMER SEMESTER (12 Weeks)

LEGL	2310	Legal Assistant Capstone Course	3
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TOTAL CREDIT HOURS: 69

Identifies courses to fulfill minimum 15 hour General Education Requirement

Public Service Administration

Public Service Administration, Associate of Applied Science

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

ADVISORY COMMITTEE

Rosie Cavazos

Director, Texas Workforce Commission

Dr. Jose Hinojosa

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

Yvonne "Bonnie" Gonzalez

Chief Executive Officer,
Rio Grande Valley Empowerment Zone Corp.

Dr. Eva Hughes

Educational Support Services,
McAllen Independent School District

Antonio Ocana

Area Manager, Texas Rehabilitation Commission

Mike Perez

City Manager, City of McAllen

Ernest Silva

Assistant City Manager, City of Pharr

Sheila Pankratz

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

Julianne Rankin

Director of Planning, City of McAllen

Rigoberto Villarreal

Director of Operations, Quality Therapy

Dr. Roberto Zamora

Superintendent of Schools,
La Joya Independent School District

PUBLIC SERVICE ADMINISTRATION

ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

			<u>CREDIT HOURS</u>
FIRST SEMESTER			
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>MATH</u>	<u>1314</u>	<u>College Algebra</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
PSAP	1301	Introduction to Public Administration	3
PSAP	1302	Public Sector Supervision	3
SECOND SEMESTER			
<u>SPCH</u>	<u>1321</u>	<u>Business & Professional Speaking</u>	3
ENGL	1312	Business Writing	3
PSAP	1303	Principles of Public Administration	3
PSAP	1304	Governmental Agencies	3
PSAP	1305	Public Relations in the Public Sector	3
SUMMER SESSION			
HIST	1301	United States History I	3
HIST	1302	United States History II	3
THIRD SEMESTER			
ACCT	1301	Introduction to Accounting	3
GOVT	2301	American Government I	3
IMGT	2312	Electronic Spreadsheets	3
PSAP	2305	Ethics in the Public Sector	3
PSAP	2310	Human Resource Management in the Public Sector	3
FOURTH SEMESTER			
GOVT	2302	American Government II	3
<u>ECON</u>	<u>2301</u>	<u>Principles of Economics I - Macro</u>	3
PSAP	2320	Budgeting in the Public Sector	3
PSAP	2330	Urban Planning	3
SUMMER SESSION			
PSAP	2340	CAPSTONE: Practicum in Administrative Techniques	3

TOTAL CREDIT HOURS: 66

Identifies courses to fulfill minimum 15 hour General Education Requirement

DIVISION OF COMMUNICATION, FINE ARTS AND HUMANITIES

Department of Fine Arts 88
Fine Arts Associate of Arts

Department of Liberal Arts 89
Liberal Arts Associate of Arts

Department of 2+2 Teacher Preparation 91
2+2 Teacher Preparation Associate of Arts

Fine Arts

Fine Arts, Associate of Arts

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

FINE ARTS ASSOCIATE OF ARTS

TASP Eligible

FIELD OF STUDY

24 Credits

Fine Arts Foundation

12 credits

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

Free Elective Studio

6 credits

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

2-D Studio

3 credits

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

ARTS 2316 Painting I
ARTS 2333 Printmaking I

ARTS 2316 Painting I
ARTS 2317 Painting II
ARTS 2326 Sculpture I
ARTS 2327 Sculpture II
ARTS 2333 Printmaking I
ARTS 2334 Printmaking II
ARTS 2346 Ceramics I
ARTS 2347 Ceramics II

3-D Studio

3 credits

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

ARTS 2326 Sculpture I
ARTS 2346 Ceramics I

STCC CORE CURRICULUM

42 Credits

In addition to the Field of Study, the student is required to take 42 hours from the STCC Core Curriculum listed on pages 57-61 in the catalog.

FIELD OF STUDY: 24

STCC CORE CURRICULUM: 42

TOTAL CREDIT HOURS: 66

Liberal Arts

Liberal Arts, Associate of Arts

The Liberal Arts program provides you with a broad-based education and promotes the thinking skills necessary to be successful in a rapidly changing world. The program offers course selections in art, music, history, communications, literature, philosophy, drama and

languages, all of which complement and strengthen any career. Liberal Arts promotes self-confidence and trains the student to analyze and think clearly on any subject. Liberal Arts also cultivates communication skills necessary in the larger community and in the global economy. This degree transfers to four year institutions and provides the educational foundation necessary for the successful completion of a Baccalaureate Degree.

LIBERAL ARTS ASSOCIATE OF ARTS

TASP Eligible

FIELD OF STUDY

24 Credits

The student must select 24 hours of electives from the following list. One course must be taken in each of the 5 areas (15 hours). The remaining 3 courses (9 hours) may be chosen from any of the 5 areas. These must not duplicate courses taken to fulfill the STCC Core Curriculum requirements.

Fine Arts

ARTS	1301	Art Appreciation
ARTS	1303	Art History I
ARTS	1304	Art History II
DRAM	1310	Theater Appreciation
MUSI	1306	Music Appreciation
MUSI	1166	Woodwind I
MUSI	1167	Woodwind II

English

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

Humanities

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

Modern Languages

SPAN	1300	Spanish Conversation I
SPAN	1310	Beginning Conversation II
SPAN	2311	Intermediate Spanish I
SPAN	2312	Intermediate Spanish II
SPAN	2313	Spanish Conversation I (Native Speakers)
SPAN	2315	Spanish Conversation II (Native Speakers)

Oral Communication

SPCH 1311 Intro. to Speech Communication
SPCH 1315 Public Speaking
SPCH 1318 Interpersonal Communication
SPCH 1321 Business & Professional Speaking

STCC CORE CURRICULUM**42 Credits**

In addition to the Field of Study, the student is required to take 42 hours from the STCC Core Curriculum listed on *pages 57-61* in the catalog.

FIELD OF STUDY: 24**STCC CORE CURRICULUM: 42****TOTAL CREDIT HOURS: 66**

2+2 Teacher Preparation

2+2 Teacher Preparation, Associate of Arts

The Associate of Arts Degree in 2+2 Teacher Preparation gives students the opportunity to take 63 hours of general education courses at STCC and then transfer into a four year university's School of Education.

2+2 TEACHER PREPARATION ASSOCIATE OF ARTS

TASP Eligible

FIELD OF STUDY

21 Credits

EDUC	1301	Introduction to Education
SPAN	2315	Spanish II-Native Speaker
ENGL	2326	American Literature
SPCH	1311	Introduction to Speech Communication
PSYC	2301	General Psychology
SOCI	1301	Introduction to Sociology
PHED		Any three courses

Note: In addition to the Field of Study, Special Education and Physical Education majors must take the following course: *BIOL 2402-Anatomy & Physiology II*.

STCC CORE CURRICULUM

42 Credits

In addition to the Field of Study, the student is required to take 42 hours from the STCC Core Curriculum listed on pages 57-61 in the catalog. **The 2+2 Teacher Preparation Degree requires specific courses be taken within the Core Curriculum in order to meet requirements of The University of Texas-Pan American Teacher Preparation Program. The required courses are as follows:**

Literature		3 credits
ENGL	2300	Intro. to Literature
Arts		3 credits
ARTS	1301	Art Appreciation

Cross-Cultural Studies		3 credits
SPAN	2313	Spanish Conversation I- Native Speaker or SPAN 1300 for Non-Native Speaker

Physical/Life Sciences		8 credits
BIOL	1408	General Biology I
BIOL	1409	General Biology II

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

FIELD OF STUDY: 21

STCC CORE CURRICULUM: 42

TOTAL CREDIT HOURS: 63

DIVISION OF MATH AND SCIENCES

Interdisciplinary Studies	93
with Emphasis in Biology	Associate of Science
Interdisciplinary Studies	94
with Emphasis in Engineering	Associate of Science
Interdisciplinary Studies	95
with Emphasis in Mathematics	Associate of Science
Interdisciplinary Studies	96
with Emphasis in Physics	Associate of Science

Interdisciplinary Studies with Emphasis in Biology

Interdisciplinary Studies with Emphasis in Biology, Associate of Science

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

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

INTERDISCIPLINARY STUDIES with Emphasis in Biology ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY

18 Credits

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

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

STCC CORE CURRICULUM

42 Credits

In addition to the Field of Study, the student is required to take 42 hours from the STCC Core Curriculum listed on pages 57-61 in the catalog.

FIELD OF STUDY: 18

STCC CORE CURRICULUM: 42

TOTAL CREDIT HOURS: 60

Interdisciplinary Studies with Emphasis in Engineering

Interdisciplinary Studies with Emphasis in Engineering, Associate of Science

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

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

INTERDISCIPLINARY STUDIES with Emphasis in Engineering ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY

19 Credits

The student is required to take a minimum of 19 hours from the following list of courses:

MATH 2413	Calculus I
MATH 2414	Calculus II
MATH 2415	Calculus III
ENGR 1201	Intro. to Engineering
ENGR 1304	Engineering Graphics
ENGR 2301	Statics
ENGR 2302	Dynamics

STCC CORE CURRICULUM

42 Credits

In addition to the Field of Study, the student is required to take 42 hours from the STCC Core Curriculum listed on *pages 57-61* in the catalog.

FIELD OF STUDY: 19

STCC CORE CURRICULUM: 42

TOTAL CREDIT HOURS: 61

Interdisciplinary Studies with Emphasis in Mathematics

Interdisciplinary Studies with Emphasis in Mathematics, Associate of Science

The Associate of Science degree in Interdisciplinary Studies offers students the opportunity to take a core curriculum of general education with an emphasis in Mathematics. Mathematics majors have many potential career opportunities.

They may provide technical assistance in business, engineering science, medicine and many other fields, such as:

- Actuary
- Statistician
- Teacher
- Consultant
- Operations Researcher

INTERDISCIPLINARY STUDIES with Emphasis in Mathematics ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY

18 Credits

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

MATH 2312 Pre-Calculus
MATH 2413 Calculus I
MATH 2414 Calculus II
MATH 2415 Calculus III
MATH 2318 Linear Algebra
MATH 2320 Differential Equations

STCC CORE CURRICULUM

42 Credits

In addition to the Field of Study, the student is required to take 42 hours from the STCC Core Curriculum listed on *pages 57-61* in the catalog.

FIELD OF STUDY: 18
STCC CORE CURRICULUM: 42
TOTAL CREDIT HOURS: 60

Interdisciplinary Studies with Emphasis in Physics

Interdisciplinary Studies with Emphasis in Physics, Associate of Science

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

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

INTERDISCIPLINARY STUDIES with Emphasis in Physics ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY

20 Credits

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

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

STCC CORE CURRICULUM

42 Credits

In addition to the Field of Study, the student is required to take 42 hours from the STCC Core Curriculum listed on *pages 57-61* in the catalog.

FIELD OF STUDY: 20

STCC CORE CURRICULUM: 42

TOTAL CREDIT HOURS: 62

DIVISION OF NURSING/ALLIED HEALTH

Emergency Medical Technology Program	98
EMT-Basic	Certificate
EMT-Intermediate	Certificate
EMT-Paramedic	Associate of Applied Science
Health Information Technology Program	103
Health Information Technology	Associate of Applied Science
Health Information Technology	Tech Prep Enhanced Skills Certificate
Health Unit Coordination Technology Program	106
Health Unit Coordination Technology	Certificate
Licensed Vocational Nursing Program	108
Licensed Vocational Nursing	Certificate
Medical Information Program	110
Medical Information Specialist	Certificate
Medical Transcriptionist	Certificate
Occupational Therapy Assisting Program	113
Occupational Therapy Assisting	Associate of Applied Science
Patient Care Assistant Program	115
Patient Care Assistant	Certificate
Radiologic Technology Program	116
Radiologic Technology	Associate of Applied Science

Emergency Medical Technology

Emergency Medical Technology

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

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

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

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

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

Students may complete the certificate in 2 and 4 semesters. Courses taken for the certificate program may be applied towards completion of the two year Associate of Applied Science Degree in Emergency Medical Technology.

Program Entry Requirements

Must be 18 years of age, high school diploma or GED, and a valid Texas Drivers License.

Students must then complete an application for admission, satisfy assessment requirements and attend any required information or registration sessions. Students must also complete an EMT Department Application, as well as submit current copies of immunization records including TB test within the last 5 months, recent medical physical exam, Certification in Adult, Child, and Infant CPR.

- Pre-TASP minimum score of 8 in Writing or successful completion of ENGL 81
- Pre-TASP minimum score of 12 in Reading or successful completion of ENGL 80
- Pre-TASP minimum score of 17 in Math or successful completion of Math 85

Graduation Requirements

To earn the Emergency Medical Technology Certificate or Associate of Applied Science Degree, a student must complete all coursework as prescribed and maintain a 2.0 grade point average.

ADVISORY COMMITTEE

Mary Alejandro, RN

ER Director, McAllen Medical Center

Julie Benson, EMT-P

Clinical Director, Ameristat Ambulance

Horacio Cantu, EMT-P

EMS Director, Ameristat Ambulance

Sally Carpenter, RN

ER Director, McAllen Heart Hospital

Primo De La Rosa, EMT-P

Supervisor, Edinburg EMS

George Flores, EMT

CEO/Director, MEDCARE Ambulance

Noel Garcia, EMT-P

EMS Director, Starr County EMS

Atanacio Garza, EMT-I

CEO, Edinburg EMS

Mack Gilbert, EMT-P

Director, TRANS MED

Dennis Hebner, EMT-P

EMS Training Officer, Harlingen EMS

Fred Moreno, RN

ER Director, Mission Hospital

Terry Posluszny, MD, FACC

EMT Program Medical Director, Private Practice

Arturo Rodriguez, RRT, RN, EMT-P

EMS Director, City of Brownsville

Jesse Rodriguez, EMT-P

Director, EM-CARE Ambulance

Roy Rubio, EMT

Fire Chief, Weslaco Fire Department

Noemi Sanchez, EMT-I

TDH EMS Program Director

Carlos E. Tello, EMT-P

TDH EMS Specialist

Rick Vaiz, EMT-P

CEO, A.C.T. Ambulance

EMERGENCY MEDICAL TECHNOLOGY

Intermediate - CERTIFICATE

TASP Waived

			<u>CREDIT HOURS</u>
FIRST SEMESTER			
EMTB	1601	Emergency Medical Tech	6
EMTB	1202	EMTB Lab	2
EMTB	1103	EMTB Clinical	1
ENGL	1312	Business Writing or ENGL 1301	3

Emergency Medical Technician Basic

SECOND SEMESTER			
EMTI	1311	EMT-Intermediate	3
EMTI	1312	EMTI Lab	3
EMTI	1213	EMTI Clinical	2
MATH	107	Math for Allied Health	3
SPCH	1318	Interpersonal Communication or SPCH 1311	3

Emergency Medical Technician Intermediate Certificate

TOTAL CREDIT HOURS: 26

EMERGENCY MEDICAL TECHNOLOGY

Paramedic - CERTIFICATE

TASP Eligible

CREDIT HOURS

FIRST SEMESTER

EMTB	1601	Emergency Medical Tech	6
EMTB	1202	EMTB Lab	2
EMTB	1103	EMTB Clinical	1
ENGL	1312	Business Writing or ENGL 1301	3

Emergency Medical Technician Basic

CAPSTONE: Successful passing of Texas Department of Health State Certificate Exam - Basic Level

SECOND SEMESTER

EMTI	1311	EMT-Intermediate	3
EMTI	1312	EMTI Lab	3
EMTI	1213	EMTI Clinical	2
MATH	107	Math for Allied Health	3
SPCH	1318	Interpersonal Communication or SPCH 1311	3

Emergency Medical Technician Intermediate Certificate

CAPSTONE: Successful passing of Texas Department of Health State Certificate Exam - Intermediate Level

THIRD SEMESTER

EMTP	2221	EMS Cardiology	2
EMTP	2224	EMS Pharmacology	2
EMTP	2223	EMTP Clinical I	2
EMTP	2222	EMTP Lab I	2
IMGT	1312	Intro. to Computer App. or COSC 1301	3

FOURTH SEMESTER

EMTP	2134	EMS Rescue & Extrication	1
EMTP	2136	EMS Driving	1
EMTP	2631	EMT Paramedic	6
EMTP	2232	EMTP Lab II	2
EMTP	2233	EMTP Clinical II	2

CAPSTONE: Successful passing of Texas Department of Health State Certificate Exam - Paramedic Level

TOTAL CREDIT HOURS: 49

EMERGENCY MEDICAL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

			<u>CREDIT HOURS</u>
FIRST SEMESTER			
EMTB	1601	Emergency Medical Technician	6
EMTB	1202	EMTB Lab	2
EMTB	1103	EMTB Clinical	1
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>SPCH</u>	<u>1311</u>	<u>Intro to Speech Communication or SPCH 1318</u>	3
SECOND SEMESTER			
EMTI	1311	EMT-Intermediate	3
EMTI	1312	EMTI Lab	3
EMTI	1213	EMTI Clinical	2
<u>BIOL</u>	<u>2401</u>	<u>Anatomy & Physiology I</u>	4
MATH	107	Math for Allied Health	3
THIRD SEMESTER			
EMTP	2221	EMS Cardiology	2
EMTP	2224	EMS Pharmacology	2
EMTP	2223	EMTP Clinical I	2
EMTP	2222	EMTP Lab I	2
BIOL	2402	Anatomy & Physiology II	4
<u>SOCI</u>	<u>1301</u>	<u>Intro to Sociology</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
FOURTH SEMESTER			
COSC	1301	Microcomputer Applications	3
EMTP	2136	EMS Driving	1
EMTP	2235	EMS Management	2
EMTP	2631	EMT Paramedic	6
EMTP	2232	EMTP Lab II	2
EMTP	2233	EMTP Clinical II	2
EMTP	2134	EMS Rescue & Extrication	1

CAPSTONE: Successful passing of Texas Department of Health State Certificate Exam - Paramedic Level

TOTAL CREDIT HOURS: 65

Identifies courses to fulfill minimum 15 hour General Education Requirement

Health Information Technology

Health Information Technology, Associate of Applied Science

Health information technicians are responsible for maintaining components of health information systems consistent with the medical administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system. In all types of facilities, and in various locations within a facility, the medical record technician possesses the technical knowledge and skills necessary to process, maintain, complete and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; abstract and code clinical data using appropriate classification systems; and analyze health records according to standards. As part of the degree plan, students will complete an internship enabling them to gain real world experience.

**The program is pending review by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP) in cooperation with the Council on Accreditation of the American Health Information Management Association (AHIMA). When the program receives accreditation, students will be eligible to apply for the national examination that qualifies them for a certificate as an Accredited Record Technician (ART).*

ADVISORY COMMITTEE

Gordon B. Daniels

Medical Records Coordinator,
Tropical Texas Center for Mental Health
and Mental Retardation

Sylvia Franco, ART

Director, Health Information Department
McAllen Medical Center

Gloria Gutierrez

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

Minerva Lamar Martinez, RRA

Director, Health Information Department
Starr County Hospital

Sally Rivera, ART

Director, Health Information Department
Rio Grande Regional Hospital

Delia Saeta, ART

Director, Health Information Department
Mission Hospital

Margie Salinas, ART

Coder, Health Information Department
McAllen Medical Center

Toni Vavra, ART

Director, Health Information Department
Knapp Medical Center

Lisa Zahl, RRA

Director, Health Information Department
Edinburg Hospital

HEALTH INFORMATION TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

			<u>CREDIT HOURS</u>
SUMMER SEMESTER			
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>BIOL</u>	<u>1408</u>	<u>General Biology I</u>	4
FIRST SEMESTER			
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>BIOL</u>	<u>2401</u>	<u>Anatomy & Physiology I</u>	4
MIPR	1300	Intro. to Health Info. Science	3
MIPR	1301	Medical Terminology I	3
IMGT	1302	Operating Systems DOS	3
SECOND SEMESTER			
<u>BIOL</u>	<u>2402</u>	<u>Anatomy & Physiology II</u>	4
MIPR	1303	General Pathology	3
HITP	1202	Legal Aspects of Medical Records	2
MIPR	1311	International Classification of Diseases I	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
THIRD SEMESTER			
HITP	2201	Directed Practice I	2
MIPR	2305	Basic Pharmacology	3
MIPR	2311	International Classification of Diseases II	3
HITP	1302	Health Info. Science II	3
<u>SPCH</u>	<u>1321</u>	<u>Business & Professional Speaking</u>	3
<u>MATH</u>	<u>1314</u>	<u>College Algebra</u>	3
FOURTH SEMESTER			
MIPR	2322	Current Procedural Terminology Coding - CPT4	3
HITP	2323	Personnel Management - Health Care	3
HITP	2224	Health Care Statistics	2
HITP	2325	Quality Improvement in Health Information	3
HITP	2326	Management Principles in Health Information	3
HITP	2306	CAPSTONE: Directed Practice II	3

TOTAL CREDIT HOURS: 72

Identifies courses to fulfill minimum 15 hour General Education Requirement

HEALTH INFORMATION TECHNOLOGY

TECH PREP

ENHANCED SKILLS CERTIFICATE

SEMESTER		<u>CREDIT HOURS</u>
Choose three (3) out of the five (5) courses:		
ACCT	2401 Principles of Financial Accounting	4
BUSI	2340 Team Work & Problem Solving	3
BUSI	1359 Business Communication	3
IMGT	2312 Electronic Spreadsheets	3
HITP	2327 Utilization Review	3

TOTAL CREDIT HOURS: 16

Health Unit Coordination Technology

Health Unit Coordination Technology, Certificate

Health care unit coordinators work at the nurses' station in health care facilities and coordinate the non-clinical activities related to patient care. Duties include transcribing doctors' orders, scheduling diagnostic tests and treatments for patients, managing patients' charts and unit supplies. Health unit coordinators work closely with physicians, nurses and other health personnel.

Graduates of this program may become certified health unit coordinators by passing a national certification exam sponsored by the National Association of Health Unit Coordinators. Health unit coordinators pursue a lifelong program of continuing education. This program is often the springboard to the student's completion of a patient health related career. As part of the program, students will complete an internship enabling the student to gain real world experience.

ADVISORY COMMITTEE

Maggie Barreiro

Nursing Department, McAllen Medical Center

Emma Corkill

Nursing Department, Edinburg Hospital

Elma Longoria

Nursing Department, Edinburg Hospital

Veronica Muñoz

Nursing Department,

Valley Grande Manor Nursing Home, Weslaco

Antonio Nieto Jr.

Transportation Department,

Edinburg Consolidated Independent School District

Virginia Rial

Nursing Department, Knapp Medical Center

Carmen Rodriguez

Nursing Department, Mission Hospital

Irma Rodriguez, RRA

Health Information Technology Instructor, STCC

Janie Viers

Education Department, Rio Grande Regional Hospital

HEALTH UNIT COORDINATION TECHNOLOGY CERTIFICATE

TASP Waived

CREDIT HOURS

FIRST SEMESTER

PTCA	1405	Body Systems	4
MIPR	1300	Intro. to Health Info. Science	3
MIPR	1301	Medical Terminology I	3
HUCP	1300	Introduction to Health Unit Coordinator	3
ENGL	1312	Business Writing	3

SECOND SEMESTER

HUCP	1321	Health Unit Coordinator Procedures	3
HUCP	1225	Health Unit Coordinator Procedures - Lab	2
MATH	107	Math for Applied Health	3
IMGT	1312	Introduction to Computer Applications	3
HUCP	1230	CAPSTONE: Health Unit Coordinator Practicum	2

TOTAL CREDIT HOURS: 29

Licensed Vocational Nursing

Licensed Vocational Nursing, Certificate

This is an intensive one year certificate program that offers classroom instruction and related clinical practice in the four basic areas of nursing care of adults, mothers and newborns, children and the elderly. The primary role of the graduate of the vocational nursing program is to provide nursing care for patients in structured health care settings who are experiencing common, well defined health problems with predictable outcomes.

Students seeking entry in the Vocational Nursing program must file a specific program application form and complete additional admission procedures as required.

Program Admission Requirements

1. Admission to the College.
2. High school graduate or complete GED.
3. Pass the Pre-TASP examination with minimum scores as

follows: Reading = 12
 Writing = 11
 Math = 17

NOTE: Passing TASP in all three areas or achieving equivalent scores on SAT or ACT may be substituted for pre-TASP.

4. Completion of specific program application form and additional admission procedures as required. Applications are available from the Campus Information Center, Office of Counseling and Advising, Office of Admissions and the Division of Nursing/Allied Health.

NOTE: Selection Criteria

Selection criteria of the vocational nursing program is based on a point system of grade point average, courses taken, work experience, and certification in the health field. Due to the limited number of program slots available, ranking of students with the same scores will be based on date applications are submitted. Application must be received by the Office of Admissions and Records by **April 1st** to be considered for the fall class. The vocational nursing program admits one class of students each fall semester.

ADVISORY COMMITTEE

Bob Crone

Administrator
Briarcliff Nursing Home

Linda Daum, RN

Asst. Admin./Nursing
McAllen Medical Center

Linda Fraser

Director, Career Education
Mission ISD

Carl Lueg

Administrator
Twinbrooke South, McAllen

Guadalupe Luna, RN

Melody Home Care, McAllen

Sue Gay, RN

Health Occupations Instructor
Edcouch High School

Kathleen Mowery

Education Director
Mission Hospital

Thalia Muñoz, RN

Administrator
Starr County Memorial Hospital

Evie Requenez

JTPA, McAllen

Ray Rubio

Administrator
Retama Manor nursing Center, Rio Grande City

LICENSED VOCATIONAL NURSING CERTIFICATE

TASP Waived

CREDIT HOURS

FALL SEMESTER

LVNU 1402	Anatomy and Physiology	4
LVNU 1203	Sciences for VN	2
LVNU 1204	Geriatrics	2
LVNU 1410	Nursing Skills Theory	4
LVNU 1211	Nursing Skills Theory Lab	2
LVNU 1320	Fundamentals of Nursing	3
LVNU 1221	Clinical I	2

SPRING SEMESTER

LVNU 1305	Pharmacology	3
LVNU 1330	Maternal and Newborn	3
LVNU 1131	Clinical II	1
LVNU 1340	Pediatrics	3
LVNU 1141	Clinical III	1
LVNU 1550	Medical/Surgical	5
LVNU 1251	Clinical IV	2

SUMMER SEMESTER

LVNU 1660	Advanced Medical/Surgical	6
LVNU 1461	Clinical V	4

TOTAL CREDIT HOURS: 47

Medical Information

Medical Information Specialist, Certificate

The Medical Information Management Specialist program is designed to provide health care facilities with professionally trained individuals who will promote the smooth operation of an office or department within a health care agency. These professionals, during the course of overseeing the day-to-day operations, maintain an efficient records management system and utilize a variety of office equipment that facilitates the administrative clerical functions of the medical department/medical office. Medical information management specialists pursue a lifelong program of continuing education. Students enrolling in this program must type a minimum of 35 words per minute as determined by the department evaluation. As part of the program, students will complete an internship enabling them to gain real world experience.

Medical Transcriptionist, Certificate

The Medical Information Transcriptionist Certificate prepares students to type physician dictated reports describing a patient's medical care and condition. These reports include office chart notes, history and physical examinations, consultations, discharge summaries, laboratory tests and diagnostic studies. Medical clinics, hospitals, doctor's offices, private transcription agencies and home offices offer various employment settings for medical transcriptionists. Transcriptionists may pursue a certified medical transcriptionist rating by passing the national certification examination administered by the American Association of Medical Transcriptionists. Medical transcriptionists pursue a lifelong program of continuing education. Students enrolling in this program must type a minimum of 35 words per minute as determined by department evaluation. As part of the program, students will complete an internship enabling them to gain real world experience.

ADVISORY COMMITTEE

Mary Lou Cavazos

Office Manager, Jose E. Igoa, MD, PA

Eulalio Elizondo

Transcriptionist, McAllen Heart Hospital

Irasema Gonzalez

Office Manager, Child Guidance Center

Maribel Hernandez

Transcription/Manager, South Texas Cancer Center

Dora Martinez

Transcription Supervisor, McAllen Medical Center

Jessica Martinez

Medical Records Department,
Starr County Memorial Hospital

Dora Nieto, CHUC

Health Unit Coordination Technology Instructor, STCC

Elvia Reyna, CMT

Manager, Prototype Transcription Service

Irma Rodriguez, RRA

Health Information Technology Instructor, STCC

MEDICAL INFORMATION SPECIALIST CERTIFICATE

TASP Waived

CREDIT HOURS

FIRST SEMESTER

MIPR	1301	Medical Terminology I	3
MIPR	1300	Intro. to Health Information Science	3
LVNU	1402	Anatomy & Physiology	4
MIPR	1210	Medical Office Procedures I	2
ENGL	1312	Business Writing	3

SECOND SEMESTER

MIPR	2210	Medical Office Procedures II	2
MIPR	1303	General Pathology	3
MIPR	1311	International Classification of Diseases I	3
MIPR	2322	Current Procedural Terminology Coding - CPT4	3
MATH	107	Math for Allied Health	3
IMGT	1312	Intro. to Computer Applications	3

THIRD SEMESTER

MIPR	1305	Medical Transcription I	3
BUSI	1390	Human Relations	3
MIPR	2201	CAPSTONE: Practicum Experience	2

TOTAL CREDIT HOURS: 40

MEDICAL TRANSCRIPTIONIST CERTIFICATE

TASP Waived

			<u>CREDIT HOURS</u>
FIRST SEMESTER			
MIPR	1301	Medical Terminology I	3
MIPR	1300	Intro to Health Information Science	3
LVNU	1402	Anatomy & Physiology	4
MIPR	1305	Medical Transcription I	3
ENGL	1312	Business Writing	3
SECOND SEMESTER			
MIPR	2302	Medical Transcription II	3
MIPR	1303	General Pathology	3
MIPR	2305	Basic Pharmacology	3
MIPR	1302	Medical Terminology II	3
MATH	107	Math for Allied Health	3
THIRD SEMESTER			
MIPR	2303	Medical Transcription III	3
BUSI	1390	Human Relations	3
MIPR	1210	Medical Office Procedures I	2
MIPR	2201	CAPSTONE: Practicum Experience	2

TOTAL CREDIT HOURS: 41

Occupational Therapy Assisting

Occupational Therapy Assisting, Associate of Applied Science

The Occupational Assistant Program has received approval from the Texas Higher Education Coordinating Board and has a Developing Program Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Once accreditation of the program has been obtained, its graduates 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). The State of Texas requires that individuals approved to sit for the national certification examination also apply for state licensure before being allowed to practice in the state.

This two year program prepares students for careers as Occupational Therapy Assistants. The state licensed Certified Occupational Therapy Assistant (COTA) works under the direct supervision of an Occupational Therapist, Registered (OTR) to provide services to individuals whose abilities to cope with tasks of living are threatened or impaired by developmental deficits, the aging process, poverty or cultural differences, physical injury or illness, or psychological and social disabilities.

Students seeking entry in the Occupational Assistant Program must file a specific program application form and complete additional admission procedures as required (see application for specific criteria/procedures).

Program Admission Requirements

- Have a high school diploma or GED.
- Meet the score requirement on the TASP test (all three sections) for entrance into college level courses. ONLY TASP exemptions granted for completion of a Bachelor's degree or higher will be accepted. Scores must be current within the last three years. If the scores are more than three years old, the student must take and pass the pre-TASP through the Office of Counseling & Advising.
- Have a GPA of 2.0 in college or high school courses completed.

- Document a minimum of ten (10) hours of volunteer or work experience under the direction of an OTR.
- Complete of prerequisite courses or equivalent as listed in the degree plan.
- Completion a specific program application and additional admission procedures as required.
- Attend an Information and Orientation session or student advisement with OT faculty.

Selection Criteria

The OTA Program selection criteria will be based upon a point system (number of support courses completed multiplied by the grade point average of degree plan courses). Due to a limited number of program slots, all students who meet the requirements with the maximum number of points will be required to complete a personal interview with a professional committee of therapists and faculty prior to final selection for the program.

ADVISORY COMMITTEE

Velma Esparza, OTR

Briarcliff Nursing and Rehab Center

Sonia Finley, OTR

RGV Hand and Industrial Rehab

Maria Elena Galvan, OTR

McAllen Medical Center North Out-Patient Center
and Edinburg Hospital Rehabilitation Unit

Ruth Garza, COTA

Harlingen Occupational Therapy Services

Cecilia Hoffmann, COTA/OTR

McAllen Medical Center Psychiatric Unit

Miguel Ramos, COTA

UT-Pan American Student

Sandra Salinas-Ortiz, OTR

Easter Seals RGV Rehab Therapy

Patty Sheinberg, PT

Edinburg Hospital Physical Therapy Department

Pat West, PT

Warm Springs Rehab Center

Joanne Wetch, RN

Program Director, VBMC Rehabilitation Center

OCCUPATIONAL THERAPY ASSISTING ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

NOTE: Students interested in this program must complete the prerequisite courses prior to applying for admission. Any of the underlined general education courses may be taken prior to the application process; grades made in these courses will be computed in the point system for the student selection process.

			<u>CREDIT HOURS</u>
PREREQUISITE TERM			
<u>BIOL</u>	<u>1408</u>	<u>General Biology I</u>	4
<u>MIPR</u>	<u>1301</u>	<u>Medical Terminology I</u>	3
FIRST SEMESTER			
<u>BIOL</u>	<u>2401</u>	<u>Anatomy and Physiology I</u>	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
OTAP	1301	Introduction to OT	3
OTAP	1302	Therapeutic Media	3
SECOND SEMESTER			
<u>BIOL</u>	<u>2402</u>	<u>Anatomy and Physiology II</u>	4
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communication</u>	3
OTAP	1311	Lifespan-Infants/Children	3
OTAP	1310	Group Dynamics	3
OTAP	1230	Field Work I-A	2
THIRD SEMESTER - SUMMER SESSION I			
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
OTAP	1312	Lifespan Adolescent/Adults	3
FOURTH SEMESTER			
<u>PSYC</u>	<u>2314</u>	<u>Lifespan Growth and Development</u>	3
OTAP	2231	Fieldwork I-B	2
OTAP	2321	Lifespan-Geriatrics	3
OTAP	2322	Modalities/Adaptations	3
OTAP	2323	Management in Health Care	3
FIFTH SEMESTER			
*OTAP	2424	CAPSTONE: OT Seminar	4
*OTAP	2532	CAPSTONE: Fieldwork II-Practicum	5
*CAPSTONE: FIELDWORK II COURSES MUST BE COMPLETED WITHIN 18 MONTHS OF COMPLETION OF ACADEMIC/EDUCATIONAL COURSEWORK			

TOTAL CREDIT HOURS: 67

Patient Care Assistant

Patient Care Assistant, Certificate

This is an intensive one semester certificate program that offers classroom instruction and related clinical practice in the basic nursing care of adults, mothers and newborns, children and the elderly. The primary role of the graduate of the patient care assistant program is to assist vocational and professional nurses in providing nursing care for patients in a variety of health care settings. Upon successful completion of the program, students are qualified to take the state competency exam as a certified nurse assistant and work in hospitals, nursing homes, hospices, doctors offices, clinics, and home health care. Students are admitted to the program on a first come, first served basis during each semester registration period.

