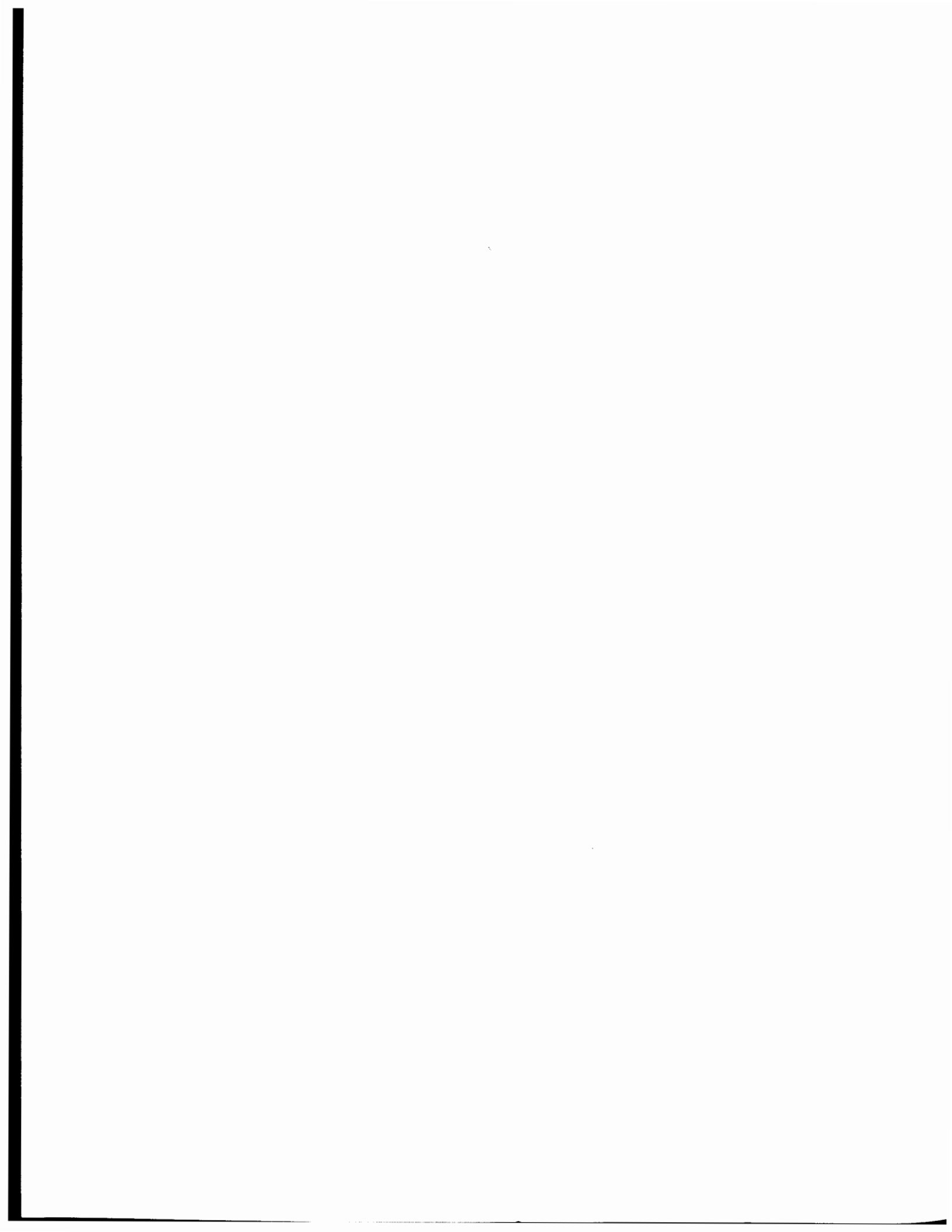# STCC
South Texas Community College

Building a brighter future for you!

South Texas Community College
1998 - 1999 Catalog

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 Collegiate Registrars and Admissions Officers (AACRAO)
American Association of Community and Junior Colleges
American Association of Community College Trustees
Asociación Regional de Maquiladoras de Reynosa, S.A.
Association on Higher Education and Disability
Association of Texas Colleges and Universities
Board of Licensed Vocational Nurses
Hidalgo County Library System
Hispanic Association of Colleges and Universities
Junior/College Student Personnel Association of Texas
McAllen Chamber of Commerce
National Association of College and University Business Officers
National Association of Colleges and Employers (NACE)
National Coalition of Advanced Technology Centers
National Community College Hispanic Council (NCCHC)
South Texas Association of Registrars and Admissions Officers (STARAO)
South Texas Manufacturers' Association
Southern Association of Colleges and Schools
Southern Association of Collegiate Registrars and Admissions Officers (SACRAO)
Southern Building Code Congress International (SBCCI)
Southern Intercollegiate Volleyball Association (SIVA)
Tech Prep of the Rio Grande Valley
Texas Administrators of Continuing Education for Community/Junior Colleges
Texas Association of Chicanos in Higher Education (TACHE)
Texas Association of Collegiate Registrars and Admissions Officers (TACRAO)
Texas Association of Community Colleges
Texas Association of Community Colleges Foundations, Inc.
Texas Association of Community College Trustees & Administrators (TACCTA)
Texas Collegiate Soccer League (TCSL)
Texas Counseling Association
Texas Junior College Teachers Association

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

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

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

STATEMENT OF EQUAL OPPORTUNITY

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

RIGHTS OF INDIVIDUALS WITH DISABILITIES

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

STATEMENT ON ALCOHOLIC BEVERAGES, TOBACCO, FIREARMS AND OTHER SUBSTANCES

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

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

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

CREATION

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

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

An enrollment of 1,000 students in 1993 has increased to more than 7,700 by Spring 1998.

TABLE OF CONTENTS

TABLE OF CONTENTS

TABLE OF CONTENTS

We are building a brighter future for you!

Dr. Shirley A. Reed, President of South Texas Community College discusses construction plans for the college's new Student Center, with staff members Doug Sherwood (center), and Pete Morales (left).

6

We are celebrating our fifth year anniversary at South Texas Community College, and what an exciting five years it has been. Over the past five years we have worked diligently to create and establish the curriculum, classrooms, faculty, staff, and administration needed to provide the citizens of Hidalgo and Starr counties with a premier college education.
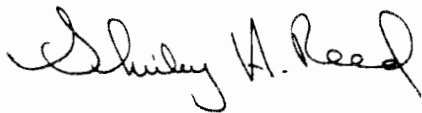
In order to give our students a quality college education we are constantly building on everything we have to offer. We are building on our programs of study in an effort to provide more career and educational choices. We are building on our student enrollment in an effort to educate the community and provide a diverse student body. We are building on our number of student activities to give our students a well-rounded college experience. Perhaps the most obvious phase of building is taking place on campus with our new construction and plans for our new Mid-Valley and Starr County Centers. The list of areas in which we are building is endless.

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

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

Congratulations on your decision to be a part of STCC, where we're building a brighter future for you.

Sincerely yours,

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

Board of Trustees

Officers

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 associate 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 1998-1999

FALL SEMESTER 1998

August 3 .... Fall 1998 Admission Priority Deadline
August 17 .... New Faculty Orientation
August 18 .... Mid-Valley Registration by Alphabet
August 18 .... Faculty Resumes Work
August 19 .... Professional Staff/Faculty In-Service
August 20 .... Starr County Registration by Alphabet
August 24 .... McAllen Registration - Evening and Saturday Classes Only
August 25 .... McAllen Registration - Returning Students by Alphabet
August 26-27 .... McAllen Registration - New Students by Alphabet
August 28 .... McAllen Final Registration - Open
August 31 .... Classes Begin
September 1 .... Last Day to Add a Class
September 7 .... Labor Day (Holiday)
September 15 .... Twelfth Class Day
September 15 .... Student Information Disclosure Deadline
September 16..Deadline for Student Notification to Instructors of Planned Absence on a Religious Holy Day
October 9 .... Faculty/Staff Development
November 25 .... Last Day to Withdraw
November 26-November 29 .... Thanksgiving Holidays
December 12-17 .... Final Exams
December 14 .... Spring 1999 Admission Application Priority Deadline
December 17 .... Fall 1998 Semester Ends
December 18 .... Grade Reports Due by 4:00 P.M.
December 21-January 3 .... Christmas Holidays

SPRING SEMESTER 1999

December 14 .... Spring 1999 Admission Application Priority Deadline
January 4 .... Faculty & Staff Resume Work
January 5 .... Mid-Valley Registration by Alphabet
January 7 .... Starr County Registration by Alphabet
January 11 .... McAllen Registration - Evening and Saturday Classes Only
January 12 .... McAllen Registration - Returning Students by Alphabet
January 13-14 .... McAllen Registration - New Students by Alphabet
January 15 .... McAllen Final Registration - Open
January 19 .... Classes Begin
January 20 .... Last Day to Add a Class
February 3 .... Twelfth Class Day
February 3 .... Student Information Disclosure Deadline
February 4..Deadline for Student Notification to Instructors of Planned Absence on a Religious Holy Day
February 15 .... President's Day (Holiday)

February 26 ....Faculty/Staff Developmenr
(Day classes cancelled - classes 4:00 P.M. to 10:00 P.M. will be held)
March 15-20 .... Spring Break
April 2-3 .... Easter Holidays
April 5 ....Summer 1999 Admission Application Priority Deadline
April 23 .... Last Day to Withdraw
May 8-13 ....Final Exams
May 13 ....Spring 1999 Semester Ends
May 14 .... Grade Reports Due by 4:00 P.M.
May 16 ....Graduation

SUMMER SESSIONS 1999

Summer Session I
(1st Six Weeks: June 1 - July 6)

May 18 ....Mid-Valley Registration - Summer I, II and II by Alphabet
May 20 ....Starr County Registration - Summer I, II and II by Alphabet
May 25 ....McAllen Registration: Summer I, II and III - Returning Students by Alphabet
May 26-27 ....McAllen Registration: Summer I, II, and III - New Students by Alphabet
May 31 .... Memorial Day (Holiday)
June 1 .... Summer I Classes Begin
June 2 .... Last Day to Add a Class
June 4 ....Fourth Class Day
June 4 .... Student Information Disclosure Deadline
June 5..Deadline for Student Notification to Instructors of Planned Absence on a Religious Holy Day
June 29 .... Last Day to Withdraw (Summer Session I)
July 3-5 .... Independence Holiday
July 6 .... Final Exams / Summer Session I Ends
July 7 .... Grade Reports Due by 4:00 P.M. (Summer Session I)

Summer Session II
(2nd Six Weeks: July 13 - August 16)

July 3-5 .... Independence Holiday
July 9 .... McAllen Registration: Summer II
July 13 ....Classes Begin for Summer II
July 14 .... Last Day to Add a Class for Summer II
July 16 ....Fourth Class Day
June 16 .... Student Information Disclosure Deadline
July 19..Deadline for Student Notification to Instructors of Planned Absence on a Religious Holy Day

CALENDAR 1998-1999

August 10 .... Last Day to Withdraw (Summer Session II)
August 16 .... Final Exams / Summer Session II Ends
August 17 .... Grade Reports Due by 4:00 P.M. (Summer Session II)

Summer Session III
(12 Week Session: July 13 - August 16)

May 18 .... Mid-Valley Registration - Summer I, II and II by Alphabet
May 20 .... Starr County Registration - Summer I, II and II by Alphabet
May 25 .... McAllen Registration: Summer I, II and III - Returning Students by Alphabet
May 26-27 .... McAllen Registration: Summer I, II, and III - New Students by Alphabet
May 31 .... Memorial Day (Holiday)
June 1 .... Summer III Classes Begin
June 2 .... Last Day to Add a Class
June 4 .... Student Information Disclosure Deadline
June 7..Deadline for Student Notification to Instructors of Planned Absence on a Religious Holy Day
June 11 .... Ninth Class Day
July 3-5 .... Independence Holiday
July 30 .... Last Day to Withdraw - Summer III
August 14-16 .... Final Exams / Summer Session III Ends
August 17 .... Grade Reports Due by 4:00 P.M. (Summer Session III)

Admissions Guidelines

REQUIREMENTS

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

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

By High School Graduation

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

By Examination

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

By Individual Approval

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

By Transfer from Another College

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

The following conditions apply regarding transfer from another college:

1. An official transcript from each institution previously attended must be submitted to the Office of Admissions and Records.

2. Transfer students who have declared a major and are seeking a degree will have their transcripts evaluated on a course by course basis and appropriate credit will be awarded.

3. Credits for courses in which a passing grade of "C" or higher was earned may be transferred from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Developmental, or other non-degree credit courses are not transferable and may not be used in the calculation of the transfer grade point average.

4. Credits completed at colleges outside the United States that are not accredited by one of the regional accrediting associations of the Association of Colleges and Schools should be evaluated by an AACRAO (American Association of Collegiate Registrars and Admissions Officers) approved transcript evaluating service. A list of such services is available at the Office of Admissions and Records.

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

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

International Student
An applicant from a foreign country must provide additional documentation as outlined in the Foreign Student Admissions Policy *(refer to International Student section, page 21).*

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

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

TEXAS ACADEMIC SKILLS PROGRAM (TASP) AND MANDATORY PLACEMENT TESTING

The Texas legislature passed House Bill 2182 into law. The law requires that effective, with the 1989 Fall semester, all Texas publi college and university students be tested for reading, writing, and mathematics skills. The Texas Academic Skills Program (TASP) Test is the required test for all students enrolling in a Texas public college and university.

The Office of Student Support Services administers the TASP Test throughout the year. Information on test dates, registration deadlines, and general information is available upon request. Call 1-800-742-STCC for information or contact the Office of Student Support Services.

WHO MUST TAKE THE TASP TEST

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

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

WHO DOES NOT HAVE TO TAKE THE TASP TEST

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

WHEN MUST A STUDENT TAKE THE TASP TEST?

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

REGISTRATION FOR THE TASP TEST

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

PAYMENT FOR THE TASP TEST

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

PLACEMENT TESTING

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

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

TAKING AND PASSING THE TASP TEST

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

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

THE TASP TEST

Each section of the TASP Test is designed to measure a student's academic 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.

The TASP Test consists of the following sections:

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

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

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

TESTING TIME PROVIDED

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

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

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

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

1. Writing
   A. ENGL 1301 (Composition I); or
   B. ENGL 1302 (Composition II)

2. Reading (Courses selected for reading at any institution must be reading intensive)
   A. HIST 1301, 1302 (U.S. History);
   B. ENGL 2321, 2322, 2323 (British Literature);
   C. ENGL 2331, 2332, 2333 (World Literature);
   D. ENGL 2326, 2327, 2328 (American Literature);
   E. PSYCH 2301 (General Psychology); or
   F. GOVT 2301, 2302, 2305, 2306 (American Government)

3. Mathematics
   A. MATH 1332 (College Mathematics);
   B. MATH 1333 (College Mathematics);
   C. MATH 1314 (College Algebra); or
   D. MATH 1316 (Plane Trigonometry).

ADMISSION PROCEDURES

ADMISSIONS PROCEDURES

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

1. Obtain a Student Data Form and Student Supplemental Information Form from the Office of Admissions and Records, complete both and return to the same office.

2. Provide an official transcript from your high school, or if you are a transfer student, from 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, or SAT as part of the application process.

    a. Students should submit these test scores which are used for placement and guidance purposes.

    b. Applications for TASP may be made through the high school or college guidance offices. The Pre-TASP and the TASP tests are given at South Texas Community College at designated times. Call the Office of Student Support Services at (956) 618-8372.

4. Notification of admission - Students who do not complete all admissions requirements listed above before the established deadlines will be notified of their status by the College.

5. Students must visit with their advisor prior to initial enrollment and each semester thereafter. Advisors will be assigned by the Office of Student Support Services for students who have not declared a major or by a student's major department for those who have declared a major. The advisor will assist the student in program planning and selection of appropriate courses and will be available for advice and assistance throughout the student's attendance at STCC.

6. Registration for classes will be held on the official registration dates as outlined in the school calendar/class schedule. Payment of tuition and fees is due at the designated deadline to complete the enrollment process.

7. Falsification of admission records will result in permanent suspension from the College.

AUDITING A CLASS

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

Registration for an audit class is available on the 7th class date of Fall or Spring semester and the 3rd class date of each Summer session. Course tuition and fees will be charged for auditing a course. Auditing a course will be determined on a space availability contingency.

CONCURRENT ENROLLMENT

Concurrent enrollment is a program which allows qualified high school students to enroll in college courses while attending high school. Courses are taken in place of, or in addition to, the normal course load in high school. High school credit may be earned with the approval of the Principal. Check with your high school counselor for verification. College credit may be earned upon successful 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 and Records or the Office of Student Support Services for further details. All students are required to take the TASP test before enrolling in 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 a translated official transcript of graduation from high school (notarized translated into English). A list of AACRAO approved translating agencies is available at the Office of Admissions and Records. It is recommended that this be done **at least 90 days** before enrolling to allow time for processing the necessary immigration forms.

2. Submit an official copy of scores if applicable, on the Test of English as a Foreign Language (TOEFL) before being considered for admission. Information about the TOEFL exam may be obtained from the Educational Testing Service, Box 899, Princeton, New Jersey 08540 U.S.A. (No student will be accepted who has a total TOEFL score below 500.)

3. Submit an affidavit of support guaranteeing ability to pay expenses and a statement from a bank or reliable institution documenting availability of funds. This form (affidavit) must have attached a conversion of monetary equivalencies in American dollars and cents, and it must be notarized by the country's equivalent of a notary public who should sign and stamp or impress his/her seal.

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

Foreign students must also abide by the following regulations:

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

STUDENT RECORDS

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
The Family Educational Rights and Privacy Act and the Texas Open Records Act are respectively 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 Hildalgo 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

IN DISTRICT TUITION and FEES
Fiscal Year 1998-1999

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 1998-1999

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
Fiscal Year 1998-1999

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
1998-1999

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

Student Support Services Fee per credit hour 8.00
Facilities and Operations Fee per credit hour 8.00
Equipment and Technology Fee per credit hour 8.00

Continuing Education per contact hour 4.00
Drop/Add Fee (prior to 12th class day) per transaction 25.00
New Student Registration Fee
(includes $15 non-refundable matriculation fee) 55.00
Returning Student Registration Fee
(includes $15 non-refundable matriculation fee) 35.00
Non-Course Based TASP Remediation Fee 75.00
Audit Fee .... Tuition and Fees
Credit by Examination .... Tuition only
Return Check Fee 25.00
Installment Plan Fee 25.00
Late Payment Fee 20.00
Emergency Loan Processing Fee 20.00
Parking Permit Violations
• First 10.00
• Second 30.00
• Third 40.00
Handicap Parking Violations 75.00
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 10.00
Insurance Fee *(refer to listing for student insurance fees)*
Physical Education Special Activity Fee 40.00
Physical Education (PHED Bowling) Course Fee 75.00

FINANCIAL INFORMATION

SPECIAL COURSES

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

FINANCIAL OBLIGATIONS/ADMITTANCE TO CLASS

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

REGISTRATION

A time period will be set aside each term or semester to permit students to register. Total tuition and fees will be paid at this time. An installment payment plan is available *(refer to page 31)*.

PAYMENTS

- During registration, students are responsible for paying the total cost for tuition and fees on the day of registration by means of personal check, credit card (Visa, Discover, and Master Card), money orders or a cashier's check. New payments methods will be available for the fall semester.
- 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 returned check, the student must go to the Check Rite Office to pay for the check (515 Nolana, McAllen, TX 630-2878).
- Returned checks not promptly paid to Check Rite will be charged a $25 fee and referred to the District Attorney's Office.
- Stop payment checks will be referred to the Police Department & the student will be charged a $25 fee.
- Stopping payment on tuition checks does not constitute an official withdrawal from the College. An official withdrawal must be processed at the Office of Admissions and Records.

SCHEDULE CHANGES (Adding and Dropping Courses)

- If you add a class after your initial payment, it is your responsibility to pay the additional tuition and fees immediately.
- Failure to pay the additional tuition, fees and drop/add fee 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 twelfth class day during the fall and spring, and fourth class day during the summer sessions. After the twelfth class day or fourth class day, whichever applies, a percentage for the course dropped will be charged. Please read the section on refunds and registration fees for further information.

INSTALLMENT PAYMENTS

- An installment plan is available and renewed on a semester basis. To qualify, a minimum of six credit hours must be taken during the fall and spring semesters. During the summer sessions, a minimum of three credit hours must be taken.
- 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 October and November.
    - During the spring semester the due date is the last workday in February and March.
    - During the summer sessions, one installment due date on the tenth 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 to or during registration and present such agreement or document as a third party voucher, deferment form, or contract to the Financial Aid station before proceeding to the cashier's station for a class schedule receipt.

DUAL ENROLLMENT FEES

- Students enrolled at two institutions of higher education.

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

REFUNDS

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

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

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

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

TUITION 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 percent refund with the following:
- Sales receipt
- Unmarked, if new
- Within first fifteen calendar days after the first class day of the fall or spring semester
- Within first seven calendar days after the first class day of each summer session
- Within two calendar days after the first class day for courses starting at times not consistent with the regular semester or summer sessions

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

Scholastic Regulations

TRANSFER OF CREDIT TO SOUTH TEXAS COMMUNITY COLLEGE

Students in good standing academically and otherwise at the last college or university attended are welcome to apply for admission to South Texas Community College. Those on academic or disciplinary suspension from the last school attended will be considered for admission on an individual basis only. Credits for courses in which a passing grade, "C" or better, has been earned may be transferred to South Texas Community College from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. Developmental, or any other non-degree credit course cannot be used in determining Grade Point Averages.

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

TRANSFER OF CREDIT FROM SOUTH TEXAS COMMUNITY COLLEGE

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

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

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

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

TRANSCRIPTS FROM OTHER INSTITUTIONS

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

Notice

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

SOUTH TEXAS COMMUNITY COLLEGE
ACADEMIC TRANSFERABLE COURSES

The following STCC academic courses are transferable in accordance to the Texas Common Course Numbering System.
(Last modified: March 6, 1998.)
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	CRIJ	1301	INTRO TO CRIMINAL JUSTICE
			CRIJ	1306	THE COURTS & CRIMINAL PROCEDURE
			CRIJ	1310	FUNDAMENTALS OF CRIMINAL LAW
ANTH	2301	PHYSICAL ANTHROPOLOGY HUMAN DEVELOPMENT	CRIJ	1307	CRIME IN AMERICA
			DRAM	1310	THEATER APPRECIATION
ANTH	2346	GENERAL ANTHROPOLOGY	DRAM	1351	ACTING I
ANTH	2351	CULTURAL ANTHROPOLOGY	ECON	2301	PRINCIPLES OF ECONOMICS I-MACRO
ARTS	1301	ART APPRECIATION	ECON	2302	PRINCIPLES OF ECONOMICS II-MICRO
ARTS	1303	ART HISTORY I	EDUC	1301	INTRODUCTION TO EDUCATION
ARTS	1304	ART HISTORY II	ENGL	0090	READING SKILLS III
ARTS	1311	DESIGN I	ENGL	0091	WRITING SKILLS III
ARTS	1312	DESIGN II	ENGL	1301	COMPOSITION
ARTS	1313	FOUNDATIONS OF ART	ENGL	1302	RHETORIC
ARTS	1316	DRAWING I	ENGL	1312	BUSINESS WRITING
ARTS	1317	DRAWING II	ENGL	2300	INTRODUCTION TO LITERATURE
ARTS	2316	PAINTING I	ENGL	2307	CREATIVE WRITING I
ARTS	2317	PAINTING II	ENGL	2308	CREATIVE WRITING II
ARTS	2326	SCULPTURE I	ENGL	2311	TECHNICAL WRITING
ARTS	2327	SCULPTURE II	ENGL	2321	ENGLISH LITERATURE
ARTS	2333	PRINTMAKING I	ENGL	2326	AMERICAN LITERATURE
ARTS	2334	PRINTMAKING II	ENGL	2331	WORLD LITERATURE
ARTS	2346	CERAMICS I	ENGL	2399	SPECIAL TOPICS IN LITERATURE
ARTS	2347	CERAMICS II	ENGR	1101	INTRODUCTION TO ENGINEERING
ARTS	2389	ACADEMIC COOPERATIVE IN FINE ARTS	ENGR	1204	ENGINEERING GRAPHICS I
BIOL	1322	NUTRITION AND DIET THERAPY	ENGR	2301	STATISTICS
BIOL	1408	GENERAL BIOLOGY I	ENGR	2302	DYNAMICS
BIOL	1409	GENERAL BIOLOGY II	GEOG	1301	GENERAL GEOLOGY I
BIOL	1411	GENERAL BOTANY	GEOL	1403	GENERAL GEOLOGY I
BIOL	1413	GENERAL ZOOLOGY	GEOL	1404	GENERAL GEOLOGY II
BIOL	1424	SYSTEMATIC BOTANY	GOVT	2301	AMERICAN GOVERNMENT I
BIOL	2306	ENVIRONMENTAL BIOLOGY	GOVT	2302	AMERICAN GOVERNMENT II
BIOL	2416	GENETICS	GOVT	2304	INTRO TO POLITICAL SCIENCE
BIOL	2389	ACADEMIC COOPERATIVE IN THE BIO-LIFE SCIENCES	GOVT	2398	ACADEMIC COOPERATIVE IN SOCIAL SCIENCE
BIOL	2401	ANATOMY & PHYSIOLOGY I	HIST	1301	U.S. HISTORY I
BIOL	2402	ANATOMY & PHYSIOLOGY II	HIST	1302	U.S. HISTORY II
BIOL	2421	MICROBIOLOGY	HIST	2311	WESTERN CIVILIZATION I
BIOL	2428	VERTEBRATE ZOOLOGY	HIST	2312	WESTERN CIVILIZATION II
BUSI	1301	INTRO TO BUSINESS	HIST	2321	WORLD CIVILIZATION I
BUSI	2301	BUSINESS LAW	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
			MATH	2312	PRECALCULUS
COSC	2318	COMPUTER SCIENCE PROGRAMMING II	MATH	2413	CALCULUS I
COSC	2325	COMPUTER ORGANIZATION & MACHINE LANGUAGE	MATH	2318	LINEAR ALGEBRA
			MATH	2320	DIFFERENTIAL EQUATIONS
COSC	2330	ADVANCED C/C++ PROGRAMMING	MATH	2414	CALCULUS II
BCIS	2332	ADVANCED PROGRAMMING COBOL	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
PHED	1101	AEROBICS/IND. FITNESS
PHED	1102	INDIVIDUAL FITNESS/WEIGHT CONDITIONING
PHED	1103	SCULP/CARDIO
PHED	1120	JAZZ DANCE
PHED	1122	LINE DANCING
PHED	1130	WATER FITNESS
PHED	1131	BEGINNING SWIMMING
PHED	1140	SELF DEFENSE
PHED	1142	KARATE
PHED	1143	AIKIDO
PHED	1144	TAI CHI CHUAN
PHED	1145	TAE KWON DO
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	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
PHIL	1301	INTRODUCTION TO PHILOSOPHY
PHIL	2303	INTRODUCTION TO LOGIC
PHIL	2306	ETHICS
PHIL	2307	INTRODUCTION TO SOCIAL PHILOSOPHY
PHYS	1401	COLLEGE PHYSICS I
PHYS	1402	COLLEGE PHYSICS II
PHYS	1415	PHYSICAL SCIENCE I
PHYS	1417	PHYSICAL SCIENCE II
PHYS	2425	UNIVERSITY PHYSICS I
PHYS	2426	UNIVERSITY PHYSICS II
PSYC	2301	GENERAL PSYCHOLOGY
PSYC	2302	APPLIED PSYCHOLOGY
PSYC	2306	HUMAN SEXUALITY
PSYC	2307	ADOLESCENT PSYCHOLOGY
PSYC	2308	CHILD PSYCHOLOGY
PSYC	2314	LIFE SPAN GROWTH & DEVELOPMENT
PSYC	2315	PSYCHOLOGY OF HUMAN ADJUSTMENT
PSYC	2316	PSYCHOLOGY OF PERSONALITY
PSYC	2317	STATISTICAL METHODS IN PSYCHOLOGY
PSYC	2319	SOCIAL PSYCHOLOGY
PSYC	2340	CURRENT ISSUES IN PSYCHOLOGY
ROTC	1201	MARKSMANSHIP AND FIRST AID
ROTC	1202	SURVIVAL & LAND NAVIGATION TRAINING
ROTC	2201	BASIC LEADERSHIP & ARMY ORGANIZATION
ROTC	2202	BASIC OPERATIONS & TACTICS
ROTC	3202	ADVANCED ARMY PHYSICAL DEVELOPMENT
SOCI	1301	INTRO TO SOCIOLOGY
SOCI	1306	CONTEMPORARY SOCIAL PROBLEMS
SOCI	2301	MARRIAGE AND THE FAMILY
SOCI	2319	MINORITY STUDIES
SOCI	2339	CRIMINOLOGY-JUVENILE DELINQUENCY
SOCI	2399	CURRENT ISSUES IN SOCIOLOGY
SOCW	2361	INTRO TO SOCIAL WORK
SOCW	2362	SOCIAL WELFARE
SPAN	1311	BEGINNING SPANISH I - NON NATIVE SPEAKER
SPAN	1312	BEGINNING SPANISH II - NON NATIVE SPEAKER
SPAN	2311	INTERMEDIATE SPANISH I
SPAN	2312	INTERMEDIATE SPANISH II
SPAN	2313	BEGINNING SPANISH I NATIVE SPEAKER
SPAN	2315	BEGINNING SPANISH II NATIVE SPEAKER
SPCH	1311	INTRO TO SPEECH COMMUNICATION
SPCH	1315	PUBLIC SPEAKING
SPCH	1318	INTERPERSONAL COMMUNICATION
SPCH	1321	BUSINESS & PROFESSIONAL SPEAKING
SPCH	2333	DISCUSSION & SMALL GROUP COMMUNICATION
SPCH	2335	ARGUMENTATION AND DEBATE

TRANSFER DISPUTES

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

ORIENTATION/COLLEGE SUCCESS 101

South Texas Community College has implemented a student success program to assist students in improving their academic achievement. Orientation/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. Is is required for all first-time Developmental Studies and probation students.