Students must have documentation of minimum Pre-TASP examination scores (as listed below) to be eligible to register for the patient care assistant courses.

Program Admission requirements include:
Admission to college.

Pass Pre-TASP examination with minimum scores as follows:

Reading 8 or successful completion of ENGL 70

Writing 8 or successful completion of ENGL 71

Math 16 or successful completion of MATH 80

NOTE: Passing TASP in all three areas or achieving equivalent scores on SAT or ACT may be substituted for Pre-TASP.

PATIENT CARE ASSISTANT CERTIFICATE

TASP Waived

SEMESTER

			<u>CREDIT HOURS</u>
PTCA	1504	Introduction to Long Term Care	5
PTCA	1405	Body Systems	4
PTCA	1606	Patient Care	6
PTCA	1207	Clinical Experience	2

CAPSTONE: Successful passing of Texas Department of Health and Human Services

NACES: Nurse Assistant Competency Evaluation Services Exam

TOTAL CREDIT HOURS: 17

Radiologic Technology

Radiologic Technology, Associate of Applied Science

South Texas Community College has received approval from the Texas Higher Education Coordinating Board and submitted accreditation approval to the Joint Review Committee on Education in Radiologic Technology (JRCERT). Once the program has been accredited, graduates will be able to sit for the national certification examination for Radiologic Technology administered by the American Registry of Radiologic Technologists (ARRT). Upon successful completion of this exam, you will be a certified Radiologic Technologist (Radiographer). The State of Texas requires that individuals approved to sit for the national certification examination also apply for state licensure before being allowed to practice in this state.

This two-year program will prepare you for a career as a Radiologic Technologist (Radiographer). Radiographers assist physicians called Radiologists who specialize in using x-rays and other forms of ionizing radiation to diagnose and treat injury. The radiographer is trained in the use of specialized equipment; radiographic positioning for the diagnosis of broken bones, ulcers, tumors, disease, and malfunction of organs, and the development and critique of radiographs.

Program Admission Requirements

- Apply for admission to the College.
- Pass all areas of TASP.
- Achieve a minimum composite score of 15 on the ACT.
- Maintain a GPA of 2.0 in college courses completed.
- Be within three months of 18 years of age or older (Bureau of Radiologic Health & Safety Regulation).
- Complete a specific program application and additional admission procedures as required.

Selection Criteria

RADT program selection criteria will be based on a point system (number of support courses completed times grade point average of degree plan courses).

ADVISORY COMMITTEE

Rafael Cesar Acosta, Ph.D.

Physicist
McAllen Medical Center Cancer Institute

Julio Astacio, M.D.

Chairman, Department of Radiology
McAllen Medical Center

Larry Campbell, B.S., R.T.(R)

Director, Imaging Services
Department of Radiology, Edinburg Hospital

Mario Gonzalez, M.D.

Medical Director
McAllen Medical Center Cancer Institute

Jim Johnson, R.T.(R)

Manager, Imaging Services
Department of Radiology, Mission Hospital, Inc.

Tony Romero, B.S., R.T.(R)

Manager, Imaging Services
Department of Radiology, Columbia Rio Grande
Regional Hospital

Frank Sanchez, R.T.(T)

Director, McAllen Medical Center Cancer Institute

Joe Vela, R.T. (R)

Manager, Department of Radiology
McAllen Medical Center

RADIOLOGIC TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

NOTE: Students interested in this program must complete the prerequisite courses prior to applying for admission. Any of the underlined general education courses may be taken prior to the application process; grades made in these courses will be computed in the point system for the student selection process.

CREDIT HOURS

PREREQUISITE TERM

<u>BIOL</u>	<u>1408</u>	<u>General Biology I</u>	4
<u>MATH</u>	<u>1314</u>	<u>College Algebra</u>	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
MIRP	1301	Medical Terminology I	3

FIRST YEAR

Fall Semester

<u>BIOL</u>	<u>2401</u>	<u>Anatomy & Physiology I</u>	4
RADT	1210	Orientation to Radiography	2
RADT	1311	Methods of Patient Care/Ethics & Law	3
RADT	1312	Radiographic Positioning I	3
RADT	1213	Practicum I	2

Spring Semester

<u>BIOL</u>	<u>2402</u>	<u>Anatomy & Physiology II</u>	4
RADT	1420	Radiographic Exposure I	4
RADT	1321	Radiographic Positioning II	3
RADT	1222	Practicum II	2

Summer Session I

RADT	1330	Radiographic Exposure II/QA	3
RADT	1231	Practicum III	2

SECOND YEAR

Fall Semester

RADT	2340	Radiographic Positioning III	3
RADT	2441	Radiographic Physics	4
RADT	2242	Radiation Biology & Protection	2
RADT	2243	Practicum IV	2

Spring Session

<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communication</u>	3
RADT	2350	Radiographic Pathology	3
RADT	2251	Practicum V	2

Summer Session II

RADT	2160	CAPSTONE: RADT Seminar	1
RADT	2161	CAPSTONE: Practicum VI	1

TOTAL CREDIT HOURS: 72

DIVISION OF SOCIAL AND BEHAVIORAL SCIENCES

Child Care and Development Program	119
Child Care and Development	Associate of Applied Science
Health and Human Services Program	121
Health and Human Services	Associate of Applied Science
Hospitality and Tourism Program	123
Commercial Cooking	Certificate
Culinary Arts	Associate of Applied Science
Hotel Front Desk Operations	Certificate
Travel and Tourism	Certificate
Interdisciplinary Studies Program	128
Interdisciplinary Studies	Associate of Arts
Physical Education courses	129

Child Care and Development

Child Care and Development, Associate of Applied Science

The curriculum leading to the Associate of Applied Science Degree in Child Care and Development is designed to provide instruction and field experience necessary for successful care and guidance of young children from birth to five years of age. Emphasis is placed on the importance and need for early childhood education and quality care of children.

ADVISORY COMMITTEE

Dana L. Anthony

Texas Department of Human Services, Edinburg

Kathy McGee

Director, Options Day Care, McAllen ISD

Raquel Oliva

Director, Avance, McAllen

Cynthia Peña

Child Care and Development student, STCC

Gloria M. Ramos

Child Care Management Services,
Texas Migrant Council Inc., McAllen

Dalinda Rodriguez

Chair, Early Childhood Education, UT-Pan American

Veronica Rodriguez

Coordinator, Child Care Training Program,
Texas Migrant Council Inc., McAllen

Sheree Sieg

Owner/Director, The Children's House, McAllen

Nora Silva-Muñoz

Director, Education Services,
Hidalgo County Head Start

CHILD CARE AND DEVELOPMENT

ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

			<u>CREDIT HOURS</u>
FIRST SEMESTER			
CCDA	1301	Introduction to Growth and Development	3
CCDA	1321	Issues & Trends in Child Development	3
CCDA	1322	Field Study I**	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
SECOND SEMESTER			
CCDA	1331	Infant and Toddler Growth Development	3
CCDA	1332	Developmentally Appropriate Practices	3
CCDA	1334	Field Study II **	3
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communication</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
THIRD SEMESTER			
CCDA	2322	Interdisciplinary Approach	3
CCDA	2305	Growth & Development of the Preschool Child	3
CCDA	2306	Nutrition, Health & Safety	3
CCDA	2323	Field Study III **	3
		<u>Math /Natural Science Elective</u>	3
FOURTH SEMESTER			
CCDA	2335	Family, Community & Staff Relationships	3
CCDA	2336	Influences of Culture and Environments	3
CCDA	2346	Designing a Developmentally Appropriate Environment	3
CCDA	2348	Organization and Management	3
CCDA	2347	CAPSTONE: Field Study IV**	3

** By arrangement.

All Field Study will be conducted at a pre-approved site.

TOTAL CREDIT HOURS: 60

Identifies courses to fulfill minimum 15 hour General Education Requirement

Health and Human Services

Health and Human Services, Associate of Applied Science

Health and Human Services is a program for individuals who want to enter the field of Social Service or that want to make themselves more proficient in currently held employment. The Health and Human Services Program will prepare you for careers in a variety of settings, some of which are rehabilitative services, long term care, adoptions, adult protective services, child protective services, industry, health care, home health, foster care and gerontology.

Instruction will concentrate on the historical evolution of social service, community organization, the interviewing process, case documentation, the welfare system, policies, and an introduction to the field of social work. Prior to finishing the two year program, you will complete a field experience enabling you to gain participant-observation experience in the everyday workforce.

ADVISORY COMMITTEE

Noemi Cavazos

South Texas Cancer Center, McAllen

Rosie Cavazos

Texas Employment Commission, McAllen

Mario Garza

Mission Health Network

Javier Gonzalez

Texas Department of Human Services, Edinburg

Sonia Hernandez

Rio Grande State Center, Harlingen

Susan Hutchinson

Acting Department Head, Social Work Dept.,

UT-Pan American

J.D. Margo

Laredo State Center, MHMR, Rio Grande City

Francisco J. Martinez

Texas Rehabilitation Commission, McAllen

Eddie Olivarez

Charter Palms, McAllen

Blas Ortiz, Jr.

Rio Grande State Center, Harlingen

Tom Shefcik

UT-Pan American Rehabilitative Services, Edinburg

Sharon Wilkes

Coordinator of Student Assistance,

McAllen Drug Prevention Program

Steven Yereb

Easter Seal Society of the Rio Grande Valley, McAllen

HEALTH AND HUMAN SERVICES ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

CREDIT HOURS

FIRST SEMESTER

<u>ENGL</u>	1301	<u>Composition</u>	3
		<u>Math Elective</u>	3
<u>COSC</u>	1301	<u>Microcomputer Applications</u>	3
BIOL	1408	General Biology I or BIOL 1409 General Biology II	4
HHSA	1301	Introduction to Health and Human Services	3

SECOND SEMESTER

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

THIRD SEMESTER

BIOL	2401	Anatomy & Physiology I	4
SOCW	2362	Social Welfare as a Social Institution	3
HHSA	2301	Client Relating	3
HHSA	2302	Policies and Procedures	3
HHSA	2303	Case Documentation	3

FOURTH SEMESTER

BIOL	2402	Anatomy & Physiology II	4
PSYC	2314	Lifespan Growth and Development	3
SPCH	1318	Interpersonal Communication	3
HHSA	2304	Organizational Workplace	3
HHSA	2305	CAPSTONE: Field Experience	3

TOTAL CREDIT HOURS: 66

Identifies courses to fulfill minimum 15 hour General Education Requirement

Hospitality and Tourism

Culinary Arts, Associate of Applied Science

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

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.

Hotel Front Desk Operations, Certificate

The Hotel Front Desk Operations Certificate trains students for entry-level positions in the lodging sector, including hotels, motels, and resorts. In addition to their STCC Certificate, students will have the opportunity to take external examinations and earn an internationally recognized Rooms Division Management certificate from the Educational Institute of the American Hotel Motel Association.

Travel and Tourism, Certificate

The Travel and Tourism Certificate prepares students for entry-level positions with travel industry entities such as retail travel agencies; corporate travel departments; tour operations; airlines; cruise lines; auto rental agencies; and tourist information bureaus. In addition to their STCC Certificate, students will have the opportunity to take external examinations for an Institute of Certified Travel Agents certificate.

ADVISORY COMMITTEE

Joe Conley

Red Lobster

Rick Cuellar

Luby's

Armando Dominguez

The University of Texas Pan American

Diane Shea

Shea Cafe & Catering

Rick Guerra

TGI Friday's/Tony Roma's

Cynthia Hyche

Yogurt Etc.

Gabe Lara

Yogurt Etc.

Alex Edionwe

The University of Texas Pan American

Bob Faraji

The University of Texas Pan American

Joe Marines

Bonanza Restaurant

Madelyn Parks

McAllen ISD Food Services

ADVISORY COMMITTEE

Joe Aleman III

Owner, Aleman Auto Rental Inc.

Dawn Foster

Vice-President, Sanborn's Viva Tours

Pam Long

General Manager, Best Western Rose Garden Inn

Tina Martin

President, Scotties Tours and Travel

Dee Montalvo

Owner/Manager, Cruises by Dee

Steve Reynolds

General Manager, Echo Hotel and Conference Center

Jim Stiles

Owner, Microtel Inn

Noe Tamez

Manager, Travel Experts

COMMERCIAL COOKING CERTIFICATE

TASP Waived

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

TOTAL CREDIT HOURS: 24

CULINARY ARTS

ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

CREDIT HOURS

FIRST SEMESTER

CULN	1301	Safety and Sanitation	3
CULN	1320	Food Preparation & Meal Management	3
CULN	1330	Baking	3
<u>BIOL</u>	<u>1322</u>	<u>Nutrition and Diet Therapy</u>	3
MATH	106	Technical Business Mathematics	3

SECOND SEMESTER

CULN	1340	Quantity Food Production	3
CULN	1350	Food Service Operations/Systems	3
CULN	1360	Cuisine Trends	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
ACCT	1301	Introduction to Accounting	3

THIRD SEMESTER

<u>BIOL</u>	<u>1408</u>	<u>General Biology I</u>	4
<u>SOCI</u>	<u>1301</u>	<u>Introduction to Sociology</u>	3
CULN	2330	Intermediate Baking	3
CULN	2345	Entree Preparation	3
CULN	2340	Mixology and Wine Comprehension	3

FOURTH SEMESTER

HTML	1363	Hospitality Supervision	3
<u>BIOL</u>	<u>2320</u>	<u>Microbiology for Food Service</u>	3
BUSI	2320	Small Business Management or BUSI 2330	3
CULN	2350	Professional Cooking Skills	3
CULN	2357	CAPSTONE: Practicum	3

TOTAL CREDIT HOURS: 64

HOTEL FRONT DESK OPERATIONS CERTIFICATE

TASP Waived

CREDIT HOURS

FIRST SEMESTER

TRAV	1301	Intro. to Travel/Tourism/Lodging	3
TRAV	1311	Travel/Tourism Destinations I	3
TRAV	1441	Customer Service Skills	4
SPCH	1311	Intro. to Speech Communication	3
IMGT	1312	Intro. to Computer Applications	3

SECOND SEMESTER

HTML	1360	Front Office Procedures	3
HTML	1461	Hospitality Industry Computer Systems	4
HTML	1362	Managing Housekeeping & Security	3
HTML	1363	Hospitality Supervision	3
TRAV	1343	Selling Techniques in Hospitality/Tourism	3
HTML	1250	Hotel Co-Op Work Experience & Seminar	2

TOTAL CREDIT HOURS: 34

TRAVEL AND TOURISM CERTIFICATE

TASP Waived

CREDIT HOURS

FIRST SEMESTER

TRAV	1301	Intro. to Travel/Tourism/Lodging	3
TRAV	1311	Travel/Tourism Destinations I	3
TRAV	1441	Customer Service Skills	4
SPCH	1311	Intro. to Speech Communication	3
IMGT	1312	Intro. to Computer Applications	3

SECOND SEMESTER

TRAV	1312	Travel/Tourism Destinations II	3
TRAV	1421	Airline Tariffs & Ticketing I (Domestic)	4
TRAV	1323	CRS - Air and Land	3
TRAV	1331	Tours and Accomodations	3
TRAV	1332	Transportation and Cruises	3
TRAV	1343	Selling Techniques in Hospitality/Tourism	3
TRAV	1250	Travel/Tourism Co-Op Work Experience & Seminar	2

TOTAL CREDIT HOURS: 37

Interdisciplinary Studies

Interdisciplinary Studies, Associate of Arts

The Social and Behavioral Sciences are concerned primarily with the development and activity of humanity - both individual and collective. Disciplines such as psychology, sociology, anthropology and political science are included in the broad area of the social sciences.

Interdisciplinary studies is an excellent transfer program since it parallels the first two years of most baccalaureate liberal arts programs. By choosing courses carefully, most graduates are able to transfer with full credit and complete their Bachelor's Degree with only two years of additional study. Many social science majors pursue graduate work in public administration, psychology, human services and other social science programs.

INTERDISCIPLINARY STUDIES ASSOCIATE OF ARTS

TASP Eligible

FIELD OF STUDY

18 Credits of FREE ELECTIVES

Courses elected must be in the academic area (**not technical**), and included in the Texas Community College General Academic Course Guide Manual to facilitate transferability. These courses must not duplicate courses taken to fulfill the STCC Core Curriculum requirements.

STCC CORE CURRICULUM

42 Credits

In addition to the 18 Free Elective courses, the student is required to take 42 hours from the STCC Core Curriculum listed on *pages 57-61* in the catalog.

FIELD OF STUDY: 18

STCC CORE CURRICULUM: 42

TOTAL CREDIT HOURS: 60

Physical Education

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

The philosophy of the Physical Education program is to encourage student participation in a variety of activities, especially those involving new skills. Activities are designed for beginners, unless otherwise described.

The Physical Education Program advocates emphasis on individual sports and fitness programs that have carry-over value beyond the student's school years. Physical education courses are offered as sports and non-sports classes. To meet the core curriculum requirement for graduation, a student must take four credits in a sport or recreation course or two courses in ROTC.

Lab fees of \$25 for each P.E. course taken will be assessed.

Physical Education College Transferable Classes:

PHED	1101	AEROBICS/IND. FITNESS
PHED	1102	INDIVIDUAL FITNESS/WEIGHT CONDITIONING
PHED	1120	JAZZ DANCE
PHED	1122	LINE DANCING
PHED	1124	GYM/TUMBLING
PHED	1130	WATER FITNESS
PHED	1131	BEGINNING SWIMMING
PHED	1140	SELF DEFENSE
PHED	1141	BEGINNING KARATE
PHED	1142	KARATE
PHED	1143	AIKIDO
PHED	1144	TAI CHI CHUAN
PHED	1160	WEIGHT TRAINING
PHED	1170	BEGINNING TENNIS
PHED	1173	GOLF
PHED	1175	BOWLING
PHED	1177	ARCHERY
PHED	1180	VOLLEYBALL
PHED	1181	BASKETBALL
PHED	1183	SOFTBALL
PHED	1185	SOCCER
PHED	1187	BADMINTON
PHED	1191	TRACK AND FIELD
PHED	2102	SCULPT/CARDIO
PHED	2103	INTERMEDIATE AEROBICS
PHED	2120	INTERMEDIATE JAZZ DANCE
PHED	2132	SWIM CONDITIONING
PHED	2133	LIFEGUARD TRAINING
PHED	2134	SWIMMING INSTRUCTOR TRAINING
PHED	2142	INTERMEDIATE KARATE
PHED	2170	INTERMEDIATE TENNIS
PHED	2173	ADVANCED GOLF
PHED	2180	INTERMEDIATE VOLLEYBALL
PHED	2181	INTERMEDIATE BASKETBALL

DIVISION OF TECHNOLOGY

Automotive Technology Program	131
Automotive Technology	Certificate
Automotive Technology	Associate of Applied Science
Computer Aided Drafting and Design (CADD) Program	134
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Electronic Equipment and Computer Maintenance Technology	Certificate
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Heating, Ventilation and Air Conditioning Technology	Certificate
Heating, Ventilation and Air Conditioning Technology	Associate of Applied Science
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Heavy Equipment and Transportation Technology	Certificate
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Manufacturing Technology	Certificate
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Plastics Technology Speciality	
Precision Manufacturing Technology Program	150
Precision Manufacturing	Certificate
Precision Manufacturing	Associate of Applied Science
Precision Manufacturing	Tech Prep Enhanced Skills Certificate

Automotive Technology

Automotive Technology, Certificate and Associate of Applied Science

The Automotive Technology program is designed to prepare students for employment in the high technology automotive service industry. Students will gain knowledge in automotive air conditioning, electrical systems, fuel injection, transmissions and transaxles, engine performance, brake systems, steering and suspension systems, and computerized automotive control systems. Emphasis will be placed on hands-on learning in the labs to develop diagnostic and troubleshooting skills, as well as repair procedures. Graduates of the Automotive Technology Program are typically placed in dealerships, independent garages and specialty automotive repair facilities. Courses taken for completion of the Certificate Program can be applied towards completion of the AAS Degree in Automotive Technology.

ADVISORY COMMITTEE

Hal Donnelly

Technical Advisor Chrysler Corporation, Houston

Rick Dube

Owner, Dube Auto Parts & Service, McAllen

Michael Fox

Service Manager, Frank Smith Toyota, McAllen

Armando Garza

Automotive Instructor, La Joya High School, La Joya

Trinidad Garza

Owner, Auto Center of McAllen

Oswaldo Maldonado

Assistant Training Specialist,
Texas Engineering Extension Service, San Antonio

Eric McClure

Service Manager, Boggus Motor Sales Inc., McAllen

Joe Ochoa

Service Manager, Charles Clark Chevrolet

Michael Ramirez

General Manager, Ramirez Ford Sales, Inc.
Rio Grande City

R J Van Sickle

District Service Engineer
Ford Customer Service Division, Houston

Ted Voegeli

Customer Satisfaction District Manager
Customer Satisfaction & Vehicle Quality
Houston

AUTOMOTIVE TECHNOLOGY CERTIFICATE

TASP Waived

			<u>CREDIT HOURS</u>
FIRST SEMESTER			
AUTO	1311	Principles of Internal Combustion Engines	3
HETT	1360	Electrical & Electronic Systems I	3
HETT	1331	Heating and Air Conditioning	3
MATH	105	Technical Math or Math 1314	3

SECOND SEMESTER

AUTO	1211	Standard Transaxles & Drive Trains	2
AUTO	1411	Automatic Transmissions & Transaxles	4
AUTO	2412	Fuel & Emission Systems	4
AUTO	2423	Engine Performance	4

THIRD SEMESTER

AUTO	2334	Introduction to Automotive Service Excellence	3
AUTO	2441	Brake Systems	4
AUTO	2431	Principles of Suspensions & Alignment	4
AUTO	2454	Advanced Engine Performance	4

CAPSTONE: Pass two (2) of the eight (8) National Institute Service Excellence Exams for Automotive

TOTAL CREDIT HOURS: 41

AUTOMOTIVE TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

CREDIT HOURS

FIRST SEMESTER

AUTO	1311	Principles of Internal Combustion Engine	3
HETT	1360	Electrical & Electronic Systems I	3
HETT	1331	Heating & Air Conditioning	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3
MATH	105	Technical Mathematics or Math 1314	3

SECOND SEMESTER

AUTO	1211	Standard Transaxle & Drive Trains	2
AUTO	1411	Automatic Transmission & Transaxles	4
AUTO	1421	Advanced Electrical Systems II	4
<u>PHYS</u>	<u>1415</u>	<u>Physical Science I</u>	4
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communication</u>	3

THIRD SEMESTER

AUTO	2344	Advanced Vehicle Electronics	3
AUTO	2412	Fuel & Emissions Systems	4
AUTO	2423	Engine Performance	4
<u>PSYC</u>	<u>2301</u>	<u>General Psychology</u>	3
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3

FOURTH SEMESTER

AUTO	2334	Introduction to Automotive Service Excellence	3
AUTO	2431	Principles of Suspension & Alignment	4
AUTO	2441	Brake Systems	4
AUTO	2454	Advanced engine performance	4
**Automotive Elective Course			3

CAPSTONE: Pass three (3) of the eight (8) National Institute Service Excellence Exams for Automotive

**** Indicates Automotive Elective Courses**

AUTO	2312	Parts counter sales & inventory	
AUTO	2322	Shop supervision & management	
HETT	1350	Fabrication and Welding for technician	

TOTAL CREDIT HOURS: 67

Identifies courses to fulfill minimum 15 hour General Education Requirement

Computer Aided Drafting and Design (CADD)

Computer Aided Drafting and Design (CADD), Certificate

The Computer Aided Drafting & Design program will prepare students for drafting careers in the areas of architecture and civil engineering. A student graduating with the Certificate will be prepared to fill positions as drafting or CAD technicians. The graduates will serve as members of an architectural or engineering team who can apply drafting standards, technical information and creativity to complete a set of working drawings.

Instruction will concentrate on blueprint reading, layout and design of facilities, knowledge of construction materials and specifications, structural detailing, and CAD fundamentals. Prior to completion of the Certificate program, the student will complete an external field experience in which the competencies of the field are to be demonstrated.

Completion of the CAD Certificate will prepare you for employment in architectural or civil engineering firms, and other construction related areas.

ADVISORY COMMITTEE

Jesus Bustos, AIA

IDEA Group, McAllen

Tomas R. Canul, Intern Architect

V.A. Architecture, McAllen

Robert Escobar, AIA

Mata-Villarreal Architects, McAllen

Lionel A. Frederick, Intern Architect

McAllen, I.S.D.

Jerry Rodriguez, Intern Architect

The Austin Group, McAllen

Roberto Treviño, Intern Architect

Rike, Ogden, Figueroa, Dickson Wells Architects
PLLC, McAllen

COMPUTER AIDED DRAFTING AND DESIGN CERTIFICATE

TASP Waived

CREDIT HOURS

FIRST SEMESTER

ENGL	1312	Business Writing	3
MATH	105	Technical Mathematics	3
COSC	1301	Microcomputer Applications	3
CADD	1300	Technical Drafting	3
CADD	1312	Introduction to AutoCAD I	3

SECOND SEMESTER

CADD	1322	Facilities Layout and Design	3
CADD	1320	Architectural Drafting	3
CADD	1324	Principles of Construction Math	3
CADD	1326	AutoCAD II	3

THIRD SESSION

CADD	1330	Co-operative	3
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FOURTH SEMESTER

CADD	1342	Civil Engineering Drafting	3
CADD	2342	Building Systems	3
CADD	Program	Elective*	3
CADD	2350	CAPSTONE - AutoCAD III	3

TOTAL CREDIT HOURS: 42

***CADD Program Electives:**

CADD	2344	Construction Materials and Specifications	3
CADD	2346	Introduction to 3-D	3
CADD	2348	Presentation Graphics	3
CADD	2340	Structural Detailing	3

Electronic Equipment and Computer Maintenance Technology

Electronic Equipment and Computer Maintenance Technology, Certificate and Associate of Applied Science

The Electronic Equipment & Computer Maintenance Technology program covers a wide range of subjects from basic to advanced electronics, to computer software and hardware operations. The classes are based on lecture and laboratory work, giving each student "hands-on" experience in practical electronic circuits and the use of different types of electronic test equipment. Graduates of the Electronic Equipment & Computer Maintenance Technology programs can be placed in jobs such as electronic bench technicians with companies such as home electronics service centers, avionics companies, cable/satellite companies, office equipment and security companies.

ADVISORY COMMITTEE

Marvin Anderson

Owner, Electronic Clinic, Pharr

Rudy Cerda

Rudy's TV/VCR Servicing, McAllen

Gus Garza

Assistant Service Manager, Hermes Music, McAllen

Juan Lopez

Electronics Technician, Sprint Communications
McAllen

Rosie Mendiola

McAllen Medical Center, McAllen

Sara Saldivar

Supervisor, Calidad Electronic, Inc., Edinburg

Javier Salinas

IKON Office Supplies, Inc., McAllen

Deval Shah

Computer Department,
McAllen Medical Center, McAllen

Paul Valdez

Service Manager, Hermes Music, McAllen

Reyes Valdez

Technician, Century Cellunet, McAllen

Mark Villarreal

Call Me Communication, McAllen

Richard Walters

Computer Maintenance Services, McAllen

ELECTRONIC EQUIPMENT AND COMPUTER MAINTENANCE TECHNOLOGY CERTIFICATE

TASP Waived

			<u>CREDIT HOURS</u>
FIRST SEMESTER			
ELCT	1301	Fundamentals of Digital	3
ELCT	1308	Principles of Electronics	3
ELCT	1321	Technical DOS	3
ELCT	1401	D.C. Circuit Analysis	4
MATH	105	Technical Mathematics	3
 SECOND SEMESTER			
ELCT	1309	Solid State Theory	3
ELCT	1322	Basic Computer System Repair	3
ELCT	1402	A.C. Circuit Analysis	4
ELCT	2302	Advanced Digital Circuits	3
 THIRD SEMESTER			
ELCT	1310	Electronic Circuit Analysis	3
ELCT	2303	Introduction to Laser Technology	3
ELCT	2308	Principles of Audio and Video Systems	3
ELCT	2321	Advance Computer Systems Repair	3

CAPSTONE: CET Certified Electronic Technician Associate Level Exam

TOTAL CREDIT HOURS: 41

ELECTRONIC EQUIPMENT AND COMPUTER MAINTENANCE TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

CREDIT HOURS

FALL SEMESTER

ELCT	1301	Fundamentals of Digital	3
ELCT	1308	Principles of Electronics	3
ELCT	1321	Technical DOS	3
ELCT	1401	D.C. Circuit Analysis	4
<u>MATH</u>	<u>1314</u>	<u>College Algebra</u>	3

SPRING SEMESTER

ELCT	1309	Solid State Theory	3
ELCT	1322	Basic Computer System Repair	3
ELCT	1402	A.C. Circuit Analysis	4
ELCT	2302	Advanced Digital Circuits	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

FALL SEMESTER - 2nd Year

ELCT	1310	Electronic Circuit Analysis	3
ELCT	2303	Introduction to Laser Technology	3
ELCT	2308	Principles of Audio and Video Systems	3
ELCT	2321	Advanced Computer System Repair	3
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communications or SPCH 1311</u>	3

SPRING SEMESTER - 2nd Year

<u>PSYC</u>	<u>2301</u>	<u>General Psychology or SOCI 1301</u>	3
<u>PHYS</u>	<u>1415</u>	<u>Physical Science I</u>	4
ELCT	2301	Introduction to Communication	3
ELCT	2409	Audio/Video Systems II	4
ELCT	2311	CAPSTONE:Electronic Troubleshooting Techniques	3

CAPSTONE: CET - Certified Electronic Technician Associate Level Exam

TOTAL CREDIT HOURS: 64

Identifies courses to fulfill minimum 15 hour General Education Requirement

Heating, Ventilation and Air Conditioning Technology

Heating, Ventilation and Air Conditioning Technology, Certificate and Associate of Applied Science

In the past fifty years, the Heating, Ventilation and Air Conditioning (HVAC) field has experienced massive technological changes. It has gone from the era of the iceman to that of the educated and highly trained technician.

Heating, Ventilation, Air Conditioning and Refrigeration technicians are primarily trained in the service, repair, maintenance and installation of heating, cooling and refrigeration equipment including residential, commercial and industrial systems. Career preparation requires extensive educational training in refrigeration systems, electrical-electronic controls, pneumatic controls, cooling/heating systems, duct design, fabrication and residential/commercial heat gained/loss calculations.

Some of the opportunities for employment in refrigeration and air conditioning include: Engineers, technicians, test technicians, sales engineers, application engineers, installers, testers, maintenance technicians, service persons, repair specialists, wholesalers, operating engineers and sheet metal experts.

ADVISORY COMMITTEE

Conrado Alvarez Jr. - *President*
Insco Distributing, Inc., McAllen
Rolando A. Ayala - *Vice President*
TexAir Company, Inc., McAllen
George Castañeda - *Secretary*
McAllen Sheet Metal, McAllen
Rodolfo Cantu - *Member*
Pameco Company, Inc., McAllen
Mark Chapa - *Member*
Pameco Company, Inc., McAllen
Rene Garza - *Member*
McAllen I.S.D., McAllen

HEATING, VENTILATION AND AIR CONDITIONING TECHNOLOGY CERTIFICATE

TASP Waived

CREDIT HOURS

FIRST SEMESTER

HVAC	1401	Basic Refrigeration Theory	4
HVAC	1402	Special Tools, Fittings and Brazing Basics	4
HVAC	1403	Basic Electricity and Electronics	4

SECOND SEMESTER

HVAC	1404	Domestic Refrigeration and A/C	4
HVAC	1406	Duct Design and Fabrication	4
HVAC	1424	Residential Heating and Heat Pumps	4
MATH	105	Technical Mathematics	3

THIRD SEMESTER

HVAC	2400	HVAC and Refrigeration Heat Load Estimating	4
HVAC	2407	HVAC and Refrigeration Systems Servicing I	4
HVAC	2433	Commercial HVAC and Refrigeration Systems	4
COSC	1301	Microcomputer Applications	3

CAPSTONE: Technical Refrigerant Certificate Exam

TOTAL CREDIT HOURS: 42

HEATING, VENTILATION AND AIR CONDITIONING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

CREDIT HOURS

FIRST SEMESTER

HVAC	1401	Basic Refrigeration Theory	4
HVAC	1402	Special Tools, Fittings and Brazing Basics	4
HVAC	1403	Basic Electricity and Electronics	4
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

SECOND SEMESTER

HVAC	1404	Domestic Refrigeration and A/C	4
HVAC	1406	Duct Design and Fabrication	4
HVAC	1424	Residential Heating and Heat Pumps	4
<u>MATH</u>	<u>1314</u>	<u>College Algebra</u>	3
COSC	1301	Microcomputer Applications	3

THIRD SEMESTER

HVAC	2400	HVAC and Refrigeration Heat Load Estimating	4
HVAC	2407	HVAC and Refrigeration Systems Servicing I	4
HVAC	2433	Commercial HVAC and Refrigeration Systems	4
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communications</u>	3

FOURTH SEMESTER

HVAC	2414	HVAC and Refrigeration Systems Servicing II	4
HVAC	2434	Pneumatics Controls	4
<u>General Education Elective</u>			3
<u>Social & Behavioral Sciences Elective</u>			3

- CAPSTONE: (1) Technician Refrigerant Certificate Exam
 (2) ARI - Air Condition Refrigeration Institute Competency Exam

TOTAL CREDIT HOURS: 62

Identifies courses to fulfill minimum 15 hour General Education Requirement

Heavy Equipment and Transportation Technology

Heavy Equipment and Transportation Technology, Certificate and Associate of Applied Science Industrial Truck Technician, Certificate

The Heavy Equipment and Transportation Industry is a rapidly growing industry which is requiring a growing number of qualified technicians.

The Heavy Equipment and Transportation Technology student will acquire the knowledge and skills necessary for the repair of Diesel Engines, Electrical and Electronic Control Systems, Hydraulic Systems, Brakes, Suspension, Steering, and Transmissions through a combination of lecture and lab work, to include troubleshooting and diagnostic procedures.

ADVISORY COMMITTEE

Jim Brown

Owner, JC Brown Inc., San Juan

Danny Cuellar, Jr.

Service Manager
Valley Truck Center, Pharr

Rick Dube

Dube Auto Parts and Service, McAllen

Rita C. Flores

Vocational Director
La Joya ISD, La Joya

JB Galindo

Owner, Galindo Equipment Co., Rio Grande City

Henry Garcia

Branch Manager
Mustang Industrial Equipment Co., McAllen.

Henry Hartzog

Service Manager
Weeks Martin Implement Company, Inc., Mission

Ron Juett

Valley Regional Manager
Holt Company of Texas, Edinburg

Jim Nordmeyer

Owner, Jim's Auto Service
McAllen Fuel Injection, McAllen

Melvin Thompson

Career Tech Counselor
Memorial High School, McAllen

Jesus I. Torres

Special Population Coordinator ISD, , McAllen

Brad Wood

Parts Manager
Weeks Martin Implement Company, Inc., Mission

HEAVY EQUIPMENT AND TRANSPORTATION TECHNOLOGY CERTIFICATE

TASP Waived

CREDIT HOURS

FIRST SEMESTER

HETT	1321	Principles of Hydraulics and Pneumatics	3
HETT	1360	Electrical and Electronic Systems I	3
HETT	1451	Principles of Engine Operation and Maintenance	4
COSC	1301	Microcomputer Applications	3

SECOND SEMESTER

HETT	1325	Basic Fuels and Fuel Delivery Systems	3
HETT	1331	Heating and Air Conditioning	3
HETT	1350	Fabrication and Welding for Technicians	3
HETT	1420	Brakes, Steering, Suspension, and Anti Skid Control Systems	4
MATH	105	Technical Math or Math 1314	3

THIRD SEMESTER

HETT	2305	Systems Diagnosis, Troubleshooting and Preventive Maintenance	3
HETT	2324	Computer Control Systems and Engine Analysis	3
HETT	2330	Mechanical Power Transmissions	3
HETT	2332	Wiring Circuits, Charging and Starting Systems	3

CAPSTONE: Pass two (2) of the seven (7) National Institute for Automotive Service Excellence Exams for Trucks.

TOTAL CREDIT HOURS: 41

HEAVY EQUIPMENT AND TRANSPORTATION TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

CREDIT HOURS

FIRST SEMESTER

HETT	1350	Fabrication and Welding for Technicians	3
HETT	1360	Electrical and Electronic Systems I	3
HETT	1451	Principles of Engine Operation and Maintenance	4
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
<u>ENGL</u>	<u>1301</u>	<u>Composition</u>	3

SECOND SEMESTER

HETT	1321	Principles of Hydraulics and Pneumatics	3
HETT	1325	Basic Fuels and Fuel Delivery Systems	3
HETT	1331	Heating and Air Conditioning	3
HETT	1420	Brakes, Steering, Suspension and Anti-Skid Control Systems	4
<u>MATH</u>	<u>1314</u>	<u>College Algebra</u>	3

THIRD SEMESTER

HETT	2322	Automatic Hydrostatic and Powershift Transmissions	3
HETT	2330	Mechanical Power Transmissions	3
HETT	2420	Advanced Engine Technology and Failure Analysis	4
HETT	2332	Wiring Circuits, Charging and Starting Systems	3
<u>SPCH</u>	<u>1318</u>	<u>Interpersonal Communication</u>	3

FOURTH SEMESTER

HETT	2303	Intermediate Fluid Power	3
HETT	2305	Systems Diagnosis, Troubleshooting and Preventive Maintenance	3
HETT	2324	Computer Control Systems and Engine Analysis	3
HETT	2407	Transport Refrigeration	4
		<u>Social/Behavioral Sciences Elective</u>	3

CAPSTONE: Pass three (3) of seven (7) National Institute for Automotive Service Excellence Exams for Trucks.

TOTAL CREDIT HOURS: 64

Identifies courses to fulfill minimum 15 hour General Education Requirement

INDUSTRIAL TRANSPORTATION TECHNICIAN CERTIFICATE

TASP Waived

CREDIT HOURS

FIRST SEMESTER

HETT	1321	Principles of Hydraulics and Pneumatics	3
HETT	1451	Principles of Engine Operation and Maintenance	4
HETT	1360	Electrical and Electronic Systems	3
MATH	105	Technical Math	3
COSC	1301	Microcomputer Applications	3

SECOND SEMESTER

HETT	1325	Basic Fuels and Fuel Delivery Systems	3
HETT	1331	Heating and Air Conditioning	3
HETT	1350	Fabrication and Welding for Technicians	3
HETT	2332	Wiring Circuits, Charging and Starting Systems	3

THIRD SEMESTER

HETT	2303	Intermediate Fluid Power	3
HETT	2330	Mechanical Power Transmissions	3
HETT	2420	Advanced Engine Technology and Failure Analysis	4
HETT	2322	Automatic Hydrostatic and Powershift Transmissions	3

CAPSTONE: Pass two (2) of the seven (7) National Institute for Automotive Service Excellence Exams for Trucks.

TOTAL CREDIT HOURS: 41

Industrial Systems Maintenance Technology

Industrial Systems Maintenance Technology, Certificate

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

The student will study the maintenance of hydraulic, pneumatic, electrical and other operating systems. The student will learn how to read blueprints and schematics and develop skills such as welding and the operation of machine tools. Safety issues including hazardous material handling and environmental concerns will be learned.

In addition, the student will learn how to take a leadership role in team problem solving situations. This course of study can lead to the highest paid jobs in manufacturing and progression into other high level employment opportunities.

ADVISORY COMMITTEE

Sammy Crawford

Weyerhaeuser Corporation, McAllen

Dennis Haggerty

TRW, Reynosa and McAllen

Walter Halliday

The University of Texas - Pan American, Edinburg

Brent Martin

President, Martin Manufacturing Consulting, Edinburg

John Montgomery

Security Plastics, McAllen

Keith Patridge

Vice President,

McAllen Economic Development Corp., McAllen

Rolando Rivera

Calidad Electronics, Inc., Edinburg

Sylvia Soria

TRW, McAllen

Chris Timofeev

Kern-Leibers Corporation Texas, Inc., Pharr

INDUSTRIAL SYSTEMS MAINTENANCE TECHNOLOGY CERTIFICATE

TASP Waived

CREDIT HOURS

FIRST SEMESTER

ERTP	1273	Industrial Shadowing Practicum	2
ERTP	1302	Blueprint Reading	3
ERTP	1271	Workplace Safety	2
ELCT	2401	Intro. to Industrial Electronics	4
MATH	105	Technical Mathematics	3

SECOND SEMESTER

ENGL	1312	Business Writing	3
ERTP	1370	Machine Failure Correction & Prevention	3
ERTP	1372	Industrial Controls	3
PMTD	1411	Introductory Machine Shop	4
PMTD	2250	Teamwork & Problem Solving	2

SUMMER SESSION

HETT	1321	Principles of Hydraulics & Pneumatics	3
ERTP	1300	CAPSTONE Co-Op	3

TOTAL CREDIT HOURS: 35

Manufacturing Technology

Manufacturing Technology, Certificate

Completion of the new, one year Manufacturing Technology Program at South Texas Community College will prepare a person to work in the Engineering Department of manufacturing companies in the South Texas region.

Upon completion of the Manufacturing Technology Certificate students should be able to read engineering specifications and blueprints, and assist with the start up and operation of high quality production processes. Students will have learned the technical language associated with the manufacturing profession enabling them to communicate with others in the field.

Coursework in the program covers such subjects as basic quality control; how to work in teams; basic courses in manufacturing equipment, materials, and processes; and principles of designing a safe workplace from the point of view of ergonomics, noise and light levels, and the basic environmental requirements associated with US EPA and the TNRCC. The program also includes an internship providing an opportunity for students to work with professionals in an actual manufacturing environment.

Manufacturing Technology students can also specialize in plastics materials and processes if they desire. Completion of this program can also provide a career path leading to other high paying jobs within the manufacturing operation of many companies.

ADVISORY COMMITTEE

Sammy Crawford

Weyerhaeuser Corporation, McAllen

Dennis Haggerty

TRW, Reynosa and McAllen

Walter Halliday

The University of Texas - Pan American, Edinburg

Donald Martin Jr.

Independent Consultant, McAllen

John Montgomery

Security Plastics, McAllen

Keith Patridge

Vice President,

McAllen Economic Development Corp., McAllen

Rolando Rivera

Calidad Electronics, Inc., Edinburg

Sylvia Soria

TRW, McAllen

Chris Timofeev

Kern-Leibers Corporation Texas, Inc., Pharr

Richard Treviño

Calidad Electronics, Edinburg

MANUFACTURING TECHNOLOGY CERTIFICATE

TASP Waived

CREDIT HOURS

FIRST SEMESTER

COSC	1301	Microcomputer Applications	3
ENGL	1312	Business Writing	3
ERTP	1273	Industrial Shadowing Practicum	2
ERTP	1271	Workplace Safety	2
ERTP	1374	Basic Quality Control	3

SECOND SEMESTER

ERTP	1302	Blueprint Reading	3
MATH	105	Technical Mathematics	3
PMTD	2250	Teamwork & Problem Solving	2
ERTP		Engineering Materials*	4
ERTP		Manufacturing Processes**	4

SUMMER SESSION

HETT	1321	Principles of Hydraulics & Pneumatics	3
ERTP	1300	CAPSTONE Co-Op	3

Manufacturing Technology Speciality requires:

ERTP	2473	Engineering Materials*	4
ERTP	2481	Manufacturing Processes**	4

Plastics Technology Speciality requires:

ERTP	2478	Polymer Engineering Materials I*	4
ERTP	2480	Polymer Manufacturing Processes**	4

TOTAL CREDIT HOURS: 35

Precision Manufacturing Technology

Precision Manufacturing Technology, Certificate, Associate of Applied Science and Tech Prep Enhanced Skills Certificate

The Precision Manufacturing Technology program provides an environment to develop technical skills. All courses are set-up to simulate a working environment.

Technical Course work includes machine tool labs, materials and processes, AutoCAD, CNC, welding and teamwork and problem solving.

Specialty coursework includes metrology, tool, die, mold and fixture design, advance machine tooling, and courses in production management and cost estimating.

Precision Manufacturing technicians are among the most highly skilled of all manufacturing employees.

The Tech Prep Enhanced Skills Certificate offers students additional classes in the mold design, gauge design, supervision and quality control.

ADVISORY COMMITTEE

Bill Abrams

Production Manager,
Lambda Electronics Corp., McAllen

Refugio Aguirre

Kern-Leibers Corporation Texas Inc., Pharr

Dr. Subhash C. Bose

Associate Professor,
Manufacturing Engineering
UT-Pan American, Edinburg

John Coates

Production Manager
McAllen Components, McAllen

Marc Goldsmith

Johnson Controls, McAllen

Dan Hausbeck

Alps Automotive, McAllen

Jesus Mariscal

Reynolds International, McAllen

John Nelson

Director, Technology Division, STCC

Jerry Nuñez

Nu-Co Tools Inc., Alamo

Irma Olivo

CADD Program Chair, STCC

Keith Patridge

Vice-President

McAllen Economic Development Corporation, McAllen

Hector Rendon

Career & Tech. Supervisor, Weslaco ISD

Alberto Ros

General Manager
Security Plastics West, McAllen

Raymond Saenz

Instructor, Rowe High School, McAllen

Ed Sanjoto

Alps Automotive, McAllen

Alex Shipp

Johnson Control, McAllen

PRECISION MANUFACTURING TECHNOLOGY CERTIFICATE

TASP Waived

CREDIT HOURS

FIRST SEMESTER

PMTD 1101	Introduction to Tool and Die	1
PMTD 1210	Introductory Drafting for Machinist	2
COSC 1301	Microcomputer Applications or IMGT 1312	3
PMTD 1411	Introduction to Machine Shop	4
ENGL 1312	Business Writing	3
MATH 105	Technical Mathematics	3

SECOND SEMESTER

PMTD 1102	Introduction to Goal Setting	1
PMTD 1322	Computer Aided Drafting for Machinist	3
PMTD 2420	Manuf. Materials and Processes	4
PMTD 2422	Intermediate Machine Shop	4

THIRD SEMESTER

PMTD 1300	CAPSTONE: Co-Op I	3
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TOTAL CREDIT HOURS: 31

PRECISION MANUFACTURING TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

CREDIT HOURS

FALL SEMESTER

PMTD	1101	Introduction to Tool and Die	1
PMTD	1210	Introductory Drafting for Machinist	2
<u>COSC</u>	<u>1301</u>	<u>Microcomputer Applications</u>	3
PMTD	1411	Introduction to Machine Shop	4
ENGL	1312	Business Writing	3
MATH	105	Technical Mathematics	3

SPRING SEMESTER

PMTD	1102	Introduction to Goal Setting	1
PMTD	1322	Computer Aided Drafting for Machinist	3
<u>MATH</u>	<u>1314</u>	<u>College Algebra</u>	3
PMTD	2420	Manuf. Materials and Processes	4
PMTD	2422	Intermediate Machine Shop	4

SUMMER SESSION

PMTD	1300	CAPSTONE: Co-op I	3
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FALL SEMESTER

PMTD	2333	Intro. to CNC and CAD/CAM	3
PMTD	2250	Teamwork and Problem Solving	2
<u>MATH</u>	<u>1316</u>	<u>Plane Trigonometry</u>	3
PMTD	2205	Heat Treating and Welding for Machinist	2
PMTD	2343	Advanced Machine Shop	3
		<u>Social/Behavioral Science Elective</u>	

SPRING SEMESTER

PMTD		Program Elective**	3
PMTD		Program Elective**	3
PMTD	2344	Tools, Dies, Jigs, Fixtures Build	3
		<u>Humanities Elective</u>	3
MATH	1342	Statistics	3

SUMMER SESSION

PMTD	2300	CAPSTONE: Co-op II	3
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**PMTD Program Electives:

PMTD	2330	Inspection and Metrology		PMTD	2375	Production Management
PMTD	2360	Adv. Machine Technology		PMTD	2340	Tool, Die, Jig Fixture Design
PMTD	2370	Cost Estimating				

TOTAL CREDIT HOURS: 68

Identifies courses to fulfill minimum 15 hour General Education Requirement

PRECISION MANUFACTURING TECHNOLOGY
TECH PREP
ENHANCED SKILLS CERTIFICATE

SEMESTER **CREDIT HOURS**

Choose three (3) out of the five (5) courses:

PMTD 2380	Product Design	3
PMTD 2385	Advance Tool & Fixture Design	3
PMTD 2390	Gage Design	3
PMTD 2395	Statistical Quality Assurance	3
BUSI 1302	Principles of Management	3

TOTAL CREDIT HOURS: 15

Course Descriptions

all covered up in dust
by Suzanna Ramirez

a flower caught in a whirlwind
sweet woman child rag doll in tow
all covered up in dust
come take a bow
let the moon and the stars be your guide
let the wind whisper encouragement
before you drop in dizzy confusion
take a chance and dance
spread your wings
shout and celebrate the rain

COURSE DESCRIPTIONS

* DENOTES COLLEGE TRANSFERABLE COURSES

ACCOUNTING

ACCT 1301 INTRODUCTION TO ACCOUNTING 3 credits
2 hours lecture, 2 hours lab per week

This is an introductory course designed to serve as a foundation for the study of accounting. This course presents the accounting cycle for service and merchandising enterprises. Gives attention to procedural aspects of accounting with emphasis on the accounting cycle and special journals.

ACCT 1302 ACCOUNTING 3 credits
2 hours lecture, 2 hours lab per week

This course is a continuation of Introduction to Accounting. This course teaches accruals and deferrals, valuation of receivables, payables, inventories, plant assets, partnerships, corporations and financial statement analysis.

Prerequisite: ACCT 1301.

ACCT 1372 COMPUTERIZED ACCOUNTING 3 credits
2 hours lecture, 2 hours lab per week

This is a study of the fundamental principles of accounting using the microcomputer to solve accounting problems. Emphasis is on the closing entries to the ledger, post-closing trial balance, depreciation, accounts receivable, accounts payable, payroll and bank reconciliation. A comprehensive accounting problem or a comprehensive practice set will conclude this course.

Prerequisite: ACCT 1301, IMGT 1312.

ACCT 1374 PAYROLL ACCOUNTING 3 credits
2 hours lecture, 2 hours lab per week

This is a study of payroll systems and procedures. It trains the student in preparing payroll, year-end reports, and analyzing and journalizing payroll transactions as performed manually and on computer systems.

Prerequisite: ACCT 1301.

ACCT 2315 CAPSTONE: ACCOUNTING PRACTICUM 3 credits
1 hour lecture, 20 off-campus lab hours per week

This course includes supervised employment in the student's career field as well as evaluation by both employer and faculty members. A weekly one-hour seminar is held in conjunction with the work experience.

Prerequisite: ACCT 1302 or approval of practicum coordinator.

ACCT 2376 MANUFACTURING ACCOUNTING 3 credits
2 hours lecture, 2 hours lab per week

This course studies fundamental techniques of dynamic cost and profit control with primary emphasis on responsibility accounting. It includes managerial budget planning, variable expenses, cost-volume relationships, profit analysis, and budget reports.

Prerequisite: ACCT 1301.

ACCT 2378 INCOME TAX PROCEDURE 3 credits
2 hours lecture, 2 hours lab per week

This course focuses primarily on federal income taxation for individuals and sole proprietorships. Emphasis is placed on the preparation of Form 1040, along with various supporting schedules. Attention is also placed on the use of data processing equipment in the preparation of the various income tax forms and schedules.

Prerequisite: ACCT 1301.

ACCT 2401* PRINCIPLES OF FINANCIAL ACCOUNTING 4 credits
3 hours lecture, 3 hours lab per week

This is a study of underlying principles of accounting that includes classifying and recording financial transactions and reporting the results of the transactions in formal financial statements. Financial accounting systems and reporting issues are also included in the study.

Prerequisite: MATH 1314 or MATH 1324.

ACCT 2402* PRINCIPLES OF MANAGERIAL ACCOUNTING 4 credits
3 hours lecture, 3 hours lab per week

This is a study of the principles of managerial accounting that encompasses cost system design, cost management and strategic management.

Prerequisite: ACCT 2401.

ANTHROPOLOGY

ANTH 2301* PHYSICAL ANTHROPOLOGY (HUMAN EVOLUTION) 3 credits
3 hours lecture, 0 hours lab per week

This course introduces the field of archeology. Emphasizes methods of data collection, analysis, and a world review of major events in the development of past human civilizations.

ANTH 2346* GENERAL ANTHROPOLOGY 3 credits
3 hours lecture, 0 hours lab per week

This is a study of human beings, their antecedents and related primates and their cultural behavior and institutions. This course introduces the major subfields: physical and cultural anthropology, archeology, linguistics and ethnology.

ANTH 2351* CULTURAL ANTHROPOLOGY 3 credits
3 hours lecture, 0 hours lab per week

This course covers key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and cultural change among world peoples.

ART

ARTS 1301* ART APPRECIATION 3 credits
3 hours lecture, 0 hours lab per week

This course concentrates on values and meanings in the visual arts, including evaluation of selected works.

ARTS 1303* ART HISTORY I 3 credits
3 hours lecture, 0 hours lab per week

This is an examination of painting, sculpture, architecture, and other arts from prehistoric through the ancient world.

ARTS 1304* ART HISTORY II 3 credits
3 hours lecture, 0 hours lab per week

This is an examination of painting, sculpture, architecture, and other arts from the Middle Ages to the present day.

ARTS 1311* DESIGN I 3 credits
2 hours lecture, 4 hours lab per week

This studio course focuses on the elements and principles of art with emphasis on two-dimensional concepts. The development and application of critical thinking is also emphasized.

ARTS 1312* DESIGN II 3 credits
2 hours lecture, 4 hours lab per week

This studio course focuses on the elements and principles of art with emphasis on three-dimensional concepts. The development and application of critical thinking is also included.

Prerequisite: ARTS 1311 or approval of the instructor.

- ARTS 1316* DRAWING I 3 credits**
2 hours lecture, 4 hours lab per week
 This studio course focuses on the investigation of drawing media and techniques including descriptive and expressive possibilities.
- ARTS 1317* DRAWING II 3 credits**
2 hours lecture, 4 hours lab per week
 This studio course is a further investigation of drawing media and techniques with emphasis on personal expression.
Prerequisite: ARTS 1316 or approval of the instructor.
- ARTS 1325* DRAWING AND PAINTING 3 credits**
2 hours lecture, 4 hours lab per week
 This course is an introduction for the non-art major to the creative media designed to enhance artistic awareness and sensitivity through the creative and imaginative use of art materials and tools. It includes art history and culture through the exploration of a variety of artworks with an emphasis on aesthetic judgment and growth.
- ARTS 2316* PAINTING I 3 credits**
2 hours lecture, 4 hours lab per week
 This studio course explores the potential of painting media with an emphasis on color, composition and the dynamics of vision.
- ARTS 2317* PAINTING II 3 credits**
2 hours lecture, 4 hours lab per week
 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 3 credit hours as a study in advanced problems and techniques.
Prerequisite: ARTS 2316 or approval of the instructor.
- ARTS 2323* DRAWING III 3 credits**
2 hours lecture, 4 hours lab per week
 This course is a further investigation of drawing media and techniques with further emphasis on personal expression and concepts. This course can be repeated once for an additional three credit hours as a study in advanced problems or techniques.
Prerequisite: ARTS 1317 or approval of the instructor.
- ARTS 2324* DRAWING IV 3 credits**
2 hours lecture, 4 hours lab per week
 This course is a further investigation of drawing media and techniques with further emphasis on personal expression, concepts and development. This course can be repeated once for an additional three credit hours as a study in advanced problems or techniques.
Prerequisite: ARTS 2323 or approval of the instructor.
- ARTS 2326* SCULPTURE I 3 credits**
2 hours lecture, 4 hours lab per week
 This studio course explores the potential of three-dimensional form in a variety of media.
- ARTS 2327* SCULPTURE II 3 credits**
2 hours lecture, 4 hours lab per week
 This studio course is a further investigation of three-dimensional form in a variety of media with emphasis on personal expression. This course may be repeated once for an additional 3 credit hours in advanced problems and techniques.
Prerequisite: ARTS 2326 or approval of the instructor.
- ARTS 2333* PRINTMAKING I 3 credits**
2 hours lecture, 4 hours lab per week
 This studio course explores the use of basic printmaking media and techniques.

phasis is placed on diagnosis and overhaul procedures. Minor transmission repair is also included.

Prerequisite: HETT 1360

AUTO 1421 ADVANCED ELECTRICAL SYSTEMS II 4 credits
2 hours lecture, 8 hours lab per week

This course is an advanced study of the automotive electrical and electronic systems. Correct use of diagnostic and test equipment is stressed. Emphasis is placed on troubleshooting and repairing vehicle components, such as starters, charging systems, electrical accessories, and lighting systems.

Prerequisite: HETT 1360.

AUTO 2312 PARTS COUNTER SALES & INVENTORY 3 credits
3 hours lecture, 0 hours lab per week

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

Prerequisite: SPCH 1318, IMGT 1312 or COSC 1301.

AUTO 2322 SHOP SUPERVISION & MANAGEMENT 3 credits
1 hours lecture, 6 hours lab per week

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

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

MAY ONLY BE TAKEN IN FINAL SEMESTER OF PROGRAM.

AUTO 2334 INTRODUCTION TO AUTOMOTIVE SERVICE EXCELLENCE 3 credits
3 hours lecture, 0 hours lab per week

This course is a preparation for ASE certification exams, as offered by the National Institute for Automotive Service Excellence (NIASE). This certification is required by many employers in the automotive service industry.

AUTO 2344 ADVANCED VEHICLE ELECTRONICS 3 credits
2 hours lecture, 4 hours lab per week

This course will present the knowledge and skills needed to diagnose and repair electronic vehicle control systems.

Prerequisite: AUTO 1421 (for AAS only), MATH 105 or concurrent enrollment in MATH 80, HETT 1331.

AUTO 2412 FUEL & EMISSION SYSTEMS 4 credits
2 hours lecture, 8 hours lab per week

This course covers the operating principles of fuel injection systems, minor carburetion system, and emission control systems. Emphasis is placed on servicing, diagnosis, and repairing components using diagnostic equipment.

Prerequisite: AUTO 1311, HETT 1360.

AUTO 2423 ENGINE PERFORMANCE 4 credits
2 hours lecture, 8 hours lab per week

This course is a study of engine tuning with emphasis on the use of electronic diagnostic equipment. Diagnosing and testing the ignition circuits, fuel systems, and engine problems which have an effect on driveability performance in the lab is emphasized.

Prerequisite: AUTO 1311, AUTO 1421, HETT 1360.

AUTO 2431 PRINCIPLES OF SUSPENSION & ALIGNMENT 4 credits
2 hours lecture, 8 hours lab per week

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

Prerequisite: MATH 105 or concurrent enrollment in MATH 80.

AUTO 2441 BRAKE SYSTEMS 4 credits
2 hours lecture, 8 hours lab per week

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

Prerequisite: HETT 1360.

AUTO 2454 ADVANCED ENGINE PERFORMANCE 4 credits
2 hours lecture, 8 hours lab per week

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

Prerequisite: AUTO 2423.

BIOLOGY

BIOL 1322 NUTRITION AND DIET THERAPY 3 credits
3 hours lecture, 0 hours lab per week

This is a study of the chemical, physical and sensory properties of food; nutritional quality; and food use and diet applications.

BIOL 1408* GENERAL BIOLOGY I 4 credits
3 hours lecture, 3 hours lab per week

This is a study of the fundamental principles of living organisms including physical and chemical properties of life, the transfer of energy through metabolic systems, cellular organization and function, cell division, genetics and an overview of human systems.

BIOL 1409* GENERAL BIOLOGY II 4 credits
3 hours lecture, 3 hours lab per week

This course is continuation of Biology 1408. Topics include evolution and diversity of acraniate and craniate animals, mechanisms of support and movement, reproduction, development, behavior and ecology.

Prerequisite: BIOL 1409.

BIOL 1411 GENERAL BOTANY 4 credits
3 hours lecture, 3 hours lab per week

This is a study of structure and function of plant cells, tissues and organs. This course includes an evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns and seed producing organisms. Plant reproduction and functional interactions with their environment and with humans are covered. It includes selected laboratory exercises.

BIOL 1413 GENERAL ZOOLOGY 4 credits
3 hours lecture, 3 hours lab per week

This is a study of the principles of taxonomy, genetics and ecology as they relate to animal form and function, diversity, behavior and evolution.

BIOL 1424 SYSTEMATIC BOTANY 4 credits
3 hours lecture, 3 hours lab per week

This is an introduction to the identification, classification and evolutionary relationships of vascular plants with emphasis on flowering plants. It includes the importance of herbaria, collection techniques and the construction and use of taxonomic keys.

BIOL 2306* ENVIRONMENTAL BIOLOGY 3 credits
3 hours lecture, 1 hour lab per week

This is a study of human interaction and the effect upon plant and animal communities. Conservation, pollution, energy

and other contemporary ecological problems will be discussed.

Prerequisite: BIOL 1408 or BIOL 1409.

BIOL 2389 ACADEMIC COOPERATIVE IN THE BIOLOGICAL LIFE SCIENCES 3 credits

3 hours lecture, 0 hours lab per week

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.

BIOL 2401* ANATOMY AND PHYSIOLOGY I 4 credits

3 hours lecture, 3 hours lab per week

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 system.

Prerequisite: BIOL 1408 or LVNU 1402.

BIOL 2402* ANATOMY & PHYSIOLOGY II 4 credits

3 hours lecture, 3 hours lab per week

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 1408 or LVNU 1402. *Recommended:* BIOL 2401.

BIOL 2416 GENETICS 3 credits

3 hours lecture, 3 hours lab per week

This is a study of the principles of molecular and classical genetics and the function and transmission of hereditary material. It includes population genetics and genetic engineering.

Prerequisite: BIOL 1408 or BIOL 1409.

BIOL 2421* MICROBIOLOGY 4 credits

3 hours lecture, 3 hours lab per week

This is an introduction to the morphology, physiology and taxonomy of bacteria and virus. The course includes the study of disease transmission, resistance to infection, and microbial control. The laboratory will develop sound techniques in culturing, staining, and identifying microorganisms.

Prerequisite: BIOL 2401, BIOL 2402. *Recommended:* CHEM 1411, CHEM 1412

BIOL 2428* VERTEBRATE ZOOLOGY 4 credits

3 hours lecture, 3 hours lab per week

This is a study of the structure, development, physiology and natural history of the vertebrate animals with emphasis on comparative evolution.

BUSINESS

BUSI 1301* INTRODUCTION TO BUSINESS 3 credits

3 hours lecture, 0 hours lab per week

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

BUSI 1302 PRINCIPLES OF MANAGEMENT 3 credits

3 hours lecture, 0 hours lab per week

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

BUSI 1305 PERSONNEL MANAGEMENT 3 credits
3 hours lecture, 0 hours lab per week

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

Prerequisite: BUSI 1302.

BUSI 1340 BUSINESS MATH USING ELECTRONIC CALCULATORS 3 credits
2 hours lecture, 2 hours lab per week

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

Prerequisite: MATH 80/TASP.

BUSI 1359 BUSINESS COMMUNICATIONS 3 credits
3 hours lecture, 0 hours lab per week

This course is intended to develop skills in all phases of business communication including reading, writing, listening and speaking. Primary emphasis is placed on developing sound skills for writing and proofreading letters, memos, reports and resumes. This course includes telephone procedures and techniques.

Prerequisite: ENGL 81, IMGT 1312.

BUSI 1390 HUMAN RELATIONS 3 credits
3 lecture hours, 0 lab hours per week

This is a practical application of the principles, methods, and concepts of the behavioral sciences to the human element in the business and industrial environment. It includes the analysis of group dynamics, motivation theory, leadership concepts, and human resource policy.

BUSI 2301* BUSINESS LAW 3 credits
3 lecture hours, 0 lab hours per week

This course covers principles of laws which form the legal framework for business activity. It covers applicable statutes, contracts, agencies. (*Transfers only as elective*)

BUSI 2302* LEGAL ENVIRONMENT OF BUSINESS 3 credits
3 hours lecture, 0 hours lab per week

This course emphasizes the role of law and government regulations in business and in society. It includes legal reasoning, sources of law, social policy and legal institutions, and laws relating to antitrust protection, security regulations, consumer protection, environmental protection, employment discrimination and white collar crime.

Prerequisite: BUSI 2301.

BUSI 2315 CAPSTONE: BUSINESS PRACTICUM 3 credits
1 hour lecture, 20 hours off-campus lab per week

This course covers fundamentals of the managerial accounting system, budgeting, financial analysis, quantitative technique and accounting for departments and branches, price level changes and income as it affects decision making.

Prerequisite: BUSI 1305 or approval of practicum coordinator.

BUSI 2320 SMALL BUSINESS MANAGEMENT 3 credits
3 hours lecture, 0 hours lab per week

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

BUSI 2330 PRINCIPLES OF MARKETING 3 credits
3 hours lecture, 0 hours lab per week

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

BUSI 2340 TEAM WORK & PROBLEM SOLVING 3 credits
3 hours lecture, 0 hours lab per week

This course introduces students to modern business management processes such as project teams, self managed work groups and problem-solving techniques. Emphasis is placed on attention to detail, work place cooperation and teamwork and professional ethics.

Prerequisite: IMGT 1312.

BUSI 2350 COMPUTERIZED BUSINESS APPLICATIONS 3 credits
2 hours lecture, 2 hours lab per week

This course is an advanced study of microcomputers focusing on applications software for business. Emphasis is placed on packaged software for payroll, taxation, graphics and communication (Internet, e-mail). Computer based business applications help facilitate hands-on practice and problem solving.

Prerequisite: IMGT 1312.

BUSI 2360 HUMAN RESOURCE MANAGEMENT 3 credits
3 hours lecture, 0 hours lab per week

This course is an advanced study of the principles, methods and concepts of the behavioral sciences of the human element in the business environment. It focuses on benefits management processing, federal and state regulations and personnel counseling.

Prerequisite: ACCT 1374, IMGT 1312, BUSI 1305.

CHEMISTRY

CHEM 1411* GENERAL CHEMISTRY I 4 credits
3 hours lecture, 3 hours lab per week

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

Prerequisite: MATH 90.

CHEM 1412* GENERAL CHEMISTRY II 4 credits
3 hours lecture, 3 hours lab per week

This course is a continuation of CHEM 1411 covering ionic equilibria, oxidation-reduction, electrochemistry, gas laws, thermodynamics, introduction to carbon compounds, nuclear and radiochemistry.

Prerequisite: CHEM 1411.

CHEM 2423* ORGANIC CHEMISTRY I 4 credits
3 hours lecture, 3 hours lab per week

This is a study of carbon chemistry that considers covalent bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups and introductory synthesis. Laboratory experiments develop organic techniques and reinforce lecture material.

Prerequisite: CHEM 1412.