Topics covered include:
- Test-taking tips
- Managing time and stress
- Utilizing tutoring services
- Developing effective study habits
- Interview for success

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 once classes have begun. If the request originates with the student, the change must be completed within the time specified in the college calendar. A 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.

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

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

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

WITHDRAWAL FROM SEMESTER CREDIT COURSES

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

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

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

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

COURSE LOAD

A full-time student is defined to be a student enrolled in 12 or more semester hours. The normal course load during the regular semester is five courses equal to 15 to 17 semester hours.
The normal course load for each summer term is two courses totalling 6 to 8 semester hours.

BASIC SKILLS TEST

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

Students scoring below college level in their basic skills (reading, writing, mathematics) must be **"continuously"** enrolled in developmental coursework for any section of the **TASP** Test not passed. Non-course based **TASP** developmental lab work is available for students who have successfully completed developmental coursework but who have yet passed all sections of the **TASP** test. Students who register for non-course based **TASP** developmental lab work must spend a minimum of 16 clock hours per semester in the tutoring lab.

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

CREDIT BY EXAMINATION

Credit by Examination for technical courses only may be earned by departmental examination. Currently enrolled students may attempt credit by examination if they have not earned a grade other than "W" in the course, unless the course is not being offered and is needed for graduation that semester. Credits earned may replace the initial hours needed for residency requirements, but will not reduce the final 15 hours required for satisfactory completion of the Residency Requirement.

Grades for credit by examination are recorded as credit and are not considered in computing grade point averages. Credit earned by students not yet enrolled at STCC are held in escrow until the student earns 6 traditional credit hours at STCC. Students may earn no more than 15 credit hours by examination. Credit awarded for testing at South Texas Community College may or may not meet minimum requirements for credit at other institutions. It is the students responsibility to check with the school they intend to attend to verify transfer requirements.

Cost of Credit by Examination is tuition only (based on the student's residency status). The cost must be paid at the Business Office and receipt presented to the instructor before the student is permitted to take the examination. The Certification of Credit by Examination form must be submitted to the Office of Admissions and Records by the department that administered the examination.

SCHOLASTIC STANDARDS

SYSTEM OF GRADING

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

GRADE MARK	GRADE MEANING	GRADE POINT PER SEMESTER HOUR
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

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

SCHOLASTIC PROGRESS STANDARDS

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

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

Level of Academic Status	GPA Criteria
GOOD STANDING	Cumulative GPA is 2.00 or above
PLACED ON ACADEMIC PROBATION	Cumulative GPA has dropped below 2.00
CONTINUED ON ACADEMIC PROBATION	Previously on Academic Probation and cumulative GPA is below 2.00 but current semester GPA is 2.00 or above
ACADEMIC SUSPENSION	Previously on Academic Probation and cumulative GPA is below 2.00 and current semester GPA is below 2.00

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

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

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

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

DEVELOPMENTAL STUDIES PROGRAM

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

South Texas Community College also offers Developmental Studies lab courses which enable students to succeed in the college's Developmental Studies mathematics, reading, and writing programs. Lab classes meet for one hour per week. Lab services include computer programs, videotapes, various written materials, and a lab instructor, who is available to provide tutoring.

The Student Success Centers are another means by which Developmental Studies students receive individualized tutoring in mathematics, reading, and writing. The Student Success Centers are equipped with computers and printers for those students who need to work on college papers.

ATTENDANCE POLICY

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

The South Texas Community College policy states:

> *Regular and punctual attendance in class and laboratories is expected of all students. It is the student's responsibility to communicate with the faculty member concerning any absence as soon as the student is aware that he/she will be absent or as soon as the student returns to class. Makeup work for class absences will be permitted only for sickness, serious emergency, or college-sponsored activities. The student must take the initiative and assume the responsibility for making up any missed work. In some cases, the student may be required to present evidence to support an absence.*
>
> *Instructors may drop students at the point when, in the opinion of the instructor, the student would have difficulty in successfully completing the course. It is still the student's responsibility, however, to officially withdraw from the class. Any student not taking this step may receive an "F" for the course.*

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

A student who is absent from class(es) for the observance of a religious holy day may take an examination or complete an assignment scheduled for that day within one week after the absence if the student notified the instructor(s) in writing of the proposed absence on a form provided by the institution no later than the fifteenth day of the fall or spring semester and the 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

HONOR'S PROGRAM

South Texas Community College is committed to meeting the many educational needs of every individual student in our community. The STCC Honor's Program is designed to provide enrichment to develop intellectual curiosity, good citizenship, and leadership skills for students who are highly motivated, intellectually gifted, academically well-prepared, and/or unusually creative. The progressive courses of study found in the STCC Honor's Program provide new challenges to students with exceptional abilities.

The Honors Program provides courses that provide concept-based, active learning opportunities for Honors Program students. Numerous interdisciplinary opportunities exist in the cohort team structure of the Honors Program.

Curriculum Structure

Tier I: Honors Cohort Curriculum
Each student in the Honors Program will participate in the Honors Program Cohort Block
during the first and second semester at STCC. Cohort blocks consist of a cluster of core curriculum courses. These seminars will be focused on a "Great Conversations" approaches for a concept-based curriculum. An example cohort cluster will include: English 1301, History 1301, Algebra 1314, and Biology 1408. Multiple variations will be used, including other core curriculum courses. Cohort block schedules will include courses back-to-back and usually in the same classroom; students will be co-enrolled in each course and will receive a separate grade for each course.

Cohort blocks during the first and second semesters will be scheduled to fit any required sequences within the core curriculum (such as English 1301and English 1302, or Biology 1408 with Biology 1409, etc.). First year Honors Program Cohort Blocks will usually be scheduled for MWF sections.

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

Tier II: Honors Field of Study
Each Division will design particular seminars for all Honors students working toward a degree in the division. The Tier II: Honors Field of Study will usually consist of particular courses for the requirements needed for the Division's degree plan and also designed to fit the needs of a variety of majors within the division. Each Tier II Honors Block will consist of two courses, an average of 6 credits, per semester.

Tier II Honors blocks for second year students will usually be scheduled on Tuesdays and Thursdays in cohort cluster groups for two courses, back-to-back. Students will be co- enrolled in each course and receive separate grades for each course. All second year Honors students would yet be housed in the Honors Program but also work closely with each division in which they are working toward a field of study major. The Honors Program would work closely with each division to facilitate advising for each student.

Tier III: The Honors Capstone
All Honors students will complete a 3 credit Honor's Capstone Project. Under the direction of an Honor's faculty advisor, each student will prepare a research paper, a documentary project, or applied research or field study. The STCC Honor's Capstone is an opportunity for Honor's students to demonstrate knowledge of a subject area and exhibit leadership by developing innovative approaches and presentations. Students will enroll in special 2389 Honors sections.

Admission Requirements

Students must apply for the STCC Honor's Program. Applications will be reviewed and admission determined by the Honor's Faculty Committee.

To be eligible to apply for the STCC Honor's Program, a student must be TASP complete and must meet at least ONE of the following requirements:

1. An ACT score of 24
2. An SAT Composite Score of 1140
3. Cumulative college G.P.A. of 3.25
4. Graduate top 10% of high school class

To apply, students must submit the following:

1. Data demonstrating scores on the ACT, SAT, or G.P.A.
2. TASP complete verification
3. Recommendation letter from one instructor
4. A complete application form

For additional information, contact Kathleen Dahl Renaud at 618-8380 or e-mail: kdahl@stcc.cc.tx.us.

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.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY - BETA EPSILON MU CHAPTER

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

Each fall semester invitation to membership is extended by the beta Epsilon Mu Chapter to CR students without advanced degrees who are currently enrolled, have completed at least 12 hours of course work leading to an associate degree, and have a cumulative GPA of 3.5 or higher. For further information, contact STCC's chapter advisors: Anthony P. Ramirez, 928-4446, or Karleen A. Mathers, 928-4449.

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 percent of credits earned at the College) and must have completed the graduation requirements within a five year time span.

3. The graduate must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate career program chair.

4. Employment must commence within 12 months of graduation.

5. The employer must certify in writing that the employee is lacking entry-level skills identified by the College as the exit level program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.

6. The employer, graduate, program chair, counselor, and appropriate faculty member will develop a written educational plan for retraining.

7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.

8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.

9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.

10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

11. The students' sole remedy against the College and its employees for skills deficiencies shall be limited to 12 credit hours of tuition-free course work under conditions described above.

12. Activation of the "Graduate Guarantee Program" may be initiated by the graduate through contact with the appropriate administrator within 90 days of the graduate's initial employment.

GRADUATION REQUIREMENTS

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

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

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

Those who have satisfied the following requirements may be graduated.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

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

ASSOCIATE OF ARTS DEGREE

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

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

ASSOCIATE OF SCIENCE DEGREE

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

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

CERTIFICATE OF COMPLETION

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

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

* Certain programs may have more stringent requirements.

Support Services

STUDENT SUPPORT SERVICES

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

ORIENTATION SERVICES

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

COUNSELING SERVICES

Counseling services assist students in achieving their unique academic and career choices. Staff and faculty are committed to offering effective services and programs. Students who **have not** declared a major are advised by academic advisors and counselors. Students **with declared** college majors are advised by faculty designated by the division directors in their respective major and program.

Counselors and advisors are available during the day and evening hours at the Pecan Campus, the Center for Advanced and Applied Technology (CAAT), the Downtown Center, the Mid-Valley Center, and the Starr County Center locations. Schedules vary at each location so students should call to inquire about office hours and appointments. Personalized and confidential assistance is provided to students on a walk-in or appointment basis.

Counseling services include the following:

Academic: assessment of basic skills, selecting courses, academic goal setting, and choosing a major; degree planning information on transferring STCC credits to other colleges; assistance with academic issues such as study skills, test taking, academic probation or academic suspension.

Career: career exploration, skills identification, goal setting, video tapes on career and self-improvement, a library of occupational information, transfer information available via college catalogs, admission applications, and vocational assessment which is available on a computerized system called DISCOVER.

Personal: personal adjustment, time management, stress management, motivation, family or relationship concerns. Appropriate referrals are made to social service agencies when necessary and with the written consent of the student. All information is confidential.

ACADEMIC ADVISEMENT

STCC provides academic advisement to students at the Office of Student Support Services and through designated faculty advisors in the appropriate division, department, and program. It is important that new students (prior registration) contact the Office of Student Support Services or a faculty advisor for assistance with course selection. All current or returning STCC students are encouraged to meet with a counselor or advisor in the Office of Student Support Services, or with a faculty advisor in their respective division before registering to discuss course selection and make degree plans. Students who **have not** declared a major may contact the Office of Student Support Services for an appointment or on a walk-in basis.

Students with a **declared major** may contact the division of their major to determine when faculty advisors are available. The student is responsible for seeking academic advisement, for knowing and complying with STCC's assessment and the state's TASP requirements, for knowing the requirements of the degree or certificate program, and for taking courses in the proper sequence to ensure progress toward his/her educational goals. Beginning with fall 98 semester, STCC prospective students must take the TASP Test **before enrolling in any college level coursework or program prescribed by the institution.**

TESTING SERVICES

Testing services include the administration of the Texas Academic Skills Program (TASP) Test, the Pre-TASP Test, and the American College Test (ACT). The Southern Building Code of Congress Incorporated (SBCCI) electrician's test is also administered. Staff assist students with correspondence tests from other institutions of higher learning. These tests are scheduled and administered throughout the year.

To further assist students in obtaining their educational goals, individual tests, such as the Myers-Briggs, the Career Decision Making System (CDM), the Strong Test are offered.

SPECIAL POPULATION SERVICES

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

Students with Disabilities

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

- Services provided are interpreters, registration assistance, mobility assistance, student-instructor liaison, student-state agency counselor liaison, tutorial services, and career exploration. Other provisions available are tape recorder loans, low vision equipment, reader/scribe, and testing and classroom accommodations.

- Other accommodations include coursework modification such as untimed testing, oral testing, substitution of assignments and any other accommodations/modifications necessary.

- STCC is an equal opportunity institution which provides educational opportunities without discrimination on the basis of race, color, religion, sex, age national origin, disability or veteran status in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973, and with Title IX of the Education Amendments of 1972 which prohibits discrimination based on sex.

SPECIAL PROGRAMS

TIA (Together In Achievement)

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

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

STAND (Striving Towards Achievement of a Non-traditional Degree)

STAND provides services for students who are pursuing a technical/vocational degree/certificate not traditional for a male or a female. For instance, STAND encourages males to pursue degrees/certificates such as elementary education or nursing, and females to pursue degrees/certificates such as automotive technology or or heavy equipment and transportation technology. STAND also provides direct assistance in order to increase the retention of students pursuing these non-traditional educational goals.

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

STUDENT I.D. CARDS

All students are 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 AND 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

FEDERAL FINANCIAL AID

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

- Federal Pell Grants

- Federal Supplemental Educational Opportunity Grants (FSEOG)

- Federal Work-study

Grants are financial aid you don't have to pay back.

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

GENERAL INFORMATION

Student Eligibility

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

1. Have financial need.

2. Have a high school diploma or a General Education Development (GED) Certificate, or pass a test approved by the U.S. Department of Education (Ability to Benefit). *See Admissions Requirements.*

3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.

4. Be a U.S. citizen or eligible non-citizen.

5. Have a valid Social Security Number.

6. Make satisfactory academic progress.

7. Sign a statement of educational purpose and a certification statement on overpayment and default (both found on the Free Application for Federal Student Aid [FAFSA]).

8. Register with the Selective Service, if required.

Financial Need

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

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

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

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

Dependency Status

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

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

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

- You were born before January 1, 1975;
- You are married;
- You are enrolled in a graduate or professional educational program (beyond a bachelor's degree);
- You have legal dependents other than a spouse;
- You are an orphan or ward of the court (or were a ward of the court until age 18); or
- You are a veteran of the U.S. Armed Forces.

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

APPLYING

What form do I use?

If you did not apply for federal student aid for the 1997-98 school year, you can apply for federal aid for the 1998-99 school year by completing and mailing the 1998-99 Free Application for Federal Student Aid (FAFSA), by applying electronically (through STCC), or by using the U.S. Department of Education's new FAFSA Express software.

Filing Electronically at the STCC Financial Aid Office

1. *Let Us File For You*

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

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

2. *File Using FASFA On The WEB*

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

   Generally, both of these services allow faster processing from the Department of Education and the financial aid office can notify you within two weeks after you apply of your eligibility for aid.

3. *FAFSA Express*

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

You can get a FAFSA from STCC, your high school, or from the Federal Student Aid Information Center. If you wish to apply using FAFSA Express, you can download a copy of the program from the U.S. Department of Education's World Wide Web site.

The address is www.ed.gov/offices/OPE/express.html

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

If you did apply for federal student aid for the 1997-98 school year, you probably will be able to file a 1998-99 Renewal Free Application for Federal Student Aid (Renewal FAFSA). You'll either receive it at your home address or from your school. You may also be able to file a Renewal FAFSA electronically.

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

If you qualify to use the Renewal FAFSA, you'll have fewer questions to answer. Most of the information on the form will be preprinted and will be the same as the information you gave in 1997-98 (plus any of your corrections that were processed). You'll only have to write in some new information and information that has changed since 1997-98 (for example, family size). Check with the financial aid office if you have questions about the Renewal FAFSA.

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

Remember, applying for federal student aid is FREE.

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

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

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

WHEN DO APPLY?

Apply as soon AFTER January 1, 1998 as possible. (You can't apply before this date.) It's easier to complete the application when you already have your 1997 tax return, so you may want to consider filing your taxes as early as possible.

Do not sign, date, or send your application before January 1, 1998. If you apply by mail, send your completed application in the envelope that came with it. It is already addressed, and using it will ensure that your application reaches the correct address.

NOTE: **You must reapply for federal aid every year. Also, if you change schools, your aid doesn't go with you. Check with your new school to find out what steps you must take to continue receiving aid.**

WHAT HAPPENS AFTER I APPLY?

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

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

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

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

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

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

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

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

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

If it's been more than four weeks since you mailed in your application and you haven't heard anything, come by the STCC financial aid office and we can check on your application or you can check yourself by calling 1-319-337-5665 (Monday - Friday, 8 a.m. to 8 p.m., Eastern Time). Or, you can write to

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

Once you have received your SAR, you can use this phone number and address to
* Provide notification of a change in your address.
* Have your application information sent to a specific school.

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

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

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

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

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

SPECIAL CIRCUMSTANCES

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

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

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

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

DEADLINES

Application Submission

Whether you apply electronically or by mail, the application processor must receive your application by June 30, 1999 for the 1998-99 school year.

> THERE ARE NO EXCEPTIONS TO THIS DEADLINE.

> Apply as soon AFTER January 1, 1998 as you can. (Do not sign, date, or send your application before this date.)

STCC financial aid office has set no deadlines by which students must apply for financial aid. 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. If the charges are less than the amount awarded, the Business Office will issue a check for the balance to the student.

SAR Submission

Your correct, complete application information must be at STCC by your last day of enrollment in 1998-99 or by August 31, 1999, whichever is earlier (see your financial aid administrator). If your school has not received your application information electronically, you must submit your SAR to the school by the appropriate deadline. Be sure you know your last day of enrollment in 1998-99 — it may be earlier than August 31.

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

Frequently Requested Telephone Numbers and Web Sites

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

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

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

Call 1-319-337-5665 at the Information Center if you want to
- Find out if your federal student financial aid application has been processed.
- Request a copy of your Student Aid Report (SAR).
- Provide notification of a change in your address.
- Have your application information sent to a specific school.

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

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

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

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

Help in completing the FAFSA is available online too.
The address is www.ed.gov/prog_info/SFA/FAFSA/

A list of Title IV school codes that you may need to complete the FAFSA is available at www.ed.gov/offices/OPE/t4_codes.html

FEDERAL PELL GRANTS

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

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

How much money can I get?
The maximum award for the 1998-99 award year is $3,000. You can receive only one Pell Grant in an award year. How much you get will depend not only on your EFC but on your cost of attendance, whether you're a full-time or part-time student, and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at a time.

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

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

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

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

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

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

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

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

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

For example, you may be granted forbearance if you are

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

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

CAMPUS-BASED PROGRAMS

Federal Supplemental Educational Opportunity Grants

What is a Federal Supplemental Educational Opportunity Grant?
A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need—that is, students with the lowest Expected Family Contributions (EFCs)—and gives priority to students who receive Federal Pell Grants. An FSEOG doesn't have to be paid back.

What's the difference between the FSEOG and Federal Pell Grant?
The U.S. Department of Education guarantees that each participating school will receive enough money to pay the Federal Pell Grants of its eligible students.

There's no guarantee every eligible student will be able to receive a FSEOG; students at STCC are paid based on the availability of funds.

How much money can I get?
STCC will award a student $400 for the academic year.

How will I be paid?
STCC will credit your account, pay you directly (usually by check), or combine these methods.

Federal Work-Study

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

How much will I make?

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

How will I be paid?

If you're an undergraduate, you'll be paid by the hour. No commission or fee may be paid work-Study student. STCC must pay you directly at least once a month.

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

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

Can I work as many hours as I want?

No. The amount you earn can't exceed your total Federal Work-Study award. STCC will limit the number of hours worked to 19. When assigning work hours, STCC will consider your class schedule and your academic progress.

STATE PROGRAMS

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

GRANTS AND SCHOLARSHIPS

Texas Public Educational Grant (TPEG).

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

Student Incentive Grant (SIG).

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

Scholarships for Ethnic Minorities in Nursing.

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

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

General Scholarships for Nursing Students.

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

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

Early High School Graduation Scholarships.

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

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

The Texas Tuition Assistance Grant Program (TTAG).

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

Fifth-Year Accountancy Scholarship Program.

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

WORK-STUDY PROGRAMS

Texas College Work-Study Program.

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

TUITION AND/OR FEE EXEMPTIONS

Veterans and Dependents (Hazelwood Act).

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

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

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

Students who wish to apply for this program at STCC must:
- Have completed a Hazelwood application.
- Submit VA form DD214.
- Submit a non-entitlement letter from the VA.
- Submit a financial aid SAR.

For Highest Ranking High School Graduate.

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

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

Blind, Deaf Students.

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

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

Children of Disabled Firemen and Peace Officers.

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

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

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

Children of Prisoners of War, Persons Missing in Action.

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

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

Fire Fighters Enrolled in Fire Science Courses.

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

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

Foster Care Students.

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

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

AFDC Students.

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

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

The Texas Tomorrow Fund.

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

OTHER ASSISTANCE PROGRAMS

Scholarships

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

Valley Scholars

Valley Scholars are Hildago 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 $1000. Dates when scholarships will be available will be posted on bulletin boards in each building and at the Financial Aid Office.

Veteran's Educational Benefits

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

Texas Rehabilitation Commission (TRC)

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

Job Training Partnership Act (JTPA)

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

Valley Initiative for Development and Advancement (VIDA)

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

AmeriCorps

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

The HOPE Scholarship

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

The Lifetime Learning tax credit

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

FINANCIAL AID STANDARDS OF PROGRESS

A. PURPOSE AND SCOPE

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

1. ACADEMIC STANDARDS (Qualitative GPA)

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

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

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

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

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

3. MAXIMUM TIME FRAME

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

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

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

B. FAILURE TO MEET THE STANDARDS OF ACADEMIC PROGRESS

1. Following the first semester in which the above standards academic progress and/or enrollment status are not met, the student will be placed on financial aid probation for the next semester of funding.

2. The student may be allowed to receive financial aid funds while on probation, but is required to earn at least a 2.0 GPA for the following semester.

3. The student who fails to meet the standards of progress during the semester of attendance while on probation will be placed on financial aid suspension and denied further funding for one semester.

4. To regain financial aid eligibility, the student must enroll at least half-time (6 credit hours) for one semester, pay the expenses related to that enrollment and pass the semester with a GPA of 2.0 or better.

5. If failure to meet satisfactory progress results in a second (or any subsequent) suspension from financial aid, the student must enroll in at least 6 credit hours, complete the semester with a GPA of 2.0 or better, and will be responsible for all related expenses.

6. Students who have been reinstated from any financial aid suspension status may continue only on a probationary status for at least one term, regardless of their GPA at the time of the reinstatement.

7. Students placed on financial aid probation or suspension will be notified in writing of their status at the end of the semester.

8. If failure to meet satisfactory progress results in a third suspension from financial aid, no additional aid will be awarded.

C. APPEAL PROCESS

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

1. A Student Petition Form must be obtained from the 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 the Financial Aid committee review his/her appeal.

ADDITIONAL INFORMATION:

1. Financial aid will not be provided for:
   - Courses taken by audit;
   - Credit hours earned by placement tests;
   - Non-credit course work;

2. Transfer credit applied to a program of study will count in the attempted hours.

3. Grades of 'W', 'I', 'F', or 'NP' will not be treated as completed course work.

4. Developmental remedial course work may receive funding up to a minimum of 30 credit hours according to federal regulations.

5. Change of Program (for financial aid purposes). Students will be allowed to change programs once. The maximum time frame will be adjusted based on the new program. Changing programs due to scholastic suspension does not waive financial aid suspension.

6. Satisfactory progress is monitored each semester, regardless of whether or not financial aid is awarded each semester.

7. Students on Academic Probation or Suspension will automatically be placed on Financial Aid Probation or Suspension.

8. Students who withdraw from STCC or reduce their course load by dropping a course may be required to repay financial aid received.

PRO RATA REFUND

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

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

   Weeks Remaining = % of weeks rounded
   Total Weeks In Period to nearest 10%

Step 2: Calculate any unpaid charges.

   Total Institutional Costs minus Total Aid Paid to Institutional Cost minus Students Cash Payment

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

REPAYMENT POLICY

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

1. The repayment calculation involves non-institutional costs (for example, room & board, books & supplies, and other miscellaneous expenses). Based on the date of withdrawal, a student's actual time attended is calculated. This percentage is then applied to non-institutional budget items.

2. The total non-institutional costs incurred is then subtracted from the total amount of aid disbursed to the student. The difference is the amount owed by the student.

3. The repayment distribution is according to the priority rankings below:
   Federal Pell Grant
   Federal SEOG
   Other Title IV Aid Programs
   Other Federal, State, Private, or Institutional Aid
   Federal Perkins Loan

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 1997.

CRIME	1993	1994	1995	1996	1997
Murder	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Liquor Law Violations	0	1	0	3	2
Drug Abuse	0	0	0	1	1
Weapons Possession	0	1	1	1	1
Aggravated Assault	1	1	0	0	1
Burglary	12	9	3	13	2
Auto Theft	1	3	2	2	5

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. Contact the STCC Student Activities Office for more information.

STUDENT GOVERNMENT ASSOCIATION
The Student Government Association is the representative organization of the student body. Through this organization students are given an opportunity to promote student government and to develop and manage a well-rounded program of student activities. Contact the STCC Student Activities Office for more information.

INTRAMURAL AND RECREATIONAL SPORTS
The Intramural Recreational Sports Department sponsors a variety of team and individual sports. This exposure and involvement in healthful activities is designed to promote friendship and to develop lifetime sport skills that will be beneficial to participating students. Contact the STCC Student Activities Office for more information.

CONTINUING EDUCATION

South Texas Community College Division of Continuing Education supports the mission of the College by providing quality educational experiences which:

- Enhance the personal enrichment and professional development of life-long learners;
- Satisfy employer training needs;
- Facilitate the transition of leaners into the College environment;
- Generate new credit program opportunities.

We offer a variety of courses with flexible scheduling and at different locations throughout Hidalgo and Starr Counties. New unscheduled courses can be started in response to community demand where ten or more students register for the class.

For further information about classes, or if you would like to become an instructor, please call the Division of Continuing Education at (956) 928-4442 or (956) 928-5094.

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, the Paisano Library Consortium and TexShare. 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 CENTERS

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

PLACEMENT OFFICE

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

STCC SITES

MCALLEN: Center for Advanced and Applied Technology
Downtown Center
Pecan Campus
Pecan Plaza Extension

MID-VALLEY: Mid-Valley Center, Weslaco
Classes offered in Mercedes High
School for Health Professions

STARR COUNTY: Starr County Center, Rio Grande City
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. The Parnership will also locate and complete applications for funding sources for your training programs.

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

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

Programs could range from pre-employment workforce development to performance evaluation; janitor training to management development and team building; and quality awareness to Certified Quality Engineer preparation. For more information, call Thom Sears at (956) 992-6197.