CHEM 2425* ORGANIC CHEMISTRY II 4 credits
3 hours lecture, 3 hours lab per week

This is a continuation of CHEM 2423 that includes methods of structural analysis, advanced synthesis and reactions, biochemistry and organometallic topics. Laboratory experiments emphasize techniques in synthesis, purification, and analyses, and reinforce lecture material.

Prerequisite: CHEM 2423.

CHILD CARE & DEVELOPMENT

CCDA 1301 INTRODUCTION TO GROWTH & DEVELOPMENT 3 credits
3 hours lecture, 0 hours lab per week

This is a study of the growth and development of children from birth to eight years. It provides an understanding of the growth and development of the child. Special emphasis is given to the interrelatedness of the cognitive, social/emotional and physical stages of development in children.

CCDA 1321 ISSUES & TRENDS IN CHILD DEVELOPMENT 3 credits
3 hours lecture, 0 hours lab per week

This course presents overview of past and present issues and trends in early childhood theories and practices, including, but not limited to, the study of the works of Piaget, Montessori, Skinner and Katz and Vygotsky.

CCDA 1322 FIELD STUDY I 3 credits
2 hours lecture, 10 hours off-campus lab per week

This course allows the student, under direct supervision of an instructor to study current research and its application as related to direct observation and recording techniques and as applied to child growth and development. The student is required to complete a project portfolio.

Prerequisite: CCDA 1301.

(By arrangement. All Field Study will be conducted at a pre-approved site.)

CCDA 1331 INFANT & TODDLER GROWTH DEVELOPMENT 3 credits
3 hours lecture, 0 hours lab per week

This course explores infant and toddler development and their emerging abilities. It reviews the role of the environment and the caregiver in the social/emotional, cognitive and physical development of all children.

CCDA 1332 DEVELOPMENTALLY APPROPRIATE PRACTICES 3 credits
3 hours lecture, 0 hours lab per week

This course is a study of Developmentally Appropriate Practices (DAP) for children birth to three years of age. Students will design and plan appropriate environments for infants and toddlers that foster interactive learning with emphasis on play.

Prerequisite: CCDA 1331.

CCDA 1334 FIELD STUDY II 3 credits
2 hours lecture, 10 hours off-campus lab per week

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

Prerequisite: CCDA 1322, CCDA 1331 or CCDA 1332.

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

CCDA 2305 GROWTH & DEVELOPMENT 3 credits
3 hours lecture, 0 hours lab per week

This course covers growth and development of the preschool child including the exceptional child, and explores developmentally appropriate practices for children ages three to eight. Students will design and plan appropriate environments that foster interactive learning for all children.

CCDA 2306 NUTRITION, HEALTH & SAFETY IN THE CHILD CARE ENVIRONMENT 3 credits
3 hours lecture, 0 hours lab per week

This course provides information on nutritional needs, nutritional values of foods, communicable and common childhood illnesses. It includes planning, selection, and serving foods to meet children's needs. The course emphasizes how children learn and develop health and safety practices.

CCDA 2322 INTERDISCIPLINARY APPROACH 3 credits
3 hours lecture, 0 hours lab per week

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

Prerequisite: CCDA 1301, CCDA 1321.

CCDA 2323 FIELD STUDY III 3 credits
2 hours lecture, 10 hours off-campus lab required per week

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

Prerequisite: CCDA 1322, CCDA 2322, CCDA 2305.
(By arrangement. All Field Study will be conducted at approved site.)

CCDA 2335 FAMILY, COMMUNITY & STAFF RELATIONSHIPS 3 credits
3 hours lecture, 0 hours lab per week

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

CCDA 2336 INFLUENCES OF CULTURE & ENVIRONMENTS ON YOUNG CHILDREN 3 credits
3 hours lecture, 0 hours lab per week

This course studies anti-bias, multi-cultural issues. It develops an understanding and importance of curriculum that celebrates and values cultural diversity in all young children.

CCDA 2346 DESIGNING A DEVELOPMENTALLY APPROPRIATE ENVIRONMENT 3 credits
3 hours lecture, 0 hours lab per week

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

CCDA 2347 CAPSTONE: FIELD STUDY IV 3 credits
2 hours lecture, 10 hours off-campus lab per week

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

Prerequisite: CCDA 2348.

CCDA 2348 ORGANIZATION & MANAGEMENT 3 credits
3 hours lecture, 0 hours lab per week

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

Note: This course may be taken simultaneously with CCDA 2347.

COMMUNICATIONS

COMM 2311 NEWS GATHERING & WRITING I 3 credits
3 hours lecture, 0 hours lab per week

This course focuses on the fundamentals of writing news for the mass media. This course includes instruction in methods and techniques for gathering, processing and delivering news in a professional manner.

Prerequisite: ENGL 90, ENGL 91.

COMM 2315 NEWS GATHERING & WRITING II 3 credits
3 hours lecture, 0 hours lab per week

This course is a continuation of the aims and objectives of COMM 2311 with an emphasis on advanced reporting techniques.

Prerequisite: COMM 2311.

COMPUTER AIDED DRAFTING AND DESIGN

CADD 1300 TECHNICAL DRAFTING 3 credits
1 hour lecture, 8 hours lab per week

This course is designed to introduce the student to drafting fundamentals and basic drafting techniques using manual drafting instruments. The student will also be introduced to AutoCAD terminology and concepts. Topics will include sketching techniques, drafting equipment identification and usage, lettering, lines, geometric construction, orthographic projections, dimensioning, section views, and pictorial drawings.

CADD 1312 INTRODUCTION TO AUTOCAD I 3 credits
1 hour lecture, 8 hours lab per week

This course introduces the student to the basic concepts of using a CAD system to generate a graphic image. Topics to be covered will include: CAD overview, basic computer operating principles, hardware descriptions and requirements, file management, 2-D geometric construction, drawing, editing, display, and text commands.

Corequisite: CADD 1300.

CADD 1320 ARCHITECTURAL DRAFTING 3 credits
2 hours lecture, 4 hours lab per week

This course will provide comprehensive instruction for preparing architectural working drawings using traditional and computer-based methods. Topics to be covered will include: basic house design, design considerations, room planning, foundation plan design, roof designs, elevations, new products and methods of construction, material and tradework specifications. Building detail designs will also be developed.

Prerequisite: CADD 1300, CADD 1312.

CADD 1322 FACILITIES LAYOUT AND DESIGN 3 credits
2 hours lecture, 4 hours lab per week

This course is a study of basic design principles such as function, form and space as they apply to layout consideration for commercial facilities. 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: CADD 1300, CADD 1312.

CADD 1324 PRINCIPLES OF CONSTRUCTION MATH 3 credits
3 hours lecture, 0 hours lab per week

Study will include the various applications common to the construction industry. Topics covered will include: surveying math, scales, measurement and area, conversions, construction material calculations, and geometric construction.

Prerequisite: MATH 105.

CADD 1326 AUTOCAD II 3 credits
1 hour lecture, 8 hours lab per week

This course will be a continuation of the AutoCAD I course. AutoCAD I commands and concepts will be reviewed. Topics to be covered will include: creation of symbol libraries, external referencing, assigning attributes, model space viewpoints, introduction to rendering, introduction to solid modeling, and introduction to customization. A portfolio to be submitted for evaluation will be required.

Prerequisite: CADD 1300, CADD 1312.

CADD 1330 COOPERATIVE 3 credits
1 hours lecture, 20 hours off-campus lab per week

This course is designed to provide the student an opportunity to gain working knowledge in the field of drafting. The student will be able to apply the skills learned to complete an assigned task as required.

CADD 1342 CIVIL ENGINEERING DRAFTING 3 credits
2 hours lecture, 4 hours lab per week

This course will present the basic principles of drafting as applied to the field of Civil Engineering. The basics of line assignments, line qualities, the use of drafting equipment and the use of a CAD system will be discussed and utilized to complete various civil engineering related projects. Topics to be covered include: civil measurements, map scales, map features, plotting, basic surveying terminology, and contour map development.

Prerequisite: CADD 1300, CADD 1312.

CADD 2340 STRUCTURAL DETAILING 3 credits
2 hours lecture, 4 hours lab per week

This course will introduce the student to the basics of detailing commercial structural members, their connections, materials and methods of construction. The design, the development of details, and the specifications of structural steel and reinforced concrete building systems will be emphasized.

Prerequisite: CADD 1300, CADD 1312, CADD 1322.

CADD 2342 BUILDING SYSTEMS 3 credits
2 hours lecture, 4 hours lab per week

This course will introduce the basic principles of building mechanical systems to include plumbing, HVAC, electrical, solar space heating, nontraditional structures, modular applications, and structural design.

Prerequisite: CADD 1300, CADD 1320, CADD 1322.

CADD 2344 CONSTRUCTION MATERIALS & SPECIFICATIONS 3 credits
2 hours lecture, 4 hours lab per week

In this course, the student will develop the ability to utilize the various industry standard reference materials including: building codes manuals, life safety manuals, architectural graphics standards, and manufacturers resource manuals.

Prerequisite: CADD 1300, CADD 1320, CADD 1322.

CADD 2346 INTRODUCTION TO 3-D 3 credits
2 hours lecture, 4 hours lab per week

This is an advanced CAD course utilizing 3-D software. This course will further develop graphic skills to produce high quality modeling, renderings, and animation of architectural related projects.

Prerequisite: CADD 1312, CADD 1326, CADD 2340.

CADD 2348 PRESENTATION GRAPHICS 3 credits
2 hours lecture, 4 hours lab per week

This course is designed to help the student develop presentation skills using freehand and computer graphics. Emphasis will be placed on developing graphic, verbal and written skills to solve design problems.

Prerequisite: CADD 1300, CADD 1312, CADD 1322.

CADD 2350 CAPSTONE - AUTOCAD III 3 credits
1 hour lecture, 8 hours lab per week

This is an advanced AutoCAD course which will utilize all the previous commands to produce a set of working drawings. All previous skills will be utilized in combination with advanced topics to include: advanced rendering techniques, customizing pull-down menus, and an introduction to AutoLISP.

Prerequisite: CADD 1300, CADD 1312, CADD 1326.

COMPUTER SCIENCE

COSC 1301* MICROCOMPUTER APPLICATIONS 3 credits
2 hours lecture, 3 hours lab per week

This course presents terminology, concepts and techniques to begin the study of Computer Information Systems. It covers history, number systems, computer hardware, software, procedures, systems and human resources, and explores their integration and application in business and other segments in society. It also includes an introduction to modular program design and flowcharts. Emphasis is placed on using computer software packages including a word processor to process textual information, an electronic spreadsheet for numerical information, a database management system, a programming language and MS-DOS. Using these, a student shall be able to select a correct hardware/software for application to a given problem. Lab exercises are designed to allow students to use reasoning abilities to solve problems and make decisions.

COSC 1309* PROGRAMMING METHODOLOGY 3 credits
2 hours lecture, 3 hours lab per week

This is a discipline approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphical tools. Topics covered include problem clarification, design, coding, debugging and documentation.

Prerequisite: COSC 1301.

COSC 1315* FUNDAMENTALS OF PROGRAMMING 3 credits
2 hours lecture, 3 hours lab per week

This is a survey of technical topics related to microcomputer systems with emphasis on the relationship between hardware architecture, systems software, programming and application software. Designed for the student who will have to make decisions about hardware and software selection.

Prerequisite: COSC 1301.

COSC 1318* COMPUTER SCIENCE PROGRAMMING I 3 credits
2 hours lecture, 3 hours lab per week

This is a first course which emphasizes algorithm development and problem solving methodology for computer programming. The fundamentals of the Pascal programming language will be introduced. How to design, code, debug, and document programs using techniques of top-down design and stepwise refinement will be stressed throughout the course. A blocked structured programming language will be used for programming solutions. Extensive interaction with computers will be expected.

Prerequisite: COSC 1301, concurrent enrollment in MATH 90, or completion of high school equivalent.

BCIS 1332* COBOL PROGRAMMING 3 credits
2 hours lecture, 3 hours lab per week

This is a programming course designed to emphasize structured programming concepts using COBOL programming language. This course is designed for the student who has an understanding of data processing fundamentals. The course covers the COBOL specifications, their usage, and applicable operating system commands to enable the student to write, enter, and run business oriented problems.

Prerequisite: COSC 1301.

COSC 2317* SURVEY OF ELEMENTARY SCIENTIFIC PROGRAMMING 3 credits
2 hours lecture, 3 hours lab per week

This is an introductory course in development of computer programs in FORTRAN programming language. It includes input/output processing, arithmetic calculations, and the use of logical expressions. Computer programs are assigned to assist students in developing competence in the language. This course is designed primarily for computer science, mathematics, and engineering students.

Prerequisite: COSC 1301, concurrent enrollment in MATH 90 or completion of high school equivalent.

COSC 2318* COMPUTER SCIENCE PROGRAMMING II 3 credits

2 hours lecture, 3 hours lab per week

This is a second programming course using Pascal to introduce more advanced features of high-level programming. Continued emphasis will be placed on good programming methodologies and problem solving techniques. Programming problems requiring the implementation of elementary data structures and associated algorithm development and analysis will be stressed. Topics include linked lists, stacks, queues, trees, graphs, recursion, sorting, and searching.

Prerequisite: COSC 1318 with a grade of "C" or better.

COSC 2325* COMPUTER ORGANIZATION & MACHINE LANGUAGE 3 credits

2 hours lecture, 3 hours lab per week

This is an introduction to computer organization, machine language programming and use of assembly language programming systems. Topics include basic instructional sets, coding arithmetic problems, logical operations, indexing, indirect addressing, MACRO commands, MACRO programming techniques, methods of program debugging, looping techniques and subroutines.

Prerequisite: COSC 1318 or COSC 2420.

COSC 2330* ADVANCED C/C++ PROGRAMMING 3 credits

2 hours lecture, 3 hours lab per week

This is a continuation course for computer science majors introducing more advanced feature of high-level programming. Continued emphasis will be placed on good programming methodologies and problem solving techniques. Topics include file processing, list processing, system calls. Unix, ooP concepts and C++ programming concepts.

Prerequisite: COSC 2420.

BCIS 2332* ADVANCED COBOL PROGRAMMING 3 credits

2 hours lecture, 3 hours lab per week

This course is an advanced study of the COBOL programming language. Topics covered include binary table searches, variable length record techniques, hashing, ordered lists, file structures, pointers and linkages, directories, memory management, and data access methods.

Prerequisite: BCIS 1332.

COSC 2420* C PROGRAMMING 4 credits

3 hours lecture, 2 hours lab per week

This course is an introduction to fundamental high-level programming using C Programming Language. Topics include algorithm development and problem solving methodology for computer programming. How to design, code, debug and document programs using techniques of top-down design and stepwise refinement will be stressed throughout the course. A blocked structured programming language will be used for programming solutions. Other topics include two high-level programming languages selected from languages such as Ada, Modula 2 and LISP.

Prerequisite: COSC 1301, COSC 1318, concurrent enrollment in MATH 90 or completion of high school equivalent.

COMPUTERIZED OFFICE TECHNOLOGY

COTP 90 BASIC TYPING 3 credits

2 hours lecture, 2 hours lab per week

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

COTP 1311 INTERMEDIATE TYPING 3 credits

2 hours lecture, 3 hours lab per week

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

Prerequisite: COTP 090 or 25 wpm typing speed on 3-minute timing, and centering applications.

COTP 1312 INTRODUCTION TO LAW OFFICE 3 credits
2 hours lecture, 3 hours lab per week

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

COTP 1313 SPEEDWRITE 3 credits
2 hours lecture, 3 hours lab per week

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

Prerequisite: Concurrent enrollment in COTP 090 or equivalent.

COTP 1314 WORD PROCESSING I 3 credits
2 hours lecture, 3 hours lab per week

In this course, word processing concepts and machine functions are developed using word processing software to create, revise, edit, format, paginate, print, merge, and store documents. This course introduces desktop publishing and shows the student how to select, use, construct, and integrate text, graphics, and data.

Prerequisite: COTP 90 or Keyboard Test.

COTP 1321 ADVANCED TYPING 3 credits
2 hours lecture, 2 hours lab per week

This course covers mastery of the keyboard by formatting business letters with special features, financial forms, outlines, technical unbound and bound business reports, itineraries, agencies, minutes of meetings, memorandums and ruled tables.

Prerequisite: COTP 1311.

COTP 1322 SURVEY OF LEGAL SYSTEM & DOCUMENTS I 3 credits
2 hours lecture, 3 hours lab per week

This course is the first of a two-part course that introduces the student to the Texas and federal court system. An overview of the criminal justice system, legal ethics, contracts, bankruptcy, immigration, and litigation law will be provided with an examination of the roots of common law and the development of the American system of jurisprudence. Exposure will also be provided for students to practice document preparation working with the various forms related to the areas of the law covered in this course.

Prerequisite: COTP 1312, ENGL 1301 or ENGL 1312, or concurrent enrollment in COTP 1314.

COTP 1323 OFFICE PROCEDURES 3 credits
2 hours lecture, 3 hours lab per week

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

Prerequisite: COTP 1311, and ENGL 1301 or ENGL 1312.

COTP 1324 WORK CENTER MANAGEMENT 3 credits
2 hours lecture, 3 hours lab per week

This course is a study of the word processing center environment with an emphasis on work flow prioritizing, logging, time management, etc. Emphasis on the integration of office systems using microcomputers. Advanced applications using desktop publishing and integrating software are covered.

Prerequisite: COTP 1311, COTP 1314, IGMT 1302.

COTP 1331 LITIGATION SUPPORT PROCEDURES 3 credits
2 hours lecture, 3 hours lab per week

This course introduces the student to the procedures involved in litigating cases to resolve disputes between parties in a court of law. Emphasis will be placed on developing an understanding of the processes to enable the student to

maintain organized files and good relationships with the courts, clients, attorney, and co-workers.

Prerequisite: COTP 1311, COTP 1312, and ENGL 1301 or ENGL 1312.

COTP 2311 MACHINE TRANSCRIPTION 3 credits

2 hours lecture, 3 hours lab per week

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

Prerequisite: COTP 1314 and ENGL 1301 or ENGL 1312.

COTP 2312 BUSINESS CORRESPONDENCE 3 credits

2 hours lecture, 3 hours lab per week

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

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

COTP 2324 WORD PROCESSING II 3 credits

2 hours lecture, 3 hours lab per week

This course emphasizes macros, columns of text, tables, math functions, document assembly, footnotes, outlining, graphics and equations. Windows functions are also introduced.

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

COTP 2332 SURVEY OF LEGAL SYSTEM & DOCUMENTS II 3 credits

2 hours lecture, 3 hours lab per week

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

Prerequisite: COTP 1322.

COTP 2334 WORD PROCESSING III 3 credits

2 hours lecture, 3 hours lab per week

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

Prerequisite: COTP 090 or Keyboard Test.

**COTP 2344 CAPSTONE: ADVANCED OFFICE TECHNOLOGY/
MANAGEMENT (INTERNSHIP) 3 credits**

1 hour lecture, 8 hours off-campus lab per week

This is an internship course which provides experience-based education in a controlled environment. It emphasizes hands-on experience on various office equipment. Emphasis is designed to provide the student with the skills necessary for competency in performing administrative duties. Telephone techniques, calendar control, client file maintenance, correspondence, timekeeping, billing procedures, office machinery (copier, fax machine, scanner, etc.) and proper office decorum are covered.

Prerequisite: COTP 1321, COTP 2324, COTP 2311, COTP 2312, SPCH 1311, and ENGL 1301 or ENGL 1312.

CRIMINAL JUSTICE

CRIJ 1301* INTRODUCTION TO CRIMINAL JUSTICE 3 credits

3 hours lecture, 0 hours lab per week

This course is a multi-disciplinary overview and analysis of the major agencies, personnel and decision-making points which comprise the criminal justice system. Included are a survey of problems and issues confronting legislatures,

police, courts, corrections and the community as they respond to crime in a free society. Legal precedents guiding the decisions of criminal justice agents are also discussed.

CRIJ 1306* THE COURTS AND CRIMINAL PROCEDURE 3 credits
3 hours lecture, 0 hours lab per week

This course is a study of procedural regulations which guide the processing of criminal cases through the criminal justice system with emphasis on the Texas Code of Criminal Procedure and rules of evidence. Included is a discussion of due process rights of the criminal defendant from arrest through confinement, as well as issues related to the administration of capital punishment.

CRIJ 1307* CRIME IN AMERICA 3 credits
3 hours lecture, 0 hours lab per week

This course is a survey of the nature, location and impact of crime in America. It includes historical foundations of crime, theoretical explanations of criminality and delinquency, the recording and measurement of crime, descriptions of criminal careers and an analysis of public policies concerning crime control.

CRIJ 1310* FUNDAMENTAL OF CRIMINAL LAW 3 credits
3 hours lecture, 0 hours lab per week

This course is a study of the nature of criminal law; historical and philosophical development of law in society; major definitions and concepts; classifications of crime; elements of crime and penalties using the Texas statutes as illustrations; criminal responsibility.

CULINARY ARTS

CULN 1301 SANITATION AND SAFETY 3 credits
3 hours lecture, 0 hours lab per week

This course introduces the laws and regulations governing sanitation and safety in food service. It presents sanitation procedures necessary with food, the food production area and equipment, and the employee. Food-borne illnesses and their origins are introduced. It includes accident prevention and response including general first aid. The student is taught to perform the Heimlich maneuver.

CULN 1320 FOOD PREPARATION & MEAL MANAGEMENT 3 credits
2 hours lecture, 4 hours lab per week, Food Lab Fees

This course presents basic culinary techniques including measurement, cutlery skills and maintenance. In the kitchen lab, students prepare basic menu items such as soups, stocks, sauces, vegetables, breakfasts, and entrees. Students rotate through the stations of a kitchen gaining knowledge and experience in food selection, production, portion control, plating and storage. Food and environmental sanitation and safety, as well as professional work habits are emphasized. The student learns kitchen etiquette.

CULN 1330 BAKING 3 credits
2 hours lecture, 4 hours lab per week, Food Lab Fees

This course will introduce the student to baking terminology, the basic principles and ingredients used in the production of baked products in a lab setting. Students will prepare basic dough, batters, and pastry items. Proper scaling procedures and baking techniques are emphasized.

CULN 1340 QUANTITY FOOD PRODUCTION 3 credits
2 hours lecture, 4 hours lab per week, Food Lab Fees

This course provides the principles underlying the selection, composition and preparation of the major food products. Course content includes quantity food production and equipment, sanitation, cooking principles, techniques and methods, menu planning, production management, and recipe modification. Lab emphasis is on quantity food production.

Prerequisite: CULN 1320.

CULN 1350 FOOD SERVICE OPERATIONS/SYSTEMS 3 credits
3 hours lecture, 0 hours lab per week

This course offers a systems approach to food service operations. Basic principles of management, decision-making and marketing are introduced. Menu pricing and analysis, cost control and budgeting, and food selection are emphasized. Human resource management, procurement, receiving, storage, and inventory control are taught.

CULN 1360 CUISINE TRENDS 3 credits
2 hours lecture, 2 hours lab per week, Food Lab Fees

In this course, students learn current trends and international cuisine. Students practice preparing specialty and theme foods such as hors d'oeuvres, low fat and low cholesterol dishes, and international cuisine including Mexican and Spanish dishes.

CULN 1357 CAPSTONE: PRACTICUM 3 credits
1 hour lecture, 14 hours off-campus lab per week

This is a capstone course for Certificate students. Students will be trained on-the-job at various kitchen stations at the invitation of a host employer. The Practicum experience provides students with an opportunity to implement technical and human relations skills they have developed in their course work. Students will work under supervision and be evaluated by both the host employer and faculty members. A one hour per week classroom seminar is also scheduled to provide students with support and direction during their Practicum semester.

Prerequisite: Second Semester standing in the Commercial Cook Certificate.

CULN 2330 INTERMEDIATE BAKING 3 credits
2 hours lecture, 2 hours lab per week, Food Lab Fees

In this course, students learn the preparation, assembly and presentation of pastries and desserts, including cakes, cookies, and decorative work.

CULN 2345 ENTREE PREPARATION 3 credits
2 hours lecture, 3 hours lab per week, Food Lab Fees

This course introduces students to basic meat cutting and selection. Students prepare meats, poultry, fish, and seafood with an emphasis on portion control and sanitation.

CULN 2340 MIXOLOGY AND WINE COMPREHENSION 3 credits
3 hours lecture, 0 hours lab per week

This course provides the student with a basic understanding of regulations regarding alcohol service, and very importantly, the responsible service of alcohol. The mixology portion provides the student with the skills necessary to mix and garnish all classifications of drinks, and the proper use of equipment common to bar operations. The Wine Comprehension portion introduces the student to the history, mystique and ritual of wine including types, vintages, handling, storage and techniques of wine service. It also identifies the role of wine in cooking.

CULN 2350 PROFESSIONAL COOKING SKILLS 3 credits
2 hours lecture, 3 hours lab per week, Food Lab Fees

This course provides students with an understanding of the reliable judgment of food quality and techniques essential in producing the desired food characteristics consistently. Students develop the ability to relate food acceptance, safety, aesthetic qualities, and economic considerations in food production and sales.

CULN 2357 CAPSTONE: PRACTICUM 3 credits
1 hour lecture, 14 hours off-campus lab per week

This is a capstone course for A.A.S. Culinary Arts students. Students will be trained on-the-job at the invitation of a host employer. Students will receive both back and front of the house experiences. The Practicum provides students with an opportunity to implement both the technical and human relations skills they have developed in their course work. Students will work under supervision and be evaluated by both the host employer and faculty members. A one hour per week classroom seminar is also scheduled to provide students with support and direction during their Practicum semester.

Prerequisite: Fourth Semester standing in A.A.S. Culinary Arts.

DRAMA

DRAM 1310* THEATER APPRECIATION 3 credits
3 hours lecture, 0 hours lab per week

This course introduces the theater and develops an appreciation and understanding of the various factors which make up a live theater performance. This course surveys all phases of theater including its history, dramatic works, stage techniques, production procedure, and relationship to the fine arts.

ECONOMICS

ECON 2301* PRINCIPLES OF ECONOMICS I MACRO 3 credits
3 hours lecture, 0 hours lab per week

This course introduces basic macroeconomic concepts and methods. Primary emphasis is placed on supply and demand, income determination, money and banking, unemployment, and public policy debate.

Prerequisite: MATH 85 or satisfactory score on placement test.

ECON 2302* PRINCIPLES OF ECONOMICS II MICRO 3 credits
3 hours lecture, 0 hours lab per week

This course introduces basic microeconomic concepts and methods. Primary emphasis is placed on supply and demand, demand elasticity, market structure differentiation, and government regulation.

Prerequisite: MATH 85 or satisfactory score on placement test.

EDUCATION

EDUC 1301 INTRODUCTION TO EDUCATION 3 credits
3 hours lecture, school visitations required

This course is an introduction to different teacher programs, teaching fields and employment opportunities. This is field-based course. Significant time will be spent in local school district classrooms completing detailed observations.

ELECTRONICS

ELCT 1301 FUNDAMENTALS OF DIGITAL 3 credits
2 hours lecture, 4 hours lab per week

This course will provide students with the basic operation of digital circuits as it relates to computers and other electronic equipment. Emphasis will be placed on logic gates, truth tables, binary number system in logic gates.

Prerequisite: ELCT 1308.

ELCT 1308 PRINCIPLES OF ELECTRONICS 3 credits
2 hours lecture, 4 hours lab per week

This course covers the development of handskills associated with the electronic industry. This is a study of different types of soldering techniques, component identification, schematic diagram symbols and their functions, basic circuit operation and the use of safety features.

Prerequisite: MATH 80 or equivalent.

ELCT 1309 SOLID-STATE THEORY 3 credits
2 hours lecture, 4 hours lab per week

This is a comprehensive course which covers the basic fundamentals of electronic components, such as diodes, transistors, BJT, UJT, FET, SCR, Triacs, and Diacs. Emphasis is placed on identifying, troubleshooting and the replacement of components.

Prerequisite: ELCT 1401, ELCT 1402

ELCT 1310 ELECTRONIC CIRCUIT ANALYSIS 3 credits
2 hours lecture, 4 hours lab per week

This course covers the study of the theory of troubleshooting of various types of circuits, amplifiers, oscillators, and power supplies.

Prerequisite: ELCT 1401, ELCT 1402.

ELCT 1321 TECHNICAL DOS 3 credits
2 hours lecture, 4 hours lab per week

This course will enable students to use MS-DOS as a tool in configuring devices as they relate to personal computers. Devices such as hard disks, modems, serial cards and memory, etc. Students will be introduced to using MS-DOS commands to troubleshoot and repair software and hardware problems as they relate to PCs and their peripherals.

Prerequisite: ELCT 1308.

ELCT 1322 BASIC COMPUTER SYSTEM REPAIR 3 credits
2 hours lecture, 4 hours lab per week

This course will introduce students to personal computers. It will instruct students to execute different diagnostic routines, perform modular repairs and to follow installation instructions and identify failures.

Prerequisite: ELCT 1321 or concurrent enrollment.

ELCT 1401 DC CIRCUIT ANALYSIS 4 credits
3 hours lecture, 4 hours lab per week

The fundamentals of electricity and direct current are introduced. Current, voltage, resistance, power, and magnetism are also included. Ohm's laws, Watt's laws, Kirchoff's laws, Superposition, Thevenin's and Norton's theorems will be used to algebraically analyze simple and complex resistive circuits.

Prerequisite: Eligible for college algebra or concurrent enrollment in MATH 105.

ELCT 1402 AC CIRCUIT ANALYSIS 4 credits
3 hours lecture, 4 hours lab per week

The basic study of alternating current theory and lab testing. It includes series and parallel AC circuits, phasor, RMS, peak values, peak to peak values, frequency, transformers, resonance, filters, capacitive and inductive networks.

Prerequisite: ELCT 1401.

ELCT 2301 INTRODUCTION TO COMMUNICATION 3 credits
2 hours lecture, 4 hours lab per week

This course introduces the basic fundamentals of electronic communication. It includes amplitude, frequency, and pulse modulation, RF amplifiers, fiberoptics, modulators and heterodyning used in modern electronic equipment. Also a review of test equipment used in the electronic field.

Prerequisite: ELCT 1402.

ELCT 2302 ADVANCED DIGITAL CIRCUITS 3 credits
2 hours lecture, 4 hours lab per week

This course will reinforce digital fundamentals with emphasis placed on troubleshooting circuits using counters, shift registers, multiplexers and basic sequential and combinational logic circuits.

Prerequisite: ELCT 1301.

ELCT 2303 INTRODUCTION TO LASER TECHNOLOGY 3 credits
2 hours lecture, 4 hours lab per week

This course will introduce the student to the study of laser design and to identify different types of lasers. Also covered will be the effects and potential hazards of laser light and the effects of infrared radiation. The student will be able to transmit and reproduce sound over a laser beam and work with a laser to measure light and transmit data.

Prerequisite: ELCT 1310.

ELCT 2308 PRINCIPLES OF AUDIO/VIDEO SYSTEMS 3 credits
2 hours lecture, 4 hours lab per week

This certificate level capstone course includes the basic fundamentals of audio and video circuit operation and servicing. The theory and troubleshooting of the different types of circuits will be covered, along with analyzing wave forms using an oscilloscope and safety rules.

Prerequisite: ELCT 1310.

ELCT 2311 CAPSTONE: ELECTRONIC TROUBLESHOOTING 3 credits
2 hours lecture, 4 hours lab per week

This course is a comprehensive capstone course which covers diagnosing, troubleshooting and repairing "Live Work" with emphasis on the use of schematic diagrams and electronic servicing equipment.

Prerequisite: ELCT 1310.

ELCT 2321 ADVANCED COMPUTER SYSTEMS REPAIR 3 credits
2 hours lecture, 4 hours lab per week

This course introduces proper installation and setup procedures such as hard disks, floppy drives and other peripheral devices. Different types of computers and how they interface with each other will also be analyzed.

Prerequisite: ELCT 1322.

ELCT 2401 INTRODUCTION TO INDUSTRIAL ELECTRONICS 4 credits
3 hours lecture, 4 hours lab per week

This course covers industrial control circuits with solid state and digital control devices and industrial power circuits.

ELCT 2409 AUDIO/VIDEO SYSTEMS II 4 credits
3 hours lecture, 4 hours lab per week

This course covers the basic principles of magnetic recording theory of video and audio systems. Motor control and servo systems will also be analyzed.

Prerequisite: ELCT 2308.

EMERGENCY MEDICAL TECHNOLOGY

EMTB 1103 CLINICAL 1 credit
0 hours lecture, 4 hours off-campus lab per week

This is a supervised clinical learning experience in a clinical facility, on an EMS ambulance unit that will enable a student to develop the skills and apply the knowledge needed to perform emergency medical procedures. This course is taught concurrently with EMTB 1601.

Prerequisite: Concurrent enrollment in both EMTB 1601 and EMTB 1202.

EMTB 1202 EMTB LAB 2 credits
0 hours lecture, 6 hours lab per week

This course is designed to develop student skills in performing emergency medical procedures at the Emergency Medical Technician Basic Level, such as bandaging and splinting, administration of oxygen, spinal immobilization, patient assessment and vital signs. These skills are tested in accordance with Texas Department of Health Certification requirements.

Prerequisite: Concurrent enrollment in EMTB 1601.

EMTB 1601 EMERGENCY MEDICAL TECHNICIAN 6 credits
6 hours lecture, 0 hours lab per week

In this course, students are taught the overall role and responsibility of the Emergency Medical Technician in performing both emergency care and the optional aspects of performing at the EMT-Basic Level.

Prerequisite: Must be 18 years of age and meet TDH EMT Certificate requirements. Concurrent enrollment in EMTB 1202 & EMTB 1103 or successful completion of EMTB 1103 with a "C" or better within first academic year.

EMTI 1213 EMTI CLINICAL 2 credits
0 hours lecture, 8 hours off-campus per week

This supervised clinical experience in both a clinical facility and on an Advanced Life Support EMS Unit reinforces the theoretical and practical experiences learned in EMS courses with emphasis on advanced emergency medical procedures.

Prerequisite: Concurrent enrollment in both EMTI 1311 and EMTI 1312.

EMTI 1311 EMT-INTERMEDIATE 3 credits
3 hours lecture, 0 hours lab per week

This course includes the study of fluids and electrolytes, blood and its components, hydration disorders, recognition and treatment of shock, the anatomical structures and the mechanics of respiration and the techniques used to perform a complete patient assessment.

Prerequisite: TDH Emergency Medical Technician Basic Certification. Concurrent enrollment in both EMTI 1312 and EMTI 1213 or successful completion of EMTI 1213 with a "C" or better within first academic year.

EMTI 1312 EMTI LAB 3 credits
1 hour lecture, 5 hours lab per week

This lab focuses on the practice of advanced skills associated with the job requirements of an EMT-Intermediate including endotracheal intubation, administration of intravenous fluid therapy and use of pneumatic anti-shock garments. These skills are tested in accordance with Texas Department of Health certification requirements.

Prerequisite: Concurrent enrollment in EMTI 1311 and EMTI 1213.

EMTP 2134 EMS RESCUE & EXTRICATION 1 credit
0 hours lecture, 2 hours lab per week

This course develops the student's basic understanding of principles and considerations involved in extricating persons from entrapment in varying situations. This course also includes familiarization with some of the major rescue tools, their use, their capacities, and safety needed in their use.

Prerequisite: Successful completion of EMTB 1601 and EMTB 1202 with a "C" or better, or concurrent enrollment in EMTB 1601 and EMTB 1202.

EMTP 2136 EMS DRIVING 1 credit
0 hours lecture, 2 hours off-campus lab per week

EMS Driving promotes safe driving techniques for emergency and non-emergency driving. Attention is given to the hazards and legal implications of unsafe EMS driving. The student is presented with techniques of accident avoidance as well as performance of routine maintenance on EMS vehicles.

Prerequisite: Successful completion of EMTB 1601 and EMTB 1202 with a "C" or better, or concurrent enrollment in EMTB 1601 and EMTB 1202.

EMTP 2221 EMS CARDIOLOGY 2 credits
1 hour lecture, 2 hours lab per week

This course is the study of anatomy and physiology of the cardiovascular system, cardiac patient assessment and cardiac pathophysiology. This course also includes the interpretation of electrocardiograms, arrhythmia recognition and techniques of cardiac management.

Prerequisite: TDH Emergency Medical Technician Intermediate Certificate and concurrent enrollment in EMTP 2222, EMTP 2223 and EMTP 2224.

EMTP 2222 EMTP LAB I 2 credits
0 hours lecture, 6 hours lab per week

This lab affords the student an opportunity to review and practice both basic and advanced skills that are associated with the job requirements of an EMT-Paramedic, such as spinal immobilization, oxygen administration, bandaging and splinting, endotracheal intubation and intravenous fluid therapy. These skills are tested in accordance with Texas Department of Health certification requirements.

Prerequisite: Concurrent enrollment in EMTP 2221, EMTP 2223 and EMTP 2224.

EMTP 2223 EMT CLINICAL I 2 credits
0 hours lecture, 10 hours off-campus lab per week

This is a supervised learning experience in both a clinical facility and on a Mobile Intensive Care Unit that will enable a student to develop the skills and the knowledge needed to perform advanced emergency medical procedures.

Prerequisite: Concurrent enrollment in EMTP 2221, EMTP 2222 and EMTP 2224.

EMTP 2224 EMS PHARMACOLOGY 2 credits
1 hour lecture, 2 hours lab per week

EMS pharmacology provides prehospital medication information, discusses actions and reactions of prehospital medications, discusses different routes of medication administration, and the indications and contraindications for the use of these medications.

Prerequisite: Concurrent enrollment in EMTP 2221, EMTP 2222 and EMTP 2223.

EMTP 2232 EMT LAB II 2 credits
0 hours lecture, 6 hours lab per week

This lab is designed to afford students an opportunity to learn and practice advanced skills associated with the job requirements of an EMT-Paramedic, pneumatic anti-shock garments, medication administration and interpretation of EKGs. These skills are tested in accordance with Texas Department of Health certification requirements.

Prerequisite: Concurrent enrollment in EMTP 2631.

EMTP 2233 EMT CLINICAL II 2 credits
0 hours lecture, 10 hours off-campus lab per week

This is a supervised learning experience in both a clinical facility and on a Mobile Intensive Care Unit that enables a student to develop the skills and use the knowledge needed to perform basic and advanced emergency medical procedures.

Prerequisite: Concurrent enrollment in EMTP 2631 and EMTP 2232.

EMTP 2235 EMS MANAGEMENT 2 credits
2 hours lecture, 0 hours lab per week

This course reviews and outlines the procedures necessary to manage an EMS System in an organized and efficient manner. The concepts of rural versus urban and paid personnel versus volunteer services will be studied in development of a method for day-to-day operation of an emergency medical services system.

Prerequisite: Successful completion of ENGL 1301 and COSC 1301 with a "C" or better, or concurrent enrollment in ENGL 1301 and COSC 1301.

EMTP 2631 EMT-PARAMEDIC 6 credits
6 hours lecture, 0 hours lab per week

This course familiarizes the student with the roles and responsibilities, medical legal issues and the overall functions of the Paramedic. This course also includes recognition and treatment of medical emergencies, CNS emergencies, environmental emergencies, pediatric emergencies, OB/GYN emergencies, geriatric emergencies, psychiatric emergencies, HAZMAT, triage and disaster management.

Prerequisite: Successful completion of EMTP 2221, EMTP 2222, EMTP 2223 and EMTP 2224 with a "C" or better.

ENGINEERING

ENGR 1201* INTRODUCTION TO ENGINEERING 2 credits
2 hours lecture, 0 hours lab per week

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.

ENGR 1304* ENGINEERING GRAPHICS I 3 credits
3 hours lecture, 3 hours lab per week

This course is an introduction to spatial relationships, multiview projection and sectioning, dimensioning, graphical presentation of data and fundamentals of computer graphics.

ENGR 2301* STATICS 3 credits
3 hours lecture, 0 hours lab per week
This is a calculus-based study of composition and resolution of forces, equilibrium of force system, friction, centroids and moments of inertia.
Prerequisite: PHYS 2425, MATH 2413, concurrent enrollment in MATH 2414.

ENGR 2302* DYNAMICS 3 credits
3 hours lecture, 0 hours lab per week
This is a calculus-based study of dynamics of rigid bodies, force mass acceleration, work-energy and impulse-momentum computation.
Prerequisite: ENGR 2301, MATH 2414.

ENGINEERING RELATED TECHNOLOGY
Industrial Systems Maintenance Technology
Manufacturing Technology

ERTP 1271 WORKPLACE SAFETY 2 credits
2 hours lecture, 0 hours lab per week
This course is a study of the major elements required to work safely and an awareness of the requirements to maintain a safe and healthy work environment. It includes the study of basic manual and power hand tools, basic requirements of OSHA, ADA, TNRCC, USEPA and the Mexican equivalents.

ERTP 1273 INDUSTRIAL SHADOWING PRACTICUM 2 credits
1 hour lecture, 7 hours off-campus lab required
In this course the student will spend three hours per week working with a journeyman maintenance or manufacturing employee. The intention of the experience is for the student to understand the urgency and importance of the maintenance or manufacturing functions from an experienced person.

ERTP 1300 CAPSTONE CO-OP 3 credits
1 hour lecture, 20 hours off-campus lab required
This course is designed as an initial work experience in which the student develops his or her skills at the work site. Work ethics and attitudes are emphasized. The co-op experience will be directly related to the students' training levels.

ERTP 1302 BLUEPRINT READING 3 credits
3 hours lecture, 0 hours lab per week
Drawings are the universal language used by engineers, designers, technicians and skilled workers to communicate quick and accurate information. Students learn how to read various blueprints, schematics, machine and equipment manuals in order to fabricate, assemble, install, repair or service industrial equipment.

ERTP 1370 MACHINE FAILURE CORRECTION & PREVENTION 3 credits
2 hours lecture, 4 hours lab per week
This course introduces the student to troubleshooting and maintaining industrial machinery in a working environment. The student is introduced to various components of maintenance, installation, lubrication, pneumatics and measurements. The installation of bearings, belts, chains, gearing and couplings is covered. This course provides an introduction to the functions of reducers, gear motors, valves, pumps, brakes and clutches. Maintaining records on machine repair history is also included.

ERTP 1372 INDUSTRIAL CONTROLS 3 credits
2 hours lecture, 4 hours lab per week
In this course the student will learn the principles of control systems and feedback control loops used to control manufacturing equipment. This course will include electromechanical relays, programmable logic controllers and basic computer controls. Parameters included are pressure, temperature, vacuum, voltage and amperage.

ERTP 1374 BASIC QUALITY CONTROL 3 credits
3 hours lecture, 0 hours lab per week

This course examines techniques for quality planning and analysis. It presents procedures for analysis of design and production processes essential to the preservation of product integrity and quality achievement. The student will learn the basics of statistical process control, ISO standards requirements and other contemporary quality techniques.

ERTP 2473 ENGINEERING MATERIALS 4 credits
3 hours lecture, 4 hours lab per week

The course covers the mechanical and physical properties of various engineering materials including ferrous and non-ferrous materials and non-metallics such as concrete, wood, plastics and composites. Experiments involve materials commonly used in manufacturing and construction processes to identify their characteristics, strengths and weaknesses.

ERTP 2478 POLYMER ENGINEERING MATERIALS I 4 credits
3 hours lecture, 4 hours lab per week

This course will include a survey of the various types of available engineering plastics, their properties, strengths and weaknesses and methods of processing. The lab sessions consist of work utilizing lab test equipment to understand the characteristics, strengths and weaknesses of the various types of available materials.

ERTP 2480 POLYMER MANUFACTURING PROCESSES 4 credits
3 hours lecture, 4 hours lab per week

This course includes a survey of the various types of plastic manufacturing processes including injection molding, blow molding, vacuum forming, rotocasting and reaction molding. The course will cover the strengths and weaknesses of each, as well as the economics involved in proper process selection.

ERTP 2481 MANUFACTURING PROCESSES 4 credits
3 hours lecture, 4 hours lab per week

This course covers fundamental and advanced manufacturing processes involved in processing of materials through various types of metal processes such as metal die casting, machining and welding. The principles of electronics manufacturing are covered, as is plastics manufacturing. Manufacturing systems, economics, process selection and development are explored along with their effect on product design.

ENGLISH

ENGL 70 READING SKILLS I 3 credits
3 hours lecture, 0 hours lab per week

This course is designed to help those students who have not demonstrated reading proficiency on the TASP exam to improve their reading skills. This course focuses on the sound structure of the English language and basic comprehension skills ordinarily encountered in reading. The student will learn, practice and apply reading skills. In addition, the student will learn to identify main ideas and details in reading and will apply the skills learned in various assignments throughout the semester.

Prerequisite: Placement based on TASP scores.

ENGL 71 WRITING SKILLS I 3 credits
3 hours lecture, 0 hours lab per week

This course is designed to improve student writing skills. The course will concentrate on paragraph structure, clarity, coherence, unity, grammar, sentence structure, and punctuation. The student will apply the knowledge gained in this class through writing assignments throughout the semester.

Prerequisite: Placement based on TASP scores.

ENGL 80 READING SKILLS II 3 credits
3 hours lecture, 0 hours lab per week

This course provides fundamental reading skills for students who have not demonstrated proficiency in reading on the TASP. Emphasis is placed on vocabulary skills, study skills, and basic comprehension skills.

Prerequisite: Placement based on TASP scores or successful completion of ENGL 70.

ENGL 81 WRITING SKILLS II 3 credits
3 hours lecture, 0 hours lab per week

This course is designed to improve the student's writing skills. The class will focus on the writing process, paragraph organization, unity, coherence, methods of development, grammar, punctuation and sentence structure.

Prerequisite: Placement based on TASP scores or successful completion of ENGL 71.

ENGL 90* READING SKILLS III 3 credits
3 hours lecture, 0 hours lab per week

The focus of this course is improving the student's skills. This course emphasizes comprehension of basic forms of expository writing and critical reasoning skills in addition to vocabulary and basic comprehension skills.

Prerequisite: Placement based on TASP scores or successful completion of ENGL 80.

ENGL 91* WRITING SKILLS III 3 credits
3 hours lecture, 0 hours lab per week

This course is designed to improve the student's writing skills. The aim of this course is to move the student from paragraph writing to essay writing. The student will also study a variety of paragraphs and sentences with strong emphasis on grammar and punctuation, sentence elements, sentence patterns, sentence combination, paragraph organization, and the essay writing process.

Prerequisite: Placement based on TASP scores or successful completion of ENGL 81.

ENGL 1301* COMPOSITION 3 credits
3 hours lecture, 0 hours lab per week

This course focuses on the development of effective communication through written discourse. Emphasis is placed on the process of writing, including pre-writing, writing, stages of revision, and editing. Students will learn to employ various organizational strategies to expository essays and will analyze style, tone, and point of view in different literary genres.

Prerequisite: A passing score on reading and writing portions of the TASP test, or a score of 20+ on the ACT or a 480+ on the SAT verbal skills test.

ENGL 1302* RHETORIC 3 credits
3 hours lecture, 0 hours lab per week

Students will examine and employ rhetorical strategies and techniques of argumentation in written discourse. Principles of logic will be discussed, and research and documentation techniques will be applied in the process of completing a research project.

Prerequisite: A grade of "C" or better in ENGL 1301.

ENGL 1312* BUSINESS WRITING 3 credits
3 hours lecture, 0 hours lab per week

This course emphasizes the practical application of planning, organizing, researching, and presenting business communications typically required in various professions such as letters, resumes, memoranda, and reports.

Prerequisite: Placement based on TASP scores or successful completion of ENGL 81.

Note: All of the literature courses (ENGL 2300, ENGL 2322, ENGL 2336, ENGL 2331, ENGL 2399) fulfill degree requirements.

ENGL 2300* INTRODUCTION TO LITERATURE 3 credits
3 hours lecture, 0 hours lab per week

This course provides students an introduction to the study of a minimum of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2300 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or better in ENGL 1301 and ENGL 1302.

ENGL 2307* CREATIVE WRITING I 3 credits
3 hours lecture, 0 hours lab per week

This course is for students who want to explore, discover, and develop their writing talents. The focus of this course is on the techniques and skills necessary in writing fiction, nonfiction, poetry, or drama.

Prerequisite: A minimum of English 90 and/or English 91 skills level.

ENGL 2308* CREATIVE WRITING II 3 credits

3 hours lecture, 0 hours lab per week

This is a further exploration and discovery in student writing, which may include fiction, nonfiction, poetry, or drama. This course focuses on producing work of publishable quality and on the practical aspects of publication.

Prerequisite: ENGL 2307.

ENGL 2311* TECHNICAL WRITING 3 credits

3 hours lecture, 0 hours lab per week

This course focuses on writing special types of reports often used in engineering, science, and business.

Prerequisite: A grade of "C" or better in ENGL 1301 and ENGL 1302.

ENGL 2321* ENGLISH LITERATURE 3 credits

3 hours lecture, 0 hours lab per week

This course emphasizes selected readings of British literature. It will include the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2321 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or better in ENGL 1301 and ENGL 1302.

ENGL 2326* AMERICAN LITERATURE 3 credits

3 hours lecture, 0 hours lab per week

This course emphasizes selected readings of American literature. It will include the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2326 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or better in ENGL 1301 and ENGL 1302.

ENGL 2331* WORLD LITERATURE 3 credits

3 hours lecture, 0 hours lab per week

This course emphasizes selected readings of world literature. It will include the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2331 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A grade of "C" or better in ENGL 1301 and ENGL 1302.

ENGL 2399* SPECIAL TOPICS IN LITERATURE 3 credits

3 hours lecture, 0 hours lab per week

This course is designed to focus on literary works which may be unified by theme, period, or subject matter. I will include the study of three literary genres which may include short stories, poetry and drama, novel or novella and essay. English 2399 is also designed to introduce students to the study of literary periods, terms and criticism.

Prerequisite: A passing grade ("C" or better) in ENGL 1301 and ENGL 1302.

GEOLOGY

GEOL 1403* GENERAL GEOLOGY I 4 credits

3 hours lecture, 3 hours lab per week

This course includes the study of the principles of physical and historical geology. It includes the study of the earth's composition, structure and internal and external processes, as well as the geologic history of the earth and evolution of life.

GEOL 1404* GENERAL GEOLOGY II 3 credits

3 hours lecture, 3 hours lab per week

This course is continuation of Geology I covering the principles related to the deformation of the earth, glaciology, history of the universe and the practical applications of geology in areas such as oil and mining exploration, hydrogeology, pollution and the conservation of our ecosystem.

GOVERNMENT

GOVT 2301* AMERICAN GOVERNMENT I 3 credits
3 hours lecture, 0 hours lab per week

This is an introduction to the theory and practice of politics and government in America at the national, state, and local levels with special attention to Texas. Topics include political theory, the American and Texas constitutions, federalism, the institutions of government covering Congress, the Executive and the Judiciary.

Prerequisite: Completion of ENGL 80, ENGL 81 or TASP completion.

GOVT 2302* AMERICAN GOVERNMENT II 3 credits
3 hours lecture, 0 hours lab per week

This course follows GOVT 2301 and covers the following topics at the national, state and local levels. Some of the topics include political theory, political participation, and elections, bureaucracy, civil liberties, political parties, interest groups, public opinion and the role of the media.

Prerequisite: Completion of ENGL 80, ENGL 81 or TASP completion. Recommended completion of GOVT 2301.

GOVT 2304* INTRODUCTION TO POLITICAL SCIENCE 3 credits
3 hours lecture, 0 hours lab per week

This is an introductory survey of the discipline of political science focusing on the history, theory, scope and methods of the field, and the substantive topics in the discipline.

Prerequisite: Completion of ENGL 80, ENGL 81 or TASP completion.

HEALTH AND HUMAN SERVICES

HHSA 1301 INTRODUCTION TO HEALTH AND HUMAN SERVICES 3 credits
3 hours lecture, 0 hours lab per week

This course tracks the historical development of social welfare from its European roots through its assimilation into the American social welfare system. It examines the National Organization For Human Services Education ethical ideology and discusses requirements for job placement. Emphasis is placed on local social service agencies.

HHSA 1305 ORGANIZED COMMUNITY SERVICE 3 credits
3 hours lecture, 0 hours lab per week

This course includes an in-depth examination of community based organization and governmental agencies, as well as the services they offer. The referral process and accessing necessary services for clients, and the collaborative relationships between agencies will be explored.

HHSA 2301 CLIENT RELATING 3 credits
3 hours lecture, 0 hours lab per week

This course includes instruction and activities in the principles of human communication and interaction in the realm of the social service setting. Includes empathy, respect, authenticity, self-understanding, self-control, self-esteem, understanding values, ethical decision making, responsible assertiveness, defensiveness, perception, verbal and nonverbal communication, listening, genograms, eco-maps and interviewing techniques.

HHSA 2302 POLICIES AND PROCEDURES 3 credits
3 hours lecture, 0 hours lab per week

This course explores the nature and scope of social policy by providing a frame of reference for understanding its implication for human service practice. It focuses on the institutional nature and boundaries of social policy as a field and addresses understanding and assessing public social policy. Emphasis is placed on how the institutional forces of society: ideological, social, political, cultural and economic; combine to influence policy making.

HHSA 2303 CASE DOCUMENTATION 3 credits
3 hours lecture, 0 hours lab per week

This course provides comprehensive instruction in the interviewing process. This course covers stages of the interview, initiation or statement of the matter, development, exploration and closing skills as the student engages in role playing and class activities. Attitudes and behaviors in relation to the therapeutic setting are explored. In-depth concentration on documentation techniques is included. Through the use of class activities and assignments, students are able to develop the skills necessary to complete case documentation in an agency.

HHSA 2304 ORGANIZATIONAL WORKPLACE 3 credits
3 hours lecture, 0 hours lab per week

This course examines guiding principles for professionals working with people. Theory of organizational structures and cultures will be explored.

Prerequisite: HHSA 1301, HHSA 2301, HHSA 2302, HHSA 2303.

HHSA 2305 CAPSTONE: FIELD EXPERIENCE 3 credits
2 hours lecture, 10 off-campus lab per week

This course provides extended practical experience in the social service profession in which the student has a career interest, concomitant with weekly two hour classroom session.

HEALTH UNIT COORDINATION TECHNOLOGY

HUCP 1225 HEALTH UNIT COORDINATOR PROCEDURES-LAB 2 credits
1 hour lecture, 3 hours lab per week

This course covers the application of unit coordinating skills and procedures in the laboratory setting.

Corequisite: HUCP 1321.

HUCP 1230 CAPSTONE: HEALTH UNIT COORDINATOR PRACTICUM 2 credits
1 hour lecture, 10 hours off-campus lab per week

This course teaches the student to apply health unit coordinator skills and procedures in the hospital, long term care facility, or ambulatory care facility setting under the supervision of an affiliate director or instructor.

Prerequisite: MIPR 1300, MIPR 1301, HUCP 1300.

Corequisite: HUCP 1321, HUCP 1225.

HUCP 1300 INTRODUCTION TO HEALTH UNIT COORDINATOR 3 credits
2 hours lecture, 2 hours lab per week

This course covers the role and responsibilities, communication processes, human relations, and coordination of the non-clinical aspect of the nursing unit.

HUCP 1321 HEALTH UNIT COORDINATOR PROCEDURES 3 credits
2 hours lecture, 2 hours lab per week

This course covers the responsibilities of a health unit coordinator. This includes some terminology used in the field, forms and requisitions, transcribing physician's orders, admission/discharge of patients, preoperative and postoperative procedures.

HEALTH INFORMATION TECHNOLOGY

HITP 1202 LEGAL ASPECTS OF MEDICAL RECORDS 2 credits
2 hours lecture, 0 hours lab per week

This course covers legal procedures and terminology; courts system, policies and procedures for control and use of personal health information; health care legislation and regulations relating to the maintenance of confidentiality and appropriate use for health records; ethical standards for health record practice.

Prerequisite: MIPR 1300.

HITP 1302 HEALTH INFORMATION SCIENCE II 3 credits
3 hours lecture, 1 hour lab per week

This course covers the study and practice of the management of medical record content, forms design and control. There is a study of review of indices and registries (including Tumor Registry). It includes the study of medical record content and management in the following areas: long term care, ambulatory care, rehabilitation, hospice, home health care, and mental health care.

Prerequisite: MIPR 1300.

HITP 2201 DIRECTED PRACTICE I 2 credits
1 hour lecture, 10 hours off-campus lab per week

This course allows the student to learn about admitting and discharge procedures, filing and numbering systems and record assembly, and quantitative and qualitative analysis. This practicum will take the student to hospitals and alternative settings.

Prerequisite: MIPR 1300, HITP 1202.

HITP 2224 HEALTH CARE STATISTICS 2 credits
2 hours lecture, 0 hours lab per week

This course covers the introduction to hospital statistics and practice of computation and calculations of health data. Guidelines for Texas Department of Health Vital Statistics are studied.

Prerequisite: MIPR 1300.

HITP 2306 CAPSTONE: DIRECTED PRACTICE II 3 credits
1 hour lecture, 17 hours off-campus lab per week

This course allows the student to perform functions dealing with supervisory responsibilities, collection of health data and preparation of statistical reports. The student will perform functions related to release of medical information and correspondence processing. It includes identification of basic principles and standards applied towards hospital accreditation and the operation and function of the department of quality improvement and utilization management.

Prerequisite: HITP 2201.

HITP 2323 PERSONNEL MANAGEMENT IN HEALTH CARE 3 credits
3 hours lecture, 0 hours lab per week

This course covers the principles of the use of authority and supervision along with delegation of responsibilities and effective communication. The course will also include organization charts, job descriptions and policies and procedures. Focus will be placed on employee motivation, discipline and performance evaluation.

Prerequisite: HITP 1302.

HITP 2325 QUALITY IMPROVEMENT IN HEALTH INFORMATION 3 credits
3 hours lecture, 0 hours lab per week

This course covers the orientation to the accreditation requirements of the Joint Commission of the Accreditation of Healthcare Organizations. Emphasis is placed on the function of quality assurance, utilization review, risk management and utilization management departments. State and local standards are included.

Prerequisite: HITP 1302.

HITP 2326 MANAGEMENT PRINCIPLES IN HEALTH INFORMATION 2 credits
3 hours lecture, 0 hours lab per week

This course covers the daily operations of the Medical Record department management and capital budget. Short and long range planning are studied along with the process of getting things done in health information departments through and with physicians and health care personnel. Emphasis is placed on planning, organizing, directing and controlling.

Prerequisite: HITP 1302.

HITP 2327 UTILIZATION REVIEW 3 credits
2 hours lecture, 2 hours lab per week

This course is an advanced study of the principles, methods and concepts of utilization and resource management with special emphasis on chart review, criteria selection and discharge planning.

Prerequisite: HITP 1302, HITP 2325.

HEATING, VENTILATION, AND AIR CONDITIONING TECHNOLOGY

HVAC 1401 BASIC REFRIGERATION THEORY 4 credits
3 hours lecture, 4 hours lab per week

This course is directed at the study of fundamental theories and concepts of mechanical refrigeration, the air conditioning cycle, fluid flow, heat transfer, and thermodynamics. This course also covers system components and the dynamics of ideal gases, saturated and superheated vapors, and refrigerants. Recovering, recycling and reclaiming refrigerants are incorporated.

HVAC 1402 SPECIAL TOOLS, FITTINGS, AND BRAZING BASICS 4 credits
3 hours lecture, 4 hours lab per week

This course introduces students to basic hand tools and refrigeration tools that are commonly used in the refrigeration and air conditioning industry. Proper application, use and care of these tools are stressed. In addition, tubing operations performed on copper tubing and fittings are correctly connected by mechanical methods using acetylene and oxygen welding equipment. Safety techniques are carefully observed and employed in all areas of instruction.

HVAC 1403 BASIC ELECTRICITY AND ELECTRONICS 4 credits
3 hours lecture, 4 hours lab per week

This course is designed to expose the student to basic electricity and electronics theory, with an emphasis on practical application. The study will include DC and AC circuit theory, semiconductor fundamentals, troubleshooting techniques, proper use of test equipment, basic hand skills, motor/generator theory, systems application, and an introduction to digital theory and circuits. This course is designed primarily for non-electronics majors desiring an introduction to the theory of electricity and basic electronic applications.

Prerequisite: Eligible for Math 85 or concurrent enrollment in MATH 80.

HVAC 1404 DOMESTIC REFRIGERATION AND A/C 4 credits
3 hours lecture, 4 hours lab per week

This course familiarizes the student with the theory, servicing and repairing of domestic refrigeration equipment and window air conditioning. It proposes analytical process to determine correct procedures. The student will reinforce his or her study of circuitry and mechanical operation by inspecting and repairing actual units in the laboratory.

Prerequisite: HVAC 1401, HVAC 1402, HVAC 1403.

HVAC 1406 DUCT DESIGN & FABRICATION 4 credits
3 hours lecture, 4 hours lab per week

This course acquaints the student with the theory and practice of sizing a complete air conditioning system using manual J. The use of grooving tools is introduced, and fabricating duct systems is taught in laboratory activities.

Prerequisite: HVAC 1401, HVAC 1402, HVAC 1403, eligible for MATH 85 or concurrent enrollment in MATH 80.

HVAC 1424 RESIDENTIAL HEATING & HEAT PUMPS 4 credits
3 hours lecture, 4 hours lab per week

This course is a study of gas and electric heating furnaces and heat pumps. Students will become familiar with these heating units and will gain skills in installation, operation, repair and servicing of this type of equipment. Both mechanical and control components of these devices are covered. An overall study of the heat pump balance point charts for sizing of backup heat strips is also covered.

Prerequisite: HVAC 1401, HVAC 1402, HVAC 1403.

HVAC 2400 HVAC & REFRIGERATION HEAT LOAD ESTIMATING 4 credits
3 hours lecture, 4 hours lab per week

This is a combined study of load calculation in commercial air conditioning and refrigeration. Psychometric theory will be used to figure calculation on structures. A unit on calculating refrigeration product loads is included. Heat load calculation will be done using manual N.

Prerequisite: HVAC 1406, eligible for MATH 85 or concurrent enrollment in MATH 80.

HVAC 2407 HVAC & REFRIGERATION SYSTEM SERVICING I 4 credits
3 hours lecture, 4 hours lab per week

This is a certificate level capstone course which includes the theory of and practice in servicing and maintenance of domestic and residential HVACR systems, extensive hands-on work is emphasized. Students are required to work as teams, as well as on their own, in estimating and identifying needs for maintenance and repair.

Prerequisite: HVAC 1401, HVAC 1402, HVAC 1403.

HVAC 2414 HVAC & REFRIGERATION SYSTEM SERVICING II 4 credits
2 hours lecture, 6 hours lab per week

This is a comprehensive capstone course which requires the student to perform preventive maintenance on commercial equipment. The instructor will assist students to create individual projects which will exhibit knowledge and skill proficiency of HVAC System Servicing. The student will then inspect equipment to determine appropriate service, repair, and maintenance of electrical and mechanical problems of commercial refrigeration that are encountered in the field.

Prerequisite: HVAC 1401, HVAC 1402, HVAC 1403.

HVAC 2433 COMMERCIAL HVAC & REFRIGERATION SYSTEMS 4 credits
3 hours lecture, 4 hours lab per week

This course is a combined study of commercial air conditioning and refrigeration. This course focuses on different applications of commercial air conditioning, DX systems, water systems, air systems and water to air systems. In this course, students receive instruction in repair of commercial refrigeration equipment normally found in stores and restaurants. Electrical schematic diagrams and control systems are studied, as well as the mechanical components.

Prerequisite: HVAC 1401, HVAC 1402, HVAC 1403.

HVAC 2434 PNEUMATIC CONTROLS 4 credits
3 hours lecture, 4 hours lab per week

This course is designed to acquaint the student with the theory and definitions of different types of action and controls as well as explanation of temperature-to-pressure charts. A study on calibration of controls, pneumatic thermostats and receiver controllers is included. This course provides an introduction to pneumatic controllers, damper motors, control valves, transmitters, pressure-electrical controls, techniques and application needed in trouble shooting using schematics.

Prerequisite: HVAC 2433.

HEAVY EQUIPMENT & TRANSPORTATION TECHNOLOGY

HETT 1321 PRINCIPLES OF HYDRAULICS AND PNEUMATICS 3 credits
2 hours lecture, 4 hours lab per week

This is a study of hydraulic and pneumatic operation and principles of pumps, control valves, actuators, oil conditioners, conveying materials, graphic symbols, and flow diagrams.

HETT 1325 BASIC FUELS & FUEL DELIVERY SYSTEMS 3 credits
2 hours lecture, 4 hours lab per week

This course is the theory and application relating to the operation, diagnosis and repair of diesel engine fuels and fuel delivery systems.

Prerequisite: HETT 1451 or instructor's consent.

HETT 1331 HEATING & AIR CONDITIONING 3 credits
2 hours lecture, 4 hours lab per week

This is a comprehensive study of mobile air conditioning and heating systems. Emphasis is on diagnosing, testing, recycling and servicing these systems.

Prerequisite: MATH 85 and HETT 1360 or concurrent enrollment.

- HETT 1350 FABRICATION & WELDING FOR TECHNICIANS 3 credits**
2 hours lecture, 4 hours lab per week
 This is a course in fabrication skills and in the welding of ferrous and nonferrous metals using the processes of stick electrodes, micro-wire inert gas, and tungsten inert gas, as well as oxygen-acetylene cutting and welding processes, and weld testing procedures.
Prerequisite: MATH 90 or instructor's consent.
- HETT 1360 ELECTRICAL & ELECTRONIC SYSTEMS I 3 credits**
2 hours lecture, 4 hours lab per week
 This basic course includes the fundamentals of electricity, magnetism, circuitry, wiring diagrams, Ohm's Law, including the use of electrical and electronic diagnostic test equipment.
Prerequisite: MATH 85.
- HETT 1420 BRAKES, STEERING, SUSPENSION, & ANTI-SKID CONTROL SYSTEMS 4 credits**
3 hours lecture, 4 hours lab per week
 This course will be a study of operation, theory and application of hydraulics, pneumatics and electric brake systems; anti-lock/traction control systems; steering and suspension systems, tire and wheel design, care and evaluation, and federal regulations applicable to brakes, steering suspension, tires and wheels. Emphasis is placed on theory, operation safety and adjustments, troubleshooting procedures, maintenance and service.
- HETT 1451 PRINCIPLES OF ENGINE OPERATION & MAINTENANCE 4 credits**
3 hours lecture, 4 hours lab per week
 This is a study of operation, theory and practical application of two and four stroke cycle diesel engines to include engine systems, descriptions, identification of engine parts, maintenance techniques, shop safety, proper hand tool usage, and precision measurement tools. Introduction to failure analysis and service manual usage is stressed throughout the course.
Prerequisite: Math 85 or concurrent enrollment.
- HETT 2303 INTERMEDIATE FLUID POWER 3 credits**
2 hours lecture, 4 hours lab per week
 This course covers the theory and practice of applied failure analysis and rebuilding of hydraulic and pneumatic components, component testing, circuit design and operation.
Prerequisite: HETT 1321, eligible for Math 80.
- HETT 2305 SYSTEM DIAGNOSIS TROUBLESHOOTING & PREVENTIVE MAINTENANCE 3 credits**
2 hours lecture, 4 hours lab per week
 This course covers the theory and practical application of diagnostic principles relating to power train and other engine driven operating systems. Emphasis is placed on predictive and preventive maintenance application and failure analysis practices.
Prerequisite: HETT 1321, HETT 1451, HETT 1325.
- HETT 2322 AUTOMATIC HYDROSTATIC & POWERSHIFT TRANSMISSIONS 3 credits**
2 hours lecture, 4 hours lab per week
 This course is the study of operating principles of electronically controlled hydraulic, hydrostatic or air actuated, automatic and power shift transmissions. Emphasis is on hydraulic principles, power flow diagnostic procedures, disassembly, inspection, repair and reassembly.
Prerequisite: HETT 1321.
- HETT 2324 COMPUTER CONTROLLED SYSTEMS & ENGINE ANALYSIS 3 credits**
2 hours lecture, 4 hours lab per week
 This course is the theory and practical application of electronic engine control systems. This course emphasizes correct diagnosis, system analysis and repair operations.
Prerequisite: HETT 1325, HETT 2332, or concurrent enrollment.