Curriculum

South Texas Community College
Core Curriculum

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

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

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

The *purpose* of the Core Curriculum is to provide the foundation through which STCC students can continue to advance their competencies in reading, writing, speaking, mathematics, and critical thinking. This common body of essential knowledge and skills is taught and reinforced through courses selected in 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 1311	Beginning Spanish I
PSYC 2316	Psychology of Personality	SPAN 2313	Beginning Spanish 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/IND. FITNESS	PHED	1177	ARCHERY
PHED	1102	INDIVIDUAL FITNESS/WEIGHT	PHED	1180	VOLLEYBALL
		CONDITIONING	PHED	1181	BASKETBALL
PHED	1103	SCULP/CARDIO	PHED	1183	SOFTBALL
PHED	1120	JAZZ DANCE	PHED	1185	SOCCER
PHED	1122	LINE DANCING	PHED	1187	BADMINTON
PHED	1130	WATER FITNESS	PHED	2103	INTERMEDIATE AEROBICS
PHED	1131	BEGINNING SWIMMING	PHED	2120	INTERMEDIATE JAZZ DANCE
PHED	1140	SELF DEFENSE	PHED	2132	SWIM CONDITIONING
PHED	1142	KARATE	PHED	2133	LIFEGUARD TRAINING
PHED	1143	AIKIDO	PHED	2134	SWIMMING INSTRUCTOR TRAINING
PHED	1144	TAI CHI CHUAN	PHED	2142	INTERMEDIATE KARATE
PHED	1145	TAE KWON DO	PHED	2170	INTERMEDIATE TENNIS
PHED	1160	WEIGHT TRAINING	PHED	2173	ADVANCED GOLF
PHED	1170	BEGINNING TENNIS	PHED	2180	INTERMEDIATE VOLLEYBALL
PHED	1173	GOLF	PHED	2181	INTERMEDIATE BASKETBALL
PHED	1175	BOWLING			

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 |

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

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
Ricardo Cantu
Supervisor, Texas Employment Commission, McAllen
David Carrales
CPA, Carlos Carrales and Company, McAllen
Dr. Wig Demoville
UT-Pan American
Ana Escobar
Office Manager, Copy Graphics, McAllen
Rafie Flores
Administrative Assistant,
Magic Valley Electric Co-op, Inc., Mercedes
Carlos Garcia
Territory Manager, LD Brinkman/RGV Branch
Elena Gomez
Payroll Manager, City of Mission
Winnie Gonzalez
Director of Career and Technology
Irene Morin
Teacher, Sharyland High School, Mission
Rosie Rincones
Department Chair for Business
Diana Rodriguez
Administrative Assistant
to U.S. Congressman Ruben Hinojosa
Joe Vasquez
Director of Human Resources,
Knapp Medical Center, Weslaco
Sheng Jun Yuan
Student, UT-Pan American

Business Administration,
Associate of Applied Science
Specialization: Convenience Store Management

The Associate of Applied Science degree in Convenience Store Management prepares students for entry into management positions in convenience and retail store business. It is designed to update and expand the skills of those already working in the store field as well as assist individuals who are considering the convenience or retail store business as a profession by introducing fundamentals of the industry. This program will also assist owners of convenience of small retail stores in operating a more profitable and efficient store.

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

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

ADVISORY COMMITTEE

Carlos Garcia, Chairperson
Territory Manager, L.D. Brinkman/RGV Branch
Steve Finger
DGS Export Company
Sheng Jun Yuan
Student, UT-Pan American
Cindy Key
Trainer, Circle K
Diana Rodriguez
Administrative Assistant
to U.S. Congressman Ruben Hinojosa
Nashla Showery
Audio/Video Retailer

ACCOUNTING CLERK
CERTIFICATE

TASP Waived

			CREDIT HOURS
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			
BUSI	2315	Capstone: Business Administration 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 68-72* 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

			CREDIT HOURS
FIRST SEMESTER			
ENGL	1301	Composition	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			
SPCH	1321	Business & Professional Speaking	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
MATH	1314	College Algebra	3
BUSI	2301	Business Law	3
ACCT	2401	Principles of Financial Accounting	4
ACCT	2378	Income Tax Procedures	3
FOURTH SEMESTER			
PSYC	2301	General Psychology	3
ECON	2301	Principles of Economics I - Macro	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

FIRST SEMESTER

ENGL	1301	Composition	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

SPCH	1321	Business & Professional Speaking	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
MATH	1314	College Algebra	3
BUSI	2301	Business Law	3
BUSI	2320	Small Business Management	3
BUSI	1390	Human Relations	3

FOURTH SEMESTER

PSYC	2301	General Psychology	3
ECON	2301	Principles of Economics I -Macro	3
IMGT	1302	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
ASSOCIATE OF APPLIED SCIENCE
Specialization: Convenience Store Management

TASP Eligible

			CREDIT HOURS
FIRST SEMESTER			
ENGL	1301	Composition	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			
SPCH	1321	Business & Professional Speaking	3
COTP	1314	Word Processing I	3
BUSI	1359	Business Communications	3
ACCT	1374	Payroll Accounting	3
BUSI	1341	Managerial Decision Making	3
BUSI	1342	Introduction to Convenience Stores	3
THIRD SEMESTER			
IMGT	2312	Electronic Spreadsheets	3
MATH	1314	College Algebra	3
BUSI	2301	Business Law	3
BUSI	2308	Store Operations	3
BUSI	2309	Quality Process	3
FOURTH SEMESTER			
PSYC	2301	General Psychology	3
ECON	2301	Principles of Economics I -Macro	3
BUSI	2315	CAPSTONE: Business Administration Practicum	3
BUSI	2305	Convenience Store Sanitation and Safety	3
BUSI	2330	Principles of Marketing	3

TOTAL CREDIT HOURS: 63

Identifies courses to fulfill minimum 15 hour General Education Requirement

BUSINESS ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE
Specialization: Import/Export

TASP Eligible

			CREDIT HOURS
FIRST SEMESTER			
ENGL	1301	Composition	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			
SPCH	1321	Business & Professional Speaking	3
COTP	1314	Word Processing I	3
BUSI	1359	Business Communications	3
ACCT	1374	Payroll Accounting	3
BUSI	1343	Intro. to Import/Export & International Marketing	3
THIRD SEMESTER			
IMGT	2312	Electronic Spreadsheets	3
MATH	1314	College Algebra	3
BUSI	2301	Business Law	3
BUSI	2303	Principles of Transportation	3
BUSI	2310	Fundamentals of Commodity Classification	3
FOURTH SEMESTER			
PSYC	2301	General Psychology	3
ECON	2301	Principles of Economics I -Macro	3
BUSI	2306	Basics of Inventory Control/Materials Management	3
BUSI	2307	Import/Export Management Information Systems	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

<u>CREDIT HOURS</u>

SEMESTER

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

Business Computer Systems
Associate of Applied Science
Specialization: Computer Specialist,

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

Business Computer Systems
Associate of Applied Science
Specialization: Minicomputer Specialist,

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

Business Computer Systems
Associate of Applied Science
Specialization: Networking Specialist,

In this program, the student will learn the same basic information as the Computer Specialist, but will receive additional courses in networking. Upon complettition 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, Southewestern 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

CREDIT HOURS

FIRST SEMESTER

MATH	1314	College Algebra	3
SPCH	1311	Introduction to Speech Communication	3
COSC	1301	Microcomputer Applications	3
ENGL	1301	Composition	3
ELCT	1308	Principles of Electronics	3

SECOND SEMESTER

IMGT	1314	Management of Windows Applications	3
IMGT	1321	Database I	3
IMGT	1331	Data Communications	3
ELCT	1321	Technical DOS	3

SUMMER SESSION

IMGT	1302	Operating Systems (DOS)	3

THIRD SEMESTER

IMGT	1412	Program Design & Development	4
ACCT	1301	Introduction to Accounting	3
IMGT	2421	Networking Concepts	4
IMGT	2331	Advanced Microcomputer Applications	3
ELCT	1322	Basic Computer Systems Repair	3

FOURTH SEMESTER

IMGT	2342	System Administration	3
ENGL	1302	Rhetoric	3
		Social/Behavioral Science Elective	3
IMGT	2423	Database II	4
IMGT	2341	Software Integration	3
IMGT	2343	CAPSTONE: Systems Management	3

TOTAL CREDIT HOURS: 66

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: Minicomputer Specialist

TASP Eligible

FIRST SEMESTER

MATH	1314	College Algebra	3
SPCH	1311	Introduction to Speech Communication	3
COSC	1301	Microcomputer Applications	3
ENGL	1301	Composition	3
IMGT	1320	IBM AS/400 Concepts	3

SECOND SEMESTER

IMGT	1314	Management of Windows Applications	3
IMGT	1321	Database I	3
IMGT	1331	Data Communications	3
IMGT	1315	Fundamentals of IBM AS/400 RPG	3
IMGT	1316	IBM AS/400 Operations & Facilities	3

SUMMER SESSION

IMGT	1302	Operating Systems (DOS)	3
		Minicomputer Elective	3

THIRD SEMESTER

IMGT	1412	Program Design & Development	4
ACCT	1301	Introduction to Accounting	3
IMGT	2421	Networking Concepts	4
IMGT	2310	Advanced IBM AS/400 RPG	3

FOURTH SEMESTER

IMGT	2342	System Administration	3
ENGL	1302	Rhetoric	3
		Social/Behavioral Science Elective	3
IMGT	2315	IBM AS/400 Datacase Concepts	3
IMGT	2346	CAPSTONE: Minicomputer Practicum	3

TOTAL CREDIT HOURS: 65

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 Minicomputer Specialist Electives:

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

BUSINESS COMPUTER SYSTEMS
ASSOCIATE OF APPLIED SCIENCE
Specialization: Networking Specialist

TASP Eligible

CREDIT HOURS

FIRST SEMESTER

MATH	1314	College Algebra	3
SPCH	1311	Introduction to Speech Communication	3
COSC	1301	Microcomputer Applications	3
ENGL	1301	Composition	3

SECOND SEMESTER

IMGT	1314	Management of Windows Applications	3
IMGT	1321	Database I	3
IMGT	1331	Data Communications	3
		Networking Elective	3

SUMMER SESSION

IMGT	1302	Operating Systems (DOS)	3

THIRD SEMESTER

IMGT	1412	Program Design & Development	4
ACCT	1301	Introduction to Accounting	3
IMGT	2421	Networking Concepts	4
IMGT	2323	Network Tech. & Troubleshooting	3
IMGT	2322	Network Design & development	3

FOURTH SEMESTER

IMGT	2342	System Administration	3
ENGL	1302	Rhetoric	3
		Social/Behavioral Science Elective	3
		Networking Elective	3
IMGT	2332	Advanced Data Communication	3
IMGT	2345	CAPSTONE: Network Project	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

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

			CREDIT HOURS
SEMESTER			
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: 12 - 13

Computer Science

Computer Information Systems, Associate of Science

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

Computer Science, Associate of Science

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

Career Opportunities:

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

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

Academic Advisement:

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

COMPUTER INFORMATION SYSTEMS
ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY

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 68-72* 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 68-72* 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

Linda Alvarado
Faculty Secretary, STCC
Margaret Allison
Assistant Professor, School of Business Administration,
UT-Pan American, Edinburg
Pat Blum
Events by Pat Blum
Margaret Brooks
Secretary to the Director,
Learning Resources Center, Mission CISD
Rita Flores
Vocational Director, La Joya High School
Texas Employment Commission, McAllen
Toni Flores
Instructor, Office Administration/Co-op Education,
Mercedes High School
Aracely Garcia
Business Teacher, McAllen ISD
Robert Garcia
Director, Career & Technology, Donna ISD
Robert C. Goodwin
Vice President, McAllen National Bank, McAllen
Dr. Richard Irizarry
Assistant Superintendent, Rio Grande City CISD
Martha Myatt
Workforce Development Specialists,
Texas Workforce Commission
Nancy Schultz
Senior Vice President, Texas State Bank, McAllen
David Smith
President, McAllen National Bank
Reveriano Torres III
Legal Assistant, Texas Rural Legal Aid
Melanie Villarreal
Legal Assistant, Neil Norquest, Attorney, McAllen

SECRETARY SCIENCE
CERTIFICATE

TASP Waived

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

CREDIT HOURS

FIRST SEMESTER

COTP	1311	Intermediate Typing	3
ENGL	1312	Business Writing or ENGL 1301	3
COTP	1314	Word Processing I	3
IMGT	1302	Operating Systems (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
ENGL	1301	Composition or ENGL 1312	3
COTP	1313	SpeedWrite	3
MATH	1314	College Algebra	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
GENERAL EDUCATION ELECTIVE-Social & Behavioral Sciences			3

THIRD SEMESTER

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

FOURTH SEMESTER

ACCT	2401	Principles of Financial Accounting	4
**		DIRECTED ELECTIVE	3
**		DIRECTED ELECTIVE	3
GENERAL EDUCATION ELECTIVE - Humanities/Fine Arts			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

CREDIT HOURS

FIRST SEMESTER

COTP	1311	Intermediate Typing	3
ENGL	1301	Composition or ENGL 1312	3
COTP	1312	Introduction to the Law Office	3
MATH	1314	College Algebra	3
COTP	1313	SpeedWrite/or IMGT 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
GENERAL EDUCATION ELECTIVE-Social & Behavioral Sciences			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
SPCH	1311	Intro. to Speech Communication	3

FOURTH SEMESTER

ACCT	2401	Principles of Financial Accounting	4
GENERAL EDUCATION ELECTIVE			3
**DIRECTED ELECTIVE			3
GENERAL EDUCATION ELECTIVE-Humanities/Fine Arts			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

SMALL BUSINESS ADMINISTRATION
TECH PREP
ENHANCED SKILLS CERTIFICATE

			CREDIT HOURS
SEMESTER			
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
PSYC	2317	Statistical Methods in Psychology
SOCI	2301	Marriage and the Family

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 68-72* 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
COSC	1301	Microcomputer Applications	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
ENGL	1301	Composition	3
SUMMER SEMESTER (6 Weeks)			
IMGT	1321	Database I	3
SPCH	1311	Introduction to Speech Communications	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
MATH	1314	College Algebra	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
GOVT	2301	American Government I	3
SUMMER SEMESTER (12 Weeks)			
LEGL	2310	Legal Assistant Capstone Course	3

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
Professsor of Public Policy & Administration,
UT-Pan American, Edinburg
Yvonne "Bonnie" Gonzalez
Chief Executive Officer,
Rio Grande Valley Empowerment Zone Corp.
Dr. Eva Hughes
Educational Support Services,
McAllen Independent School District
Antonio Ocana
Area Manager, Texas Rehabilitation Commission
Mike Perez
City Manager, City of McAllen
Ernest Silva
Assistant City Manager, City of Pharr
Sheila Pankratz
Assistant Director,
Tech Prep of the Rio Grande Valley Inc.
Julianne Rankin
Director of Planning, City of McAllen
Rigoberto Villarreal
Director of Operations, Quality Therapy
Dr. Roberto Zamora
Superintendent of Schools,
La Joya Independent School District

PUBLIC SERVICE ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

CREDIT HOURS

FIRST SEMESTER

ENGL	1301	Composition	3
MATH	1314	College Algebra	3
COSC	1301	Microcomputer Applications	3
PSAP	1301	Introduction to Public Administration	3
PSAP	1302	Public Sector Supervision	3

SECOND SEMESTER

SPCH	1321	Business & Professional Speaking	3
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
ECON	2301	Principles of Economics I - Macro	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

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

2-D Studio   3 credits
The student is required to take a minimum of 3 hours from the following list of courses:
ARTS 2316 Painting I
ARTS 2333 Printmaking I

3-D Studio   3 credits
The student is required to take a minimum of 3 hours from the following list of courses:
ARTS 2326 Sculpture I
ARTS 2346 Ceramics I

Free Elective Studio   6 credits
The student is required to take a minimum of 6 hours from the following list of courses. *These courses must not duplicate courses taken to fulfill 2-D Studio or 3-D Studio.*
ARTS 2316 Painting I
ARTS 2317 Painting II
ARTS 2326 Sculpture I
ARTS 2327 Sculpture II
ARTS 2333 Printmaking I
ARTS 2334 Printmaking II
ARTS 2346 Ceramics I
ARTS 2347 Ceramics II

STCC CORE CURRICULUM   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 68-72* 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
ARTS	1311	Design I
ARTS	1316	Drawing I
ARTS	2316	Painting I
ARTS	2326	Sculpture I
ARTS	2333	Printmaking I
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	2311	Technical Writing
ENGL	2321	English Literature
ENGL	2326	American Literature
ENGL	2331	World Literature
ENGL	2399	Special Topics in Literature
COMM	2311	News Gathering & Writing I
COMM	2315	News Gathering & Writing II

Humanities

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

Modern Languages

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

Oral Communication

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

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 68-72* 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 68-72* 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	Beginning Spanish 1
		Native Speaker or SPAN 1311 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

Biology

Biology, Associate of Science

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

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

BIOLOGY
ASSOCIATE OF SCIENCE

TASP Eligible

FIELD OF STUDY   18 Credits

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

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

STCC CORE CURRICULUM   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 68-72* in the catalog.

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

Engineering

Engineering, Associate of Science

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

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	1101	Intro. to Engineering
ENGR	1204	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 68-72* in the catalog.

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

Mathematics

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

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 68-72* in the catalog.

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

Physics

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

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 68-72* in the catalog.

FIELD OF STUDY: 20
STCC CORE CURRICULUM: 42
TOTAL CREDIT HOURS: 62

DIVISION OF NURSING AND ALLIED HEALTH

Emergency Medical Technology

Emergency Medical Technology

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

Instruction at the **EMT Basic** level will serve as a foundation for the other two advanced levels, as well as concentrate on learning general anatomy and physiology and general patient assessment. Students will learn and practice 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 patient assessment, anatomy and physiology of the circulatory system and the respiratory system. They will then practice and perform advanced invasive lifesaving procedures such as intravenous (IV) administration and endotracheal intubation.

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

1. Admission to the College
2. Pass college placement test with minimum scores or completion of developmental classes for course placement as follows:
   - Reading: Eligibility for English 80
   - Writing: Eligibility for Writing 81
   - Reading: Eligibility for Math 85
3. Satisfy program specific requirements:
   - Completion of Health and Physical Exam
   - Immunizations, including TB test within past 5 months
   - CPR certification for Adult, Child and Infant
   - Professional liability insurance
   - Medical insurance

NOTE: See department for additional information regarding above requirements.

Graduation Requirements

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

ADVISORY COMMITTEE

Mary Alejandro, RN
ER Director, McAllen Medical Center
Julie Benson, EMT-P
Clinical Director, Ameristat Ambulance
Horacio Cantu, EMT-P
EMS Director, Ameristat Ambulance
Sally Carpenter, RN
ER Director, McAllen Heart Hospital
Primo De La Rosa, EMT-P
Supervisor, Valley EMS, Inc.
George Flores, EMT
CEO/Director, MEDCARE Ambulance
Noel Garcia, EMT-P
EMS Director, Starr County EMS
Atanacio Garza, EMT-I
CEO, Valley EMS, Inc.
Mack Gilbert, EMT-P
Director, MTS Ambulance

Dennis Hebner, EMT-P
EMS Training Officer, Harlingen EMS
Fred Moreno, RN
ER Director, Mission Hospital
Terry Posluszny, MD, FACC
EMT Program Medical Director, Private Practice
Arturo Rodriguez, RRT, RN, EMT-P
EMS Director, City of Brownsville
Jesse Rodriguez, EMT-P
Director, EM-CARE Ambulance
Roy Rubio, EMT
Fire Chief, Weslaco Fire Department
Noemi Sanchez, EMT-I
TDH EMS Program Director
Carlos E. Tello, EMT-P
TDH EMS Specialist
Rick Vaiz, EMT-P
CEO, A.C.T. Ambulance

EMERGENCY MEDICAL TECHNOLOGY
Intermediate - CERTIFICATE

TASP Waived

FIRST SEMESTER
<div align="right">

CREDIT HOURS
</div>

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

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

CAPSTONE: Successfully pass the Texas Department of Health State Certification Exam EMT-Intermediate.

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
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
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

CREDIT HOURS

FIRST SEMESTER

EMTB	1601	Emergency Medical Technician	6
EMTB	1202	EMTB Lab	2
EMTB	1103	EMTB Clinical	1
ENGL	1301	Composition	3
SPCH	1311	Intro to Speech Communication or SPCH 1318	3

SECOND SEMESTER

EMTI	1311	EMT-Intermediate	3
EMTI	1312	EMTI Lab	3
EMTI	1213	EMTI Clinical	2
BIOL	2401	Anatomy & Physiology I	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
SOCI	1301	Intro to Sociology	3
PSYC	2301	General Psychology	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).

Graduation Requirements

To earn an Associate of Applied Science Degree in Health Information Technology, a student must meet all college graduation requiremests and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Daniel Cantu, RPh
Hidalgo High School
Gordon B. Daniels
Medical Records Coordinator,
Tropical Texas Center for Mental Health
and Mental Retardation
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
Office Manager, Southern Bone and Joint Center

HEALTH INFORMATION TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

			CREDIT HOURS
SUMMER SEMESTER			
COSC	1301	Microcomputer Applications	3
BIOL	1408	General Biology I	4
FIRST SEMESTER			
ENGL	1301	Composition	3
BIOL	2401	Anatomy & Physiology I	4
MIPR	1300	Intro. to Health Info. Science	3
MIPR	1301	Medical Terminology I	3
IMGT	1302	Operating Systems DOS	3
SECOND SEMESTER			
BIOL	2402	Anatomy & Physiology II	4
MIPR	1303	General Pathology	3
HITP	1202	Legal Aspects of Medical Records	2
MIPR	1311	International Classification of Diseases I	3
PSYC	2301	General Psychology	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
SPCH	1321	Business & Professional Speaking	3
MATH	1314	College Algebra	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

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

			CREDIT HOURS
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: 9 - 10

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.

Graduation Requirements

To earn the Health Unit Coordination Technology Certificate, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Maggie Barreiro RN, MSN
Nursing Department, McAllen Medical Center
Emma Corkill RN, ADN
Nursing Department,
Edinburg Regional Medical Center
Janie Gonzales CHUC
Nursing Department,
Edinburg Regional Medical Center
Elma Longoria HUC
Nursing Department,
Edinburg Regional Medical Center
Veronica Muñoz LVN
Nursing Department,
Valley Grande Manor Nursing Home, Weslaco
Antonio Nieto Jr. (Trainer)
Transportation Department,
Edinburg Consolidated Independent School District
Dolores Ramirez CHUC
Nursing Department,
Edinburg Regional Medical Center
Virginia Rial RN, MSN
Nursing Department, Knapp Medical Center
Irma Rodriguez, RRA
Health Information Technology Instructor, STCC
Janie Viers RN, MSN
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

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.

Graduation Requirements

To earn the Medical Information Specialist Certificate or the Medical Transcriptionist Certificate, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Mary Lou Cavazos
Office Manager, Jose E. Igoa, MD, PA
Eulalio Elizondo
Transcriptionist, McAllen Heart Hospital
Irasema Gonzalez
Office Manager, Child Guidance Center
Maribel Hernandez
Transcription/Manager, South Texas Cancer Center
Dora Martinez
Transcription Supervisor, McAllen Medical Center
Juan Navarro
Medical Records Department,
Starr County Memorial Hospital
Dora Nieto, CHUC
Health Unit Coordination Technology Instructor, STCC
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

<div align="right"><u>**CREDIT HOURS**</u></div>

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

Nursing

The Associate Degree Nursing (ADN) program is pending approval by the Board of Nurse Examiners for the State of Texas (BNE). The Texas Higher Education Coordinating Board has approved the program and students will be admitted to the Fall 1998 class. Upon completion of the two year, five-semester program the graduate will be able to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) administered by the Board of Nurse Examiners for the State of Texas. After successful completion of this exam, the individual will be a Registered Nurse.

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

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

Program Admission Requirements
• . Apply for admissiom to the College.
• . Pass all three levels of TASP.
• Achieve a minimum composite score of 23, and a score of 19 on the math and English portions of the ACT.
• Maintain a minimum GPA of 2.5 in all courses applicable to the ADN program.
• Complete all prerequisite courses as listed in the degree plan.
• Complete a speciffic program application and additional admission procedures as reuired.

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

Due to the limited number of program slots, a predetermined number of applicants, who meet the requirements with maximum number of points will be required to complete a personal interview with a professional committee of nurses and faculty prior to final selection for the program.

Graduation Requirements
To graduate with an Associate of Applied Science Degree in Nursing, a student must maintain a minimum grade point average of 2.0 in all nursing courses. Students must achieve a minimum score of 75% to pass all nursing courses.

ADVISORY COMMITTEE

Dalia Aguayo, BSN, RN
Director of Nursing, Briarcliff Nursing and
Rehabilitation Center
Donna Bacchus, RN, MSN
Knapp Medical
Maggie Barreiro, MSN, RN
Assistant Director of Nursing, McAllen Medical Center
Georgia Ferguson, RN, MS, CCRN
Director of Rehabilitation Center,
Columbia Rio Grande Regional Hospital
Sharon Inman, MSN, RN
Director of Nursing Services, Knapp Medical Center
Diane LaGrange, MSN, RN
AND Director, UT-Pan American
Elma Lopez, AND, RN
Starr County Memorial Hospital
Raymond Morris, Assistant Superintendent
Edinburg C.I.S.D.
Terry Perez, AND, RN
Maternal Child Health Services
Sally Roach, MSN, RN
VN Director, UTB/TSC
Gilda Rodriguez, AND, RN
Mission Hospital
Cheryl Sohrabian, RN, CNE
Director of Nursing, Edinburg Regional Medical Center

NURSING
ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

CREDIT HOURS

FIRST YEAR
PREREQUISITES:
BIOL	1408	General Biology (or LVNU 1402)	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	2
NURS	1209	Intro to Nursing	2

FALL SEMESTER
BIOL	2401	Anatomy & Physiology I	3
PSYC	2314	Lifespan Development	3
NURS	1423	Fundamentals of Nursing	4
NURS	1360	Clinical I	0
NURS	1305	Nursing Skills	2

SPRING SEMESTER
BIOL	2402	Anatomy & Physiology II	3
NURS	1414	Care of the Client with Common Health Care Needs	4
NURS	1466	Clinical II	1
NURS	1306	Nursing Skills II	2

SECOND YEAR
SUMMER SESSION
BIOL	2421	Microbiology	3
			3

FALL SEMESTER
NURS	2504	Care of Client with Complex Health Care Needs	5
NURS	2466	Clinical III	1
SPCH	1311	Intro to Speech Communications	3

SPRING SEMESTER
Sociology Elective			3
NURS	2535	Integrated Client Care Management	5
NURS	2467	CAPSTONE: Clinical IV	1

TOTAL CREDIT HOURS: 72

Identifies courses to fulfill minimum 15 hour General Education Requirement

NURSING
VN - ADN Transition Option
ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

<u>CREDIT HOURS</u>

FIRST YEAR

The prerequisite courses must be completed prior to acceptance in LVN-ADN Transition nursing courses of NURG 1306, NURG 1227 and NURG 2161.

PREREQUISITES:

BIOL	1408	General Biology (or LVNU 1402)	3
BIOL	2401	Anatomy & Physiology I	3
BIOL	2402	Anatomy & Physiology II	3
BIOL	2421	Microbiology	3
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	2
PSYC	2314	Lifespan Development	3

SECOND YEAR
SUMMER SESSION

*NURS 1306		Nursing Skills II	2
NURS	1227	Transition from Vocational to Associate Degree	2
NURS	2161	Transition Clinical	0
			4

FALL SEMESTER

NURS	2504	Care of Client with Complex Health Care Needs	5
NURS	2466	Clinical II	1
*SPCH	1311	Intro to Speech Communication	3

SPRING SEMESTER

Sociology Elective			3
NURS	2535	Integrated Client Care Management	5
NURS	2467	CAPSTONE: Clinical IV	1

Escrow Credit: Upon successful completion of the transitions courses NURS 1227 and 2161 the student earns 17 semester credit hours.

* Courses that may be taken prior to acceptance in LVN-ADN program.