HETT 2330 MECHANICAL POWER TRANSMISSIONS 3 credits
2 hours lecture, 4 hours lab per week

This course covers operating principles of gear drive trains, including clutches, gears, standard transmissions, transfer cases, drive shafts and differentials. Emphasis is placed on power flow diagnostic procedures, disassembly, inspection, repair and disassembly.

Prerequisite: Eligible for Math 85 or concurrent enrollment.

HETT 2332 WIRING CIRCUITS, CHARGING & STARTING SYSTEMS 3 credits
2 hours lecture, 4 hours lab per week

This course is the theory, application and the repair of wiring circuits on all types of alternators and controls, cranking motors and switches. Emphasis is placed on preventive maintenance, system analysis and correct repair procedures.

Prerequisite: HETT 1360, MATH 105 or MATH 1314.

HETT 2407 TRANSPORT REFRIGERATION 4 credits
3 hours lecture, 4 hours lab per week

This course is the theory and practical application of diesel powered transport refrigeration units used in bus, heavy transportation equipment, and agriculture equipment. Emphasis is placed on diesel powered refrigeration systems and electronic/electrical control systems for systems used in transport refrigeration. Shop safety and service manual usage are stressed throughout the course.

Prerequisite: HETT 1321, HETT 1451, HETT 1325, HETT 2332, HETT 1350.

HETT 2420 ADVANCED ENGINE TECHNOLOGY & FAILURE ANALYSIS 4 credits
3 hours lecture, 4 hours lab per week

This course covers the theory and application of correct rebuilding procedures for internal combustion diesel engines to include engine troubleshooting techniques, cleaning and inspection, measurements and failure analysis. The use of hand, power and special engine tools, precision measurement devices, shop safety and service manual usage are emphasized throughout the course.

Prerequisite: HETT 1451.

HISTORY

HIST 1301* UNITED STATES HISTORY I 3 credits
3 hours lecture, 0 hours lab per week

This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from the discovery of America to the Civil War.

Prerequisite: TASP exempt or TASP complete, or ENGL 80, ENGL 81.

HIST 1302* UNITED STATES HISTORY II 3 credits
3 hours lecture, 4 hours lab per week

This is a survey of the political, social, economic, military, cultural and intellectual history of the United States from Reconstruction to the present.

Prerequisite: TASP exempt or TASP complete, or ENGL 80, ENGL 81.

HIST 2311* WESTERN CIVILIZATION I 3 credits
3 hours lecture, 4 hours lab per week

This course provides a survey of the major political, economic, cultural and intellectual history of Europe through the Reformation. Emphasis will be placed on the contributions of Ancient Mesopotamia, Egypt, Greece and Rome to the Western world, the fall of Rome, the Byzantine Empire, the Middle Ages and the Renaissance. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: TASP exempt or TASP complete, or ENGL 80, ENGL 81.

HIST 2312* WESTERN CIVILIZATION II 3 credits
3 hours lecture, 4 hours lab per week

This course is the continuation of Western Civilization I to the present. This will include momentous economic, political, social and intellectual issues and events such as the Renaissance and Reformation, European expansion, the Enlightenment, the age of democratic revolutions, the height of Western Civilization prior to World War I, and the gradual decline of western hegemony in the world in the 20th century. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: TASP exempt or TASP complete, or ENGL 80, ENGL 81.

HIST 2321* WORLD CIVILIZATIONS I 3 credits
3 hours lecture, 4 hours lab per week

This course is a survey of ancient and medieval history with emphasis on Asian, African, American and European cultures.

Prerequisite: TASP exempt or TASP complete, or ENGL 80, ENGL 81.

HIST 2322* WORLD CIVILIZATIONS II 3 credits
3 hours lecture, 4 hours lab per week

This course is a survey of the modern history and cultures of Asia, Africa, Europe and the Americas.

Prerequisite: TASP exempt or TASP complete, or ENGL 80, ENGL 81.

HIST 2380* MEXICAN AMERICAN HISTORY 3 credits
3 hours lecture, 4 hours lab per week

This course provides an interpretation of the historical heritage of the Mexican American in the United States. Emphasis will be given to the development of New Spain's northern frontier, the impact of Mexico's Independence movement on the northern frontier, 19th century U.S. territorial expansion and the incorporation of Texas, the Southwest, and California into the United States, twentieth century social, political and economic issues among Mexican Americans and Mexican American culture. In addition, the course may cover topics dealing with the South Texas border culture. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.

Prerequisite: TASP exempt or TASP complete, or ENGL 80, ENGL 81.

HOTEL FRONT DESK OPERATIONS

HTML 1250 HOTEL CO-OP WORK EXPERIENCE & SEMINAR 2 credits
1 hour lab, 10 hours off-campus lab per week

This is a capstone course. Students will be trained on-the-job at a front desk and within other departments of a lodging facility at the invitation of a host employer. The co-op experience provides students with an opportunity to implement both technical and interpersonal/customer service skills they have developed in the classroom. Students will work under supervision and be evaluated by both the host employer and faculty members. Sixteen hours of classroom seminar are also scheduled to provide students with support and direction during the co-op semester.

Prerequisite: Second semester standing in the Hotel Front Desk Operations Certificate.

HTML 1360 FRONT OFFICE PROCEDURES 3 credits
3 hours lecture, 0 hours lab per week

Areas of analysis are (1) front office procedures including check-ins, reservations, auditing, front desk operations and their relationship to the total system; (2) guest safety including information disclosure and key control; (3) relevant legislation including accessibility requirements of ADA; (4) the impact of front desk impressions; and (5) methods of handling complaints and special requests professionally and effectively. Students may take the standard examination of the American Hotel and Motel Association. Once employed, students can use this credit along with actual work performance to pursue professional certification from AHMA.

HTML 1461 HOSPITALITY INDUSTRY COMPUTER SYSTEMS 4 credits
3 hours lecture, 3 hours lab per week

In this course students are exposed to various automated reservations and back office systems available to the hospital-

ity and tourism industry. Students complete a 48 hour computer lab using a hotel system emulation. Students are introduced to basic airline and lodging reservations on an airline CRS simulation. Students use interpersonal skills in establishing reservations data with clients, handling options, promoting property features and handling requests and complaints in a professional, effective manner. Students may take the standard examination of the American Hotel and Motel Association. Once employed, students can use this credit along with actual work performance to pursue professional certification from AHMA.

Prerequisite: *IMGT 1312.*

Corequisite: *HTML 1360 or permission of the instructor.*

HTML 1362 MANAGING HOUSEKEEPING AND SECURITY 3 credits
3 hours lecture, 0 hours lab per week

In this course students learn housekeeping and security systems and how these systems interact with the front desk. Housekeeping covers the technical specifics of the care and cleaning of a property, and the roles of room attendants, public room attendants and executive housekeepers. The second half of the course, Hotel/Motel Security Management, covers safety and security issues, including fire prevention, chemical care, safe handling practices for housekeeping, key control and guest privacy, procedures for handling suspicious people and disturbances. Students may take the standard examination of the American Hotel and Motel Association in both Housekeeping and Security. Once employed, graduates can use this credit along with actual work performance to pursue professional certification from AHMA.

HTML 1363 HOSPITALITY SUPERVISION 3 credits
3 hours lecture, 0 hours lab per week

Hospitality industry personnel tend to work long hours serving the public. They frequently interact with diverse guests, employees and supervisors to get their jobs done. In this course, students examine the dynamic role of supervising and motivating others. Setting an example, supervising, scheduling, training and coaching, motivating, job development and teamwork in the hospitality industry are covered. This course teaches students to be both good supervisors and good employees. Students may take the standard examination of the American Hotel and Motel Association. Once employed, graduates can use this credit along with actual work performance to pursue professional certification from AHMA.

HUMANITIES

HUMA 1301* INTRODUCTION TO THE HUMANITIES I 3 credits
3 hours lecture, 0 hours lab per week

This course emphasizes an interdisciplinary, multi-perspective survey of cultural, philosophical, aesthetic, and political factors critical to the formulation of values and the historical development of the individual and society. The course may involve field trips

Prerequisite: *TASP exempt, TASP complete or ENGL 80, ENGL 81.*

HUMA 1302* INTRODUCTION TO THE HUMANITIES II 3 credits
3 hours lecture, 0 hours lab per week

This course is an in-depth, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formation of values, and the historical development of the individual and of society

Prerequisite: *HUMA 1301.*

INFORMATION MANAGEMENT TECHNOLOGY

IMGT 1302 OPERATING SYSTEMS (DOS) 3 credits
2 hours lecture, 3 hours lab per week

This course is a study of operating system concepts principles, and design. Techniques for managing memory, processors, devices and files are covered. Students shall complete numerous projects in system configuration and management using MS, PC, DOS, Unix and Windows. Selected operating systems are discussed and contrasted.

Prerequisite: *COSC 1301 or concurrent enrollment.*

IMG1 1312 INTRODUCTION TO COMPUTER APPLICATIONS 3 credits
2 hours lecture, 4 hours lab per week

This course is an introduction to microcomputer operations and the use of application software. Microcomputer topics include word processing, spreadsheet analysis and data base. Topic reinforcement is accomplished through laboratory experience.

IMG1 1313 INTRODUCTION TO DESKTOP PUBLISHING 3 credits
2 hours lecture, 2 hours lab per week

This course is an introduction to desktop publishing on a microcomputer. Students will, using the computer, learn to create and modify documents, newsletters, brochures, fliers, booklets, etc. They will learn to create macros and styles to enhance publications.

Prerequisite: COSC 1301, IMG1 1312 or Program Chair's approval.

IMG1 1314 MANAGEMENT OF WINDOWS APPLICATIONS 3 credits
2 hours lecture, 2 hours lab per week

This course is a survey of manual and electronic tools for scheduling, keeping calendars, project management, message exchange, and graphics.

Prerequisite: COSC 1301 or concurrent enrollment in IMG1 1312.

IMG1 1321 DATABASE I 3 credits
2 hours lecture, 2 hours lab per week

This course introduces students to database management techniques. It emphasizes application development using microcomputers and database management software. Students shall learn terminology, concepts, how to design and create database files, sort and index files, input and output screens, reports, labels, form letters, and queries. The students will learn how to automate and simplify database management tasks through database programming.

Prerequisite: COSC 1301, IMG1 1302, or Program Chair's approval.

IMG1 1331 DATA COMMUNICATIONS 3 credits
3 hours lecture, 0 hours lab per week

This course covers the background and terminology of data communication for microcomputers. A foundation course to data communications using microcomputers in the business environment. Topics include: data transmission, communications software, bulletin boards, information retrieval services and data bases, electronic mail, access methods and standards, modems, protocol and topologies.

Prerequisite: COSC 1301, IMG1 1302.

IMG1 1412 PROGRAM DESIGN & DEVELOPMENT 4 credits
3 hours lecture, 2 hours lab per week

This course introduces students to a basic programming language. The course emphasizes practical application, problem solving, and hands-on programming experience. A step-by-step sequence of problem definition, flow charting, algorithmic processes, pseudocode, debugging, and documentation is emphasized. Structured techniques help students learn industry-based methodologies to evaluate, organize, design, create, improve, maintain, and document computer based problems of elementary level complexity. Lab exercises are designed to allow students to use reasoning abilities to solve problems and make decisions.

Prerequisite: COSC 1301.

IMG1 2312 ELECTRONIC SPREADSHEETS 3 credits
2 hours lecture, 2 hours lab per week

This course introduces the student to spreadsheet software applications. The course emphasizes application development using microcomputers and spreadsheet software. Theory and uses of electronic spreadsheets, including applications, fundamental formula creation, model design and modification, formatting feature, display characteristics, editing, moving and copying, sorting, mathematical functions, statistical functions, financial functions, report generation and other features are covered. Lab exercises are designed to allow students to use reasoning abilities to solve problems and make decisions.

Prerequisite: IMG1 1312 or COSC 1301, or Program Chair's approval.

IMGT 2322 NETWORKING DESIGN & DEVELOPMENT 3 credits

3 hours lecture, 0 hours lab per week

This course is a study of hardware, software and interface requirements for designing, implementing, and evaluating microcomputer networking systems. Students shall acquire and interpret information both verbally and in written form, solve problems using creative thinking and mathematical skills, and communicate with other students their reasoning in network design technology.

Prerequisite: IMGT 2421.

IMGT 2323 NETWORK TECHNIQUES & TROUBLESHOOTING 3 credits

2 hours lecture, 2 hours lab per week

This course presents networking problems and applications associated with local area networks (LANs). Topics include integration of network resources, network/application interaction, hardware and software conflicts, technical documentation, LAN management, archiving and backup and common network problems.

Prerequisite: IMGT 2421, IMGT 2342.

IMGT 2331 ADVANCED MICROCOMPUTER APPLICATIONS 3 credits

2 hours lecture, 2 hours lab per week

This course is an advanced study of microcomputers focusing on packaged software for business use. Primary areas may include but are not limited to spreadsheet analysis, graphics, and presentations, desktop publishing, multimedia, and telecommunications using software packages. Advanced microcomputer applications provide "hands-on" practice in solving business problems using new approaches to computer solutions with business applications.

Prerequisite: IMGT 1321.

IMGT 2332 ADVANCED DATA COMMUNICATIONS 3 credits

2 hours lecture, 4 hours lab per week

This course emphasizes data communications. Physical topologies, transmission protocols, distributed computing environment, applications programmer interfaces and line management are covered.

Prerequisite: IMGT 1331.

IMGT 2341 SOFTWARE INTEGRATION 3 credits

3 hours lecture, 0 hours lab per week

This course is a study of the integrating of multiple software programs. Throughout this course the students shall develop the skills needed to read and interpret software manuals, recognize problems, implement design plans and work with the systems software as well as newly developed software.

Prerequisite: IMGT 2331.

IMGT 2342 SYSTEM ADMINISTRATION 3 credits

2 hours lecture, 3 hours lab per week

This course is a study of the basic network management skills needed to perform as a network systems manager. The management of networking systems is examined. Topics include management theory, production, scheduling security, basic problem determination and system tuning. Methods for computer selection and evaluation are also presented.

Prerequisite: IMGT 1302, IMGT 2421.

IMGT 2343 CAPSTONE: SYSTEMS MANAGEMENT 3 credits

2 hours lecture, 2 hours lab per week

This course is a study of the interrelationships among computer systems, hardware, software, and personnel. Topics include tasks associated with systems management and computer operations; peripheral device fundamentals and physical file concepts. Students will use job documentation, standards, operating procedures, control language and perform audit logs.

Prerequisite: IMGT 2421, IMGT 2342.

IMGT 2345 CAPSTONE: NETWORK PROJECT 3 credits

2 hours lecture, 4 hours lab per week

This course covers the planning, development and implementation of small peer to peer network.

Prerequisite: IMGT 2421, IMGT 1331.

IMGT 2350 MANAGING GROUP PROJECTS 3 credits
2 hours lecture, 2 hours lab per week

This course introduces students to modern business management processes such as project teams and resource management. Emphasis is placed on attention to detail workplace cooperation and teamwork, ethics and problem solving using modern problem solving techniques.

Prerequisite: IMGT 1331, IMGT 2342.

IMGT 2355 BUSINESS APPLICATIONS ON THE INTERNET 3 credits
2 hours lecture, 2 hours lab per week

This course covers theory, terminology and examination on how to utilize the Internet or Intranet for business. It covers methods and requirement of domain naming systems, electronic chatting, e-mail and modem. Students practice using news groups, search engines, file transfer options, and Telnet. Moving about in the FTP directory structure, indexes and databases and researching using the World Wide Web are also covered. Intranet setup structures, use of hypertext and composing one's own web page and security issues will be emphasized.

Prerequisite: IMGT 2342.

IMGT 2421 NETWORKING CONCEPTS 4 credits
3 hours lecture, 2 hours lab per week

This is an introductory course which presents networking hardware and software as it applies to local area networks (LANs). Software topics include OSI reference models, IEEE standards for LANs, LAN protocol, network utilities, network security and control, log-in process, application software in network environment, and licensing agreements. Hardware topics include LAN cabling, network interface cards, servers, bridges, gateways, routers, uninterruptible power supplies, surge devices, and troubleshooting. Students learn the basics of installing and operating a local area network.

Prerequisite: IMGT 1302 or concurrent enrollment.

IMGT 2423 DATABASE II 4 credits
3 hours lecture, 2 hours lab per week

In this course, students shall engage in supervised database management design activities. The relational model is emphasized, and is compared to the network hierarchical models. Proper application design and techniques are stressed. Teamwork, time management, written and verbal communication skills will be emphasized using hypothetical database management system problems and a team approach.

Prerequisite: IMGT 1321.

LEGAL ASSISTING

LEGL 1301 LITIGATION I 3 credits
2 hours lecture, 3 hours lab per week

This course introduces the student to basic litigation procedures with attention to the Texas and Federal Rules of Civil and Criminal Procedure. This portion concentrates on reading and understanding the preparation of draft pleadings and answers, motions and a working knowledge of basic discovery.

Prerequisite: Completion or concurrent enrollment of COTP 1312, ENGL 1301, MATH 85.

LEGL 1302 PRINCIPLES OF FAMILY LAW 3 credits
2 hours lecture, 3 hours lab per week

The topics included in this course are marriage and divorce, separation, custody, legitimacy, adoption, change of name, guardianship, support, family violence issues and protective orders, domestic relations court procedures and separation agreements.

Prerequisite: COTP 1312 and completion of or concurrent enrollment in LEGL 1301, ENGL 1301 and MATH 85.

LEGL 1303 LAW OFFICE PRACTICE AND PROCEDURES 3 credits
2 hours lecture, 3 hours lab per week

This course covers law office organizations and functions; case filing, calendars, research, memoranda, proofreading

forms, checklists, trust accounts and billing.

Prerequisite: COTP 1312 and completion of or concurrent enrollment in LEGL 1301, ENGL 1301 and MATH 1314.

LEGL 2301 LITIGATION II 3 credits
2 hours lecture, 3 hours lab per week

This course completes the student's introduction to basic litigation procedures concentrating on the Texas and Federal Rules of Criminal and Civil Procedures and includes discovery development and management, trial and post trial procedures, including discovery in aid of basic judgment collection procedures.

Prerequisite: COTP 1312, LEGL 1301 and completion of or concurrent enrollment in ENGL 1301 and MATH 1314.

LEGL 2302 WILLS, TRUST & PROBATE ADMINISTRATION 3 credits
2 hours lecture, 3 hours lab per week

This course covers the more common forms of wills, trusts and the fundamental principles of law applicable to each, the organization of a Texas probate court, the administration of estates in Texas probate court and inheritance taxes.

Prerequisite: COTP 1312 and completion of or concurrent enrollment in LEGL 1301, ENGL 1301 and MATH 1314.

LEGL 2303 CIVIL REMEDIES 3 credits
2 hours lecture, 3 hours lab per week

This course focuses on those laws and legal principles which directly affect civil or private rights and remedies with an emphasis on personal injury tort, business tort and consumer tort laws. Additionally, this course will provide an introduction to the Texas Rules of Civil Evidence.

Prerequisite: COTP 1312, LEGL 1301 and completion of or concurrent enrollment in LEGL 2301, ENGL 1301 and MATH 85.

LEGL 2304 LEGAL COMMUNICATIONS 3 credits
2 hours lecture, 3 hours lab per week

This is a basic legal bibliography and research procedures course, including general and Texas legal research resources and citation forms. The student is given several opportunities to research basic legal issues and write short case reports (briefs). Further concentration is given to the preparation of legal correspondence.

Prerequisite: ENGL 1301, COTP 1312, LEGL 1301 and completion of or concurrent enrollment in LEGL 2301 and MATH 1314.

LEGL 2305 REAL & PERSONAL PROPERTY TRANSACTIONS 3 credits
2 hours lecture, 3 hours lab per week

This course focuses on the law of real and personal property transactions with emphasis on common types of real property sales, leasing and financing transactions. Specific attention is given to drafting basic documentation in all of the foregoing areas. The impact of Texas homestead laws and Texas nonjudicial foreclosure law is also discussed. Texas law concerning filing requirements for perfecting and enforcing deed of trust liens and personal property security interests is also discussed.

Prerequisite: COTP 1312 and completion of or concurrent enrollment in ENGL 1301 and MATH 1314.

LEGL 2306 SELECTED TOPICS IN ADMINISTRATIVE LAW 3 credits
2 hours lecture, 3 hours lab per week

This course examines several areas of administrative law in which legal assistants may provide representation under the supervision of an attorney. Study will emphasize the practical aspects of representation in administrative hearings. Topics include Social Security Disability Insurance, Supplemental Security Income and unemployment compensation.

Prerequisite: LEGL 2304 and completion of or concurrent enrollment in ENGL 1301 and MATH 1314.

LEGL 2307 SURVEY OF INDIVIDUAL RIGHTS UNDER FEDERAL LAW 3 credits
2 hours lecture, 3 hours lab per week

This course surveys federal legislation, U.S. Code and federal agencies created for the protection of individual rights. Specific attention will be given to laws affecting the workplace, including employment based discrimination, affirma-

tive action, sexual harassment and the Americans with Disabilities Act. Public education, the Community Reinvestment Act and the Fair Housing Act will also be discussed. Comprehension and discussion of topics will take place through intensive reading, written essays and class debate.

Prerequisite: *LEGL 2304 and completion of or concurrent enrollment in ENGL 1301 and MATH 1314.*

LEGL 2308 LEGAL BUSINESS ORGANIZATIONS 3 credits
2 hours lecture, 3 hours lab per week

This course emphasizes the formation and operation of corporations, partnerships, business trusts and other business vehicles, the fundamental principles of law applicable to each and research projects.

Prerequisite: *LEGL 2304 and completion of or concurrent enrollment in ENGL 1301 and MATH 1314.*

LEGL 2310 LEGAL ASSISTANT CAPSTONE COURSE 3 credits
2 hours lecture, 3 hours off-campus lab per week

This course will emphasize simulation of the workplace, case studies, portfolios and employment scenarios.

Prerequisite: *To be taken as the last course of the Legal Assistant Program.*

LICENSED VOCATIONAL NURSING

LVNU 1131 CLINICAL II 1 credit
0 hours lecture, 6 hours off-campus lab per week

This is a supervised clinical experience in a hospital maternity unit where the student is introduced to maternity and newborn nursing care with practical experience in the areas of labor and delivery, postpartum care and care of the newborn. Teaching the new mother and father is incorporated in this clinical experience.

Prerequisite: *Concurrent enrollment in LVNU 1330.*

LVNU 1141 CLINICAL III 1 credit
0 hours lecture, 6 hours off-campus lab per week

This is a supervised clinical experience which introduces the student to the clinical aspects of the care of the pediatric patient and the families' needs and support. It includes the application of the nursing process.

Prerequisite: *Concurrent enrollment in LVNU 1340.*

LVNU 1203 SCIENCE FOR VOCATIONAL NURSING 2 credits
2 hours lecture, 0 hours lab per week

Normal nutrition is one of two segments of this course and is designed to introduce scientific principles in basic nutrition, nutrition function in health and disease with emphasis on the food sources of nutrients, social aspects of nutrition, and importance of food nutrition. Microbiology is the second segment of this course; it introduces the student to the world of microorganisms with an emphasis in disease prevention and infection control programs that include community resources.

Prerequisite: *Admission to the program.*

LVNU 1204 GERIATRICS 2 credits
2 hours lecture, 0 hours lab per week

This course is designed to introduce the vocational nursing student to the special needs of the geriatric patient. Emphasis will be placed on the use of the nursing process, an understanding of the pathological variation from normal functioning, and application of the principles from the biological, physical, social and behavioral sciences.

Prerequisite: *Admission to the program.*

LVNU 1211 NURSING SKILLS THEORY LAB 2 credits
0 hours lecture, 6 hours lab per week

This course is an introduction to the nursing skills laboratory where emphasis is placed on use of concepts and principles learned in LVNU 1410. All basic (bathing, dressing, feeding, vital signs, etc.) and specialized nursing procedures (catheterization, nasogastric intubation, simple and complex dressings, etc.) are demonstrated, practiced and tested. The nursing process provides the focus for all nursing interventions as practice in the lab activities.

Prerequisite: *Admission to the program.*

LVNU 1221 CLINICAL I 2 credits

0 hours lecture, 12 hours off-campus lab per week

This is an introduction to basic patient care in the clinical facility. Through supervised clinical practice the student has the opportunity to apply nursing procedures in the clinical setting. Implementation of the nursing process is emphasized.

Prerequisite: Admission to the program.

LVNU 1251 CLINICAL IV 2 credits

0 hours lecture, 9 hours off-campus lab per week

This is a supervised clinical experience which allows the student to gain experience in basic nursing care on medical and surgical units. Knowledge and application of the nursing process are utilized in providing direct patient care in the clinical facility. Administration of medications is emphasized.

Prerequisite: Concurrent enrollment in LVNU 1550.

LVNU 1305 PHARMACOLOGY 3 credits

3 hours lecture, 0 hours lab per week

This course is an introduction to nursing pharmacology. This course provides a basic understanding of drug forms, drug effects by classification, current drug therapy, accurate calculation of dosage, and principles of medication preparation and safe administration.

Prerequisite: Admission to the program.

LVNU 1320 FUNDAMENTALS OF NURSING 3 credits

3 hours lecture, 0 hours lab per week

This course is designed to guide the vocational nursing student in self assessment for the necessary personal and professional adjustments that are essential to becoming a valuable member of the health care team. The course provides basic theories and principles of human growth and development techniques for effective communication skills, and concepts to assist the student in understanding positive mental health practices.

Prerequisite: Admission to the program.

LVNU 1330 MATERNAL AND NEWBORN 3 credits

3 hours lecture, 0 hours lab per week

This course is an introduction to nursing concepts related to the family unit. Topics include physiological changes associated with pregnancy, fetal development, prenatal care, nursing care during labor, delivery and postpartum, as well as care of the newborn infant. Use of the nursing process is integrated throughout the course.

Prerequisite: Concurrent enrollment in LVNU 1131.

LVNU 1340 PEDIATRICS 3 credits

3 hours lecture, 0 hours lab per week

This course is an introduction to the special needs of the child and the family. Emphasis is placed on the use of the nursing process in care of children. Pathophysiological variations as affected by various ages and stages of development of children are presented in relation to the principles of the biological, physical, social and behavioral sciences.

Prerequisite: Concurrent enrollment in LVNU 1141.

LVNU 1402 ANATOMY AND PHYSIOLOGY 4 credits

4 hours lecture, 0 hours lab per week

This course is designed to provide the vocational nursing student with introductory level information of the structure and function of the human body as a basis to later give understanding of disease processes and their effect on the human body.

LVNU 1410 NURSING SKILLS THEORY 4 credits

4 hours lecture, 0 hours lab per week

This course includes the nursing process and medical terminology. The course is designed to introduce the vocational nursing student to a wide variety of nursing skills that range from simple to complex. Emphasis is placed on the utilization of scientific principles to guide the student in developing competency in the performance of these skills.

Prerequisite: Admission to the program.

LVNU 1461 CLINICAL V 4 credits
0 hours lecture, 21 hours off-campus lab per week

This is a final supervised clinical experience that focuses on the integration of all nursing skills and theory from the previous semesters. Beginning leadership practices are introduced and use of the nursing process is implemented in more complex nursing situations.

Prerequisite: Concurrent enrollment in LVNU 1660.

LVNU 1550 MEDICAL/SURGICAL 5 credits
5 hours lecture, 0 hours lab per week

This course introduces the concepts and theories associated with the nursing care of the adult patient with a major focus on pathophysiology and treatment modalities of selected medical and surgical conditions, including the impact of illness, cultural influences and the incorporation of the family in implementation of the nursing process.

Prerequisite: Concurrent enrollment in LVNU 1251.

LVNU 1660 ADVANCED MEDICAL/SURGICAL 6 credits
6 hours lecture, 0 hours lab per week

This course is a continuation of medical/surgical nursing of adult clients with selected disorders and their treatment modalities. Students will be introduced to psychological disorders with emphasis on recognizing inappropriate behavior and approaches for therapeutic nursing interventions. A third segment of this course is an introduction to the scientific principles and techniques in intravenous therapy to establish a foundation that will further enable the student to develop competence in performance of skills related to intravenous infusion therapy.

Prerequisite: Concurrent enrollment in LVNU 1461.

MATH

MATH 80 DEVELOPMENTAL MATH 3 credits
3 hours lecture, 0 hours lab per week

This course is a study of fundamental mathematics using addition, subtraction, division, multiplication, order of operations, proportions, percentages, geometry, concepts in basic statistics, and exponents to solve equations and application problems with rational numbers.

Prerequisite: Placement based on TASP scores.

MATH 85* INTRODUCTORY ALGEBRA 3 credits
3 hours lecture, 0 hours lab per week

This course is a study of introductory algebra including operations with real numbers, rules of exponents, solving and graphing linear equations and inequalities in one or two variables, and solving application problems in one or two variables.

Prerequisite: Placement based on TASP scores or successful completion of MATH 80.

MATH 90* INTERMEDIATE ALGEBRA & GEOMETRY 3 credits
3 hours lecture, 0 hours lab per week

This course is a study of algebra and geometry including operations with polynomials, factorization of polynomials, graphing quadratic equations, solving application problems with quadratic, radical, and fractional equations, as well as applying reasoning skills in solving problems applied to geometry involving angles, areas, perimeters, volumes and composite figures.

Prerequisite: Placement based on TASP scores or successful completion of MATH 85.

MATH 105 TECHNICAL MATHEMATICS 3 credits
3 hours lecture, 0 hours lab per week

This course is designed to provide students with mathematical skills needed for success in technical programs. Course topics include simple algebraic expressions, simple equations, verbal problems, exponents, roots, radicals, linear equations and graphs, right triangle trigonometry and measurements. A greater emphasis is given to the solution of the applied problems.

Prerequisite: MATH 80 or equivalent.

MATH 106 TECHNICAL BUSINESS MATHEMATICS 3 credits
3 hours lecture, 0 hours lab per week

This course is designed to help students solve common business problems and be able to apply mathematical principles to business-related activities. This course covers bank records, ratio and proportion, base rate and percentage, trade and cash discounts.

Prerequisite: MATH 80 or equivalent.

MATH 107 MATHEMATICS FOR ALLIED HEALTH 3 credits
3 hours lecture, 0 hours lab per week

Topics include common fractions; decimal numbers; percentages, ratios, and proportions; systems of measurements and equivalents, drugs measured in units; intravenous drug administration; and pediatric dosages.

Prerequisite: MATH 80 or equivalent.

MATH 1314* COLLEGE ALGEBRA 3 credits
3 hours lecture, 0 hours lab per week

This course is the study of quadratic, polynomial, rational, logarithmic and exponential functions. It includes systems of equations, progression, sequence and series, and matrices and determinants.

Prerequisite: TASP 230+, Pre-TASP 26+, ACT 20+, SAT 480+.

MATH 1316* PLANE TRIGONOMETRY 3 credits
3 hours lecture, 0 hours lab per week

This course covers trigonometric functions, identities, equations and applications.

Prerequisite: MATH 1314.

MATH 1324* FINITE MATH 3 credits
3 hours lecture, 0 hours lab per week

Course topics include inequalities, quadratic functions, logarithmic and exponential functions, sequences and series, mathematics of finance, systems of linear equations, matrices and an introduction to linear programming.

Prerequisite: TASP 230+, Pre-TASP 26+, ACT 20+, SAT 480+.

MATH 1325* BUSINESS CALCULUS 3 credits
3 hours lecture, 0 hours lab per week

Course topics include applications of differential and integral calculus to business and economics, probability and statistics.

Prerequisite: MATH 1324.

MATH 1335* MATH FOR ELEMENTARY SCHOOL TEACHERS I 3 credits
3 hours lecture, 0 hours lab per week

In this course students study the mathematical background for meaningful learning of number concepts, precise definition, fundamental operations and problem solving mathematics. The structure of the real number system is developed through the use of elementary logic set theory.

Prerequisite: MATH 1314.

MATH 1336* MATH FOR ELEMENTARY SCHOOL TEACHERS II 3 credits
3 hours lecture, 0 hours lab per week

This course is a continuation of MATH 1335. Topics include measurements, geometry, probability, statistics, elementary algebra and problem solving.

Prerequisite: MATH 1335.

MATH 1342* STATISTICS 3 credits
3 hours lecture, 0 hours lab per week

This course is the presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and use of statistical software.

Prerequisite: TASP 230+, Pre-TASP 26+, ACT 20+, SAT 480+.

MATH 2312* PRECALCULUS 3 credits
3 hours lecture, 0 hours lab per week

This course covers the applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic and trigonometric functions. It may include topics from analytical geometry.

Prerequisite: MATH 1314, MATH 1316.

MATH 2318* LINEAR ALGEBRA I 3 credits
3 hours lecture, 0 hours lab per week

This course covers finite dimensional vector spaces, linear transformations and matrices, quadratic forms and general eigen values and eigen vectors.

Prerequisite: MATH 2413.

MATH 2320* DIFFERENTIAL EQUATIONS 3 credits
3 hours lecture, 0 hours lab per week

This course covers solutions of ordinary differential equations and applications.

Prerequisite: MATH 2414.

MATH 2413* CALCULUS I 4 credits
4 hours lecture, 0 hours lab per week

This course covers functions, limits, continuity, differentiation, integration, application, sequences and services, vector analysis, partial differential and multiple integration.

Prerequisite: MATH 2312.

MATH 2414* CALCULUS II 4 credits
4 hours lecture, 0 hours lab per week

This course covers derivatives and integrals of transcendental functions, integration methods and applications, infinite sequences and series.

Prerequisite: MATH 2413.

MATH 2415* CALCULUS III 4 credits
4 hours lecture, 0 hours lab per week

This course cover the study of vectors, partial differentiation, and multiple integrals.

Prerequisite: MATH 2414.

MEDICAL INFORMATION PROGRAM

MIPR 1210 MEDICAL OFFICE PROCEDURES I 2 credits
1 hour lecture, 4 hours lab per week

This is a course dealing with human relations and patient education, records management systems, telephone techniques, preparation for employment, development of an office procedures handbook, handling of correspondence, keeping insurance logs, completing basic insurance forms, and other applicable office procedures. Students must maintain a typing speed of 45 wpm within three minutes with three errors or less.

Prerequisite: Must type at least 35 wpm.

MIPR 1300 INTRODUCTION TO HEALTH INFORMATION SCIENCE 3 credits
2 hours lecture, 2 hours lab per week

This course will cover origin, content, use and format of health records; storage and retrieval systems, as well as numbering and filing systems, retention procedures, accreditation, certification and licensure standards applicable to health records. In addition, medical staff, organization and bylaws will be also be covered.

MIPR 1301 MEDICAL TERMINOLOGY I 3 credits
3 hours lecture, 0 hours lab per week

This course covers the study of the basic structure of medical words, prefixes, suffixes, roots, combining forms and plurals. Emphasis is placed on pronunciation, spelling and definition of medical terms.

MIPR 1302 MEDICAL TERMINOLOGY II 3 credits
3 hours lecture, 0 hours lab per week

This course is a continuation of the basic structure of medical words, prefixes, suffixes, roots, combining forms and plurals. Emphasis is placed on pronunciation, spelling and definition of medical terms.

Prerequisite: MIPR 1301.

MIPR 1303 GENERAL PATHOLOGY 3 credits
3 hours lecture, 0 hours lab per week

This course covers the basic concepts of pathology, disease terminology and etiology. It focuses on general characteristics of disease and disease processes and causative factors of pathological process in various organ systems.

Prerequisite: MIPR 1301 or Program Chair's approval.

MIPR 1305 MEDICAL TRANSCRIPTION I 3 credits
1 hour lecture, 6 hours lab per week

This course introduces the development of transcription skills in the medical area. The course includes operation and care of computers, diskettes, transcribers and dictation medical, emphasis on accuracy, use of reference materials, formatting, style and proofreading.

Prerequisite: Must type 35 wpm or better.

Prerequisite or Corequisite: MIPR 1301.

MIPR 1311 INTERNATIONAL CLASSIFICATION OF DISEASES I 3 credits
2 hours lecture, 2 hours lab per week

This course covers the application of Volumes I, II, and III of the International Classifications of Disease (ICD-9) Coding Book to the coding of disease and procedures/operations. It will cover assignment of codes in accordance with guidelines established by the American Hospital Association, American Health Information Management Association, Health Care Financing Agency and the National Center for Health Statistics.

Prerequisite: MIPR 1300, MIPR 1301, concurrent enrollment in MIPR 1303.

MIPR 2201 CAPSTONE: PRACTICUM EXPERIENCE 2 credits
1 hour lecture, 10 hours off-campus lab per week

This course provides the student with the appropriate setting and proper supervision for correlation of classroom instruction and on-the-job training.

Prerequisite: Completion of all course work within specialty with a "C" or better.

MIPR 2210 MEDICAL OFFICE PROCEDURES II 2 credits
1 hour lecture, 4 hours lab per week

This is an introduction to physicians' practice management software, providing total patient coverage from appointment to final payment by using a manual pegboard bookkeeping system and office management application software. Timed writing will continue with an expected speed of 55 wpm within three minutes with three errors or less.

Prerequisite: MIPR 1210.

MIPR 2302 MEDICAL TRANSCRIPTION II 3 credits
1 hour lecture, 6 hours lab per week

This course is a continuation of medical transcription skills with emphasis on speed, accuracy, general medicine and several specialties.

Prerequisite: MIPR 1305, concurrent enrollment in MIPR 2305.

MIPR 2303 MEDICAL TRANSCRIPTION III 3 credits
1 hour lecture, 6 hours lab per week

This course is a continuation of medical transcription skills with emphasis on surgery dictation, operating room procedures and surgical instruments.

Prerequisite: MIPR 2302.

MIPR 2305 BASIC PHARMACOLOGY 3 credits
3 hours lecture, 0 hours lab per week

This course is a basic introduction to the general concepts of pharmacology. It will focus on specific body systems, disease and therapeutic drug applications.

Prerequisite: MIPR 1301 and concurrent enrollment in MIPR 1303.

MIPR 2311 INTERNATIONAL CLASSIFICATION OF DISEASES II 3 credits
2 hours lecture, 2 hours lab per week

This course covers the application of Volumes, I, II and III of the International Classification of Disease (ICD-9) Coding Book to the coding of disease and procedures, operations/training and manual coding, as well as coding by means of a computerized code finder to determine the appropriate Medical Disease Category (MDC) and Diagnosis Related Groups (DRG).

Prerequisite: MIPR 1311.

MIPR 2322 CURRENT PROCEDURAL TERMINOLOGY CODING-CPT4 3 credits
2 hours lecture, 2 hours lab per week

This course covers principles of ambulatory coding using CPT-4 coding procedures and the use of HCPCS (Health Care Financing Administration: Common Procedure Coding System).

Prerequisite: MIPR 1300, MIPR 1301, concurrent enrollment in MIPR 1303.

MUSIC

MUSI 1166* WOODWIND I 1 credit
0 hours lectures, 3 hours lab per week

This course provides class instruction in the fundamental techniques of playing and teaching woodwind instruments. This course is geared toward students with some background in playing clarinet, saxophone, flute, oboe or bassoon.

MUSI 1167* WOODWIND II 1 credit
0 hours lectures, 3 hours lab per week

This course is a continuation of MUSI 1166 with emphasis on further development of woodwind instrument playing and teaching techniques.

Prerequisite: MUSI 1166.

MUSI 1192* GUITAR CLASS I 1 credit
0 hours lecture, 3 hours lab per week

This applied music course explores the fundamental techniques of playing the guitar. No prior skills are required.

MUSI 1193* GUITAR CLASS II 1 credit
0 hours lecture, 3 hours lab per week

This applied music course continues exploring the fundamental techniques of playing the guitar.

Prerequisite: MUSI 1192.

MUSI 1306* MUSIC APPRECIATION 3 credits
3 hours lecture, 0 hours lab per week

This course introduces the student to the elements, forms, and stylistic eras in music through the study of cultural periods, major composers, and music elements.

OCCUPATIONAL THERAPY ASSISTING

OTAP 1230 FIELD WORK 1-A 2 credits
1 hour lecture, 7 hours off-campus lab per week

Students will be introduced to the occupational therapy clinic through observation and experience within an occupational therapy facility under the direct supervision of a registered occupational therapist or certified occupational therapy assistant.

- OTAP 1301 INTRODUCTION TO OT 3 credits**
3 hours lecture, 0 hours lab per week
 This course is designed as an introductory course to the field of Occupational Therapy through presentation of information pertinent to the historical development, theoretical foundation, role, and philosophy of the profession. Description of man's need independence, self-care, productivity, and leisure will be explored. Content includes concepts relative to basic human needs, adaptive skill development, and the role expectation of the occupational therapy team in the maintenance of health. The relationship of the occupational therapist to other health services is explored. Additionally, students will receive a basic understanding of medical terminology as it applies to occupational therapy.
- OTAP 1302 THERAPEUTIC MEDIA 3 credits**
2 hours lecture, 2 hours lab per week
 This course is designed to acquaint the student with basic therapist-client relationships, teaching techniques, and activity analysis for the application of specific therapeutic interventions and functional training. Emphasis is placed on providing the student with general knowledge of grading activity levels, tools, equipment, and basic techniques of arts and crafts used in OT, fabrication of adaptive equipment/clothing and orthotics. Supervised laboratory.
- OTAP 1311 LIFESPAN-INFANTS/CHILDREN 3 credits**
3 hours lecture, 0 hours lab per week
 This course covers identification and exploration of commonly seen conditions and programs in the area of infancy through preadolescence including normal and abnormal development, psychological, physical, emotional, cognitive, and pathological. Strong emphasis is on OT evaluation techniques and treatment strategies for this population.
- OTAP 1310 GROUP DYNAMICS 3 credits**
3 hours lecture, 0 hours lab per week
 This is an introductory course to acquaint the student with psychiatric disorders through utilization of the DSM-4. Included will be the issues in psychopathology and their impact on the OTA. Criteria for diagnosis, behavioral patterns, and medications utilized in the psychiatric setting will be stressed. Additionally, the student will practice observing and reporting group behaviors with those skills needed to assess individual and group behavior. Also, practice in planning and implementing change strategies in a task group, identification of attitudes which support the roles of group leaders and followers are emphasized as well as exploration of self-behavior in group situations.
- OTAP 1312 LIFESPAN ADOLESCENT/ADULTS 3 credits**
3 hours lecture, 0 hours lab per week
 This course covers identification and exploration of commonly seen conditions of youth through young adult, including normal/abnormal, physical, pathological, social, and cognitive developments. Strong emphasis is placed on OT evaluation techniques and methods of treatment for this group and its conditions.
- OTAP 2231 FIELDWORK 1-B 2 credits**
1 hour lecture, 7 hours off-campus lab per week
 Students will continue their experience within an occupational therapy facility under the directed supervision of an OTR or COTA. Students may be considered for placement in a nontraditional setting where no OTR or COTA is present to supervise based on the unavailability of OT staff, but where the exposure to a certain type of patient populations may be of interest and of benefit to the student.
- OTAP 2321 LIFESPAN-GERIATRICS 3 credits**
3 hours lecture, 0 hours lab per week
 Emphasis will be given to the fundamentals of dysfunction perceived in the aging population. Included will be the impact of diseases and disabilities generally associated with the elderly client, the OTA's role in providing independence and adjustment to problems of aging, and the role of the COTA as an Activity Director in long term care settings.
- OTAP 2322 MODALITIES/ADAPTATIONS 3 credits**
2 hours lecture, 2 hours lab per week
 This is the exploration of evaluation and treatment methods and techniques used in working with different populations

and in the community. The student will focus on specialized treatment methods and procedures, including hand splinting, hand treatments, physical agent modalities, as well as adaptive devices and assisting equipment, activities of daily living, transfer techniques, body mechanics, and play-leisure activities. Strong emphasis is placed on activity analysis, grading, and assessment.

OTAP 2323 MANAGEMENT IN HEALTH CARE 3 credits
3 hours lecture, 0 hours lab per week

This course includes an identification of budget administration, supervision techniques, and strategies in operating a therapy clinic. An analysis of program organization and management styles for the effective use of personnel, materials, supplies, equipment, and other resources will be completed.

OTAP 2424 OT SEMINAR 4 credits
4 hours lecture 0 hours lab per week

Emphasis will be placed on documentation formats, state licensing procedures, application and review for the national certification examination; reviewing medical, ethical, and legal issues, and preparation for employment: preparing resumes, applications, interviewing, etc.

Corequisite: OTAP 2532.

OTAP 2532 FIELDWORK II-PRACTICUM 5 credits
1 hour lecture, 32 off-campus lab hours per week

Students will expand their clinical knowledge and experience within an OT facility under the supervision of an OTR in settings providing treatment to patients with physical and psychiatric dysfunction.

Corequisite: OTAP 2424.

ORIENTATION

ORIN 101 COLLEGE SUCCESS non-credit
3 hours lecture, 0 hours lab per week

This is a recommended course for all students entering college for the first time, returning after an absence from school, or desiring to improve class performance. Topics covered include test-taking tips, managing time, utilizing tutoring services, maximizing student support services and developing effective study habits. A variety of class projects will be assigned which includes developing a personal career plan and setting academic goals.

PATIENT CARE ASSISTANT

PTCA 1207 CLINICAL EXPERIENCE 2 credits
0 hours lecture, 12 hours off-campus lab per week

This is a supervised clinical practice in hospital or nursing home settings. Students are involved in all aspects of direct patient care including bathing, dressing, feeding, transferring and measuring vital signs.

Prerequisite: MATH 80 or equivalent, concurrent enrollment in PTCA 1606.

PTCA 1405 BODY SYSTEMS 4 credits
4 hours lecture, 0 hours lab per week

This course is a basic study of the structures and functions of the human body. It includes a review of all body systems.

Prerequisite: ENGL 70, ENGL 71.

PTCA 1504 INTRODUCTION TO LONG TERM CARE 5 credits
3 hours lecture, 6 hours lab per week

This course is the study of basic nursing care. It includes topics on patient safety, universal precautions, hygiene, grooming, feeding and nutrition, exercise and activity, and vital sign measurements. It includes laboratory practice and supervised clinical application of all basic nursing care procedures for clients of long term care and skilled nursing

facilities. This course prepares the student for Texas state certification examination for certified nursing assistants in long term care.

Prerequisite: Concurrent enrollment in PTCA 1405.

PTCA 1606 PATIENT CARE 6 credits
6 hours lecture, 0 hours lab per week

This course is a review of specialized care for nursing assistants in all areas of the hospital including medical, surgical pediatrics, maternity and newborn nursery, geriatrics, and special care units. Roles and responsibilities of nursing assistants in a variety of settings including hospital, home health, long term care and hospice are included.

PHILOSOPHY

PHIL 1301* INTRODUCTION TO PHILOSOPHY 3 credits
3 hours lecture, 0 hours lab per week

This is an introduction to some of the major philosophical questions that have intrigued mankind over the centuries. This will include examination of the thought of some of the most important figures in the history of philosophy from the early Greeks to modern times.

Prerequisite: Eligible for ENGL 1301.

PHIL 2303* INTRODUCTION TO LOGIC 3 credits
3 hours lecture, 0 hours lab per week

This course teaches the student clear and effective thinking. The course will examine principles for correct reasoning and ways to distinguish good reasoning from bad and will consider the kinds of mistakes in reasoning that are most commonly made in everyday life.

Prerequisite: Eligible for ENGL 1301.

PHIL 2306* ETHICS 3 credits
3 hours lecture, 0 hours lab per week

This course will examine moral issues and the claims surrounding them. In addition, the course will focus on human values, where those values come from and how we make use of them, as well as examine several related questions such as personal freedom and the meaningfulness of human life.

Prerequisite: ENGL 80, ENGL 81.

PHIL 2307* INTRODUCTION TO SOCIAL PHILOSOPHY 3 credits
3 hours lecture, 0 hours lab per week

This course will critically examine theories of society, and it will investigate the basic presuppositions and structures of society, politics, and the ways in which these are to be understood and evaluated.

Prerequisite: ENGL 80, ENGL 81.

PHYSICAL EDUCATION

PHED 1101* AEROBICS/INDIVIDUAL FITNESS 1 credit
0 hours lecture, 2 hours lab per week

In this course, students will learn basic concepts in physical fitness in relation to physical activity, fitness and wellness. Students will be taught basic low-impact aerobics, step aerobics, floor work, abdominal work and stretching techniques for flexibility.

PHED 1102* INDIVIDUAL FITNESS/WEIGHT CONDITIONING 1 credit
0 hours lecture, 2 hours lab per week

In this course, students will learn basic concepts in physical fitness in relation to physical activity, fitness and wellness. Activities will include power walking, jogging, and other aerobic activities for cardiovascular improvement. Students will be taught techniques for strength development using free weights for overall toning.

- PHED 1120* JAZZ DANCE 1 credit**
0 hours lecture, 2 hours lab per week
 In this course, the student will be exposed to various styles of jazz dance including modern, classical and funk. Along with the basic dance fundamentals the history and evolution of jazz dance will also be taught.
- PHED 1122* LINE DANCING 1 credit**
0 hours lecture, 2 hours lab per week
 In this course, each student will learn a variety of line dances. The students will learn fundamental skills (basic steps) and rhythmic skills. They will demonstrate the ability to work in groups, working on synchronization, technique patterns and presentation of line dances.
- PHED 1124* GYMNASTICS/TUMBLING 1 credit**
0 hours lecture, 2 hours lab per week
 This course provides fundamental skills and instruction for the beginner or advanced student. It is designed for non-competitive tumbling and acrobatics. This course covers skills such as cartwheels, round-offs, hand stands, back walk-overs and other tumbling techniques.
- PHED 1130* WATER FITNESS 1 credit**
0 hours lecture, 2 hours lab per week
 Water fitness is a coed class designed for swimmers or nonswimmers. It provides exercise to release tension, slim down and shape-up.
- PHED 1131* BEGINNING SWIMMING 1 credit**
0 hours lecture, 2 hours lab per week
 In this course, nonswimmers and beginners are taught basic swimming skills and strokes. Personal safety skills and confidence in the water are emphasized.
- PHED 1140* SELF DEFENSE 1 credit**
0 hours lecture, 2 hours lab per week
 This course provides a basic understanding and practical application of fundamental self defense techniques through physical conditioning. It includes balance, focus, breath control, block and counter, avoiding attack, striking, thrusting and kicking.
- PHED 1141* BEGINNING KARATE 1 credit**
0 hours lecture, 2 hours lab per week
 This course introduces the beginner to basic techniques, formal exercises and sparring techniques for the beginner.
- PHED 1142* KARATE 1 credit**
0 hours lecture, 2 hours lab per week
 This course provides an introduction to basic techniques, formal exercises and sparring techniques for the beginner.
- PHED 1143* AIKIDO 1 credit**
0 hours lecture, 2 hours lab per week
 Aikido is an art directed toward the coordination of body rhythm and movements with those of an opponent. It develops an efficient use of mind and body, is entirely reflexive and related ethically to defense against an unprovoked attack. There are no attacks in Aikido.
- PHED 1144* TAI CHI CHUAN 1 credit**
0 hours lecture, 2 hours lab per week
 Tai Chi Chuan is an ancient Chinese practice that promotes mind and body awareness and rejuvenation. It utilizes the principle of physical health based on the strengthening and relaxing of the entire body.

- PHED 1160* WEIGHT TRAINING 1 credit**
0 hours lecture, 2 hours lab per week
 This is an introductory course in weight training and body building to learn the basic techniques for strength development and cardiovascular conditioning.
- PHED 1170* BEGINNING TENNIS 1 credit**
0 hours lecture, 2 hours lab per week
 In this course, an introduction to the rules, scoring and fundamental techniques for beginners are stressed. Participation by skill level for singles and doubles play is made to ensure vigorous activity for fitness.
- PHED 1173* GOLF 1 credit**
0 hours lecture, 2 hours lab per week
 This course covers basic fundamentals, knowledge of the history, terminology and scoring of golf.
- PHED 1175* BOWLING 1 credit**
0 hours lecture, 2 hours lab per week
 This course is a basic introduction to beginner bowling. Ball selection, four-step approach, correct stance, rules and scoring procedures will be taught.
- PHED 1177* ARCHERY 1 credit**
0 hours lecture, 2 hours lab per week
 This course provides instruction in the basic techniques, rules and scoring. The history and terminology of archery are also investigated.
- PHED 1180* VOLLEYBALL 1 credit**
0 hours lecture, 2 hours lab per week
 This course consists of the history and rules. It covers essential skills and basic volleyball movements that are important to the game. This course provides the foundation and preparation for Intermediate Volleyball.
- PHED 1181* BASKETBALL 1 credit**
0 hours lecture, 2 hours lab per week
 In this course, fundamental skills and strategies are reviewed through knowledge of the history, rules and terminology, such as the dribble, the lay up, chest pass and overhead pass of basketball are practiced to promote agility and endurance.
- PHED 1183* SOFTBALL 1 credit**
0 hours lecture, 2 hours lab per week
 This course consists of the study of history, rules, regulations and basic fundamentals of softball. The course study promotes eye-hand coordination, as well as agility needed for the sport.
- PHED 1185* SOCCER 1 credit**
0 hours lecture, 2 hours lab per week
 In this course, students develop the basic skills and strategies through knowledge of the history, rules and terminology, along with participation in game situations.
- PHED 1187* BADMINTON 1 credit**
0 hours lecture, 2 hours lab per week
 This course covers the history, rules, basic strokes and strategies in singles and doubles play emphasized through intra-class competition.
- PHED 1191* TRACK AND FIELD 1 credit**
0 hours lecture, 2 hours lab per week
 This course consists of running, relays, sprints, hurdles, jumps, discus, shotput and throwing techniques.

- PHED 2102* SCULPT/CARDIO 1 credit**
0 hours lecture, 2 hours lab per week
 In this course students will use basic concepts of step and low impact aerobics to develop techniques for strength development and cardiovascular conditioning. Free weights will be used during interval training and circuit training.
Prerequisite: PHED 1101 or instructor approval.
- PHED 2103* INTERMEDIATE AEROBICS 1 credit**
0 hours lecture, 2 hours lab per week
 In this course, students will improve cardiovascular endurance and improve muscle tone while having fun. Students will learn new combinations and advanced choreography while doing step and low impact aerobics.
Prerequisite: PHED 1101 or instructor approval.
- PHED 2120* INTERMEDIATE JAZZ DANCE 1 credit**
0 hours lecture, 2 hours lab per week
 In this course, students will use fundamental jazz dance steps in progressively complex variations of choreography.
Prerequisite: PHED 1120 or instructor approval.
- PHED 2132* SWIM CONDITIONING (LAP SWIMMING FITNESS) 1 credit**
0 hours lecture, 2 hours lab per week
 In this course, students will learn to plan and follow a swim fitness program based on the selection of their own goals and activities. Basic fitness principles will be discussed and various aquatic exercises will be experienced. Stroke analysis and the development of related skills will be covered.
Prerequisite: Students must be able to perform basic swim strokes, including front crawl (free style), backstroke and breast stroke.
- PHED 2133* LIFEGUARD TRAINING 1 credit**
0 hours lecture, 2 hours lab per week
 In this course, skills, methods and techniques involved in lifesaving and water safety are reviewed. Successful completion leads to American Red Cross Lifesaving Certification. The course also teaches other skills an individual needs to become a professional lifeguard.
Prerequisite: PHED 2132 or instructor approval.
- PHED 2134* SWIMMING INSTRUCTOR TRAINING 1 credit**
0 hours lecture, 2 hours lab per week
 In this course, students study skills, methods and techniques involved in teaching nonswimmers how to swim. Water safety will also be taught. This course will teach other skills an individual needs to become a swimming instructor.
Prerequisite: PHED 2132 or instructor approval.
- PHED 2142* INTERMEDIATE KARATE 1 credit**
0 hours lecture, 2 hours lab per week
 This course covers advanced skills and techniques of karate. The use of formal exercises and sparring techniques are also used.
Prerequisite: PHED 1141 or instructor approval.
- PHED 2170* INTERMEDIATE TENNIS 1 credit**
0 hours lecture, 2 hours lab per week
 This course develops and improves each skill level in serving, forehand and backhand drives, lobs and volleys. Performance strategies for both singles and doubles are drilled.
Prerequisite: PHED 1170 or instructor approval.
- PHED 2173* ADVANCED GOLF 1 credit**
0 hours lecture, 2 hours lab per week
 In this course, advanced skills techniques and strategies are developed.
Prerequisite: PHED 1173 or instructor approval.

PHED 2180* INTERMEDIATE VOLLEYBALL 1 credit
0 hours lecture, 2 hours lab per week

This course consists of the playing systems, specialization and physical preparation of the game of volleyball. It involves specific offensive and defensive systems, as well as team composition of players by position and function of the game.

Prerequisite: PHED 1180 or instructor approval.

PHED 2181* INTERMEDIATE BASKETBALL 1 credit
0 hours lecture, 2 hours lab per week

This course requires all of the basic skills of beginning basketball with additional stamina, speed and a high degree of skill.

Prerequisite: PHED 1181 or instructor approval.

PHYSICS

PHYS 1401* COLLEGE PHYSICS I 4 credits
3 hours lecture, 3 hours lab per week

This course covers principles and application of mechanics, wave motion, and heat with emphasis on fundamental concepts, problem solving, notation and units.

Prerequisite: MATH 1316 or instructor's consent.

PHYS 1402* COLLEGE PHYSICS II 4 credits
3 hours lecture, 3 hours lab per week

This course covers principles and application of electricity, magnetics, light and sound with emphasis on fundamental concepts, problem solving, notation and units.

Prerequisite: PHYS 1401 or instructor's consent.

PHYS 1415* PHYSICAL SCIENCE I 4 credits
3 hours lecture, 3 hours lab per week

This course introduces the concepts and principles of Physical Science for non-science majors, surveying astronomy, meteorology and physics.

Prerequisite: MATH 85.

PHYS 1417* PHYSICAL SCIENCE II 4 credits
3 hours lecture, 3 hours lab per week

This course introduces the concepts and principles of Physical Science for non-science majors, surveying geology, chemistry and physics.

Prerequisite: PHYS 1415.

PHYS 2425* UNIVERSITY PHYSICS I 4 credits
3 hours lecture, 3 hours lab per week

This is a calculus based study of mechanics, including vibrations and wave, heat and thermodynamics.

Prerequisite: MATH 2413 or concurrent enrollment.

PHYS 2426* UNIVERSITY PHYSICS II 4 credits
3 hours lecture, 3 hours lab per week

This is a calculus based study of electromagnetic theory and applications, electromagnetic waves, solid state and modern physics.

Prerequisite: PHYS 2425, MATH 2313 or concurrent enrollment.

PRECISION MANUFACTURING TECHNOLOGY

PMTD 1101 INTRODUCTION TO TOOL & DIE 1 credit
1 hour lecture, 0 hours lab per week

This is an introductory course that assists the student in understanding the role of precision manufacturing in industry.

the types of jobs available, the businesses which use precision machining and the structure of the Associate Degree Program. Emphasis is given to the requirements for employment such as getting along with other workers, dependability and loyalty. This course introduces students to the emphasis of safe work practices and first aid.

PMTD 1102 INTRODUCTION TO GOAL SETTING 1 credit
1 hour lecture, 0 hours lab per week

This is a continuation of Orientation from first term. It covers workplace responsibilities, behaviors, personal goals and standards and ethics in the profession.

PMTD 1210 INTRODUCTORY DRAFTING FOR MACHINIST 2 credits
1 hour lecture, 4 hours lab per week

This is an introduction to manual and computer based drafting. It covers drafting terms, orthographic projections, auxiliary views, and section views. Students learn proper method for setting up dimensions and tolerance. Students are introduced to computer aided drafting and design.

PMTD 1300 CAPSTONE: CO-OP I 3 credits
1 hour lecture, 20 hours off-campus lab per week

This course is designed as an initial experience in which the student develops skills at the work site. Work ethics and attitudes are emphasized. This co-op will be directly related to the student's training level.

PMTD 1322 COMPUTER AIDED DRAFTING AND DESIGN 3 credits
2 hours lecture, 4 hours lab per week

This is a continuation of Introductory Drafting. It covers layout, three-dimensional representations, wireframe construction, dimensioning and tolerancing systems, tolerances, solid modeling, and an introduction to CAD/CAM software.

Prerequisite: PMTD 1210.

PMTD 2205 HEAT TREATING & WELDING FOR MACHINIST 2 credits
1 hour lecture, 4 hours lab per week

This course covers heat treating and welding processes and equipment used for production and tooling applications. Effect on mechanical properties, control of processes and protection of workplace are included.

PMTD 2250 TEAMWORK & PROBLEM SOLVING 2 credits
1 hour lecture, 4 hours lab per week

This course introduces students to modern industrial management processes such as project teams, self-managed work groups, problem solving techniques such as cause effect diagrams, root cause analysis and process mapping. Emphasis is placed on attention to details, workplace cooperation, safety and quality.

PMTD 2300 CAPSTONE: CO-OP II 3 credits
1 hour lecture, 20 hours off-campus lab per week

This is a capstone to the A.A.S. degree. The student should have broad experiences incorporating all areas of their formal training, working in an approved facility.

Prerequisite: PMTD 1300.

PMTD 2330 INSPECTION AND METROLOGY 3 credits
2 hours lecture, 4 hours lab per week

In this course, students are introduced to inspection, which is the operation of comparing the actual condition of a workpiece to previously chosen quality standards. This includes checking workpiece dimensions with measuring instruments and precision gages. In addition, students will learn correct process in applying inspection techniques.

PMTD 2333 INTRODUCTION TO CNC AND CAD/CAM 3 credits
2 hours lecture, 4 hours lab per week

This course covers the design and operation of computer numerically controlled machines, translation of CAD designs into cutting paths and machine commands, precision and accuracy of resulting parts. Emphasis is on both fundamental structures of command languages and commercial CNC packages.

Prerequisite: PMTD 1411, PMTD 2422, PMTD 1322, MATH 1314.

- PMTD 2340 TOOL, DIE, JIG FIXTURE DESIGN 3 credits**
2 hours lecture, 4 hours lab per week
 In this course, students learn through a complete design and production experience including construction of CAD drawings for a student project, design and fabrication of the tooling and manufacture of the part.
Prerequisite: PMTD 2343, PMTD 1322.
- PMTD 2343 ADVANCED MACHINE SHOP 3 credits**
2 hours lecture, 4 hours lab per week
 This course covers advanced and nontraditional machining methods such as EDM, water jet, ECM, rapid prototyping, as well as precision levels appropriate for tools and dies.
Prerequisite: PMTD 2422.
- PMTD 2344 TOOLS, DIES, JIGS AND FIXTURES BUILD 3 credits**
2 hours lecture, 4 hours lab per week
 This course introduces basic tool, die, fixture and jig design, components and construction. It teaches factors to be considered in planning and layout, requirements of the manufacturing process, materials implications and includes an in-shop practice project.
Prerequisite: PMTD 1322, PMTD 2343, PMTD 2422.
- PMTD 2360 ADVANCED MACHINING TECHNOLOGY 3 credits**
2 hours lecture, 4 hours lab per week
 This course is designed around a team project in which the students learn advanced concepts and use these concepts to complete a client project. Team processes and self-management are stressed.
Prerequisite: PMTD 2343.
- PMTD 2370 COST ESTIMATING 3 credits**
2 hours lecture, 4 hours lab per week
 This course covers principles of direct and indirect cost, productivity, cycle time forecasting, production scheduling, optimization and continuous improvement.
Prerequisite: PMTD 2343.
- PMTD 2375 PRODUCTION MANAGEMENT 3 credits**
2 hours lecture, 4 hours lab per week
 This course covers concepts of industrial organization, supervision, planning and scheduling, cost control and client/customer relations
- PMTD 2380 PRODUCT DESIGN 3 credits**
3 hours lecture, 0 hours lab per week
 This course introduces designing of a production part with focus on the manufacturing process, tooling and quality that are required for manufacturing. In addition, students are introduced to complex drawings that incorporate geometric dimensions.
Prerequisite: PMTD 1322, PMTD 2343, PMTD 2420.
- PMTD 2385 ADVANCED TOOL AND FIXTURE DESIGN 3 credits**
3 hours lecture, 0 hours lab per week
 This is an advanced course in designing tools for short and high volume production runs. It includes SPS requirements, critical dimensions and CNC fixtures.
Prerequisite: PMTD 1322, PMTD 2333, PMTD 2343, PMTD 2420.
- PMTD 2390 GAUGE DESIGN 3 credits**
2 hours lecture, 4 hours lab per week
 This course is designed to instruct students on how to analyze a part and determine the design requirements for attribute and variable gauging. It includes Geometric Dimensioning and Tolerancing and function of Coordinate Measuring Machine Laboratory and will consist of simple gauge building.
Prerequisite: PMTD 1322, PMTD 2343, PMTD 2420.

PMTD 2395 STATISTICAL QUALITY ASSURANCE 3 credits
2 hours lecture, 4 hours lab per week

In this course, students will be introduced to statistical techniques required to determine the process capability. They will use sample data to estimate process capability and control charts. Emphasis will be placed on the detection of a production problem in a logical fashion.

Prerequisite: PMTD 1322, PMTD 2250, PMTD 2420, PMTD 2422.

PMTD 2420 MANUFACTURING MATERIALS AND PROCESSES 4 credits
3 hours lecture, 4 hours lab per week

This course introduces students to concepts of basic material chemistry, manufacturing processes such as stamping, injection molding, machining, die casting, extrusion, welding and joining where precision tools and fixtures are required. The lab portion of the course includes experiments in basic manufacturing processes and testing of material properties.

PMTD 2422 INTERMEDIATE MACHINE SHOP 5 credits
3 hours lecture, 4 hours lab per week

This course introduces students to high precision machining of complex devices such as gears, slides and bearings, broaching, grinding, advanced machining practices, honing and lapping. This course continues emphasis on safe practices, housekeeping and workplace cooperation.

Prerequisite: PMTD 1210, PMTD 1411, MATH 105.

PSYCHOLOGY

PSYC 2301* GENERAL PSYCHOLOGY 3 credits
3 hours lecture, 0 hours lab per week

This course is a study of the major topics in psychology. It introduces the study of behavior and the factors that determine and affect behavior.

PSYC 2302* APPLIED PSYCHOLOGY 3 credits
3 hours lecture, 0 hours lab per week

This is a survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work and government work; emphasis on interpersonal communication and intrapersonal awareness.

PSYC 2306* HUMAN SEXUALITY 3 credits
3 hours lecture, 0 hours lab per week

This is an interdisciplinary course in which topics will include the genesis of sexuality, psychosexual development, role identity, sexual behavior and physiology.

PSYC 2307* ADOLESCENT PSYCHOLOGY 3 credits
3 hours lecture, 0 hours lab per week

This course is a study of physical, mental, emotional and social growth from childhood through adolescence.

PSYC 2308* CHILD PSYCHOLOGY 3 credits
3 hours lecture, 0 hours lab per week

This course is a study of physical, mental, emotional and social growth from conception through childhood.

PSYC 2314* LIFESPAN GROWTH & DEVELOPMENT 3 credits
3 hours lecture, 0 hours lab per week

This course is a study of the relationship of the physical, emotional, social and mental factors of growth and development throughout the life span.

PSYC 2315* PSYCHOLOGY OF HUMAN ADJUSTMENT 3 credits
3 hours lecture, 0 hours lab per week

This is an examination of the psychological dynamics underlying personal and social adjustment and maladjustments; frustration, conflict, anxiety, adjustment mechanisms and psychotherapy; strong emphasis on principles of mental hygiene.

PSYC 2316* PSYCHOLOGY OF PERSONALITY 3 credits
3 hours lecture, 0 hours lab per week

This course covers the development of personality: contributions of various theorists and their work to the understanding of the normal personality; techniques for measuring personality.

PSYC 2317* STATISTICAL METHODS IN PSYCHOLOGY 3 credits
3 hours lecture, 0 hours lab per week

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.