TOTAL CREDIT HOURS: 72

<u>Identifies courses to fulfill minimum 15 hour General Education Requirement</u>

Occupational Therapy Assistant

Ocupational Therapy Assistant, 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 TASP requirements.
  Students who are TASP exempt due to college coursework prior to 1989 must take the TASP Exam and pass in all areas to be eligible for the OTA Program.
- Have a GPA of 2.5 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, students who meet the requirements with the maximum number of points will be required to complete an interview process with a professional committee of therapists and faculty prior to final selection for the program.

Graduation Requirements
To earn an Associate of Applied Science Degree in Occupational therapy Assisting, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Velma Esparza, OTR
Long-Term Care, McAllen
Sonia Finley, OTR
Owner, Out-Patient Hand Therapy Clinic, McAllen
Ruth Garza, COTA
Owner, School-Based Services, Harlingen
Cecilia Hoffmann, COTA/OTR
Mental Health, McAllen
Miguel Ramos, COTA
UT-Pan American Student
Sandra Salinas-Ortiz, OTR
Early Childhood Intervention, Harlingen
Patty Sheinberg, PT
Long-Term Care, McAllen
Joanne Wetch, RN
Rehab, Harlingen

OCCUPATIONAL THERAPY ASSISTANT
ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

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

<div align="right"><u>CREDIT HOURS</u></div>

PREREQUISITE TERM

BIOL	1408	General Biology I	4
MIPR	1301	Medical Terminology I	3

FIRST SEMESTER

BIOL	2401	Anatomy and Physiology I	4
ENGL	1301	Composition	3
PSYC	2301	General Psychology	3
OTAP	1301	Introduction to OT	3
OTAP	1302	Therapeutic Media	3

SECOND SEMESTER

BIOL	2402	Anatomy and Physiology II	4
SPCH	1318	Interpersonal Communication	3
OTAP	1311	Lifespan-Infants/Children	3
OTAP	1310	Group Dynamics	3
OTAP	1230	Field Work I-A	2

THIRD SEMESTER - SUMMER SESSION I

COSC	1301	Microcomputer Applications	3
OTAP	1312	Lifespan Adolescent/Adults	3

FOURTH SEMESTER

PSYC	2314	Lifespan Growth and Development	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 a 17 credit hour certificate program that offers classroom instruction and related clinical practice in the basic nursing care of adults, mothers and newborns, children and the eldery. The primary role of the graduate of the patient care assistant program is to assist vocational and professional nurses in providing nursing care for patients in a variety of health care settings. Upon successful completion of the first semester, students are qualified to take the state competency exam as a certified long-term care nursing assistant. Completion of the second semester courses and certificate requirements prepares the students to work in acute hospitals, psychiatric settings, nursing homes, hospices, doctor's offices, clinics, and home health care.

Program Entry Requirements

1. Admission to the College.
2. Pass college placement tests with minimum scores or completion of developmental classes for course placement as follows:
   - Reading = Eligibility for English 80
   - Writing = Eligibility for English 81
   - Math = Eligibility for Math 85
3. Satisfy program specific requirements:
   - Completion of Health and Physical Exam
   - Immunizations, including TB test within past 5 months
   - CPR certification for Adult, Child, and Infant
   - Professional liability insurance
   - Medical insurance

NOTE: See department for additional information regarding above requirements.

Graduation Requirements:

To earn the Patient Care Assistant Certificate, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grad of "C."

ADVISORY COMMITTEE

Sonia Castañeda
STCC Student, Patient Care Assistant Program
Mary Curz
Inservice Coordinator,
Charter Palms Behavioral Center
Angela Davis
Education Coordinator,
McAllen Medical Center
Virginia Garcia
Education Coordinator,
Edinburg Regional Medical Center
Andrea Lerma
Director of Nursing,
Charter Palms Behavioral Center
Carl Lueg
Administrator (owner),
Twinbrooke South Nursing Center
Mrs. Molina
Administrator, Edinburg Retama Manor
Kathleen Mowery
Education Coordinator,
Mission Hospital
Lisa Roach
Assistant Clinical Director,
House Calls Home Health Agency
Russell Roach
Program Development Director,
Life Care Hospitals of South Texas
Frank Saldivar
Vocational Counselor,
Edcouch Elsa Career and Tech. Center
Art Soza
Certified Nurse Aid, STCC Student LVN Program

PATIENT CARE ASSISTANT
CERTIFICATE

TASP Waived

			CREDIT HOURS

SEMESTER

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

Physical Therapist Assistant

Physical Therapist Assistant,
Associate of Applied Science

The Physical Therapist Assistant Program has received approval from the Texas Higher Education Coordinating Board and is seeking accreditation by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. The program has submitted a Declaration of Intent to Apply for Accreditation, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status nor does it assure that the program will be granted Initial Accreditation.

Physical Therapist Assistants, PTA's, are skilled health care providers who work under the supervision of a physical therapist. PTA's assist the physical therapist in implementing treatment programs to help restore or improve function, relieve pain, encourage independence, and educate patients and their families. PTA's administer a variety of services such as a therapeutic modalities (for example heat, cold, ultrasound), wound care, gait training, therapeutic exercise, and training for activities of daily living. Additional responsibilities include reporting on patient responses to the physical therapist, writing progress notes, assisting in testing and evaluations, preparing home programs, transporting patients, and clinic or equipment preparation and maintenance.

Students seeking entry in the two year Associate of Applied Science Physical Therapist Assistant Program must file a specific program application form and complete additional admission procedures as required. (See application for specific criteria/procedures).

Program Admission Requirements

Admission is limited to 14 students annually and is therefore, very competitive. To be considered for admission to the PTA Program students must meet the following requirements:

1. Complete the general admission requirements of STCC, and all state requirements.
2. Be TASP complete.
3. Earn a composite score of 19 or better on the ACT. Scores must be current within the last 5 years. No applicant will be exempt.
4. Demonstrate a minimum composite G.P.A. of 2.5 for courses applicable to the PTA Program.

5. Present documentation of a minimum of ten (10) hours of volunteer or work experience under the direction of a PT or PTA.
6. Attend an Information and Orientation session or student advisement session with PTA faculty.
7. Complete the following pre-requisite courses or equivalent with a grade of "C" or better:
   BIOL 1408 General Biology I
   MIPR 1301 Medical Terminology I
   COSC 1301 Microcomputer Applications
   PTAP 1201 Profession of Physical Therapy - *must be completed with a grade of "B" or better.*

Additional Support and General Education Requirements (not considered pre-requisites) for the PTA Program are:
   BIOL 2401 Anatomy & Physiology I
   BIOL 2402 Anatomy & Physiology II
   ENGL 1301 Composition I
   SPCH 1311 Intro to Speech Communication
   PSYC 2314 Lifespan Growth & Development

Selection Process

The selection process will be conducted by the PTA Program Admissions Committee composed of practicing physical therapists and physical therapist assistants from area facilities, and the program faculty. The process is based on a point system in which ranked points are earned by the applicant. The first phase will include a review of completed application packets by the Office of Admissions and Records. Completed files are then forwarded to the Admissions Committee for an academic review. The second phase for selected students will include a written assignment, group activity, and personal interview.

Only applicants with the highest total scores will be admitted to the program. The number of slots may be reduced based on available resources.

Applications will be available by March 1998 through the Division of Nursing and Allied Health and Student Information Centers. The deadline for submission of completed applications is May 22, 1998. Applicants will be notified of their status by July 15, 1998.

If granted Candidacy Accreditation Status, the PTA Program will admit its first class Fall 1998.

Graduation Requirements

To earn an Associate of Applied Science Degree in Physical Therapist Assisting, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Kilo Alaniz, PTA
Knapp Medical Center
Mary T. Alaniz, PT
Trucare Rehabilitation
Theresa Berbel, PT
Sol Rehab
Ricardo Garza, PTA
American Therapy Services
Gloria Garza, PTA, RN
Donna I.S.D.
Fortino Gonzalez, PT
Puig Physical Therapy Services
Jennifer Griffith, OTR
Easter Seals Society of the RGV
Dina Guadarrama, OTR
Valley Baptist Medical Center -
Round Outpatient Rehabilitation
Efrain Guzman, PT
Valley Baptist Medical Center -
Rehabilitation Services
Roger W. Long, PT
Retired, Ex-Officio Member
Bertha Puig, PT
Valley Therapeutics and Rehabilitation
Javier Rocha, PT
Briarcliff Nursing and Rehab Center
Sylvia Rodriguez, PTA
Easter Seals, Society of the RGV

PHYSICAL THERAPIST ASSISTANT
ASSOCIATE OF APPLIED SCIENCE

TASP Eligible

			CREDIT HOURS
PREREQUISITE TERM			
BIOL	1408	General Biology I	4
MIPR	1301	Medical Terminology I	3
COSC	1301	Microcomputer Applications	3
PTAP	1201	Profession of Physical Therapy	2

FIRST YEAR
First Semester

BIOL	2401	Anatomy & Physiology I	4
ENGL	1301	Composition	3
PTAP	1410	Physical Therapy Fundamentals	4
PTAP	1511	Physical Agents	5

Second Semester

BIOL	2402	Anatomy & Physiology II	4
SPCH	1311	Intro. to Speech Communication	3
PTAP	1520	Surface & Functional Anatomy	5
PTAP	1321	Clinical Pathology	3

Summer Session I

PTAP	1330	Practicum I	3

Summer Session II

PSYC	2314	Lifespan Growth and Development	3
PTAP	2451	Therapeutic Exercise	4

SECOND YEAR
First Semester

PTAP	2350	Management in Health Care	3
PTAP	1240	Neurophysiology	2
PTAP	2552	Rehab Procedures	5

Second Session

PTAP	2460	PT Seminar (Capstone)	4
PTAP	2561	Practicum II (Capstone)	5

TOTAL CREDIT HOURS: 72

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.
  Scores must be within the last 3 years.
- Achieve a minimum composite score of 19 on the ACT.
  Scores must be within the last 2 years.
- 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 critera will be based on a point system (number of support courses completed times grade point average of degree plan courses).

Selection Criteria

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

ADVISORY COMMITTEE

Rafael Cesar Acosta, Ph.D.
Physicist
McAllen Medical Center Cancer Institute
Julio Astacio, M.D.
Chairman, Department of Radiology
McAllen Medical Center
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, Immaging 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

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

FIRST YEAR
Fall Semester

BIOL	2401	Anatomy & Physiology I	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

BIOL	2402	Anatomy & Physiology II	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

PSYC	2301	General Psychology	3
SPCH	1318	Interpersonal Communication	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

Vocational Nursing

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 eldery. 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 (see application for specific criteria, courses and procedures).

Program Admission Requirements
1. Admission to the College.
2. High school graduate or complete GED.
3. Pass college placement tests with minimum scores or completion of developmental classes for course placement as follows:
   Reading = eligibility for English 90
   Writing = eligibility for English 91
   Math = eligibility for Math 85
   NOTE: Passing TASP in all three areas or achieving equivalent scores on SAT or ACT may be substituted.
4. Completion of specific program application form and additional admission procedures as required. Applications are available from the Student Information Center, Office of Student Support Programs, Office of Admissions and Records and the Division of Nursing and Allied Health.

Selection Process:
Selection criteria of the vocational nursing program is based on a point system of grade point average, courses completed, work experience, and certification in the health field. Due to the limited number of program slots available, ranking of students with the same scores will in the following priority:
- First priority: Alternates to previous year's applicate pool.
- Second priority: Date application submitted.
- Third priority: Number of courses completed.

Application must be received by the Office of Admissions and Records by the *first Monday in February* to be considered for the Fall class. The vocational nursing program admits one class of students each Fall semester.

Graduation Requirements:
To earn a certificate in Vocational Nursing, a student must meet college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C."

ADVISORY COMMITTEE

Maggie Barriero, RN
Assistant Director of Nursing
McAllen Medical Center
Sally Basurto
Special Populations Counselor,
South Texas Community College
Dina Garza, LVN
PTCA Instructor
South Texas Community College
Carl Lueg
President/Owner
Twinbrooke South Nursing Home
Guadalupe Luna, RN
Administrator/Owner
Melody Home Care
Betty Martinez, LVN
Staff Nurse, McAllen Medical Center
Kathleen Mowery, RN
Director of Education
Mission Hospital
Thalia Muñoz, RN
Administrator
Starr County Memorial Hospital

VOCATIONAL NURSING
CERTIFICATE

TASP Waived

<table>
<tr><td></td><td></td><td></td><td style="text-align:right"><u>CREDIT HOURS</u></td></tr>
</table>

FALL SEMESTER

			CREDIT HOURS
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

CAPSTONE: Successfully pass National Council Licensing Exam-PA.

TOTAL CREDIT HOURS: 47

DIVISION OF SOCIAL AND BEHAVIORAL SCIENCES

143

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

FIRST SEMESTER
CDEC	1354	Child Growth and Development	3
CDEC	1311	Intro to Early Childhood Education	3
CDEC	1317	Child Development Associate Training I	3
CDEC	1166	Field Study I**	1
ENGL	1301	Composition	3
PSYC	2301	General Psychology	3

SECOND SEMESTER
CDEC	2421	The Infant and Toddler	4
CDEC	1358	Creative Arts for Early Childhood	3
CDEC	1167	Field Study II**	1
SPCH	1318	Interpersonal Communications	3
COSC	1301	Micro Computer Applications	3

THIRD SEMESTER
CDEC	1456	Emergent Lit. for Early Child.	4
CDED	2341	The School Age Child	3
CDEC	1318	Nutrition, Health, and Safety	3
CDEC	2322	Child Development Associate Training II	3
CDEC	2166	Field Study III**	1
		Math / Natural Science Elective	3

FOURTH SEMESTER
CDEC	1303	Family and the Community	3
CDEC	1494	Influences of Culture and Environments	4
CDEC	1313	Cur. Resources for Er. Child. Pro.	3
CDEC	2326	Adm. Of Programs for Children I	3
CDEC	2324	Child Development Associate Training III	3
CDEC	2167	CAPSTONE: Field Study IV**	1

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

TOTAL CREDIT HOURS: 64

Identifies courses to fulfill minimum 15 hour General Education Requirement

Culinary Arts

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.

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

COMMERCIAL COOKING
CERTIFICATE

TASP Waived

FIRST SEMESTER

CULN	1301	Safety and Sanitation	3
CULN	1320	Food Preparation & Meal Management	3
CULN	1330	Baking	3
BIOL	1322	Nutrition and Diet Therapy	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 APPLED SCIENCE

TASP Eligible

CREDIT HOURS

FIRST SEMESTER

CULN	1301	Safety and Sanitation	3
CULN	1320	Food Preparation & Meal Management	3
CULN	1330	Baking	3
BIOL	1322	Nutrition and Diet Therapy	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
ENGL	1301	Composition	3
COSC	1301	Microcomputer Applications	3
ACCT	1301	Introduction to Accounting	3

THIRD SEMESTER

BIOL	1408	General Biology I	4
SOCI	1301	Introduction to Sociology	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
BIOL	2320	Microbiology for Food Service	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

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

<div style="text-align:right">

CREDIT HOURS

</div>

FIRST SEMESTER

ENGL	1301	Composition	3
Math Elective			3
COSC	1301	Microcomputer Applications	3
BIOL	1408	General Biology I	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
PSYC	2301	General Psychology	3
SPCH	1311	Intro. to Speech Communication	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

Hotel/Motel Operations, Certificate

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

Travel and Tourism, Certificate

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

ADVISORY COMMITTEE

Joe Aleman III
Owner, Aleman Auto Rental Inc.
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

HOTEL/MOTEL OPERATIONS
CERTIFICATE

TASP Waived

			CREDIT HOURS
FIRST SEMESTER			
IMGT	1312	Intro. to Computer Applications or COSC 1301	3
TRAV	1301	Intro. to Travel/Tourism/Lodging	3
TRAV	1341	Customer Service Skills	3
HTML	1360	Front Office Procedures	3
HTML	1362	Managing Housekeeping & Security	3
SECOND SEMESTER			
SPCH	1311	Intro. to Speech Communications or SPCH 1321	3
TRAV	1311	Travel/Tourism Destinations I	3
TRAV	1343	Selling Techniques in Hospitality/Tourism	3
HTML	1363	Hospitality Supervision	3
HTML	1350	CAPSTONE: Hotel Practicum & Seminar	3

TOTAL CREDIT HOURS: 30

TRAVEL AND TOURISM
CERTIFICATE

TASP Waived

FIRST SEMESTER

IMGT	1312	Intro. to Computer Applications or COSC 1301	3
TRAV	1301	Intro. to Travel/Tourism/Lodging	3
TRAV	1341	Customer Service Skills	3
TRAV	1312	Travel/Tourism Destinations II	3
TRAV	1321	Airline Tariffs & Ticketing I (Domestic)	3
TRAV	1331	Tours and Accommodations	3

SECOND SEMESTER

SPCH	1311	Intro. to Speech Communications or SPCH 1321	3
TRAV	1311	Travel/Tourism Destinations I	3
TRAV	1343	Selling Techniques in Hospitality/Tourism	3
TRAV	1323	CRS Air and Land	3
TRAV	1332	Transportation and Cruises	3
TRAV	1350	CAPSTONE: Travel/Tourism Practicum & Seminar	3

TOTAL CREDIT HOURS: 36

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 68-72* 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.

NOTE:
- Physical Education Special Activity Fee approved for the 1998-1999 calendar is $40.00 per course.
- PHED 1174 (Bowling) has a $75.00 course fee.

Physical Education College Transferable Classes:

PHED	1101	AEROBICS/IND. FITNESS
PHED	1102	INDIVIDUAL FITNESS/WEIGHT CONDITIONING
PHED	1103	SCULP/CARDIO
PHED	1120	JAZZ DANCE
PHED	1122	LINE DANCING
PHED	1130	WATER FITNESS
PHED	1131	BEGINNING SWIMMING
PHED	1140	SELF DEFENSE
PHED	1142	KARATE
PHED	1143	AIKIDO
PHED	1144	TAI CHI CHUAN
PHED	1145	TAE KWON DO
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	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

Women's Studies

Women's Studies, Associate of Arts

Students who obtain a degree in this area will have the opportunity of taking transferable courses in government, psychology, and sociology. A total of 18 Field of Study credit hours is required for this degree. This series of courses is designed to equip the student with a broad based understanding of the social, political, cultural, and economic realities that confront contemporary women.

Issues in this degree program focus on the emerging role of women, not only in the Rio Grande Valley but throughout the United States and adjoining cultures.

In addition to the Field of Study, students who pursue this degree will complete 42 credit hours of core curriculum requirements. This makes for an excellent platform of transferable courses, by carefully selecting courses a student can complete a subsequent baccalaureate degree with two additional years of college/university course work.

WOMEN'S STUDIES
ASSOCIATE OF ARTS

TASP Eligible

FIELD OF STUDY   18 Credits

SOCI	2399	Current Issues in Sociology
SOCI	2301	Marriage & the Family
PSYC	2319	Social Psychology
PSYC	2306	Human Sexuality
GOVT	2389	Academic Cooperative in Social Sciences
PSYC	2307	Adolescent Psychology
SOCI	1306	Contemporary Social Problems

STCC CORE CURRICULUM   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 68-72* in the catalog.

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

DIVISION OF TECHNOLOGY

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
Osvaldo 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

CREDIT HOURS

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
ENGL	1301	Composition	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
PHYS	1415	Physical Science I	4
SPCH	1318	Interpersonal Communication	3
THIRD SEMESTER			
AUTO	2344	Advanced Vehicle Electronics	3
AUTO	2412	Fuel & Emissions Systems	4
AUTO	2423	Engine Performance	4
PSYC	2301	General Psychology	3
COSC	1301	Microcomputer Applications	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

AUTOMOTIVE TECHNOLOGY
TECH PREP
ENHANCED SKILLS CERTIFICATE

CREDIT HOURS

SEMESTER

Choose four (4) out of the five (5) courses:

BUSI	1359	Business Communications	3
BUSI	2320	Small Business Management	3
BUSI	1302	Principles of Management	3
AUTO	2455	Automotive Electronic Control Systems	4
AUTO	2456	Advanced Engine Performance II	4

TOTAL CREDIT HOURS: 13 - 14

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 demostrated.

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

FIRST SEMESTER

ENGL	1212	Business Writing	3
MATH	105	Technical Mathematics	3
COSC	1301	Microcomputer Applications	3
DFTG	1305	Technical Drafting	3
DFTG	1309	Basic Computer Aided - Drafting	3

SECOND SEMESTER

DFTG	1354	Architectural Drafting - Commercial	3
DFTG	1317	Architectural Drafting - Residental	3
DFTG	1356	Descriptive Geometry	3
DFTG	1352	Intermediate Computer - Aided Drafting	3

SUMMER SESSION

DFTG	1380	Cooperative Education	3

THIRD SEMESTER

DFTG	1348	Topographical Drafting	3
DFTG	2352	Mechanical and Electrical Systems	3
		* Program Elective	3
DFTG	2332	Advanced Computer - Aided Drafting	3

TOTAL CREDIT HOURS: 42

*DFTG Program Electives:

DFTG	1391	Construction Materials & Specifications	3
DFTG	2340	Solid Modeling / Design	3
DFTG	1321	Architectural Illustration	3
DFTG	2310	Structural Drafting	3

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
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
MATH	1314	College Algebra	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
ENGL	1301	Composition	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
SPCH	1318	Interpersonal Communications or SPCH 1311	3

SPRING SEMESTER - 2nd Year

PSYC	2301	General Psychology or SOCI 1301	3
PHYS	1415	Physical Science I	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*
Johnson Supply Co., Inc., McAllen
Mark Chapa - *Member*
Pameco Company, Inc., McAllen
Rene Garza - *Member*
All American Heating and Cooling, Mission

HEATING, VENTILATION AND
AIR CONDITIONING TECHNOLOGY
CERTIFICATE

TASP Waived

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
ENGL	1301	Composition	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
MATH	1314	College Algebra	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
SPCH	1318	Interpersonal Communications	3

FOURTH SEMESTER			
HVAC	2414	HVAC and Refrigeration Systems Servicing II	4
HVAC	2434	Pneumatics Controls	4
General Education Elective			3
Social & Behavioral Sciences Elective			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, Air Brakes, Suspension, Steering, and Transmissions through a combination of lecture and lab work, to include troubleshooting and diagnostic procedures.

ADVISORY COMMITTEE

Jim Brown
Owner, JC Brown Inc., San Juan
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 Hartzog
Service Manager
Weaks Martin Implement Company, Inc., Mission
Jim Nordmeyer
Owner, Jim's Auto Service
McAllen Fuel Injection, McAllen
Mark Osterman
Service Manager
Ruch Truck Center, Pharr
Melvin Thompson
Career Tech Counselor
Memorial High School, McAllen
Jesus I. Torres
Special Population Coordinator ISD, , McAllen
Uvense Valdez
Service Manager
Holt Company of Texas, Weslaco
Brad Wood
Parts Manager
Weaks 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 TRANSPORATION 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
COSC	1301	Microcomputer Applications	3
ENGL	1301	Composition	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
MATH	1314	College Algebra	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
SPCH	1318	Interpersonal Communication	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
		Social/Behavioral Sciences Elective	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

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

Manufacturing Technology

The Manufacturing Technology Certificate program and its options provide an environment to develop technical skills that are highly marketable to the area's industries. Most of the courses are set-up to simulate actual working environments.

Technical course work begins in the first semester in order to develop a common skill base for the program's three options. During this first semester the student will learn how to use computers, read and use industrial prints, gain technical skills, as well as take one or two courses in their area of specialization. During the second semesters, the student will continue in one of three options that include:

Manufacturing Technology, Certificate Specialization: Industrial Systems Maintenance Technology

Includes studies in industrial electricity, electrical motor controls, fluid power, and safety. This program will help prepare students to work with engineers to install industrial controls, troubleshoot hydraulic equipment, and reduce manufacturing downtime. This course will help prepare graduates to take leadership roles and progress into higher level employment opportunities.

Manufacturing Technology, Certificate Specialization: Manufacturing Technology

Includes studies in Quality Control procedures and plastic materials and processes. This program includes safety studies and helps prepare the student to work in the engineering and/or manufacturing departments of South Texas companies. This option also prepares graduates for possible supervisory positions after gaining some experience.

Manufacturing Technology, Certificate Specialization: Precision Manufacturing Technology

Includes studies to enable the student to specialize in machining, metrology, tool and die, and manufacturing processes. This specialty will allow the student to continue in the Precision Manufacturing Technology's two-year Associate of Applied Science degree program upon completion or permit the student to go to work in a highly rewarding career field in industry.

Manufacturing Technology, Associate of Applied Science Degree Specialization: Precision Manufacturing Technology

This degree program provides an environment to develop technical skills. All courses are set-up to simulate a working environment.

Technical coursework includes machine tool labs, materials and processes, AutoCAD, CNC, welding and teamwork and 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 Technology Tech Prep Ehnhanced Kills Certificate

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

ADVISORY COMMITTEE

Bill Abrams, Chair
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, Division of Technology, STCC
Jerry Nunez
Nu-Co Tools Inc., Alamo
Irma Olivo
CADD Program Chair, STCC
Keith Patridge
Vide-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
Larry Sandahl
TRW, McAllen
Ed Sanjoto
Alps Automotive, McAllen
Alex Shipp
Johnson Control, McAllen

MANUFACTURING TECHNOLOGY
CERTIFICATE
Specialization: Industrial Systems Maintenance Technology

**PENDING APPROVAL FROM
THE TEXAS HIGHER EDUCATION COORDINATING BOARD.**

TASP Waived

			CREDIT HOURS
FALL SEMESTER			
DFTG	1325	Blueprint Reading & Sketching	3
COSC	1301	Miccrocomputer Applications	3
MATH	105	Technical Mathematics	3
MCHN	1438	Basic Machine Shop I	4
ERTP	1391	Basic Electricity	3
SPRING SEMESTER			
MCHN	1393	Teaming	3
ERTP	1271	Work Place Safety	2
ENGL	1312	Business Writing	3
ERTP	1457	AC/DC Motor Control	4
HETT	1321	Principles of Hydraulics & Pneumatics	3
SUMMER SESSION			
ERTP	1300	CAPSTONE: Cooperative Education I	3

TOTAL CREDIT HOURS: 34

MANUFACTURING TECHNOLOGY
CERTIFICATE
Specialization: Manufacturing Technology

**PENDING APPROVAL FROM
THE TEXAS HIGHER EDUCATION COORDINATING BOARD.**

TASP Waived

			CREDIT HOURS
FALL SEMESTER			
DFTG	1325	Blueprint Reading & Sketching	3
COSC	1301	Microcomputer Applications	3
MATH	105	Technical Mathematics	3
ERTP	1374	Basic Quality Control	3
ERTP	1375	Intro. to Plastics	3
SPRING SEMESTER			
MCHN	1393	Teaming	3
ERTP	1271	Work Place Safety	2
ENGL	1312	Business Writing	3
MCHN	1419	Manufacturing Materials & Processes	4
ERTP	1445	Plastic Processes I	4
SUMMER SESSION			
ERTP	1300	CAPSTONE: Cooperative Education I	3

TOTAL CREDIT HOURS: 34

MANUFACTURING TECHNOLOGY
CERTIFICATE
Specialization: Precision Manufacturing Technology

**PENDING APPROVAL FROM
THE TEXAS HIGHER EDUCATION COORDINATING BOARD.**

TASP Waived

<u>CREDIT HOURS</u>

FALL SEMESTER

DFTG	1325	Blueprint Reading & Sketching	3
COSC	1301	Microcomputer Applications	3
MATH	105	Technical Mathematics	3
MCHN	1438	Basic Machine Shop I	4
ENGL	1312	Business Writing	3

SPRING SEMESTER

MCHN	1393	Teaming	3
DFTG	1313	Drafting for Specific Occupations	3
MCHN	1419	Manufacturing Materials & Processes	4
MCHN	1452	Intermediate Machine Shop I	4

SUMMER SESSION

MCHN	1382	CAPSTONE: Cooperative Education I	3

TOTAL CREDIT HOURS: 33

MANUFACTURING TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
Specialization: Precision Manufacturing Technology

TASP Eligible

			CREDIT HOURS
FALL SEMESTER			
DFTG	1325	Blueprint Reading & Sketching	3
COSC	1301	Microcomputer Applications	3
MCHN	1438	Basic Machine Shop I	4
ENGL	1312	Business Writing	3
MATH	105	Technical Mathematics	3
SPRING SEMESTER			
DFTG	1313	Drafting for Specific Occupations	3
MATH	1314	College Algebra	3
MCHN	1419	Manufacturing Materials & Processes	4
MCHN	1452	Intermediate Machine Shop I	4
MCHN	1393	Teaming	3
SUMMER SESSION			
MCHN	1382	CAPSTONE: Cooperative Education I	3
FALL SEMESTER			
MCHN	1493	Computer Numerical Controls	4
MATH	1316	Plane Trigonometry	3
WLDG	1337	Introduction to Metallurgy	3
MCHN	2341	Advanced Machining Operations I	3
		Social/Behavioral Science Elective	3
SPRING SEMESTER			
MCHN	2547	Specialized Tools and Fixtures	5
		Humanities Elective	3
		Program Elective	3
MCHN	1320	Precision Tools and Measurement	3
SUMMER SESSION			
MCHN	2382	CAPSTONE: Cooperative Education II	3
PMTD PROGRAM ELECTIVES:			
MCHN	2345	Advanced Machining Operations II	3
MCHN	1293	Cost Estimating	2

TOTAL CREDIT HOURS: 69

Identifies courses to fulfill minimum 15 hour General Education Requirement

MANUFACTURING TECHNOLOGY
TECH PREP
ENHANCED SKILLS CERTIFICATE

PENDING APPROVAL FROM
THE TEXAS HIGHER EDUCATION COORDINATING BOARD.