PSYC 2319* SOCIAL PSYCHOLOGY 3 credits
3 hours lecture, 0 hours lab per week

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/he is a member; emphasis on group dynamics.

PSYC 2340* CURRENT ISSUES IN PSYCHOLOGY 3 credits
3 hours lecture, 0 hours lab per week

This is an in-depth study of specific contemporary issues in psychology such as gerontology, sex roles and death and dying.

PUBLIC SERVICE ADMINISTRATION

PSAP 1301 INTRODUCTION TO PUBLIC ADMINISTRATION 3 credits
3 hours lecture, 0 hours lab per week

This course introduces students to the organization and management of government. Emphasis is placed on coordination of departmental activities, politics of administration, intergovernmental relations, program management, financial administration and human resources management.

PSAP 1302 PRINCIPLES OF PUBLIC ADMINISTRATION 3 credits
3 hours lecture, 0 hours lab per week

This course introduces students to supervisory techniques in public sector management. Emphasis is placed on organizational structure, motivation, planning, control, delegation, authority appraisals and leadership.

PSAP 1303 PRINCIPLES OF PUBLIC ADMINISTRATION 3 credits
3 hours lecture, 0 hours lab per week

This course focuses on the principles of public administration as applied in government. Emphasis is placed on identifying and solving urban problems and recognizing political and structural influences as they relate to metropolitan concepts in public management.

PSAP 1304 GOVERNMENTAL AGENCIES 3 credits
3 hours lecture, 0 hours lab per week

This course introduces students to selected local, state, federal and special district agencies. The focus is on governmental agencies and their relationships; goals and objectives and the organizational structure of each agency. Emphasis is on the coordination of legislation and policies concerning taxation, administration of justice, grants-in-aid and law enforcement.

PSAP 1305 PUBLIC RELATIONS IN THE PUBLIC SECTOR 3 credits
3 hours lecture, 0 hours lab per week

This course introduces students to the role of the public sector employee, manager and public relations specialist in dealing with the public and the press. Topics include assessing public attitudes, relating organizational policies to the public interest, and acting to earn public assistance.

PSAP 2305 ETHICS IN THE PUBLIC SECTOR 3 credits
3 hours lecture, 0 hours lab per week

This course focuses on reconciling the practice of public administration with provisions of law. It examines codes of conduct, financial disclosure, conflict of interest, nepotism and ethical problems.

PSAP 2310 HUMAN RESOURCE MANAGEMENT IN THE PUBLIC SECTOR 3 credits
3 hours lecture, 0 hours lab per week

This course is an advanced study of the principles of personnel management in the public sector. Emphasis is placed on major human resource functions such as recruitment, selection, testing, classification, compensation, interviewing, labor relations and disciplinary actions.

PSAP 2320 BUDGETING IN THE PUBLIC SECTOR 3 credits
3 hours lecture, 0 hours lab per week

This course examines the politics, theories, systems and processes associated with fiscal administration in public sector institutions. Topics include budget cycle, taxation, bonds and indebtedness. Emphasis is placed on revenue-producing activities and sources of funds, construction and implementation of budgets.

Prerequisite: COSC 1301.

PSAP 2330 URBAN PLANNING 3 credits
3 hours lecture, 0 hours lab per week

This course focuses on urban and regional planning, including land surveys, drainage, water treatment, and distribution of streets and roads. Emphasis is placed on the growth and development of cities, including planning, zoning, subdividing, developing and managing growth.

Prerequisite: PSAP 1301.

PSAP 2340 PRACTICUM IN ADMINISTRATIVE TECHNIQUES 3 credits
1 hour lecture, 20 hours off-campus lab per week

This is a course that will allow students to have practical, hands-on training and to apply learned concepts and theories in a workplace setting. It is a supervised employment in the student's career field which will require evaluation by both employer and faculty member. A weekly one hour seminar is held in conjunction with the work experience.

Note: Current employment in the public sector may satisfy course requirement.

RADIOLOGIC TECHNOLOGY

RADT 1210 ORIENTATION TO RADIOGRAPHY 2 credits
2 hours lecture, 0 hours lab per week

This course is an introduction to a hospital department of radiology, the role of the technologist as a member of the health care team, ethics, basic hospital and medical terminology and principles of physical science. Pharmacology and Radiation Protection & Safety are also introduced. This course will include topics concerning the Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation and credentialing, professional organizations, continuing education and professional development.

Prerequisite: Admission to Radiologic Technology Program.

RADT 1213 PRACTICUM I 2 credits
0 hours lecture, 18 hours off-campus lab per week

This is an introductory clinical experience. Students will be assigned to observe, assist in performing, then perform examinations in the fluoroscopic and diagnostic areas. Experience will begin in the areas of the chest, abdomen, upper

and lower extremities, genitourinary and gastrointestinal examinations. It includes clinical participation in routine radiographic, darkroom and office procedures and use and care of equipment. Experience will begin in portable radiography. Clinical competency evaluations begin.

Prerequisite: Professional practice liability insurance required.

Corequisite: RADT 1210, 1311 and 1312.

RADT 1222 PRACTICUM II 2 credits
0 hours lecture, 18 hours off-campus lab per week

In the second clinical experience, students continue to build upon foundational knowledge acquired in Practicum I. Experience will be gained in basic routine positions of the pelvic girdle, bony thorax, spine, skull and facial bones by assisting and performing these examinations in supervised clinical settings. Clinical competency evaluations continue to measure proficiency.

Prerequisite: RADT 1210, RADT 1311 and RADT 1312 with a minimum grade of "C".

RADT 1213 with a minimum grade of "B".

Corequisite: RADT 1420 and RADT 1321.

RADT 1231 PRACTICUM III 2 credits
0 hours lecture, 20 hours off-campus lab per week

In the third clinical experience, students strengthen and apply knowledge acquired in Practicum I & II. Also, experience is gained in the operating room and observation of special radiographic procedures begin, including myelography, cerebral angiography and cardiovascular interventional angiography. Clinical competency evaluations continue to measure proficiency. Radiology quality assurance assignments begin during this course.

Prerequisite: RADT 1420 and RADT 1321 with a minimum grade of "C".

RADT 1222 with a minimum grade of "B".

Corequisite: RADT 1330.

RADT 1311 METHODS OF PATIENT CARE/ETHICS & LAW 3 credits
3 hours lecture, 0 hours lab per week

This course will provide the basic concepts of patient care including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures along with elementary nursing skills including phlebotomy, IV pumps and lab values. Solid understanding of the principles and practices of medical ethics and legal issues relative to health care. Specific areas of concentration include professionalism, the right-of-confidentiality, interpersonal relationships, liability, medicolegal aspects and bioethical issues.

Corequisite: RADT 1210, RADT 1312, RADT 1213.

RADT 1312 RADIOGRAPHIC POSITIONING I 3 credits
3 hours lecture, 0 hours lab per week

This course includes the fundamentals of radiographic positioning with reference to preliminary steps in radiography, radiation protection, general anatomy, body habitus, radiographic positioning terminology and body movement terminology. Emphasis is placed on the basic routine positions of the chest, abdomen, upper and lower extremities, genitourinary and gastrointestinal systems. All examinations are described and discussed in terms of patient positioning, body part positioning, anatomy and physiology visualized, pathologic findings and proper exposure factors.

Corequisite: RADT 1210, RADT 1311, RADT 1213.

RADT 1321 RADIOGRAPHIC POSITIONING II 3 credits
3 hours lecture, 0 hours lab per week

This course emphasizes the basic routine positions of the pelvic girdle, bony thorax, spine, skull and facial bones. All examinations are described and discussed in terms of patient positioning, body part positioning, anatomy and physiology, pathologic findings and proper exposure factors. Beginning discussion on radiographic procedures that utilize contrast media including the upper and lower gastrointestinal series, intravenous pyelography and gall bladder studies.

Prerequisite: RADT 1210, RADT 1311, and RADT 1312 with a minimum grade of "C".

RADT 1213 with a minimum grade of "B".

Corequisite: RADT 1420 and 1222.

RADT 1330 RADIOGRAPHIC EXPOSURE II/QA 3 credits
2 hours lecture, 4 hours lab per week

This course is a comprehensive instruction and discussion of principles related to radiographic exposure and radiographic quality, including control of the remnant beam, technique formation, exposure calculations and digital imaging. All aspects of radiology quality assurance are included.

Prerequisite: RADT 1420 and RADT 1321 with a minimum grade of "C".
RADT 1222 with a minimum grade of "B".

Corequisite: RADT 1231.

RADT 1420 RADIOGRAPHIC EXPOSURE I 4 credits
3 hours lecture, 4 hours lab per week

This course provides knowledge of factors that govern and influence the production of the radiographic image on radiographic film. Photographic versus geometric properties are presented. Radiographic film types and development, film construction, sections and systems of the process and processor, and quality control are included. Lab experiments are required to reinforce class concepts.

Prerequisite: RADT 1210, RADT 1311 and RADT 1312 with a minimum grade of "C".
RADT 1213 with a minimum grade of "B".

Corequisite: RADT 1321 and RADT 1222.

RADT 2160 RADIOLOGIC TECHNOLOGY SEMINAR 1 credit
1 hour lecture, 0 hours lab per week

This course provides a comprehensive review of all aspects of radiologic technology in order to prepare for the American registry of Radiologic Technologists (ARRT) National Registry Examination. Instruction in radiology management systems and hospital organization. Interview skills and resume writing and preparation are also included.

Prerequisite: RADT 2350 with a minimum grade of "C". RADT 2251 with a minimum grade of "B".

Corequisite: RADT 2161.

RADT 2161 PRACTICUM VI 1 credit
1 hour lecture, 10 hours off-campus lab per week

In the final clinical experience, students enhance skills and integrate knowledge acquired in all previous practicums. Completion of all clinical competencies and discussion and demonstration of new equipment, policies or procedures in assigned clinical facility will be conducted.

Prerequisite: RADT 2251 with a minimum grade of "B". RADT 2350 with a minimum grade of "C".

Corequisite: RADT 2160.

RADT 2242 RADIATION BIOLOGY AND PROTECTION 2 credits
2 hours lecture, 0 hours lab per week

This course is a study of radiation interaction and its effects biologically. Radiation dangers and safety procedures used in response to these dangers are the basic component of the course. X-ray equipment, radiation quantities and units of radiation protection, the MPD, detection instruments, images and basic protection methods are discussed. Discussion will also include state regulations, licensing and federal standards for radiation safety.

Prerequisite: RADT 1330 with a minimum grade of "C". RADT 1231 with a minimum grade of "B".

Corequisite: RADT 2340, RADT 2341 and RADT 2343.

RADT 2243 PRACTICUM IV 2 credits
0 hours lecture, 20 hours off-campus lab per week

In the fourth clinical experience, students continue to build upon skills and continue application of knowledge acquired in previous Practicums. Experience is gained in performance of special radiographic procedures, tomography of bony anatomy and visceral anatomy, and additional contrast media studies including sialography and hysterosalpingography. Clinical competency evaluations will be done on the various special radiographic procedures, such as myelography, cerebral angiography and cardiovascular interventional angiography.

Prerequisite: RADT 1231 with a minimum grade of "B". RADT 1330 with a minimum grade of "C".

Corequisite: RADT 2340, 2341 and 2242.

RADT 2251 PRACTICUM V 2 credits

0 hours lecture, 20 hours off-campus lecture

In the fifth clinical experience, students continue to build upon knowledge acquired in previous Practicums. Opportunities are made available to gain experience in computerized tomography, digital imaging and other specialized radiologic modalities which include magnetic resonance imaging, ultrasound, nuclear medicine, mammography, and radiation therapy. Clinical competency evaluations continue to measure proficiency.

- Prerequisite:* RADT 2243 with a minimum grade of "B".
RADT 2340, RADT 2441 and RADT 2242 with a minimum grade of "C".
Corequisite: RADT 2350.

RADT 2340 RADIOGRAPHIC POSITIONING III 3 credits

3 hours lecture, 0 hours lab per week

This course provides a continued discussion of radiographic procedures relative to body systems covered in radiographic Positioning II that utilize contrast media. Emphasis is placed on sterile technique and specialized equipment. Non-routine radiographic positioning is introduced along with cross-sectional anatomy. Non-routine positioning includes trauma, hip examinations, positions for the bicipital groove, foreign body eye localization, and pelvimetry. General discussion of specialized fields in radiology, such as, Computed Tomography, Magnetic Resonance Imaging, Radiation Therapy, Nuclear Medicine, Ultrasound, Mammography and Cardiovascular Imaging are introduced.

- Prerequisite:* RADT 1330 with a minimum grade of "C". RADT 1231 with a minimum grade of "B".
Corequisite: RADT 2441, RADT 2242 and RADT 2243.

RADT 2350 RADIOGRAPHIC PATHOLOGY 3 credits

3 hours lecture, 0 hours lab per week

This course emphasizes the study of disease as it relates to radiologic technology. Areas of concentration include radiographic manifestations of pathologic conditions and special imaging procedures and modalities used to visualize various body areas relevant to diagnosis and treatment, such as magnetic resonance imaging, ultrasound, nuclear medicine and computerized tomography.

- Prerequisite:* RADT 2340, RADT 2441 and RADT 2242 with a minimum grade of "C".
RADT 2243 with a minimum grade of "B".
Corequisite: RADT 2251.

RADT 2441 RADIOGRAPHIC PHYSICS 4 credits

3 hours lecture, 4 hours lab per week

This course emphasizes units of measurements, physical concept of energy, structure of matter, electrostatics, electrodynamics, electric current, magnetism, electromagnetism, electric generators and motors, production and control of high voltage, regulation of current and rectification, roentgen rays, x-ray tubes and rectifiers and x-ray circuits. Discussion will also include intensifying screen luminescence, film characteristic curve, fluoroscopy, digital imaging, computed tomography and physical principles of magnetic resonance imaging. Students perform laboratory experiments using simulated x-ray circuits and various radiographic equipment.

- Prerequisite:* RADT 1330 with a minimum grade of "C". RADT 1231 with a minimum grade of "B".
Corequisite: RADT 2340, RADT 2242 and RADT 2243.

R.O.T.C.

ROTC 1201* MARKSMANSHIP & FIRST AID 2 credits

2 hours lecture, 0 hours lab per week

This course provides studies in the fundamentals of rifle and pistol marksmanship and practical experience in marksmanship on an indoor range. Emphasis is placed on the study of weapons safety. The course also examines basic first aid procedures. Two hours of class lecture and an optional 75-minute leadership laboratory. An optional weekend field training exercise is offered.

ROTC 1202* SURVIVAL & LAND NAVIGATION TRAINING 2 credits

2 hours lecture, 0 hours lab per week

This is an Introduction to Basic Military Science. It includes studies in basic military skills. Emphasis is placed on

methods and techniques of survival and land navigation, but it is also designed to enhance self-confidence and physical fitness through active participation in adventure training. Two hours of class time and an optional 75-minute laboratory teach these principles. An optional weekend field training exercise is offered.

ROTC 2201* BASIC LEADERSHIP & ARMY ORGANIZATION 2 credits
2 hours lecture, 0 hours lab per week

This is an application to basic leadership principles. The course will provide instruction in Army organization, the role of the U.S. Army and Army communication skills such as public speaking and the Army writing program. It includes two hours of classroom lecture and an optional 75-minute leadership laboratory. Optional weekend field training exercises are offered.

ROTC 2202* BASIC OPERATIONS & TACTICS 2 credits
2 hours lecture, 0 hours lab per week

In this course, basic personnel management and motivational techniques are studied through placement of students in positions of small unit leaders given assigned missions. Introduction to basic tactical mission applications and principles. Two hours of classroom lecture and an optional 75-minute laboratory. Optional training exercises are offered.

ROTC 3202* ADVANCED ARMY PHYSICAL DEVELOPMENT 2 credits
2 hours lecture, 0 hours lab per week

This is a practicum in physical development where a student applies the physical development skills learned in Basic Army Physical Development and applies them to a program that best suits the individual. The student will be tested in accordance with FM 21-20 and the Army Physical Fitness Test to determine one's ability and AR 600-9 in attainment of physical goals. Three hours of outdoor physical conditioning and an optional 75-minute leadership laboratory.

SOCIAL WORK

SOCW 2361* INTRODUCTION TO SOCIAL WORK 3 credits
3 hours lecture, 0 hours lab per week

This course covers the development of the practice of social work in the United States. It includes a survey of the areas of specialization and the development of social work skills.

SOCW 2362* SOCIAL WELFARE AS A SOCIAL INSTITUTION 3 credits
3 hours lecture, 0 hours lab per week

This is an introduction to the study of modern social work, the underlying philosophy and ethics of social work and the major decisions and type of social work together with their methods and objectives.

SOCIOLOGY

SOCI 1301* INTRODUCTION TO SOCIOLOGY 3 credits
3 hours lecture, 0 hours lab per week

This is an introduction to the scientific study of human behavior as related to group membership. Major areas of study in sociology: basic structure of human society and of smaller groups, transmission of culture and regulating behavior, acquisition of the social self, violation of norms, stratification by class, race-ethnicity, sex, age; major social institutions, population dynamics, and sociocultural change.

SOCI 1306* CONTEMPORARY SOCIAL PROBLEMS 3 credits
3 hours lecture, 0 hours lab per week

This course studies specific contemporary topics in sociology in depth. Emphasis is on increasing student awareness of major social problems in the United States, and of possibilities of social action in dealing with problems such as sociobiology, urban society, gerontology, death and dying, or sex roles.

SOCI 2301* MARRIAGE & THE FAMILY 3 credits
3 hours lecture, 0 hours lab per week
This course studies marriage and family life in the United States with emphasis on social and cultural changes affecting the structure of the family, courtship and mate selection, sexual norms and relationships and marital and family relationships throughout the family cycle.

SOCI 2319* MINORITY STUDIES 3 credits
3 hours lecture, 0 hours lab per week
This course covers the historical, economic, social, and cultural development of minority groups. May include Afro-American, Mexican-American and Native-American issues.

SOCI 2339* CRIMINOLOGY-JUVENILE DELINQUENCY 3 credits
3 hours lecture, 0 hours lab per week
This course covers current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment and rehabilitation as it applies to the Juvenile Justice System.

SOCI 2399* CURRENT ISSUES IN SOCIOLOGY 3 credits
3 hours lecture, 0 hours lab per week
In-depth study of specific contemporary topics in sociology such as sociobiology, urban society, gerontology, death and dying or sex roles.

SPANISH

SPAN 1300* SPANISH CONVERSATION I 3 credits
2 hours lecture, 2 hours lab per week
This course provides basic practice in comprehension and production of the spoken language.

SPAN 1310* BEGINNING CONVERSATION II 3 credits
2 hours lecture, 2 hours lab per week
This course provides additional study designed to meet specific interests and needs of students
Prerequisite: SPAN 1300.

SPAN 2311* INTERMEDIATE SPANISH I 3 credits
3 hours lecture, 0 hours lab per week
This course reviews an application of skills in listening comprehension, speaking, reading, and writing, emphasizing conversation, vocabulary acquisition, reading, composition and culture.
Prerequisite: SPAN 2313, SPAN 2315.

SPAN 2312* INTERMEDIATE SPANISH II 3 credits
3 hours lecture, 0 hours lab per week
This course is a continuation of SPAN 2311 covering a review and application of skills in listening comprehension, speaking, reading and writing. This course emphasizes conversation, vocabulary acquisition, reading, composition and culture.
Prerequisite: SPAN 2311.

SPAN 2313* SPANISH CONVERSATION I (FOR NATIVE SPEAKERS) 3 credits
3 hours lecture, 0 hours lab per week
This course covers fundamental skills in listening, comprehension, speaking, reading and writing. It includes basic vocabulary, grammatical structures and culture.

SPAN 2315* SPANISH CONVERSATION II (FOR NATIVE SPEAKERS) 3 credits
3 hours lecture, 0 hours lab per week

This course is a continuation of SPAN 2313 covering fundamental skills in listening, comprehension, speaking, reading and writing. This course includes basic vocabulary, grammatical structures and culture.

Prerequisite: SPAN 2313.

SPEECH

SPCH 1311* INTRODUCTION TO SPEECH COMMUNICATION 3 credits
3 hours lecture, 0 hours lab per week

This course includes theory and application of the various elements of the speech communication process through lecture, class discussion and active participation. Students have the opportunity to develop skills in specific types of communication behavior including listening, interviewing, small group interaction and public speaking.

SPCH 1315* PUBLIC SPEAKING 3 credit
3 hours lecture, 0 hours lab per week

This course focuses on research, composition, organization, delivery and analysis of speeches for various purposes and occasions.

SPCH 1318* INTERPERSONAL COMMUNICATION 3 credits
3 hours lecture, 0 hours lab per week

This course includes instruction and activities in the principles of human communication and interaction. Includes self-concept, self-disclosure and risk, defensiveness, perception, empathy, semantics and abstraction, language, attitudes and behavior, nonverbal communication. Listening and feedback, relational communication, assertiveness and conflict resolution are included.

SPCH 1321* BUSINESS & PROFESSIONAL SPEAKING 3 credits
3 hours lecture, 0 hours lab per week

This course emphasizes theories and practice of speech communication as applied to business and professional situations.

SPCH 2333* DISCUSSION AND SMALL GROUP COMMUNICATION 3 credits
3 hours lecture, 0 hours lab per week

This course studies discussion and small group theories and techniques as they relate to group process and interaction.

SPCH 2335* ARGUMENTATION AND DEBATE 3 credits
3 hours lecture, 0 hours lab per week

This course emphasizes theories and practice in argumentation and debate including analysis, reasoning, organization, evidence and refutation.

TRAVEL AND TOURISM

TRAV 1250 TRAVEL AND TOURISM CO-OP WORK EXPERIENCE & SEMINAR 3 credits
1 hour lecture, 7 hours off-campus lab per week

This is a capstone course. Students will be trained on-the-job in a travel and tourism office at the invitation of a host employer. The co-op experience provides students with an opportunity to implement both technical and interpersonal/customer service skills they have developed in the classroom. Students will work under supervision and be evaluated by both the host employer and faculty members. Sixteen hours of classroom seminar are also scheduled to provide students with support and direction during the co-op semester.

Prerequisites: Second semester standing in the Travel and Tourism Certificate.

TRAV 1301 INTRODUCTION TO TRAVEL/TOURISM/LODGING 3 credits

3 hours lecture, 0 hours lab per week

This course introduces students to the world's largest industry. It previews the eight sectors of tourism and details retail travel agencies, airlines, hotels and resorts, cruise ships and ground transportation and tours. Students are introduced to career opportunities in travel/tourism and the lodging industries through guest speakers and site visits. Students learn industry terminology, historical background, current trends, and economic and social impacts of tourism on destination communities. Students discuss travel/tourism and lodging as service industries, and examine ways of exceeding client/guest needs through exceptional customer service.

TRAV 1311 TRAVEL/TOURISM DESTINATIONS I 3 credits

3 hours lecture, 0 hours lab per week

This course takes an in-depth look at the Lower Rio Grande Valley region as a tourist destination area (TDA). Students examine the region's geography, history, economy, infrastructure, attractions and lodging facilities, as well as the characteristics of the region's inbound visitors.

TRAV 1312 TRAVEL/TOURISM DESTINATIONS II 3 credits

3 hours lecture, 0 hours lab per week

This course focuses on the major leisure and business travel destinations in the United States. Students learn destination characteristics in terms of people, geography, history, economy, infrastructure, tourism attractions, lodging facilities, travel trade and sense of place. Students learn the characteristics of market segments at tourism destinations.

TRAV 1323 CRS-AIR AND LAND 3 credits

2 hours lecture, 4 hours lab per week

In this course, students are exposed to various computer reservations systems (CRS) used in travel and tourism. In addition to lecture hours, students complete a 64 hour computer lab primarily using Sabre CRS system. Students learn how to establish reservation data with clients and enter reservations. Topics include fare quotes and rules, itinerary pricing, passenger data entries and ticketing. In addition to airline data, students work with lodging, auto rental, tour and other reservations.

Prerequisite: IMGT 1312.

Corequisite: TRAV 1421 or instructor's permission.

TRAV 1331 TOURS AND ACCOMMODATIONS 3 credits

3 hours lecture, 0 hours lab per week

In this course, students learn characteristics of tours, escorted tour itineraries and package destinations, and major tour operators. Types, standards and facilities of hotels, motels and resorts are studied. Students use information sources such as supplier brochures, guidebooks, state and commercial directories. Students learn to establish reservation data with clients and make reservations. Field trips are taken to local tour operations and properties. Students also develop tour itineraries and may create and take their own local tour.

TRAV 1332 TRANSPORTATION AND CRUISES 3 credits

3 hours lecture, 0 hours lab per week

The transportation portion of the course includes auto rental terminology, conditions, insurances, vehicle types, service locations and operators. Ground transportation including bus and rail travel are included. Marine crossings and operators are learned. Cruise line industry aspects include specific ships and cruise lines, nautical terminology, deck plans and cruising itineraries. For each travel product, students learn how to establish reservations data and booking procedures.

TRAV 1343 SELLING TECHNIQUES IN HOSPITALITY/TOURISM 3 credits

3 hours lecture, 0 hours lab per week

In this course, students take a final look at applying customer service skills and practicing selling techniques. Students bring together their job specific knowledge of travel/tourism/lodging with the art of positive thinking, human relations, rapport, influencing and motivating others, presenting benefits, handling objections and closing the sale. This is an active class highlighting interaction and role playing. A principle of this course is that whenever students are on the computer, telephone or at the front desk, they are the organization they work for.

Prerequisite: Completion of 15 TRAV/HTML credit hours or permission of the instructor.

TRAV 1441 CUSTOMER SERVICE SKILLS 4 credits
4 hours lecture, 0 hours lab per week

This is an active course where students role-play and analyze both face-to-face communications and telephone skills. Students practice essential customer service skills including listening, problem solving, conflict resolution and assertiveness. Students analyze customer service programs of travel and lodging enterprises and learn the importance of professional appearance, courtesy and etiquette in travel and tourism.

TRAV 1421 AIRLINE TARIFFS & TICKETING I (DOMESTIC) 4 credits
4 hours lecture, 0 hours lab per week

In this course, students are introduced to domestic airline tariffs and ticketing with city and airport codes, aircraft, airport diagrams, multi-airport cities, airline route maps, atlases, systems timetables and the North American Official Airline Guide. Students develop and price air itineraries. Students learn principles of domestic fare construction and apply rules to airline ticket issue.

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A Typical Morning by Howard Price

I live in south Texas along the Rio, and I like the warm climate and the warm-hearted people. But, every morning I start off the day with a strong cup of Hawaiian Kona coffee. It all started one morning last summer. On that particular morning, I was surprised that the mailman had delivered two boxes post-marked from Hawaii since I did not know anyone living in Hawaii. But, as it turned out, my old friend, John, had recently moved to Kona, Hawaii, and had sent me two pounds of pure Kona coffee. John knew that I loved coffee. I smiled and with my coffee maker I started to steam a fresh cup of java. I then looked at the other box. Hmmmm.....must be another friend, Fred, who had also just recently moved to Kona. What a coincidence! Fred knew that I enjoyed growing flowers, and I smiled again when I put on the Aloha shirt. At that moment the strangest thing happened. I thought I heard this Hawaiian music coming out of the coffee maker. I looked over and the steam had completely filled the kitchen. I couldn't believe my eyes-out of the steam three dancing Hawaiian hula girls were materializing and were dancing to the sounds of Hawaiian drums. They began dancing faster as the steam was getting louder. While the steam was getting hotter and louder, I was then completely astonished when the coffee maker appeared as a volcano and began spewing hot lava instead of hot java into the pot by their bodies in motion and by their body language. I realized that they were communicating directly by their rhythms of the drums. I almost telepathic; their bodies were saying, "Come to Kona, come to Kona." I then saw through the ocean mist the deep blue waves crashing on the Kona coast. In canoes upon the sea were brave ancient warriors. I waved to them, and sang out, "Aloha to you, the brave ones." I knew the warriors had heard me when they all stood up in their canoes, and with their paddles in their hands, high over their heads, sang in unison, "Aloha to the great wise one, the great Kahuna." I noticed the rhythm of the drums were slowing down when I looked over to the hula dancers. They seemed to be dancing in slow motion, and it was difficult to see them clearly as there was a steamy mist about them. Suddenly, I could see my coffee maker with steam slowly dying down. I do not believe in coincidence any more but now believe in synchronicity. I live in south Texas along the Rio, and I like the warm climate and the warm-hearted people. But, every morning I start off the day with a strong cup of Hawaiian Kona coffee.

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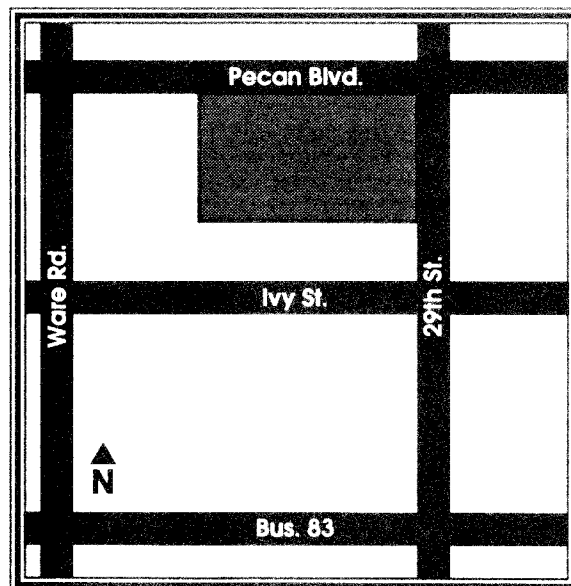
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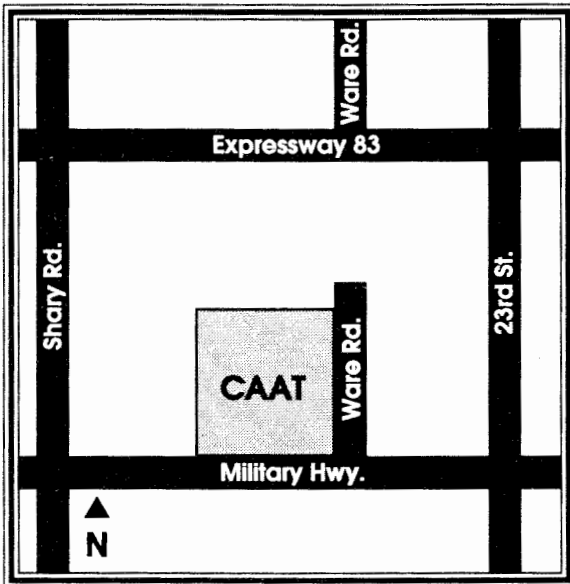
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Off-Campus Sites

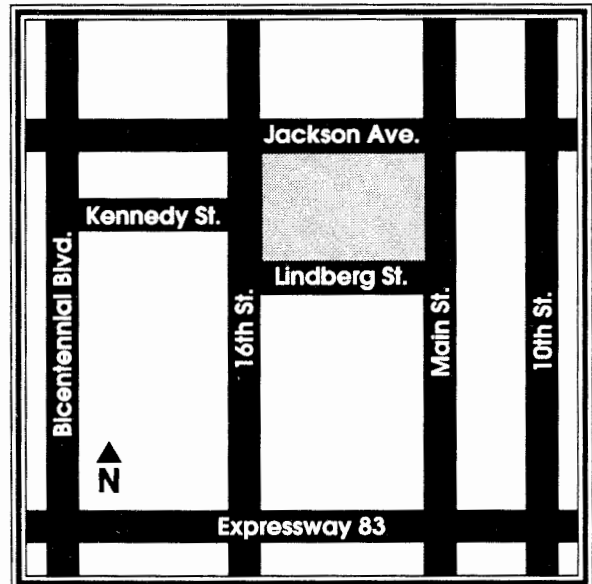
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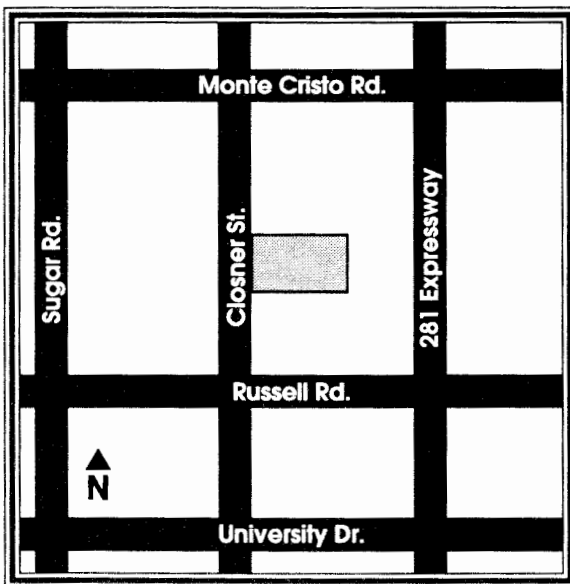
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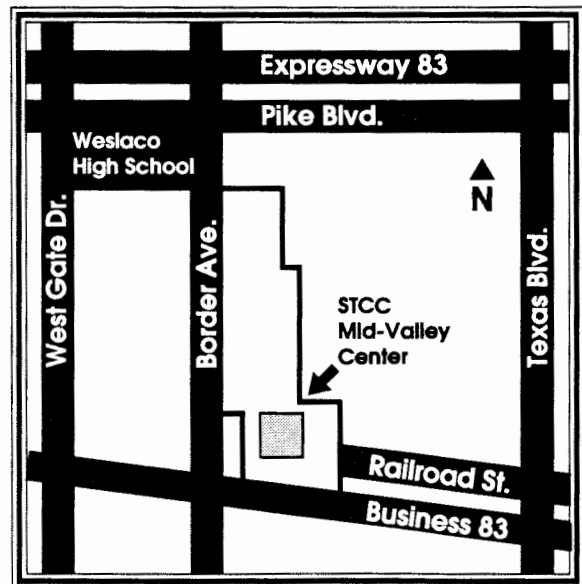
EDINBURG CAMPUS

2524 N. Closner, Edinburg
(Div. of Nursing and Allied Health)



MID-VALLEY CENTER

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