TASP Waived

SEMESTER   **CREDIT HOURS**

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

DFTG	2340	Solid Modeling/Design	3
MCHN	2470	Advanced Tool & Fixture Design	4
QCTC	1446	Testing and Inspection Systems	4
MCHN	1230	Statistical Process Control for Machinist	2
BUSI	1302	Principles of Management	3

TOTAL CREDIT HOURS: 8 - 11

Course Descriptions

COURSE DESCRIPTIONS

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. It gives attention to procedural aspects of accounting with emphasis on the accounting cycle and special journals.

Prerequisite: None

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, 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 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 primarily focuses on federal income taxation for individuals and sole proprietorships. Emphasis is placed on the preparation of Form 1040, along with various supporting schedules. Attention is also placed on the use of data processing equipment in the preparation of the various 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 EV)
3 credits, 3 hours lecture, 0 hours lab per week

This course introduces the field of archaeology. It emphasizes methods of data collection, and a world review of major events in the development of past human civilizations.

Prerequisite: None.

ANTH 2346* GENERAL ANTHROPOLOGY
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, archaeology, linguistics and ethnology.

Prerequisite: None.

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.

Prerequisite: None.

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.

Prerequisite: READ 80.

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 prehistory through the middle ages.

Prerequisite: READ 90.

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.

Prerequisite: READ 90.

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.

Prerequisite: None.

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 emphasized.

Prerequisite: ARTS 1311 or approval of instructor.

ARTS 1313* FOUNDATIONS OF ART
3 credits, 3 hours lecture, 0 hours lab per week
This course introduces students to the creative and imaginative use of art materials, tools, and techniques. The cultural significance of visual art is also emphasized.

Prerequisite: None.

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.

Prerequisite: None.

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 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 and is 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 judgement and growth.

Prerequisite: None.

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.

Prerequisite: None

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 hour as a study in advanced problems and techniques.

Prerequisite: ARTS 2316 or approval of instructor.

ARTS 2323 DRAWING III
This course is a further investigation of drawing media and techniques with emphasis on personal expression and concepts.

Prerequisite: ARTS 1317 or approval of 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 emphasis on personal expression, concepts and development.

Prerequisite: ARTS 2323 or approval of 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.
Prerequisite: None.

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 instructor.

ARTS 2333* PRINTMAKING I
3 credits, 3 hours lecture, 0 hours lab per week
This studio course explores the use of basic printmaking media and techniques.
Prerequisite: None.

ARTS 2334* PRINTMAKING II
3 credits, 3 hours lecture, 0 hours lab per week
This studio course is a further investigation of basic printmaking media and techniques with emphasis on personal expression. This course may be repeated once for an additional 3 credit hours in advanced problems and techniques.
Prerequisite: ARTS 2333 or approval of instructor.

ARTS 2346* CERAMICS I
3 credits, 2 hours lecture, 4 hours lab per week
This studio course explores the preparation and manipulation of clay for the creation of ceramics.
Prerequisite: None.

ARTS 2347* CERAMICS II
3 credits, 2 hours lecture, 4 hours lab per week
This studio course is a further investigation of the preparation and manipulation of clay for the creation of ceramics. This course may be repeated once for an additional 3 credit hours as a study in advanced problems and techniques.
Prerequisite: ARTS 2346 or approval of instructor.

ARTS 2356 PHOTOGRAPHY I
3 credits, 2 hours lecture, 4 hours lab per week
This course is an introduction to the basics of photography. It includes camera operation, techniques, knowledge of chemistry and presentation skills. Emphasis is placed on design, history and contemporary trends as a means of developing and understanding of photographic aesthetics.
Prerequisite: ARTS 1311 or approval of instructor.

ARTS 2357 PHOTOGRAPHY II
3 credits, 2 hours lecture, 4 hours lab per week
This course is a further investigation of the processes and aesthetics of photography with an emphasis on personal development. This course can be repeated once for an additional three credit hours as a study in advanced problems and techniques.
Prerequisite: ARTS 2356 or approval of instructor.

ARTS 2389* ACADEMIC COOPERATIVE IN FINE ARTS
3 credits, 1 hours lecture, 6 hours off-campus lab per week
This is an instructional program designed to integrate on-campus study with practical hands-on work experience in the fine arts. In conjunction with class seminars, students will set specific goals and objectives in the study of art.
Prerequisite: None

AUTOMOTIVE TECHNOLOGY

AUTO 1211 STANDARD TRANSAXLES & DRIVETRAIN
2 credits, 1 hour lecture, 4 hours lab per week

This course covers the fundamentals of clutches, manual transmissions, transaxles and differentials. Emphasis is on diagnosing and repairing transmissions, transaxles, clutches, drivelines, U-joints, C-V joints, front and rear differentials and transfer case.

Prerequisite: MATH 105 or concurrent enrollment in MATH 80.

AUTO 1311 PRINCIPLES OF INTERNAL COMB ENG
3 credits, 2 hours lecture, 4 hours lab per week

The course covers the principles of theory and operation of automotive gasoline engines. Emphasis is placed on inspection, measurements, and repair methods of overhaul, to include disassembly, repair and reassembly of the engine. Lubrication and cooling systems will also be included.

Prerequisite: MATH 105 or concurrent enrollment in MATH 80.

AUTO 1411 AUTOMATIC TRANSMISSIONS & TRANSAXLES
4 credits, 2 hours lecture, 8 hours lab per week

This course covers the operating principles, diagnosis and repairing of automatic transmission and transaxles. Emphasis 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. The use of diagnostic and test equipment is stressed. Emphasis is placed in troubleshooting and repairing vehicles components, such as starters, charging systems, the electrical accessories, and the lighting system.

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 hour lecture, 6 hours off-campus 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 technicians 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 INTRO TO AUTOMOTIVE SERVICE EXCELLENCE
3 credits, 3 hours lecture, 0 hours lab per week

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

Prerequisite: None.

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

This course will present the knowledge and skills on vehicle controls systems. Electronic climate control systems will also be included.

Prerequisite: AUTO 1421 (for AAS only), MATH 105 or concurrent 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 the fuel injection system and emission control system. Emphasis is placed on servicing, diagnosis, and repairing components with the use of 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 in with emphasis on the use of electronic diagnostic equipment. Diagnosing and testing the ignition circuit, fuel systems, and engine problems which have an effect on driveability performance in the lab is emphasized.

Prerequisite: AUTO 1311, 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 overhaul, including rebuilding the 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 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.

AUTO 2455 AUTOMOTIVE ELECTRONIC CONTROL SYSTEMS
4 credits, 2 hours lecture, 8 hours lab per week

This course covers all electronic controls other than engine controls including: body control modules, ABS systems, automatic temperature controls and vehicle suspension. Emphasis will be placed on diagnosis and repair of these systems.

Prerequisite: AUTO 2454.

AUTO 2456 ADVANCED ENGINE PERFORMANCE II
4 credits, 2 hours lecture, 8 hours lab per week

This course consists of in-depth study in general powertrain diagnosis and computerized engine controls diagnosis. Emphasis will be placed on diagnosing and correcting driveability problems using state-of-the-art equipment.

Prerequisite: AUTO 2454, AUTO 2412.

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.

Prerequisite: None.

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.

Prerequisite: None.

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

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

Prerequisite: BIOL 1408.

BIOL   1411* GENERAL BOTANY
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, liveworts, ferns and seed producing organisms. Plant reproduction and functional interactions with their environment and with humans are covered. It includes selected laboratory exercises.

Prerequisite: None.

BIOL   1413* GENERAL ZOOLOGY
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.

Prerequisite: None.

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.

Prerequisite: None.

BIOL   2306* ENVIRONMENTAL BIOLOGY
3 credits, 3 hours lecture, 0 hours 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 1409.

BIOL   2320 MICROBIOLOGY FOR THE FOOD SERVICES
3 credits, 3 hours lecture, 0 hours lab per week

Consideration of metazoa, protozoa, fungi, bacteria and viruses in intoxication and the transmission of diseases by food and beverage; the role of microorganisms in the quality and control of microbial populations. Production of foods by microbial fermentations; laws, regulations and performances standards; microorganisms as food. For hotel restaurant management, merchandising and hospitality management, and health education majors.

Prerequisite: BIOL 1408.

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.

Prerequisite: None.

BIOL 2401* ANATOMY & 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 systems.

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 2401.

BIOL 2416* GENETICS
4 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 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 micro organisms.

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

BIOL 2428* COMPARATIVE VERTEBRATE ANATOMY
4 credits, 3 hours lecture, 3 hours lab per week

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

Prerequisite: BIOL 2401.

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.

Prerequisite: None.

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.

Prerequisite: None.

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. This 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 1341 MANAGERIAL DECISION MAKING
3 credits, 3 hours lecture, 0 hours lab per week

This course will introduce the student to negotiating skills, problem solving, leadership skills, time management, self-motivation, assertiveness, logical thinking, decisive decision-making, and to be held accountable for any decisions made.

Prerequisite: None.

BUSI 1342 INTRODUCTION TO CONVENIENCE STORES
3 credits, 3 hours lecture, 0 hours lab per week

This course introduces students to the organization and management of a convenience store. This course will also cover the legal aspects of running a convenience store, and satisfying customer requirements.

Prerequisite: None.

BUSI 1343 INTRODUCTION TO IMPORT/EXPORT & INTERNATIONAL MARKETING
3 credits, 2 hours lecture, 3 hours lab per week

This course is an introduction to the study of export-import business, tariffs, quotas, labor laws, federal regulations, financial requirements, currency exchange, and other factors affecting the business based on laws and regulations of different countries. It will also present a basic approach to the understanding of international marketing and will reflect the importance of competing with business in a worldwide market. It also provides an approach and framework for identifying and analyzing the important environments of culture and economics, uniqueness of different nations and geographical regions, and customer service.

Prerequisite: None.

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

This course is designed to develop skills in all phases of business communication with coverage of communication technology such as e-mail and the Internet. Students learn the role of technology in communication and how to use it effectively in the workplace.

Prerequisite: ENGL 81, IMGT 1312.

BUSI 1390 HUMAN RELATIONS
3 credits, 3 hours lecture, 0 hours lab 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.

Prerequisite: None.

BUSI   2301* BUSINESS LAW
3 credits, 3 hours lecture, 0 hours lab 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)
Prerequisite: None.

BUSI   2303 PRINCIPLES OF TRANSPORTATION
3 credits, 2 hours lecture, 3 hours lab per week

This course will be a comprehensive study of the principles of transportation management, the organization and the major functions. This study will cover all aspects of import-export transportation including methods, follow-up order production status, obtain and prepare invoices, prepare packing lists, send forwarder or assemble, give instructions to forwarder and others, maintain documented shipment files, determine costs, shipping procedures, special permits and special requirements of hazardous materials, and other import-export functions as needed.
Prerequisite: None.

BUSI   2305 CONVENIENCE STORE 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 and sale of petroleum products. It includes accident prevention, theft prevention, and robbery prevention. The student will be taught general first aid and to perform the Heimlich maneuver.
Prerequisite: None.

BUSI   2306 BASICS OF INVENTORY CONTROL/MATERIAL MANAGEMENT
3 credits, 2 hours lecture, 3 hours lab per week

This course is designed to teach students the basic concepts of inventory control in profit-oriented organization. In the area of inventory control, course topics include inventory control procedures, inventory turnover, physical inventory systems, security concerns, purchasing and receiving control, controlling costs, and maintaining standards. In the area of materials management, the course covers topics that relate to the support of international manufacturing and assembly operations. Specific topics in materials management relate to the concepts Material Requirements Planning (MRP) and include the production scheduling process, principles of procurement in a manufacturing setting, and inventory control procedures and systems.
Prerequisite: None.

BUSI   2307 IMPORT/EXPORT MANAGEMENT INFORMATION SYSTEMS
3 credits, 2 hours lecture, 3 hours lab per week

This course will apply the principles previously learned to the computer information and management systems utilized by Customer Brokers and Materials Managers. The discussion and application of U.S. Customs Automated Broker Interface of the framework and capabilities for these systems. The student will be required to work practice problems using the computer practice set.
Prerequisite: BUSI 1343, 2303, 2310, 2306.

BUSI   2308 STORE OPERATIONS
3 credits, 3 hours lecture, 0 hours lab per week

This course covers the general procedures and policies in operating a convenience store. This course will introduce the student to convenience store management techniques, training of new employees, organization, and delegation of duties to subordinates.
Prerequisite: BUSI 1342.

BUSI   2309 QUALITY PROCESS
3 credits, 3 hours lecture, 0 hours lab per week

This course will introduce the student to quality control, satisfying customer requirements, and record keeping monitoring quality. Emphasis will be placed on achieving quality.
Prerequisite: BUSI 1342.

BUSI 2310 FUNDAMENTALS OF COMMODITY CLASSIFICATION
3 credits, 2 hours lecture, 3 hours lab per week

This course will provide instruction on the history of the Harmonized System of classifying commodities world wide, and how the different nations agreed on this method to expedite the classification process. Topics will include: general rules used in interpretation of the codes, discussion on the different schedules and import tariffs, and the discussion of the different sets, accessories, and parts to the coding system. Fall only.

Prerequisite: None.

BUSI 2315 CAPSTONE: BUSINESS PRACTICUM
3 credits, 1 hour lecture, 20 hours off-campus lab 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: 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.

Prerequisite: None.

BUSI 2330 PRINCIPLES OF MARKETING
3 credits, 3 hours lecture, 0 hours lab per week

This is an introductory course to the practices and principles 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.

Prerequisite: None.

BUSI 2340 TEAM WORK AND 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, workplace 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: IMGT 1312.

BUSINESS COMPUTER SYSTEMS

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.

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.

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.

IMGT 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 accomplished through laboratory experience.

Prerequisite: None.

IMGT 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 a computer, learn to create and modify documents, newsletters, brochures, fliers, booklets, etc. They will learn to create macros and styles to enhance publications.

Prerequisite: COSC 1301, IMGT 1312 or Program Chair's approval.

IMGT 1314 MANAGEMENT OF WINDOWS APPLICATIONS
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 IMGT 1312.

IMGT 1315 FUNDAMENTALS OF IBM AS/400 RPG
3 credits, 2 hours lecture, 4 hours lab per week
This course introduces the student to the RPG/400 programming language. Topics include language syntax, input/output and arithmetic operations, control-break processing, multiple-record types, table/array processing, exception output and sequential file processing.

Prerequisite: COSC 1301 or concurrent enrollment.

IMGT 1316 IBM AS/400 OPER. & FACILITIES
3 credits, 2 hours lecture, 4 hours lab per week
The object of this course is to develop a student's competencies in the operating environment of the IBM AS/400. Topics include working with jobs and commands, single-level storage, advanced message handling, physical, logical, display and device files, advanced work with SEU and DFU, SDA (Screen Design Aid), Control Language, working with User Profiles, save/restore operations, journaling and security.

Prerequisite: IMGT 1320.

IMGT   1320 IBM AS/400 CONCEPTS
3 credits, 2 hours lecture, 4 hours lab per week

This course introduces students to the fundamentals of the IBM AS/400 midrange system, including terminology, applications and theory. Topics include system overview and menu navigation, sign-on procedures, using HELP, an introduction to objects, libraries and members, job and printer control, message handling, aspects of system security, physical and logical files, the Data File Utility, the Source Entry Utility, CL commands, and source file compilation.

Prerequisite: COSC 1301 or concurrent enrollment.

IMGT   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, IMGT 1302 or ELCT 1321 or Program Chair's approval.

IMGT   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, IMGT 1302 or ELCT 1321.

IMGT   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.

IMGT   2310 ADVANCED IBM AS/400 RPG
3 credits, 2 hours lecture, 4 hours lab per week

This course is a continuation of the development of skill in the use of RPG/400. Tables, arrays, and structured coding techniques are used to write, compile, and run programs. Multiple-occurrence data structures, Source and Data File Utilities, exception time processing and subroutines are included.

Prerequisite: IMGT 1315.

IMGT   2311 NETWORKS AND CONNECTIVITY
3 credits, 2 hours lecture, 3 hours lab per week

This course covers component of different types of network operating systems. Topics include workstation and protocol support, performance features, fault tolerant capabilities, technical specifications, commands, security features, utilities and client server capabilities. Network operating systems include NetWare, LAN Server, LAN Manager, MacIntosh LAN, AT&T STARLAN, ARCnet, 10net, Vines, LANtastic and Windows for workgroups/95.

Prerequisite: IMGT 1320, 1355, 2421.

IMGT   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 features, display characteris-

tics, editing, moving and copying, sorting, mathematical functions, statistical functions, financial functions, report generation and other features are covered. Lab exercises are designed to allow students to use reasoning abilities to solve problems and make decisions.

Prerequisite: IMGT 1312 or COSC 1301, or Program Chair's approval.

IMGT 2315 IBM AS/400 DATABASE CONCEPTS
3 credits, 2 hours lecture, 4 hours lab per week

The content of this course provides students with the required knowledge and skills to implement a relational database application using DB2/400. Query 400 is also examined as a tool for manipulating a database. Topics include basic database concepts, physical definition and description, logical file creation and use, join and non-join logical files, accessing database files from high-level languages, and database modeling and design.

Prerequisite: IMGT 1316, 1320, 1314, 1321.

IMGT 2317 GROUPWARE
3 credits, 2 hours lecture, 3 hours lab per week

This course introduces a GroupWare program such as Lotus Notes '97, Microsoft Office '97, Smart Suite '97, etc. in the AS/400 environment.

Prerequisite: IMGT 1320, 1316.

IMGT 2322 NETWORK DESIGN & DEVELOPMENT
3 credits, 3 hours lecture, 0 hours lab per week

This course is a study of hardware, software and interface requirement for designing, implementing, and evaluating microcomputer networking systems. Students shall acquire and interpret information both verbally and in written form, solve problems using creative thinking and mathematical skills, and communicate with other students their reasoning in network design technology.

Prerequisite: IMGT 2421.

IMGT 2323 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 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 11314 or approval of the instructor.

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 programer interfaces and line management are covered.

Prerequisite: IMGT 1331.

IMGT 2340 PROGRAMMING TOOL SETS
3 credits, 2 hours lecture, 3 hours lab per week

This course introduces the student to the Visual Age products, and how they work with AS/400 programs.

Prerequisite: IMGT 1320, 1325, 1315.

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 system 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 or ELCT 1321, 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: Program Chair approval.

IMGT 2346 CAPSTONE: MINICOMPUTER PRACTICUM
3 credits, 1 hour lecture, 20 hours off-campus lab per week

This is a planned and supervised occupational work experience at selected AS/400 work sites. Jobs and tasks given to the students are organized to include those of a beginning, intermediate and advanced nature so as to provide exposure to as much as possible of the total operation of an information services center. Students meet eligibility requirements. The internship requires a minimum of 160 clock hours of on-the-job activities.

Prerequisite: All IBM AS/400 core classes.

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 ELCT 1321 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 hierarchial models. Proper application design and techniques are stressed. Teamwork, tie management, written and verbal communication skills will be emphasized using hypothetical database management system problems and a team approach.

Prerequisite: IMGT 1321.

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 AND DEVELOPMENT

CDEC 1166 FIELD STUDY I
1 credit, 0 hours lecture, 9 hours off-campus lab per week

This course provides practical general training and experiences in the workplace. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Corequisite: CDEC 1317.

CDEC 1167 FIELD STUDY II
1 credit, 0 hours lecture, 9 hours off-campus lab per week

This course provides practical general training and experiences in the workplace. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Corequisite: CDEC 1358.

CDEC 1303 FAMILY AND THE COMMUNITY
3 credits, 3 hours lecture, 0 hours lab per week

This course is a study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues.

Prerequisite: None.

CDEC 1311 INTRODUCTION TO EARLY CHILDHOOD EDUCATION
3 credits, 3 hours lecture, 0 hours lab per week

This course is an introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues.

Prerequisite: None.

CDEC 1313 CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAMS
3 credits, 3 hours lecture, 0 hours lab per week

This course covers fundamentals of curriculum design and implementation in developmentally appropriate programs for young children.

Prerequisite: None.

CDEC 1317 CHILD DEVELOPMENT ASSOCIATE TRAINING I
3 credits, 3 hours lecture, 0 hours lab per week

This course is based on the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management, and professionalism. Topics on CDA overview, general observation skills, and child growth and development overview.

Corequisite: CDEC 1166.

CDEC 1318 NUTRITION, HEALTH & SAFETY
3 credits, 3 hours lecture, 0 hours lab per week

This is a study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applied to a variety of settings.

Prerequisite: None.

CDEC 1354 CHILD GROWTH & Development
3 credits, 3 hours lecture, 0 hours lab per week

This is a study of the principles of normal child growth and development from conception to adolescence. The course focuses on physical, cognitive, social, and emotional domains of development.

Prerequisite: None.

CDEC 1358 CREATIVE ARTS FOR EARLY CHILDHOOD
3 credits, 3 hours lecture, 0 hours lab per week

This course is an exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

Corequisite: CDEC 1167.

CDEC 1456 EMERGENT LITERACY FOR EARLY CHILDHOOD
4 credits, 3 hours lecture, 2 hours lab per week

This course is an exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.

Prerequisite: None.

CDEC 1494 INFLUENCES OF CULTURE & ENVIRONMENTS
3 credits, 3 hours lecture, 0 hours lab per week

This course studies anti-bias, multi-cultural issues. Students will develop an understanding of the importance of curriculum that celebrates and values cultural diversity in all young children.

Prerequisite: None.

CDEC 2166 FIELD STUDY III
1 credits, 0 hours lecture, 9 hours off-campus lab per week

This course provides practical general training and experiences in the workplace. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Corequisite: CDEC 2322.

CDEC 2167 FIELD STUDY IV
1 credits, 0 hours lecture, 0 hours off-campus lab per week

This course provides practical general training and experiences in the workplace. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Corequisite: CDEC 2324.

CDEC 2322 CHILD DEVELOPMENT ASSOCIATE TRAINING II
3 credits, 3 hours lecture, 0 hours lab per week

This course is a continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safety, healthy, learning environment, self, social, and guidance.

Prerequisite: CDEC 1317, Corequisite: CDEC 2166.

CDEC 2324 CHILD Development ASSOCIATE TRAINING III
3 credits, 3 hours lecture, 0 hours lab per week

This course is a continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The four functional areas of study are creative, cognitive, physical, and communication.

Corequisite: CDEC 2167.

CDEC 2326 ADMINISTRATION OF PROGRAMS FOR CHILDREN I
3 credits, 3 hours lecture, 0 hours lab per week

This course is a practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Course topics include philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

Prerequisite: None.

CDEC 2341 THE SCHOOL AGE CHILD
3 credits, 3 hours lecture, 0 hours lab per week

This course is a study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques.

Prerequisite: None.

CDEC 2421 THE INFANT & TODDLER
4 credits, 4 hours lecture, 0 hours lab per week

This course is a study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality care giving routines, appropriate environments, materials and activities, and teaching/guiding techniques.

Prerequisite: None.

COMMUNICATION

COMM   2311* NEWS GATHERING & WRITING I
3 credits, 2 hours lecture, 4 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: READ 90 or READ 91.

COMM   2315* NEWS GATHERING & WRITING II
3 credits, 2 hours lecture, 4 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 TECHNOLOGY

DFTG   1305 TECHNICAL DRAFTING
3 credits, 2 hours lecture, 4 hours lab per week

This course is an introduction to the principles of drafting to include terminology and fundamentals, basic drafting techniques, sketching techniques, drafting equipment identification and usage, lettering techniques, alphabet of lines, projection methods, geometric construction, including size and shape description, dimensioning, sections, auxiliary views, and reproduction processes.

Prerequisite: None.

DFTG   1309 BASIC COMPUTER-AIDED DRAFTING
3 credits, 2 hours lecture, 4 hours lab per week

This course is an introduction to basic computer-aided drafting. Emphasis is placed on basic computer operating principles, hardware descriptions and requirements, drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices.

Corequisite: DFTG 1305.

DFTG   1313 DRAFTING FOR SPECIFIC OCCUPATIONS
3 credits, 2 hours lecture, 4 hours lab per week

This course is a discussion of theory and practice with drafting methods and the terminology required for non-drafting majors to prepare working drawings in Precision Manufacturing.

Prerequisite: DFTG 1325.

DFTG   1317 ARCHITECTURAL DRAFTING-RESIDENTIAL
3 credits, 2 hours lecture, 4 hours lab per week

This course is a study of architectural drafting procedures, practices, and symbols, including basic house design, design considerations, room planning, foundation plan design, roof design, elevations, new products, material and tradework specifications and preparation of detailed working drawings for residential structure with emphasis on light frame construction methods.

Prerequisite: DFTG 1305, DFTG 1309.

DFTG   1321 ARCHITECTURAL ILLUSTRATION
3 credits, 2 hours lecture, 4 hours lab per week

This course covers architectural drawing and sketching, including freehand drawing, perspectives, delineation in various media, to include computer generated developments of students' graphical expression, including an introduction to various reproduction methods.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1354.

DFTG 1325 BLUEPRINT READING AND SKETCHING
3 credits, 2 hours lecture, 4 hours lab per week
This course is an introduction to reading and interpreting the "working drawings" for manufactured products and associated tooling. This course includes the use of sketching techniques to create pictorial and multiple-view drawings of manufactured parts.

Prerequisite: None.

DFTG 1348 TOPOGRAPHICAL DRAFTING
3 credits, 2 hours lecture, 4 hours lab per week
This is a course in map drafting, map scales, map feature, and civil measurements. Emphasis is given to plotting of surveyors' field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses, line assignments and the utilization of CAD system in the development of various civil engineering related projects.

Prerequisite: DFTG 1305, DFTG 1309.

DFTG 1352 INTERMEDIATE COMPUTER-AIDED DRAFTING
3 credits, 2 hours lecture, 4 hours lab per week
This course is continuation of practices and techniques used in basic computer-aided drafting emphasizing creation of symbol libraries, batched files, scripted files, model space viewpoints, introduction to rendering customized program menus, and extracted attributes. This course provides an introduction to three-dimensional drafting and solid modeling. A portfolio to be submitted for evaluation will be required.

Prerequisite: DFTG 1305, DFTG 1309.

DFTG 1354 ARCHITECTURAL DRAFTING-COMMERCIAL
3 credits, 2 hours lecture, 4 hours lab per week
This course covers architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Emphasis will be placed on developing drawings to show the functionality of structures using specified building materials and following current building codes. Building types to be covered will be residential, commercial, industrial and institutional.

Prerequisite: DFTG 1305, DFTG 1309.

DFTG 1356 DESCRIPTIVE GEOMETRY
3 credits, 3 hours lecture, 0 hours lab per week
This course is an examination of the graphical solution to problems involving points, lines, and planes in space in addition to the study of various applications common to the construction industry including surveying math, reading scales, measurements and area calculations, conversion, and construction material calculations.

Prerequisite: Completion of or concurrent enrollment in MATH 0105.

DFTG 1380 COOPERATIVE EDUCATION
3 credits, 1 hour lecture, 20 hours lab per week
In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

Prerequisite: DFTG 1305, DFTG 1308, DFTG 1317, DFTG 1352, DFTG 1354, DFTG 1356.

DFTG 1391 CONSTRUCTION MATERIALS & SPECIFICATIONS
3 credits, 2 hours lecture, 4 hours lab per week
This course is a study in the utilization of various industry standard reference materials to include building code manuals, life safety manuals, architectural graphic standards, and manufacturing resources manuals as related to the production of construction documentation for architectural and commercial projects.

Prerequisite: DFTG 1305, DFTG 1317, DFTG 1354.

DFTG 2310 STRUCTURAL DRAFTING
3 credits, 2 hours lecture, 4 hours lab per week

This course is a discussion of detailed drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Drawings and specifications will be designed to meet the standards of American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1354.

DFTG 2332 CAPSTONE: ADVANCED COMPUTER-AIDED DRAFTING
3 credits, 2 hours lecture, 4 hours lab per week

Exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced applications, such as three-dimensional objects creation and linking graphic entities to external non-graphical data in addition to advanced rendering techniques and an introduction to AutoLISP.

Prerequisite: DFTG 1305, DFTG 1309, DFTG 1352.

DFTG 2340 SOLID MODELING/DESIGN
3 credits, 2 hours lecture, 4 hours lab per week

This is a computer-aided modeling course. This course coverse development of three-dimensional drawings and models from engineering sketches and orthographics drawings and utilization of three-dimensional models, as well as rendering and animation techniques in design work.

Prerequisite: DFTG 1309, DFTG 1352, DFTG 2310.

DFTG 2352 MECHANICAL AND ELECTRICAL SYSTEMS
3 credits, 2 hours lecture, 4 hours lab per week

This course covers the properties of building materials (assemblies), specifications, codes, vendor references and uses of mechanical, plumbing, conveying, and electrical systems as related to architecture for residential and commercial construction.

Prerequisite: DFTG 1305, DFTG 1317, DFTG 1354.

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.

Prerequisite: None.

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.

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.

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, 1318, concurrent enrollment in MATH 90 or completion of High School equivalent.

COMPUTERIZED OFFICE TECHNOLOGY

COTP   0090 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 operation and centering applications.
Prerequisite: 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 90 or 25 wpm typing speed on a 3-minute timing and centering applications.

COTP   1312 INTRODUCTION TO THE 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).
Prerequisite: None.

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 90 or equivalent.

COTP   1314 WORDPROCESSING 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 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, IMGT 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, 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, 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, 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 "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 90 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, 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.

Prerequisite: None.

CRIJ 1306* THE COURTS & 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.

Prerequisite: None.

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 policy concerning crime control.

Prerequisite: None.

CRIJ 1310* FUNDAMENTALS OF CRIMINAL LAW
This course is a study of the nature of criminal law, historical and philosophical development of law in society, major definitions and concepts, classifications of crime, elements of crime and penalties using the Texas statutes as illustrations, and criminal responsibility.

Prerequisite: None.

CULINARY ARTS

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.

Prerequisite: None.

CULN 1320 FOOD PREPARATION & MEAL MANAGEMENT
3 credits, 2 hours lecture, 3 hours lab per week
This course presents basic culinary techniques including measurement, cutlery skills and maintenance. In the kitchen lab, students prepare basic menu items such as soups, stocks, sauces, vegetables, breakfasts, and entrees. Students rotate through the stations of a kitchen gaining knowledge and experience in food selection, production,

portion control, plating and storage. Food and environmental sanitation and safety, as well as professional work habits, are emphasized. The student learns kitchen etiquette.

Prerequisite: None.

CULN   1330 BAKING
3 credits, 2 hours lecture, 3 hours lab per week

This course will introduce the student to baking terminology, the basic principles and ingredients used in the production of baked products in a lab setting. Students will prepare basic dough, batters, and pastry items. Proper scaling procedures and baking techniques are emphasized.

Prerequisite: None.

CULN   1340 QUANTITY FOOD PRODUCTION
3 credits, 2 hours lecture, 4 hours lab per week

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.

Prerequisite: None.

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   1360 CUISINE TRENDS
3 credits, 2 hours lecture, 2 hours lab per week

In this course, students learn current trends and international cuisine. Students practice preparing specialty and theme foods, such as hors d'oeuvres, low fat and low cholesterol dishes, and international cuisine, including Mexican and Spanish dishes.

Prerequisite: None.

CULN   2330 INTERMEDIATE BAKING
3 credits, 2 hours lecture, 2 hours lab per week

In this course, students learn the preparation, assembly and presentation of pastries and desserts, including cakes, cookies, and decorative work.

Prerequisite: None.

CULN   2340 MIXOLOGY AND WINE COMPREHENSION
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.

Prerequisite: None.

CULN 2345 ENTREE PREPARATION
3 credits, 2 hours lecture, 3 hours lab per week

This course introduces students to basic meat cutting and selection. Students prepare meats, poultry, fish, and seafood with an emphasis on portion control and sanitation.

Prerequisite: None.

CULN 2350 PROFESSIONAL COOKING SKILLS
3 credits, 2 hours lecture, 3 hours lab per week

This course provides students with an understanding of the reliable judgement of food quality and techniques essential in producing the desired food characteristics consistently. Students develop the ability to relate food acceptance, safety, aesthetic qualities, and economic considerations in food production and sales.

Prerequisite: None

CULN 2357 CAPSTONE: PRACTICUM
3 credits, 1 hour lecture, 14 hours off-campus lab per week

This is a capstone course for AAS Culinary Arts students. Students will be trained on-the-job at the invitation of a host employer. Students will receive both back and front of the house experiences. The Practicum provides students with an opportunity to implement both the technical and human relations skills they have developed in their course work. Students will work under supervision and be evaluated by both the host employer and faculty members. A one hour per week classroom seminar is also scheduled to provide students with support and direction during their Practicum semester.

Prerequisite: Fourth semester standing in A.A.S. Culinary Arts

DEVELOPMENTAL COURSES

DEVM 0001 NON-COURSE BASED DEVELOPMENTAL MATHEMATICS LAB
0 credits, 0 hours lab, 1 hour lab per week

This lab provides self-paced mathematics instructions in a lab setting. The lab is designed to serve students who have completed all developmental courses and have not passed the TASP. The lab emphasizes TASP concepts, including basic mathematics, algebra, and geometry. Instructional methods include individual assignments, computer-directed instructions and small group work. A minimum attendance of 16 clock hours is required for compliance with state regulations regarding TASP.

Prerequisite: Completion of MATH 90, READ 90, and ENGL 90 with a "C" or better or equivalent.

DEVR 0001 NON-COURSE BASED DEVELOPMENTAL READING LAB
0 credits, 0 hours lecture, 1 hour lab per week

This lab course in college reading seeks to further improve students' reading and critical thinking skills. Upon completion of the required 16 hours of lab, students should be able to comprehend and analyze college-level reading materials drawn from core courses. Students progress at their own learning rate under instructor supervision. This course, which emphasizes TASP reading test preparation, includes individual diagnosis of reading strengths and weaknesses for placement in multilevel materials, computer exercises, timed reading exercises, and vocabulary study. Note: Earned credits in this course do not satisfy the requirement in any degree program and are not counted as credit hours for graduation.

Prerequisite: Completion of READ 90, ENGL 91, MATH 90 with a grade of "C" or better or assessment results of The TASP, The Nelson-Denny Reading Test.

DEVW 0001 NON-COURSE REMEDIATION IN DEVELOPMENTAL WRITING
0 credits, 0 hours lecture, 0 hours lab per week

This lab course provides self-paced practice in writing in a lab setting. Students complete 16 hours of individual

practice while enrolled in the Developmental Writing Lab. The course emphasizes TASP writing skills and focuses on purpose, audience, coherence, unity, development, grammar/usage, sentence structure, and mechanics.
Prerequisite: Completion of ENGL 91, READ 90, MATH 90 with a grade of "C".

ENGL 0071 WRITING SKILLS I
3 credits, 3 hours lecture, 0 hours lab per week

This course is designed to improve student writing skills. Emphasis is placed on the writing process, paragraph structure, unity, coherence, grammar, sentence structure, and punctuation. Students must enroll in ENGL 71L concurrently with ENGL 71.
Prerequisite: Placement based on assessment scores. Corequisite: ENGL 71L.

ENGL 0081 WRITING SKILLS II
3 credits, 3 hours lecture, 0 hours lab per week

This course is designed to improve the students' writing skills. Emphasis is placed on the writing process, paragraph structure, unity, coherence, organization, grammar, sentence structure, and punctuation. Students must enroll in ENGL 81L concurrently with ENGL 81.
Prerequisite: Completion of ENGL 71 with a grade of "C" or placement based on assessment scores. Corequisite: ENGL 81L.

ENGL 0091 WRITING SKILLS III
3 credits, 3 hours lecture, 0 hours lab per week

This course is designed to improve students' writing skills. Emphasis is placed on the transition from paragraph to essay writing, the basic expository modes, and the writing process. Students must enroll in ENGL 0091L concurrently with ENGL 91.
Prerequisite: Completion of ENGL 81 with a grade of "C" or placement based on assessment scores. Corequisite: ENGL 91L.

ENGL 071L WRITING SKILLS I LAB
0 credits, 0 hours lecture, 1 hour lab per week

Designed for students currently registered in ENGL 71. ENGL 71L provides individual and group learning experiences to supplement ENGL 71 and emphasizes writing improvement and TASP preparation.
Prerequisite: Placement based on assessment scores. Corequisiste: ENGL 71.

ENGL 081L WRITING SKILLS II LAB
0 credits, 0 hour lecture, 1 hour lab per week

Designed for students currently registered in ENGL 81. ENGL 81L provides individual and group learning experiences to supplement ENGL 0081 and emphasizes writing improvement and TASP preparation.
Prerequisite: Completion of ENGL 71 with a grade of "C" or placement based on assessment scores. Corequisite: ENGL 81.

ENGL 091L WRITING SKILLS III LAB
0 credits, 0 hours lecture, 1 hour lab per week

Designed for students currently registered in ENGL 91. ENGL 91L provides individual and group learning experiences to supplement ENGL 91 and emphasizes writing improvement and TASP preparation.
Prerequisite: Completion of ENGL 81 with a grade of "C" or placement based on assessment scores. Corequisite: ENGL 91.

MATH 0080 DEVELOPMENTAL MATHEMATICS
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, percentage, exponents and scientific notation to solve problems using rational numbers.
Prerequisite: Placement based on assessment scores.
Corequisite: MATH 80L.

MATH 0085 INTRODUCTORY ALGEBRA
3 credits, 3 hours lecture, 0 hours lab per week
This course is a study of fundamental mathematics and elementary algebra, including use of number concepts and computations, solving word problems involving fractions, interpreting graphs and tables, graphing numbers and relationships, solving equations and word problems in one of two variables.
Prerequisite: MATH 80 with a "C" or better., or equivalent. Corequisite: MATH 85L.

MATH 0090 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, solving word problems with quadratic, radical and fractional equations, solving word problems applied to two and three-dimensional figures and applying reasoning skills in solving word problems applied to geometry using similarity, congruence parallelism, perpendicularity, inductive and deductive reasoning.
Prerequisite: MATH 85 with a "C" or better, or equivalent. Corequisite: MATH 90L.

MATH 080L DEVELOPMENTAL MATH SKILLS LAB
0 credits, 0 hours lecture, 1 hour lab per week
This course is designed for students currently registered in MATH 80. The purpose of the lab is to provide individual and group work for additional practice and explanation of MATH 80 and TASP concepts.
Prerequisite: None. Corequisite: MATH 80.

MATH 085L INTRODUCTORY ALGEBRA SKILLS LAB
0 credits, 0 hours lecture, 1 hour lab per week
Designed for students currently registered in MATH 85. The purpose of the lab is to provide individual and group work for additional practice and explanation of MATH 85 and TASP concepts.
Prerequisite: MATH 80 with a grade "C" or better, or equivalent Corequisite: MATH 85.

MATH 090L INTERMEDIATE ALGEBRA AND GEOMETRY SKILLS LAB
0 credits, 0 hours lecture, 1 hour lab per week
Designed for students currently registered in MATH 90. The purpose of the lab is to provide individual and group work for additional practice and explanation of MATH 90 and TASP concepts.
Prerequisite: MATH 85 with a "C" or better, or equivalent. Corequisite: MATH 90.

READING

READ 0070 DEVELOPMENTAL READING I
3 credits, 3 hours lecture, 0 hours lab per week
This initial reading course is designed to help students develop basic skills in reading comprehension and vocabulary knowledge. Emphasis is placed on basic word attack skills, vocabulary development, basic comprehension skills, and learning strategies. Through cooperative learning, individual lab assignments, and directed reading, students learn to seek and construct meaning from the printed page and to develop procedures for increasing reading rates.
Prerequisite: Assessment results of The Nelson-Denny Reading Test. Corequisite: READ 70L.

READ 0080 DEVELOPMENTAL READING II
3 credits, 3 hours lecture, 0 hours lab per week
This developmental course in college reading continues to emphasize students' acquisition of effective college-level reading comprehension, vocabulary, and effective study techniques. Through cooperative learning, individual lab assignments, and directed reading, students learn meaningful methods for blending new information with prior knowledge, so that they are able to read effectively and learn from college-level materials. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context.
Prerequisite: Completion of READ 70 with a "C" or better, or assessment results of The Nelson-Denny Reading Test. Corequisite: READ 80L.

READ 0090 DEVELOPMENTAL READING III
3 credits, 3 hours lecture, 0 hours lab per week

This developmental course in college reading seeks to further improve students' vocabulary, comprehension, and study skills. The development of interpretive comprehension skills and expansion of these skills into higher level analysis, synthesis, and evaluative processes is emphasized, as is improvement of reading and critical thinking skills. Upon completion, students should be able to comprehend and analyze college-level reading materials. Students should also be able to apply reading/study techniques that enhance reading flexibility and understanding of instructional materials.

> *Prerequisite: Completion of READ 80 with a "C" or better, or assessment results of The Nelson-Denny Reading Test. Corequisite: READ 90L.*

READ 070L DEVELOPMENTAL READING I LAB
0 credits, 0 hours lecture, 1 hour lab per week

In the scheduled one-hour weekly reading lab, students progress at their own learning rates under instructor supervision. Students monitor and correct ineffective behaviors as they assess themselves accurately, set personal goals, and monitor progress. The lab course, which emphasizes TASP reading test preparation, includes individual diagnosis of reading strengths and weaknesses for placement in multilevel materials, computer exercises, timed reading exercises, and vocabulary study. Note: Earned credits in this course do not satisfy the requirement in any degree program and are not counted as credit hours for graduation.

> *Prerequisite: Assessment results of the TASP, The Nelson-Denny Reading Test, etc. Corequisite: READ 70.*

READ 080L DEVELOPMENTAL READING II LAB
0 credits, 0 hours lecture, 1 hour lab per week

A scheduled one-hour weekly reading lab is required for the application of skills. The lab component of this course continues students' independent work in a lab format which allows students to progress at their own learning rates under instructor supervision in a multimedia environment. The lab course, which emphasizes TASP reading test preparation, includes individual diagnosis of reading strengths and weaknesses for placement in multilevel materials, computer exercises, timed reading exercises, and vocabulary study. Note: Earned credits in this course do not satisfy the requirement in any degree program and are not counted as credit hours for graduation.

> *Prerequisite: Completion of Reading 70 with a grade of "C" or better or assessment results of The Nelson-Denny Reading Test. Corequisite: READ 80.*

READ 090L DEVELOPMENTAL READING III LAB
0 credits, 0 hours lecture, 1 hour lab per week

A scheduled one-hour weekly reading lab is required for the application of skills. In a lab format, students progress at their own learning rates under instructor supervision. The lab course, which emphasizes TASP reading test preparation, includes individual diagnosis of reading strengths and weaknesses for placement in multilevel materials, computer exercises, timed reading exercises, and vocabulary study. Note: Earned credits in this course do not satisfy the requirement in any degree program and are not counted as credit hours for graduation.

> *Prerequisite: Completion of Reading 80 with a grade of "C" or better or assessment results of The Nelson-Denny Reading Test. Corequisite: READ 90.*

DRAMA

DRAM 1310* THEATER APPRECIATION
3 credits, 3 hours lecture, 1 hour 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.

> *Prerequisite: None.*

DRAM 1351* ACTING I
3 credits, 3 hours lecture, 0 hours lab per week

Acting I stresses the development of basic skills and techniques in acting and theatrical performance, including

increased sensory awareness, improvisational skills, ensemble performing, character analysis, and script analysis. Emphasis will be on developing these acting tools through prepared exercises, monologues and dialogues.

Prerequisite: None

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 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, 0 hours lab per week

This course is an introduction to different teaching programs, teaching fields and employment opportunities. This is a field-based course. Significant time will be spent in local school district classrooms completing detailed observations and activities.

Prerequisite: None.

ELECTRONIC EQUIPMENT AND COMPUTER MAINTENANCE TECHNOLOGY

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 equipments. Emphasis will be placed on logic gates, truth tables, binary number system in logic gates.

Prerequisite: None.

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 SYSTEMS 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, capacitative 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 2316 ADVANCED DIGITAL PROCESSING
3 credits, 2 hours lecture, 4 hours lab per week

This course covers advanced study of Digital Processing with hands-on training on current systems. Activities will include digital signal identification for trouble isolation.

Prerequisite: ELCT 1301, ELCT 2302.

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 2324 MICROPROCESSOR SYSTEMS
3 credits, 2 hours lecture, 4 hours lab per week

This course covers advanced microprocessor design and operation, which includes decision-making process, timing sequence, programming, and networking.

Prerequisite: ELCT 1310, ELCT 2321.

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 EMTB CLINICAL
1 credit, 0 hours lecture, 4 hours off-campus lab per week

This is a supervised clinical learning experience in a clinical facility and 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, or instructor approval.

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: EMTB 1601 or concurrent enrollment

EMTB 1601 EMERGENCY MEDICAL TECHNICIAN
6 credit, 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 and 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 lab 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, or instructor approval.*

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 entubation, 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 students' basic understanding of principles and considerations involved in extricating persons from entrapment in various situations. This course also includes familiarization with some of the major rescue tools, their 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 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 Technical Intermediate Certification 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 entubation 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 EMTP CLINICAL I
2 credits, 0 hours lecture, 10 hours 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 EMTP 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 Departments of Health certification requirements.

Prerequisite: Concurrent enrollment in EMTP 2631.

EMTP 2233 EMTP CLINICAL II
2 credits, 0 hours lecture, 10 hours 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 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, and concurrent enrollment in EMTP 2232 and EMTP 2233.

ENGINEERING

ENGR 1101* INTRODUCTION TO ENGINEERING
1 credit, 1 hour 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.

Prerequisite: COSC 1301.

ENGR 1204* ENGINEERING GRAPHICS
2 credits, 1 hour 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.

Prerequisite: COSC 1301.

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, and completion or 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, and completion or concurrent enrollment in MATH 2415.

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.

Prerequisite: None.

ERTP 1300 CAPSTONE CO-OP
3 credits, 1 hour lecture, 20 hours off-campus lab per week
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 student's training levels.

Prerequisite: None.

ERTP 1374 BASIC QUALITY CONTROLS
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.

Prerequisite: None.

ERTP 1375 INTRODUCTION TO PLASTICS
3 credits, 3 hours lecture, 0 hours lab per week
This is a survey course designed to introduce the student to the field of plastics. It includes an overview of thermoplastics and thermoset materials and the major processing methods utilized by industry.

Prerequisite: None.

ERTP   1391 BASIC ELECTRICITY
3 credits, 2 hours lecture, 2 hours lab per week

This course introduces fundamental concepts of electricity and the use of related electrical test equipment. Topics include: basic DC and AC principles of voltage, resistance and/or impedance, and current in parallel and series circuits; the introduction, identification and use of electrical components such as resistors, inductors, and capacitors; basic power calculations; wire and component sizing. use of the National Electrical Code (NEC) Handbook; basic Ladder Logic; electrical safety; and operation of related electrical test equipment.
> *Prerequisite: None.*

ERTP   1445 PLASTICS PROCESSES I
4 credits, 3 hours lecture, 3 hours lab per week

This course covers identification and examination of thermoplastic processes. Emphasis on safety, selection, and preparation of raw materials, machine functions, mold setup and the use of auxiliary equipment associated with injection molding.
> *Prerequisite: ERTP 1375, second semester standing in the program or approval of the instructor.*

ERTP   1474 AC/DC MOTOR CONTROL
4 credits, 3 hours lecture, 3 hours lab per week

This is a study of electric motors and motor control devices common to modem industrial environments. It includes a presentation of motor characteristics with emphasis on starting, speed control, and stopping systems.
> *Prerequisite: ERTP 1391, second semester standing in program or approval of the instructor.*

ENGLISH

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 TASP or PTASP 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 higher 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 placement test scores or successful completion of ENGL 81.*
> *Note: All of the literature courses (ENGL 2300, ENGL 2322, ENGL 2336, ENGL 2331, ENGL 2399) fulfill degree requirements, with the exception of the Teacher Preparation Education Degree requirements, which are not fulfilled with ENGL 2399.*

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 higher in both ENGL 1301 and 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 ENGL 90 and/or ENGL 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: ENGL 1301, ENGL 1302. A minimum grade of "C" in both.

ENGL 2321* ENGLISH LITERATURE
3 credits, 3 hours lecture, 0 hours lab per week

This course emphasizes selected readings of British literature. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2321 is also designed to introduce students to the study of literary periods, terms and criticism.

    Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

ENGL 2326* AMERICAN LITERATURE
3 credits, 3 hours lecture, 0 hours lab per week

This course emphasizes selected readings of American literature. It encompasses the study of three literary genres which may include short stories, poetry and drama, novel or novella, and essay. English 2326 is also designed to introduce students to the study of literary periods, terms and criticism.

    Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

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 higher in both 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. It will include the study of three literary genres which may include short stories, poetry and drama, novel or novella and essay. English 2399 is also designed to introduce students to the study of literary periods, terms and criticism.

    Prerequisite: A grade of "C" or higher in both ENGL 1301 and ENGL 1302.

GEOGRAPHY

GEOG 1301* PRINCIPLES OF PHYSICAL GEOGRAPHY
3 credits, 3 hours lecture, 0 hours lab per week

This is an introductory course designed to provide a foundation of the study of geography. Emphasis is placed on weather, ocean currents and climates. Course material includes soils and vegetation types and distributions. This course can be counted in supporting teacher preparation and elementary education curricula.

    Prerequisite: None

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.

Prerequisite: None.

GEOL 1404* GENERAL GEOLOGY II
4 credits, 3 hours lecture, 3 hours lab per week

This course is a continuation of Geology I covering the principles related to the deformation of the earth, glaciology, history of the universe and the practical applications of geology in areas such as oil and mining exploration, hydrogeology, pollution and the conservation of our ecosystem.

Prerequisite: GEOL 1403.

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.

GOVT 2389* ACADEMIC COOPERATIVE IN SOCIAL SCIENCE
3 credits, 3 hours lecture, 0 hours lab per week

An instructional program designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of government.

Prerequisite: None.

HEALTH AND HUMAN SERVICES

HHSA 1301 INTRODUCTION TO HEALTH & 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.

Prerequisite: None.

HHSA   1305 ORGANIZED COMMUNITY SERVICES
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.

Prerequisite: None.

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. It 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.

Prerequisite: None.

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 economical, combine to influence policy making.

Prerequisite: None.

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.

Prerequisite: None.

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 hours 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.

Prerequisite: None.

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 legislations 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 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 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 and 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 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
3 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.

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.

Prerequisite: None.

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.

Prerequisite: None.

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.

Prerequisite: None.

HVAC   1402 SPECIAL TOOLS FITTINGS & BRAZING
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.

Prerequisite: None.

HVAC   1403 BASIC ELECTRICITY & 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, troubleshoot-

ing 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 & 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 AND 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 SYSTEMS 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 independently, in estimating and identifying needs for maintenance and repair.

Prerequisite: HVAC 1401, HVAC 1402, HVAC 1403.

HVAC   2414 HVAC & REFRIGERATION SYSTEMS II
4 credits, 3 hours lecture, 4 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 AND TRANSPORTATION TECHNOLOGY

HETT 1321 PRINCIPLES OF HYDRAULICS & 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.

Prerequisite: None.

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, 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, circuity, wiring diagrams, and 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.

Prerequisite: None.

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.

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 and 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 AUTO HYDROSTATIC & POWERSHIFT
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 1350, HETT 2332.

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 completed, or READ 80 or READ 81.

HIST 1302* UNITED STATES HISTORY II
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 reconstruction to the present.
Prerequisite: TASP exempt or TASP completed, or READ 80 or READ 81.

HIST 2311* WESTERN CIVILIZATION I
3 credits, 3 hours lecture, 0 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 completed, or READ 80 or READ 81.

HIST 2312* WESTERN CIVILIZATION II
3 credits, 3 hours lecture, 0 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 completed, or READ 80 or READ 81.

HIST 2321* WORLD CIVILIZATIONS I
3 credits, 3 hours lecture, 0 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 completed, or READ 80 or READ 81.

HIST 2322* WORLD CIVILIZATIONS II
3 credits, 3 hours lecture, 0 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 completed, READ 80 or READ 81.

HIST 2380* MEXICAN AMERICAN HISTORY
3 credits, 3 hours lecture, 0 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 American culture. In addition, the course may cover topics dealing with the South Texas border culture. Students will be expected to show an understanding of the knowledge presented in the course, as well as proficiency in thinking critically about historical issues.
Prerequisite: TASP exempt or TASP completed, or READ 80 or READ 81.

HOSPITALITY AND TOURISM

HTML 1350 CAPSTONE: HOTEL PRACTICUM & SEMINAR
3 credits, 2 hour lecture, 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. The practicum 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. Thirty-two hours of classroom seminar are also scheduled to provide students with support and direction during the practicum semester.
Prerequisite: Second semester standing in the Hotel/Motel 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 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 performance to pursue professional certification from AHMA. Students are also exposed to various automated reservations and back office systems available to the hospitality and tourism industry.
Prerequisite: None.

HTML 1362 MANAGING, HOUSEKEEPING & 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, graduated can use this credit along with actual work performance to pursue professional certification from AHMA.
Prerequisite: None.

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.
Prerequisite: None.

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 or TASP completed or READ 90, READ 91.*

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.*

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 in 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 or concurrent enrollment in LEGL 1301, ENGL 1301, MATH 85.*

LEGL   1303 LAW OFFICE PRACTICE & PROCEDURES
3 creaits, 2 hours lecture, 3 hours lab per week

This course covers law office organizations and functions, which include, case filing, calendars, research, memoranda, proofreading forms, checklists, trust accounts and billing.

>*Prerequisite: COTP 1312, completion of or concurrent enrollment in LEGL 1301, ENGL 1301, 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 judgement 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, 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, 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, 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, affirmative action, sexual harassment and the Americans with Disabilities Act. Public education, the Community Reinvestment Act and the Fair Housing Act will also be discussed. Comprehension and discussion of topics will take place through intensive reading, written essays and class debate.

> *Prerequisite: LEGL 2304, and completion of or concurrent enrollment in ENGL 1301, MATH 1314.*

LEGL   2308 LEGAL BUSINESS ORGANIZATION
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, MATH 1314.*

LEGL   2310 LEGAL ASSISTANT CAPSTONE COURSE
3 credits, 2 hours lecture, 3 hours 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 Assisting Program.*

MATHEMATICS

MATH 0105 TECHNICAL MATHEMATICS
3 credits, 3 hours lecture, 0 hours lab
This course is designed to provide students with mathematical skills needed for success in technical programs. Course topics include simple algebraic expressions, simple equations, verbal problems, exponents, roots, radicals, linear equations and graphs, right triangle trigonometry and measurements. A greater emphasis is given to the solution of applied problems.
> *Prerequisite: MATH 80 or equivalent.*

MATH 0106 TECHNICAL BUSINESS MATHEMATICS
3 credits, 3 hours lecture, 0 hours lab
This course is designed to help students solve common business problems and be able to apply mathematical principles to business-related activities. This course covers bank records, ratio and proportion, base rate and percentage, trade and cash discounts.
> *Prerequisite: MATH 80 or equivalent.*

MATH 0107 MATHEMATICS FOR ALLIED HEALTH
3 credits, 3 hours lecture, 0 hours lab
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
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
This course covers trigonometric functions, identities, equations and applications.
> *Prerequisite: MATH 1314.*

MATH 1324* FINITE MATH
3 credits, 3 hours lecture, 0 hours lab
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+, ACT 20+, SAT 480+.*

MATH 1325* BUSINESS CALCULUS
3 credits, 3 hours lecture, 0 hours lab
Course topics include applications of differential and integral calculus to business and economics, probability and statistics.
> *Prerequisite: MATH 1324 or MATH 1314.*

MATH 1335* MATH FOR ELEMENTARY TEACHERS I
3 credits, 3 hours lecture, 0 hours lab
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 TEACHERS II
3 credits, 3 hours lecture, 0 hours lab

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

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+, ACT 20+, SAT 480+.

MATH   2312* PRECALCULUS
3 credits, 3 hours lecture, 0 hours lab

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
3 credits, 3 hours lecture, 0 hours lab

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

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, antiderivatives, and the definite integral and its applications.

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 covers the study of vectors, calculus of several variables, partial derivatives, multiple integrals and vector calculus, Divergence Theorem and Stoke's Theorem.

Prerequisite: MATH 2414.

MEDICAL INFORMATION

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 covered.

Prerequisite: None.

MIPR 1301 MEDICAL TERMINOLOGY I
3 credits, 3 hours lecture, 0 hours lab
This course covers the study of the basic structure of medical words, prefixes, suffixes, roots, combining forms and plurals. Emphasis is placed on pronunciation, spelling and definition of medical terms.

Prerequisite: None.

MIPR 1302 MEDICAL TERMINOLOGY II
3 credits, 3 hours lecture, 0 hours lab
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
This course covers the basic concepts of pathology, disease 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 medical dictation. Emphasis is on accuracy, use of reference materials, formatting, style and proofreading.

Prerequisite: Must type 35 wpm or better; MIPR 1301 or concurrent enrollment.

MIPR 1311 INTERNATIONAL CLASSIFICATION OF DISEASES I
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 coursework within specialty with "C" or higher.

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 and 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
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 procedures and the use of HCPCS (Health Care Financing Administration: Common Procedure Coding System).
Prerequisite: MIPR 1300, 1301 and concurrent enrollment in MIPR 1303.

MUSIC

MUSI   1166* WOODWIND I
1 credit, 0 hours lecture, 3 hour 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.
Prerequisite: None.

MUSI   1167* WOODWIND II
1 credit, 0 hours lecture, 3 hour 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
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.
Prerequisite: None.

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 guitar playing.
Prerequisite: MUSI 1192.

MUSI   1306* MUSIC APPRECIATION
3 credits, 3 hours lecture, 0 hours lab

This course introduces the student to the elements, forms, and stylistic eras in music through the study of cultural periods, major composers, and music elements.

Prerequisite: None.

OCCUPATIONAL THERAPY ASSISTANT

OTAP   1230 FIELDWORK I-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.

Prerequisite: None.

OTAP   1301 INTRODUCTION TO OCCUPATIONAL THERAPY
3 credits, 3 hours lecture, 0 hours lab

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 for independence, self-care, productivity, and leisure will be explored. Content includes concepts relative to basic human needs, adaptive skills development, and the role expectation of the occupational therapy team in the maintenance of health. The relationship of the occupational therapist to other health services is explored. Additionally, students will receive a basic understanding of medical terminology as it applies to occupational therapy.

Prerequisite: None.

OTAP   1302 THERAPEUTIC MEDIA
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.

Prerequisite: None.

OTAP   1310 GROUP DYNAMICS
3 credits, 3 hours lecture, 0 hours lab

This is an introductory course to acquaint the student with psychiatric disorders through utilization of the DSM-4. Included will be the issues in psychopathology and their impact on the OTA. Criteria for diagnosis, behavioral patterns, and medications utilized in the psychiatric setting will be stressed. Additionally, the student will practice observation and reporting group behaviors with those skills needed to assess individual and group behavior. Also, practice in planning and implementing change strategies in a task group, identification of attitudes which support the roles of group leaders and followers are emphasized as well as exploration of self-behavior in group situations.

Prerequisite: None.

OTAP   1311 LIFESPAN-INFANTS/CHILDREN
3 credits, 3 hours lecture, 0 hours lab

This course covers identification and exploration of commonly seen conditions and programs in the area of infancy through preadolescence, including normal and abnormal development, psychological, physical, emotional, cognitive, and pathological. Strong emphasis is on OT evaluation techniques and treatment strategies for this population.

Prerequisite: None.

OTAP   1312 LIFESPAN-ADOLESCENT/ADULTS
3 credits, 3 hours lecture, 0 hours lab

This course covers identification and exploration of commonly seen conditions of youth through young adult, including normal/abnormal, physical, pathological, social, and cognitive developments. Strong emphasis is placed on OT evaluation techniques and methods of treatment for this group and its conditions.

Prerequisite: None.

OTAP   2231 FIELDWORK I-B
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.

Prerequisite: None.

OTAP   2321 LIFESPAN GERIATRICS
3 credits, 3 hours lecture, 0 hours lab

Emphasis will be given to the fundamentals of dysfunction perceived in the aging population. Included will be the impact of diseases and disabilities generally associated with the elderly client, the OTA's role in providing independence and adjustment to problems of aging, and the role of the COTA as an Activity Director in long term care settings.

Prerequisite: None.

OTAP   2322 MODALITIES/ADAPTATIONS
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.

Prerequisite: None.

OTAP   2323 MANAGEMENT IN HEALTH CARE
3 credits, 3 hours lecture, 0 hours lab

This course includes an identification of budget administration, supervision techniques, and strategies in operating a therapy clinic. An analysis of program organization and management styles for the effective use of personnel, materials, supplies, equipment, and other resources will be completed.

Prerequisite: None.

OTAP   2424 O T 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 hours off-campus lab 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/COLLEGE SUCCESS

ORIN 0101 COLLEGE SUCCESS
3 credits, 3 hours lecture, 0 hours lab

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. It is required of all first-time Developmental Studies and probationary students. Topics 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 include 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: Eligible for READ 80.*

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 and eligible for READ 80.*

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.
> *Prerequisite: PTCA 1405, PTCA 1504 and concurrent enrollment in PTCA 1207.*

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.
> *Prerequisite: None.*

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.
> *Prerequisite: None.*

PHED 1103* 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's approval.*

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.
> *Prerequisite: None.*

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.
> *Prerequisite: None.*

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.

Prerequisite: None.

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.

Prerequisite: None.

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.

Prerequisite: None.

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.

Prerequisite: None.

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.

Prerequisite: None.

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.

Prerequisite: None.

PHED 1145* TAE KWON DO
1 credit, 0 hours lecture, 2 hours lab per week

Tae Kwon Do" means the art of kicking and punching. It is more than just a fighting skill; it is a strict physical and mental discipline.

Prerequisite: None.

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.

Prerequisite: None.

PHED 1170* 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.

Prerequisite: None.

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.
Prerequisite: None.

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.
Prerequisite: None.

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.
Prerequisite: None.

PHED 1180* VOLLEYBALL
1 credit, 0 hours lecture, 2 hours lab per week

This course consists of the history and rules of volleyball. It covers essential skills and basic volleyball movements that are important to the game. This course provides the foundation and preparation for Intermediate Volleyball.
Prerequisite: None

PHED 1181 BASKETBALL
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.
Prerequisite: None.

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.
Prerequisite: None.

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.
Prerequisite: None.

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 intraclass competition.
Prerequisite: None.

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's 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's 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), back and breast strokes.

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's 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's 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's 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's approval.

PHED 2173* INTERMEDIATE 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's 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's 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 higher degree of skill.
Prerequisite: PHED 1181 or instructor's approval.

PHYSICAL THERAPIST ASSISTANT

PTAP   1201 PROFESSION OF PHYSICAL THERAPY
2 credits, 2 hours lecture, 0 hours lab per week

This course is designed as a prerequisite to orient interested students to the profession of physical therapy and the role of the physical therapist assistant. It includes the history, development and philosophy of the profession, the functions of PTs and PTAs, and their relationship to other heal care services. Students will be introduced to the varied practice settings in physical therapy, the cultural; social and economic issues that affect health care, the aspects of time management, basic observation skills. Communication skills will be emphasized through written assignments, oral presentations and role playing. Additionally, an overview of the PTA program, philosophy and curriculum will be presented.

> *Prerequisite: TASP completion; composite score of 19 or better on the ACT, current within the last five years, departmental approval.*

PTAP   1240 NEUROPHYSIOLOGY
2 credits, 2 hours lecture, 0 hours lab per week

This course is designed to provide the PTA student with in-depth study of neuroanatomy and neurophysiology as it relates to the neurological approaches utilized in physical therapy. Emphasis will be placed on the neurological approaches utilized in physical therapy, including etiology, signs, symptoms, progression, prognosis, and medical and therapeutic management.

> *Prerequisite: PTAP 2451 with a minimum grade of "C". Corequisite: PTAP 2350, PTAP 2252.*

PTAP   1321 CLINICAL PATHOLOGY
3 credits, 3 hours lecture, 0 hours lab per week

This course is a survey of conditions commonly encountered in the practice of physical therapy. This course includes etiology, signs, symptoms, progression, prognosis, and medical/therapeutic management of disease entities and injuries. It provides an introduction to surgical and pharmacological treatment for selected conditions. Comparisons between normal and abnormal movements, structural and functional relationships and the need for physical therapy intervention are presented. Emphasis is placed on diseases and/or injuries involving musculoskeletal and neuromuscular systems.

> *Prerequisite: BIOL 2401, BIOL 2402 or concurrent enrollment, PTAP 1410 and PTAP 1511 with a minimum grade of "C". Corequisite: PTAP 1520.*

PTAP   1330 PRACTICUM I
3 credits, 2 hours lecture, 9 hours off-campus lab per week

In this course, students will be introduced to clinical experience in a physical therapy facility under direct supervision of a licensed physical therpist or physical therapist assistant. Students observe and utilize skills obtained in the classroom and laboratory. Opportunities for selecting and applying procedures and equipment, improving decision-making, problem solving and reasoning abilities are provided in selected community PT service settings. This course consists of approximately six weeks part-time experience. Classroom time will include presentations, inservice training, documentation formats, and introduction to testing and measurement techniques common to rehab. Completion of a student portfolio is a requirement of this class.

> *Prerequisite: CPR and first aid certification, professional liability insurance, PTAP 1520 and PTAP 1321 with a minimum grade of "C".*

PTAP   1410 PHYSICAL THERAPY FUNDAMENTALS
4 credits, 2 hours lecture, 6 hours lab per week

This course is designed to provide the students with the basic skills of patient care. Instruction includes the application of procedures related to proper body alignment, vital signs, safety, body mechanics, medical asepsis, positioning, bandaging, bed mobility, transfers, gait and patient/treatment area preparation. Students will receive instruction on management of the burn patient and wound care/debridement. Principles of physics in the application of Physical Therapy will be introduced. Concepts of wheelchairs, seating, architectural barriers and disability will be included. In preparation for the student's first clinical experience, content will cover legal and ethical practice, professional

development, note writing, use of the Blue Macs, general orientation to the hospital setting and medical records. Common terminology will be reviewed.

Prerequisite: Admission to the PTA program. BIOL 2402 or concurrent enrollment, ENGL 1301 or concurrent enrollment. Corequisite: PTAP 1511.

PTAP   1511 PHYSICAL AGENTS
5 credits, 3 hours lecture, 6 hours lab per week

This course focuses on the biophysical principles, assessment and application of therapeutic modalities, with emphasis on indications, contraindications, medical efficacy, and physiologic effects pertinent to utilization of various physical agents. Parts, function, and upkeep of modality equipment will be discussed. Instruction in patient-therapist interaction and related documentation is included.

Prerequisite: Admission to PTA program, BIOL 2401 or concurrent enrollment, ENGL 1301 or concurrent enrollment. Corequisite: PTAP 1410.

PTAP   1520 SURFACE AND FUNCTIONAL ANATOMY
5 credits, 3 hours lecture, 6 hours lab per week

In this course, the student gains knowledge of the human musculoskeletal system and related concepts of kinesiology and biomechanics as they relate to normal activities and dysfunctions. This course provides further study of the principles of physics as applied to the human body. Students will learn muscles, ligaments, joints, and bony landmarks, as well as goniometry, muscle testing, and gait analysis.

Prerequisite: BIOL 2401, BIOL 2402 or concurrent enrollment, SPCH 1311 or concurrent enrollment, PTAP 1410 and PTAP 1511 with a minimum grade of "C". Corequisite: PTAP 1321.

PTAP   2350 MANAGEMENT IN HEALTH CARE
3 credits, 3 hours lecture, 0 hours lab per week

This course emphasizes the identification of budget administration, supervision techniques, and strategies in operating a therapy clinic. An analysis of program organization and management styles for the effective use of personnel, material supplies, equipment, and other resources will be completed.

Prerequisite: PTAP with a minimum grade of "C". Corequisite: PTAP 1240, PTAP 2552.

PTAP   2451 THERAPEUTIC EXERCISE
4 credits, 2 hours lecture, 6 hours lab per week

This course is a study of the principles, theory, indications and contraindications of exercise for strength, mobility, flexibility, endurance, relaxation, coordination, and skill. Instruction will include application to arthritis, pulmonary conditions, cardiac and vascular disorders, as well as management of the med-surg, orthopedics, sport medicine, and industrial patient. The student gains technical skills specific to mat programs, postural training, basic mobilizations, and gait drills and patterns, as well as home program instruction and the appropriate use of exercise equipment. The student will justify the rationale for the selection and revision of exercise. Basic testing and measurement procedures will be continued, with emphasis on an understanding of how to assist the physical therapist with assessment and implementation of care within a treatment plan.

Prerequisite: PSYC 2314 or concurrent enrollment; PTAP 1330 with a minimum grade of "C" or departmental approval.

PTAP   2460 PT SEMINAR
4 credits, 4 hours lecture, 0 hours lab per week

This capstone course is designed to explore nontraditional therapies and new and innovative techniques via student presentation projects, as well as discuss long-term disability, chronic pain, and various clinical specialties. Additional emphasis will be placed on the transition from student to practicing health care provider, including licensure, employment issues, job interviews, resumes, continuing education, and professional development. Students must a PTA exit examination.

Prerequisite: PTAP 2350, PTAP 1240, and PTAP 2552 with a minimum grade of "C". Corequisite: PTAP 2561.

PTAP   2552 REHAB PROCEDURES
5 credits, 3 hours lecture, 6 hours lab per week

This course is a study of theory, indications, contraindications and technique development in the rehabilitation of various neurological and musculoskeletal disorders, with emphasis on various long term pathologies, such as cerebrovascular accidents, cerebral palsy, spinal cord injuries, and traumatic brain injuries. It will include discussion of the amputee, orthotics, and prosthetics. Course content will cover normal versus abnormal development, balance, activities of daily living, geriatrics and pediatrics, and specific rehabilitation techniques (basic NDT, PNF, sensory integration, functional training, and spasticity inhibiting techniques).

Prerequisite: PTAP 2451 with a minimum grade of "C". Corequisite: PTAP 1240, PTAP 2350.

PTAP   2561 PRACTICUM II
5 credits, 1 hour lecture, 32 hours off-campus lab per week

This capstone course provides continued exposure to the clinical environment. Students observe and utilize skills obtained in the classroom and laboratory. Student placements in selected PT service settings in the community will provide opportunities for selecting and applying procedures and equipment, and improving decision-making, problem-solving and reasoning abilities. Experiences consist of two six-week, full-time rotations, under close supervision of a licensed physical therapist or physical therapist assistant.

Prerequisite: BIOL 2401, BIOL 2402 or concurrent enrollment, PTAP 1410 and PTAP 1511 with a minimum grade of "C". Corequisite: PTAP 1520.

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 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, 2 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 or equivalent.

PHYS   1417* PHYSICAL SCIENCE II
4 credits, 3 hours lecture, 2 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
(Pending approval from the Texas Higher Education Coordinating Board)

MCHN 1230 STATISTICAL PROCESS CONTROL (SPC) FOR MACHINIST
2 credits, 2 hours lecture, 0 hours lab per week

This course is an introduction to statistical process control used by machinists and machine operators. It will include analysis of data collected from work pieces.

Prerequisite: DFTG 1313, MCHN 1393, MCHN 1419, MCHN 1452.

MCHN 1293 COST ESTIMATING
2 credits, 2 hours lecture, 0 hours lab per week

This course covers principles of direct and indirect cost productivity, cycle time forecasting, production scheduling, optimization and continuous improvement.

Prerequisite: MCHN 2341.

MCHN 1320 PRECISION TOOLS AND MEASUREMENT
3 credits, 2 hours lecture, 4 hours lab per week

This course is an introduction to the modern science of dimensional metrology. Emphasis is placed on the identification, selection, and application of various types of precision instruments associated with the machining trade. Students will gain practice of basic layout and piece part measurements while using standard measuring tools.

Prerequisite: None.

MCHN 1382 CAPSTONE: COOPERATIVE EDUCATION I
3 credits, 1 hour lecture, 20 hours off-campus lab per week

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

Prerequisite: None.

MCHN 1393 TEAMING
3 credits, 3 hours lecture, 0 hours lab per week

This is a study of group dynamics, synergy, team building, consensus decision making, active listening skills, win-win resolution, confrontation skills, creativity and brainstorming. It incudes an examination of team presentation skills, overall team communication, and resolving personality conflicts.

Prerequisite: None.

MCHN 1419 MANUFACTURING MATERIALS AND PROCESSES
4 credits, 3 hours lecture, 4 hours lab per week

This course is a basic study of variuos materials used in the metals industry and the chemical, physical, and mechanical properties of various metals. Emphasis is placed on manufacturing processes, including casting, forming, amchining and molding.

Prerequisite: None.

MCHN 1452 INTERMEDIATE MACHINE SHOP I
4 credits, 3 hours lecture, 4 hours lab per week

This course covers the operation of drills, milling machines, lathes, and power saws, and provides an introduction to precision measuring techniques.

Prerequisite: DFGT 1325, MCHN 1438, MATH 105.

MCHN 1493 COMPUTER NUMERICAL CONTROLS
4 credits, 2 hours lecture, 6 hours lab per week

This course is a study of numerical controlled machine operations. Emphasis is placed on standard and computer numerical controlled procedures for planning, preparing and operating a computer-assisted program.

Prerequisite: MCHN 1438, MCHN 1452, DFTG 1313.

MCHN 2341 ADVANCED MACHINING OPERATIONS I
3 credits, 2 hours lecture, 4 hours lab per week

This is an advanced study of lathe and milling operations. Emphasis is placed on advanced cutting operations of the lathe and milling machines, including the use of carbide insert tooling, special tooling, bench assembly and metals metallurgy.

Prerequisite: MCHN 1452.

MCHN 2345 ADVANCED MACHINING OPERATIONS I
3 credits, 2 hours lecture, 4 hours lab per week

This course covers advanced milling, drilling, grinding and lathe operations to close tolerance dimensions. Emphasis is placed on job planning and advanced uses of precision measuring instruments.

Prerequisite: None.

MCHN 2470 ADVANCED TOOL AND FIXTURE DESIGN
4 credits, 2 hours lecture, 6 hours lab per week

In this course, students learn the procedure for designing tools, dies, jigs and fixtures that are required to successfully assist in the production of a part.

Prerequisite: DFTG 1313, MCHN 2341, MCHN 1419.

MCHN 2547 SPECIALIZED TOOLS AND FIXTURES
5 credits, 3 hours lecture, 6 hours lab per week

This is an advanced course in the designing and building of special tools, such as jigs, fixtures, punch press dies and molds. This course covers the machining and assembling of a production tool, using conventional machine shop equipment. It includes the application of production tool theory, care and maintenance.

Prerequisite: DFTG 1313, MCHN 2341, MCHN 1452.

MCHN 2382 CAPSTONE: COOPERATIVE EDUCATION II
3 credits, 1 hour lecture, 20 hours off-campus lab per week

In this course, career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience.

Prerequisite: None.

QFTC   1446 TESTING AND INSPECTION SYSTEMS
4 credits, 3 hours lecture, 2 hours lab per week

This course is a study of testing and inspection systems, including pertinent specifications, inspection tools, gauges, instruments and mechanisms used in illustrating the need for maintaining quality to established standards.
   Prerequisite: DFTG 1313, MCHN 2341, MCHN 1419.

WLDG 1337 INTRODUCTION TO METALLURGY
3 credits, 2 hours lecture, 4 hours ab per week

This course is a study of ferrous and nonferrous metals from the ore to the finished product. Emphasis is placed on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability and ductility.
   Prerequisite: None.

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.
   Prerequisite: None.

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 is placed on interpersonal communication and intrapersonal awareness.
   Prerequisite: None.

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.
   Prerequisite: None.

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.
   Prerequisite: None.

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.
   Prerequisite: None.

PSYC   2314* LIFE SPAN 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.
   Prerequisite: None.

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;, including frustration, conflict, anxiety, adjustment mechanisms and psychotherapy. Strong emphasis is placed on principles of mental hygiene.
   Prerequisite: None.

PSYC 2316* PSYCHOLOGY OF PERSONALITY
3 credits, 3 hours lecture, 0 hours lab per week

This course covers the development of personality. It focuses on contributions of various theorists and their work on the understanding of the normal personality. techniques for measuring personality are included.

Prerequisite: None.

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.

Prerequisite: None.

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 or he is a member. Emphasis is placed on group dynamics.

Prerequisite: None.

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.

Prerequisite: None.

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.

Prerequisite: None.

PSAP 1302 PUBLIC SECTOR SUPERVISION
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.

Prerequisite: None.

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.

Prerequisite: None.

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.

Prerequisite: None.

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.
Prerequisite: None.

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.
Prerequisite: None.

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.
Prerequisite: None.

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 planing, 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 CAPSTONE: 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.
Prerequisite: 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 the 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.

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 fundamental knowledge acquired in Practicum I. Experience will be gained in basic routine positions of the pelvic girdle, bony thorax, spine, skull and facial bones by assisting and performing these examinations in supervised clinical settings. Clinical competency evaluations continue to measure proficiency.
Prerequisite: RADT 1210, RADT 1311 and RADT 1312 with a minimum grade of "C". RADT 1213 with a minimum grade of "B".

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 of "B".

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 1312, 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, 1311 and 1312 with a minimum grade of "C". RADT 1213 with a minimum grade of "B".

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".*

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".*

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".*

RADT   2161 PRACTICUM VI
1 credit, 0 hours 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".*

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".*

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".*

RADT   2251 PRACTICUM V
2 credits, 0 hours lecture, 20 hours off-campus lab per week
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.

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".

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".

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 luminesce, 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".

R.O.T.C.

ROTC   1201* MARKSMANSHIP AND 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.

Prerequisite: None.

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.

Prerequisite: None.

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.

Prerequisite: None.

ROTC 2202* BASIC OPERATIONS AND 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.

Prerequisite: None.

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.

Prerequisite: None.

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.

Prerequisite: None.

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, including the underlying philosophy and ethics of social work, and the major decisions and type of social work, together with their methods and objectives.

Prerequisite: None.

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 include basic structure of human society and of smaller groups, transmission of culture and regulating behavior, acquisition of the social self, violation of norms, stratification by class, race-ethnicity, sex, age, major social institutions, population dynamics, and sociocultural change.

Prerequisite: None.

SOCI 1306* CONTEMPORARY SOCIAL PROBLEMS
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.

Prerequisite: None.

SOCI 2301* MARRIAGE AND 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.

Prerequisite: None.

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.

Prerequisite: None.

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.

Prerequisite: None.

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.

Prerequisite: None.

SPANISH

SPAN 1311* BEGINNING SPANISH I
3 credits, 2 hours lecture, 2 hours lab per week

Fundamental skills in listening comprehension, speaking, reading and writing. It includes basic vocabulary, grammatical structures and culture.

Prerequisite: None.

SPAN 1312* BEGINNING SPANISH II
3 credits, 2 hours lecture, 2 hours lab per week

This course is a continuation of SPAN 1311, covering fundamental skills in listening comprehension, speaking, reading and writing. It includes basic vocabulary, grammatical structures and culture.

Prerequisite: SPAN 1311.

SPAN 2311* INTERMEDIATE SPANISH I
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* BEGINNING SPANISH I (FOR NATIVE SPEAKERS)
3 credits, 3 hours lecture, 0 hours lab per week

Basic practice in comprehension and production of the spoken language. Reading and writing skills will be developed and culture will be an integral part of the course.

Prerequisite: None.

SPAN 2315* BEGINNING SPANISH II (FOR NATIVE SPEAKERS)
3 credits, 3 hours lecture, 0 hours lab per week

Spanish 2315 is a continuation of SPAN 2313 covering basic practice in comprehension and production of the spoken language. Reading and writing skills will be developed and culture will be an integral part of the course.
Prerequisite: SPAN 2313.

SPEECH

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.
Prerequisite: None.

SPCH 1315* PUBLIC SPEAKING
3 credits, 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.
Prerequisite: None.

SPCH 1318* INTERPERSONAL COMMUNICATIONS
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.
Prerequisite: None.

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.
Prerequisite: None.

SPCH 2333* DISCUSSION & 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.
Prerequisite: None.

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.
Prerequisite: None.

TRAVEL AND TOURISM

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.

Prerequisite: None.

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 Grand 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.

Prerequisite: None.

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.

Prerequisite: None.

TRAV 1321 AIRLINE TARIFFS & TICKETING I
3 credits, 3 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.

Prerequisite: None.

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: None.

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 operations. 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.

Prerequisite: None.

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.

Prerequisite: None.

TRAV   1341 CUSTOMER SERVICE SKILLS
3 credits, 3 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.
Prerequisite: None.

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   1350 CAPSTONE: TRAVEL & TOURISM PRACTICUM AND SEMINAR
3 credits, 2 hours lecture, 7 hours off-campus lab per week
This a capstone course. Students will be trained on-the-job in a travel and tourism office. The practicum 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. Thirty-two hours of classroom seminar are also scheduled to provide students with support and direction during the practicum semester.
Prerequisite: Second semester standing in the Travel and Tourism Certificate.

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 SCIENCES 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 good nutrition. Microbiology is the second segment of this course; it introduces the student to the world of microorganisms with an emphasis in disease prevention and infection control programs that include community resources.
Prerequisite: Admission to the 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 nursing skills (bathing, dressing, feeding, vital signs, 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 lab, 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 in 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 the 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. This information will be used to as a basis to provide understanding of disease processes and their effect
on the human body.

> *Prerequisite: Eligibility for READ 90 or instructor approval.*

LVNU 1410 NURSING SKILLS THEORY
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 utilization of the nursing process is implemented in more complex nursing situations.

> *Prerequisite: Concurrent enrollment in LVNU 1660.*

LVNU 1550 MEDICAL/SURGICAL PROCEDURES
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 of the scientific principles and techniques in intravenous therapy to establish a foundation that will further enable the student to develop competence in performance of skills related to intravenous infusion therapy.

> *Prerequisite: Concurrent enrollment in LVNU 1461.*

Faculty and Staff

EXECUTIVE OFFICERS

Shirley A. Reed, Ed.D., President
A.A., St. Petersburg Jr. College
B.A., University of South Florida
M.S., University of Hawaii
M.B.A., Western International University
Ed.D., Illinois State University

Michael Metke, Ed.D., Vice President of
         Instruction and Student Development
B.A., University of Wisconsin-Oshkosh
M.S., University of Wisconsin-Oshkosh
Ed.D., University of Houston

Ramiro Casso, M.D., Vice President of
         Institutional Advancement
B.S., Texas A & M University
B.A., Baylor University
M.D., University of Texas Southwestern
         Medical School (Dallas)

ADMINISTRATIVE STAFF

Michael Bell, Ph.D., Director of Learning
         Resources & Instructional Technology
B.A., University of Texas-Arlington
M.Ed., University of Texas-Austin
M.L.S., Ph.D., University of North Texas

Monte Churchill, Executive Director of
         School Relations
B.A., Sul Ross State College
M.Ed., Texas Christian University

Jose Cruz, Director of Institutional Research
         and Effectiveness
B.B.A., University of Texas-Pan American
M.B.A., University of Texas-Pan American

Jerry W. Davis, District Director of
         Financial Aid
B.S., University of Southern Indiana
M.A., Liberty University

Maria Elizondo, Comptroller
B.B.A., Texas A & I University-Kingsville

Phyllis Griggs, Executive Director of
         the Foundation

Shirley Ingram, Director of Human Resources
B.F.A., University of Denver
M.A., University of Denver
Certified HR Professional

Emilie Kazerani, Ph.D., Director Instructional
         Program Development
B.S., Lamar University
M.Ed., Colorado State University
Ph.D., Colorado State University

Javier Reyna, Director of Administrative
         Computing
B.B.A., University of Texas-Pan American

Elvia Rios, Interim Director of Student
         Support Services
B.A., University of Houston
M.P.H., University of Texas Health Science
         Center at Houston

Jaime Saldaña, Director of Financial Aid
B.A., University of Texas-Pan American

Thomas Sears, Director of The Partnership
         for Business and Industry Training
B.S., Ball State University
M.A., Ball State University

William Serrata, Director of Admissions
         and Records
B.A., Texas A & M University

Douglas R. Sherwood, Director of Facilities
B.S., Cornell University
M.S., Air Force Institute of Technology

Jean Rogers Swartz, Associate Dean of
         Instruction and Student Development
B.S., University of Nebraska-Omaha
M.A., Drake University

Ruben D. Vela, Associate Dean of Instruction
and Student Development
B.A., William Carey College
M.A., University of Northern Colorado

DIVISION DIRECTORS

Kenneth R. Bindseil, Ph.D., Division Director
-Developmental Studies
B.A., Southwest Texas State University
M.A., Southwest Texas State University
Ph.D., North Texas State University-Denton

Thomas C. Cameron, Division Director
-Social and Behavioral Sciences
A.A., Westchester Community College
B.S., Colorado State University
M.S., University of Northern Colorado

Elaine Hernandez, Division Director
-Continuing Education
B.A., University of Guelph
M.Ed., University of Toronto

Raymond Hernandez, Division Director
-Communication, Fine Arts and
Humanities
B.F.A., University of Texas-San Antonio
M.F.A., University of Wisconsin-Milwaukee

Kelly Hogan, Ph.D., Acting Division
Director -Math and Sciences
*B.S., Northwestern State University of
Louisiana*
M.S., Sul Ross State University
Ph.D., Texas A & M University

John Nelson, Division Director-Technology
B.S., Utah State University
M.I.E., Utah State University

Mario Reyna, Division Director-Business
B.S., University of La Verne
M.A., Webster University

Wanda Spratt, Division Director-Nursing
and Allied Health
B.S., Humboldt State University
M.A., University of Oklahoma
M.S.N., California State University

FACULTY

ACCOUNTING

Jay Ramanujam, Instructor
B.A., Sillman University
M.A., Syracuse University

Glenn Rasmussen, Instructor
B.S., University of Houston
M.S., Texas A & M University

ART

Eduardo Garcia, Instructor
B.A., University of Texas-Pan American
B.F.A., University of Texas-Pan American
M.F.A., University of North Texas

Rebecca Jones, Instructor
B.A., Trinity University
M.A., Academy of Fine Art, Vienna, Austria
M.Ed., University of Texas-Pan American

AUTOMOTIVE TECHNOLOGY

Robert Gonzalez, Instructor
Certificate, Texas State Technical College
A.A.S., South Texas Community College
ASE, Master Technician

Leo Hernandez, Instructor
A.A.S., South Texas Community College
ASE, Master Technician

Guillermo Lopez, Instructor
Certificate, Texas State Technical College
A.A.S., South Texas Community College

BIOLOGY

Max Abbassi, Instructor
A.A., Central Texas College
B.S., University of North Texas
M.S. University of North Texas

Mohammad Entezampour, Ph.D., Instructor
B.S., North Texas State University
M.S., University of North Texas
Ph.D., University of North Texas

Tom Patterson, Instructor
B.S., Sul Ross State University
M.A., University of Texas at Austin

Kenneth Edward Snearley, Instructor
B.S., Eastern Illinois University
M.S., Eastern Illinois University
M.Ed., University of Texas-Pan American

Diane Teter, Instructor
B.A., Baylor University
B.S., Baylor University
M.Ed., University of Texas-Brownsville
M.S., University of Texas-Brownsville

BUSINESS ADMINISTRATION

Vincent Gordon, Instructor
B.A., University of Texas-Permian Basin
M.B.A., University of Texas-Permian Basin

Anne Hernandez, Instructor
B.B.A., University of Texas-Pan American
M.B.A., University of Texas-Pan American

Mehdi Kolahdouz, Instructor
B.B.A., Lamar University
M.B.A., Prairie View A & M University

Rudolfo Perez, Mid-Valley Coordinator
B.B.A., University of Texas-Pan American

BUSINESS COMPUTER SYSTEMS

Ric Kube, Instructor
B.A., Concordia College

Jorge Saenz, Instructor
B.B.A., University of Texas-Pan American
Novell Certified

CHEMISTRY

Alberto Alvarez, Instructor
B.S., University of Texas-Pan American
M.S., University of Arizona

CHILD CARE AND DEVELOPMENT

Rubina Azhar, Instructor
B.A., University of the Punjab, Lahore,
        Pakistan
M.A., University of the Punjab, Lahore,
        Pakistan
M.A., University of Oregon-Eugene

Jacqueline Worley, Instructor
A.A., East Mississippi Community College
B.S., Mississippi State University
M.E., Mississippi University for Women

COMPUTER AIDED
DRAFTING AND DESIGN

Irma Olivo, Instructor
A.A.S., Texas State Technical Institute
B.S., Texas A & M-Kingsville

COMPUTER SCIENCE

Hamid Bugazia, Instructor
B.S., University of Cairo
M.S., Texas A & M University

Pablo Gonzalez, Instructor
B.A., University of Texas-Austin
M.S., University of Central Texas

Adolfo Lozano, Instructor
A.A.S., Del Mar College
B.S., Corpus Christi State University
M.S., Texas A & M University-International

Saeed Molki, Instructor
B.S., Nebraska Wesleyan University
M.S., University of Nebraska-Lincoln

COMPUTERIZED OFFICE TECHNOLOGY

Rey Jasso, Instructor
B.B. A., University of Texas-Pan American

Rosemary Reich-Hildebrandt, Instructor
B.A., University of Texas-Pan American

Iris Rios, Instructor
B.B.A., University of Texas-Pan American

CRIMINAL JUSTICE

Homer S. Solis, Instructor
B.A.A.S., Texas A & I University-Kingsville
J.D., Thurgood Marshall School of Law

CULINARY ARTS

Jere Welch, Instructor
B.A., Abilene Christian University
M.A., Abilene Christian University

DEVELOPMENTAL ENGLISH

Cody Gregg, Instructor
B.A., University of Texas-Pan American
M.A., University of Texas-Pan American

Jon Herrin, Instructor
B.A., Shorter College
M.A.T., University of Louisville
M.T.S., Emory University

Maria Tello, Instructor
B.A., Texas A & I University-Kingsville
M.A., Texas A & I University-Kingsville

Jinhao Wang, Instructor
B.A., Jiangxi Normal University
M.A., Hunan Normal University
M.A., University of Texas-Pan American

DEVELOPMENTAL MATH

Roy Colver, Instructor
B.S., Brigham Young University
M.S., Brigham Young University

Jo Cummins, Instructor
B.S., Texas Christian University
M.Ed., University of Texas-Pan American

Aparna Ganguli, Instructor
B.A., University of Calcutta
M.A., University of Burdwan
M.A., University of Minnesota
Ph.D., University of Minnesota

Masood Haidarasl, Instructor
B.S., Texas A & M University-Kingsville
M.S., Texas A & M University-Kingsville

Domingo Litong, Instructor
B.S., Arellano University in Pasig
M.S., Ateneio Manila University

Rosana Maldonado, Instructor
B.S., Instituto Pedagogico Nacional
M.S., Texas Tech University

DEVELOPMENTAL READING

Howard Price, Instructor
B.A., Ohio State University
M.A., University of Texas-Pan American

Terry Lovelace, Instructor
B.S., Louisiana State University
M.Ed., Auburn University
Ph.D., University of Georgia

ELECTRONIC EQUIPMENT AND COMPUTER MAINTENANCE TECHNOLOGY

Mario Palacios, Instructor
A.A.S., Texas State Technical College

Pedro Pompa, Instructor
Certificate, Texas State Technical College
A.A.S., Texas State Technical College
ISCET (International Society of Certified
Electronic Technicians)

Hector Reyna, Instructor
A.A.S., Texas State Technical College

EMERGENCY MEDICAL TECHNOLOGY

Michael Broadwater, Instructor
A.A.S., South Texas Community College

Cesar Garcia, Instructor
A.A.S., Texas Southmost College

Ruben Gaytan, Instructor
Certificate, Texas State Technical Institute

Robert Gonzalez, Instructor
A.A.S., South Texas Community College
B.S., University of Texas-Pan American

ENGLISH

Kathleen Dahl-Renaud, Instructor
B.A., St. Olaf College
M.A., Loyola University of Chicago

Maricela Garcia, Instructor
B.A., University of Texas-Austin
M.A., University of Texas-Pan American

Cody Gregg, Instructor
B.A., University of Texas-Pan American
M.A., University of Texas-Pan American

Tom Fuschetto, Instructor
B.A., Rutgers University
M.A., Southwest Texas State University

Arturo Longoria, Instructor
B.S., University of Texas-Pan American
M.Ed., Antioch College

Karleen Mathers, Instructor
B.A., University of Texas-Pan American
M.A., University of Texas-Pan American

GOVERNMENT

Robert Ballinger, Instructor
B.A., University of Cincinnatti
M.A., University of Denver
Ph.D., Syracuse University

Steve J. Shone, Instructor
B.Sc., University of Bradford, England
M.A., University of Birmingham, England
Ph.D., University of California-Riverside

HEALTH AND HUMAN SERVICES

Lydia Arizmendi, Instructor
B.A., University of Texas-Pan American
M.S.W., University of Michigan
J.D., University of California-Davis

Sefra Schwartz, LMSW. CCHT. Instructor
A.A.. *Purdue University*
B.A., *Purdue University*
M.A., *University of Chicago*
M.A., *Purdue University*

HEALTH INFORMATION TECHNOLOLGY

Irma Rodriguez, RRA, Instructor
B.S., *Incarnate Word University*

HEALTH UNIT COORDINATION TECHNOLOGY

Dora Nieto, Instructor
Certified Health Unit Coordinator
National Association of Health Unit
Coordinators

HEATING, VENTILATION AND AIR CONDITIONING TECHNOLOGY

Jose Avalos, Instructor
B.A., *Sam Houston State University*
M.S., *Corpus Christi State University*

Angel H. Benavides, Instructor
A.A.S., *Texas State Technical College*

Guadalupe Hernandez, Instructor
Certificate, Texas State Technical College
A.A.S., *Texas State Technical College*

Rolando Noriega, Instructor
A.A.S., *Texas State Technical College*

HEAVY EQUIPMENT AND TRANSPORTATION TECHNOLOGY

Manuel Niño. Instructor
A.A., *Amarillo College*

Paul Scoville, Instructor
A.A.S., *Indian Hills Community College*
ASE Master Technician

HISTORY

William Carter, Instructor
B.A., *University of Texas-Pan American*
M.A., *University of Texas-Pan American*

Toren J.F. Hudson, Instructor
B.A., *University of California-Davis*
M.A., *University of California-Davis*
M.A., *University of California-Irvine*

Gilberto Reyes, Jr.. Instructor
B.A., *University of Texas-Pan American*
M.A., *University of Texas-San Antonio*

HOSPITALITY AND TOURISM

Dorothy Chase. Instructor
B.A., *University of Winnipeg*
Ed., *University of Manitoba*
Certbusm, *University of Manitoba*
M.Ed.. *Lakehead University*
Certified Travel Counselor (CTC)

LEGAL ASSISTING

Homer S. Solis, Instructor
B.A.A.S., *Texas A & I University-Kingsville*
J.D., *Thurgood Marshall School of Law*

MATHEMATICS

Ali Esmaeili, Instructor
A.S., *Bee County College*
B.S., *Texas A & M University-Kingsville*
M.S., *Texas A & M University-Kingsville*
M.Ed., *Texas A & M University-Kingsville*

Mahmoud Fath El-Den, Ph.D., Instructor
B.S., University of Cairo
M.S., Arizona State University
Ph.D., Arizona State University

Mehran Hassanpour, Instructor
B.S., Jackson State University
M.A., Mississippi State University
Ph.D., University of North Texas

Mohammad Kazerani, Instructor
B.S., Lamar University
M.S., Lamar University

Mohamed Werfelli, Ph.D., Instructor
B.S., Tripoli, Libya
M.S., Carnegie-Mellon
Ph.D., New Mexico State University

MANUFACTURING TECHNOLOGY

Pete Rhodes, Instructor
B.S., Southern Illinois University
M.P.A., Southern Illinois University

MEDICAL INFORMATION

Marco Gutierrez, Instructor
Certificate, Texas State Technical College

Norma Longoria, Instructor
B.S., University of Texas-Pan American

Rick Rodriguez, Instructor
B.S., University of Texas-Pan American

NURSING

Paula DiBenedetto, Instructor
A.D.N., Grayson County College
B.S.N., West Texas State
M.S.N., Texas Tech University Health
    Sciences Center

William Glasscock, Instructor
B.S.N., University of Alabama
M.H.S., Texas Wesleyan University

Mary McClay, Instructor
B.S.N., Columbia Union College
M.S.N., University of Mary

Daphine Mora, Instructor
A.D.N., University of Texas-Pan American
B.S.N., University of Texas-Pan American

Paula Olesen, R.N., Instructor
B.S.N., University of New Hampshire
M.S., Boston University

Maria Del Socorro Rodriguez, R.N., Instructor
B.S.N., University of Texas-Pan American

Melba Treviño, R.N., Instructor
B.S.N., Texas A & M University-Kingsville
M.Ed., Texas A & M University-Kingsville

Allen Watkins, Instructor
M.Div., Eastern Baptist Theological Seminary
S.T.M., Dallas Theological Seminary

OCCUPATIONAL
THERAPY ASSISTANT

Esperanza J. Brattin, OTR, Instructor
B.S., Texas Woman's University

Maria Elena Galvan, Field Work Coordinator
B.S., Texas Woman's University

PATIENT CARE ASSISTANT

Vicente Alvarez, M.D., Instructor
B.S., University of Tamaulipas
M.D., University of Tamaulipas

Geraldine Lange, Instructor
B.S.N., University of Wisconsin-Milwaukee
M.S., University of Scranton

Sharon Rice, Instructor
L.P.N., Trot School of Nursing

Debra Thrash, Instructor
A.D.N., University of Texas-Pan American

PHYSICAL EDUCATION

Bill Swanson, Instructor
B.S., University of Montana
M.S., Texas A & M University-Commerce

PHYSICAL THERAPIST ASSISTANT

Diana E. Hernandez, PT, Instructor
B.S. Texas Woman's University

PHYSICS

Hussney A. Naqvi, Ph.D., Instructor
B.S., University of Karachi, Pakistan
M.Sc., University of Karachi, Pakistan
M.S., Louisiana State University
Ph.D., Louisiana State University

PRECISION MANUFACTURING TECHNOLOGY

Ed Hausbeck, Instructor
A.A.S., State University of New York
B.S., Purdue University

PUBLIC SERVICE ADMINISTRATION

Anahid Petrosian, Instructor
B.B.A., University of Texas-Austin
M.P.A., University of Texas-Pan American

PSYCHOLOGY

Thomas C. Cameron, Instructor
A.A., Westchester Community College
B.S., Colorado State University
M.A., University of Northern Colorado

Raul Martinez, Instructor
B.A., Midwestern State University
M.S., University of Southern California,
Los Angeles

Brock Travis, Ph.D., Instructor
B.A., Sonoma State University
M.A., Sonoma State University
Ph.D., Union Institute Graduate School

RADIOLOGIC TECHNOLOGY

Rebecca L. Anderson, Instructor
A.S., Robert Morris College at Pittsburgh
Radiologic Technology-Allegheny General
Hospital
B.A., La Roche College
M.Ed., Penn State University

Michael Salowski, Instructor
A.S., Del Mar College
B.S., Minot State University

SOCIOLOGY

Anna M. Hosseinpour, Instructor
B.A., Texas A & I University-Kingsville
M.A., Texas A & M University-Kingsville

John York, Instructor
B.A., University of Houston
M.A., University of Houston
Ed.D., University of Houston

SPANISH

Delia Magdaleno-Lejarza, Instructor
B.A., University of Texas-Pan American
M.A., University of Texas-Pan American

Nereida Lopez, Instructor
B.A., Universidad Autonoma de Nuevo
León
M.A., University of Texas-Pan American

SPEECH

Richard Abel, Instructor
B.A., *University of Charleston*
M.S., *Emerson College*
Ed.D., *Univesity of Central Florida*

Brian Warren, Instructor
B.A., *Central University of Iowa*
M.A., *University of Texas-Pan American*

TEACHER PREPARATION

Anthony Ramirez, Instructor
B.A., *University of Texas Pan American*
M.A., *University of Texas Pan American*

PROFESSIONAL AND TECHNICAL STAFF

Juan Carlos Aguirre, Contract Compliance/
    Quality Manager
A.A.S., *Brozosport College*
B.S., *Texas A & I University*

Michelle Alvarado, Counselor
B.S., *Texas A & M University*
M.S., *Texas A & M University*

Noe Alvarez, Academic Advisor
B.S.W., *University of Texas-Pan American*

Elizabeth Cabrera, Procurement Specialist

Luzelma G. Canales, Assistant for
    Accountability
B.B.A., *University of Texas-Pan American*

Becky Cavazos, Purchasing Specialist
B.B.A., *University of Texas-Pan American*

Alma Church, Senior Accountant
B.B.A., *University of Texas-Pan American*

Thelma Clifford, Office Administrator

Virginia Coronado, Student Information Center
    Assistant-Downtown Center
A.A.S., *South Texas Community College*

Nora Delgado, Programmer I
B.B.A., *University of Texas-Pan American*

Jacques D'Emal, Reference/Circulation
    Librarian-Downtown Center
B.A., *University of Utah*
M.A., *Texas A & M University*
M.A., *University of Arizona*

Monica de la Garza, Advisor
B.A., *St. Mary's University*

Elizabeth Diaz, Counselor
B.B.A., *University of Texas-Pan American*
M.Ed., *University of Texas-Pan American*

Leticia Flores, Student Information Center-
    Pecan Campus

Isidoro Galindo, Computer Operator/Tech.
A.A.S., *Texas State Technical College*

Dalinda Gamboa, Accounts Payable
    Accountant
B.B.A., *University of Texas-Pan American*

Noemi Garcia, Outreach Specialist
B.S., *Texas A & M University*

Ruben Garza, Student Information Center
    Interim Coordinator
B.I.S., *University of Texas-Pan American*

Zulema Garza, Senior Programmer Analyst
A.A.S., *Texas State Technical College*
B.B.A., *University of Texas-Pan American*

John Gorena, Programmer I
A.A.S., *Texas State Technical College*

John Heiden, Academic Counselor
B.A., *Grace University*
M.A., *Denver Conservative Baptist Seminary*

Paul Hernandez, Jr., Counselor
B.A., Texas A & M University-Kingsville
M.S., Texas A & M University-Kingsville

John Kostovich, Language and Basic Skill
         Coordinator
B.A., University of Illinois
M.A., University of Illinois

Grace Little, Advisor
B.A., University of Texas-Pan American

Anna Lopez, Financial Aid Specialist
B.B.A., University of Texas-Pan American

Iris Luna, Accountant
B.B.A., University of Texas-Pan American

Juan Mejia, Assistant to the Vice President for
         Instruction and Student Development
B.S., Texas A & M University-Corpus Christi

Ron Merrill, Training Specialist
Certificate, Texas State Technical College

Alicia Mora, Senior Programmer Analyst
B.B.A., University of Texas-Pan American

Elda Morales, Student Information Center
         Assistant-Mid Valley Center
B.A., Southwest Texas State University

Pedro Morales, Construction Inspector

Ron Olesen, Co-op Coordinator
A.A.S., Mt. Wachusett Community College
B.S., New Hampshire College

Ana Ozuna, Student Information Center
         Assistant-Starr County Center
Certificate, Texas State Technical College

Gloria A. Perrin, Publications Specialist I
B.F.A., University of Texas-Pan American

Larry Prater, Technical Services Librarian
B.A., University of Texas-Pan American
M.A., University of Texas-Pan American
M.L.S., Sam Houston State University

Frank Ramirez, Computer Network Technician
A.A.S., Texas State Technical College

Hortenica Robledo, Senior Accountant
B.B.A., St. Edward's University
M.B.A., Angelo State University

Alejo Rodriguez, Programmer I
B.B.A., University of Texas-Pan American

Jesus Rodriguez, Senior Programmer Analyst
A.A.S., Texas State Technical College
B.S., University of Texas-Pan American

Ruben Saenz, Starr County Center
         Coordinator
B.A., University of Texas-Pan American
M.S., Texas A & I University-Kingsville

Lizet Salinas, Student Information Center
         Assistant-CAAT
A.A.S., South Texas Community College

Norma Sanchez, Assistant Placement Officer
B.A., St. Edward's University

Gary Sauceda, Outreach Coordinator
B.A., University of Texas-Brownsville

Armandina Sesin, Academic Librarian
B.S., University of Alabama
M.L.S., University of Alabama

Michael Shannon, Job Development and
         Placement Counselor
B.B.A., Texas A & M University

Lori Smith, Publications Specialist II
B.A., University of Northern Colorado

Carl R. Spratt, Institutional Research Specialist
A.A., University of New York
B.A., Humbolt State University

Laura B. Talbot, Program Development
    Specialist
B.A., University of the South

Annie Tijerina, Academic Advisor
B.S., University of Texas-Pan American

Lauro Torres, IA Focus Technician
B.B.A., University of Texas-Pan American

Mary E. Torres, Counselor
B.B.A., University of Texas-Pan American
M.Ed., University of Texas-Pan American

Dora Vela, Manager of Professional
    Development and Certification
B.B.A., University of Texas-Pan American

Nora Villanueva, Financial Aid Specialist
B.B.A., East Texas State University

Joel Villarreal, Student Retention Counselor
B.A., Tarkio College
M.A., St. Mary's University

Christopher Vinger, Institutional Researcher
B.A., Texas A & M University

John Wells, Financial Aid Specialist
B.S., University of Nevada-Reno

Wayne Williams, Counselor
B.R.E., Briercrest Biblical Seminary
M.A.C.M., Briercrest Biblical Seminary
M.A.A.S., Briercrest Biblical Seminary

Elizabeth Zambrano, Student Information
Center Assistant-Edinburg
A.A., Frederick Community College

Rose Serna Zapata, Counselor
B.A., University of Texas-Pan American
M.Ed., University of Texas-Pan American

CLASSIFIED STAFF

Marcy Alanis, Human Resources Secretary
Linda Alvarado, Faculty Secretary
Eloy Alvarez, Intramural Assistant
Joel Alvarez, Maintenance Technician
Rogelio Anaya, Custodian
Stephen Anguiano, Computer Operator
Cynthia Bargas, Cashier
Danielle Barrera, Administrative Assistant
Sylvia Barrientos, Library Clerk
Sylvia Bernal, Staff Assistant
Rebecca Cano, Secretary
Delfino Cantu, Computer Operator/Technician
Enedelia Cantu, Library Technician
Nancy Cantu, Purchasing Clerk
Maribel Carranza, Accounting Clerk
Lupita Castillo, Secretary
Lucy Champion, Secretary
Erasmo Chapa, Financial Aid Technician
Rosa Chapa, Clerk/Typist
Lupe Chavez, Testing Technician
Daniel De Leon, Lab Assistant I
Mary De Leon, Administrative Assistant
Sandra De Leon, Clerk Typist
Demetrica Dement, Fianancial Aid Clerk
Ana Diaz, Faculty Secretary
Maria Elizalde, Accounting Assistant
Dora Elizondo, General Office Clerk
Sylvia Farias, Administrative Secretary
Marina Fernandez, Clerk-Student ACT
Cristina Flores, Financial Aid Clerk
Janice Fox, Faculty Secretary
Daniel Fuentes, Custodian
Evangelina Fuentes, Cashier
Angie Galvan, Secretary
Jose Galindo, Computer Operator Tech.
Artemio Garcia, Lead Custodian
Esequiel Garcia, Mail Clerk
Marianella Garcia, Library Technician
Noemy Garcia, Lab Assistant II
Jessica Garza, Admissions Clerk
Nora Garza, Admissions Clerk
Ricardo Garza, Faculty Secretary
Rogelio Garza, Computer Lab Aid
Christina Gaytan, Computer Lab Aid

Jacqueline Gillispie, Administrative Assistant
Lynn Golden, Administrative Secretary
Diana Gomez, Faculty Secretary
Jorge Gomez, Research Assistant/Data Tech.
Sara Gomez, Admissions Clerk
Leticia Gonzalez, Admissions Clerk
Rosa Gonzalez, Custodian
Fred Gorena, Maintenance Supervisor
Reymundo Gorena, Custodian
Fernaldo Grimaldo, Lab Assistant II
Martha Guerrero, Custodian
Maria J. Gutierrez, Administrative Assistant
Tanya Hannah, Head Cashier
Jeff Heavin, Human Resources Administrative
    Assistant
Jose Carlos Hernandez, Cashier
Janet Hope, Administrative Assistant
Barry Hylander, Instructional Computing
    Support Assistant
Drusila Ibanez, Secretary
Alfredo Jimenez, Lead Custodian
Rosa Isela Juarez, Human Resources Assistant
Miriam Leal, Faculty Secretary
Yick-Shun Lee, Lab Assistant
Ruben Leos, Library Clerk
Leticia Longoria, Financial Aid Clerk
Zelda Lopez, Benefits/Human Resources
    Assistant
Marisela Lozano, Clerk/Typist
Candida Marroquin, Secretary
Johanna McClay, Library Technician-CAAT
Sheila McGee, Library Clerk
Sandra Mireles, Secretary
Casey Moffatt, Lab Assistant I
Arturo Molina, Custodian
Maria Moya, Accountability Technician
Rene Nava, Lab Assistant II
Jose Noriega, Jr., Library Technician
Yolanda Orozco, Executive Secretary
Daniel Perez, Custodian
Kimberly Pruitt, Secretary
Gerardo Quintanilla, Fixed Asset & Receiving
    Clerk
Lorena Ramirez, Administrative Assistant
Ricardo Ramirez, Administrative Assistant

German Reyes, Lead Custodian
Abel Reyna, Custodial Supervisor
Irma Reyna, Secretary
Noel Rodriguez, Admissions Clerk
Olivia Rodriguez, Staff Assistant
Noelia Gomez, Library Tech.
Jose Romero, Custodian
Norma Rubio, Admissions Clerk
Carolina Ruiz, Lab Assistant
Javier Salazar, Library Clerk
Erik Salinas, Custodian
Lelia Salinas, Administrative Assistant
Miguel Salinas, Accounting Assistant
Belinda Solis, Accounting Assistant
Leonor Suarez, Faculty Secretary
Kim Taylor, Accounting Clerk
Belinda Treviño, Administrative Assistant
Rebecca Urbina, Campus Operator
Jesus Uribe, Custodian
Colleen Valenta, Physical Education Facilitator
Elda Velazquez, Faculty Secretary
Carmen Villagomez, Administrative Secretary
Carmen Villalobos, Secretary
Alonzo Villalpando, Lead Custodian
Carol Woods, Administrative Assistant
Alma Zamarripa, Admissions Clerk
Maria de Jesus Zapata, Admin. Assistant

INDEX

South Texas Community College
P.O. Box 9701
McAllen, TX 78502-9701