

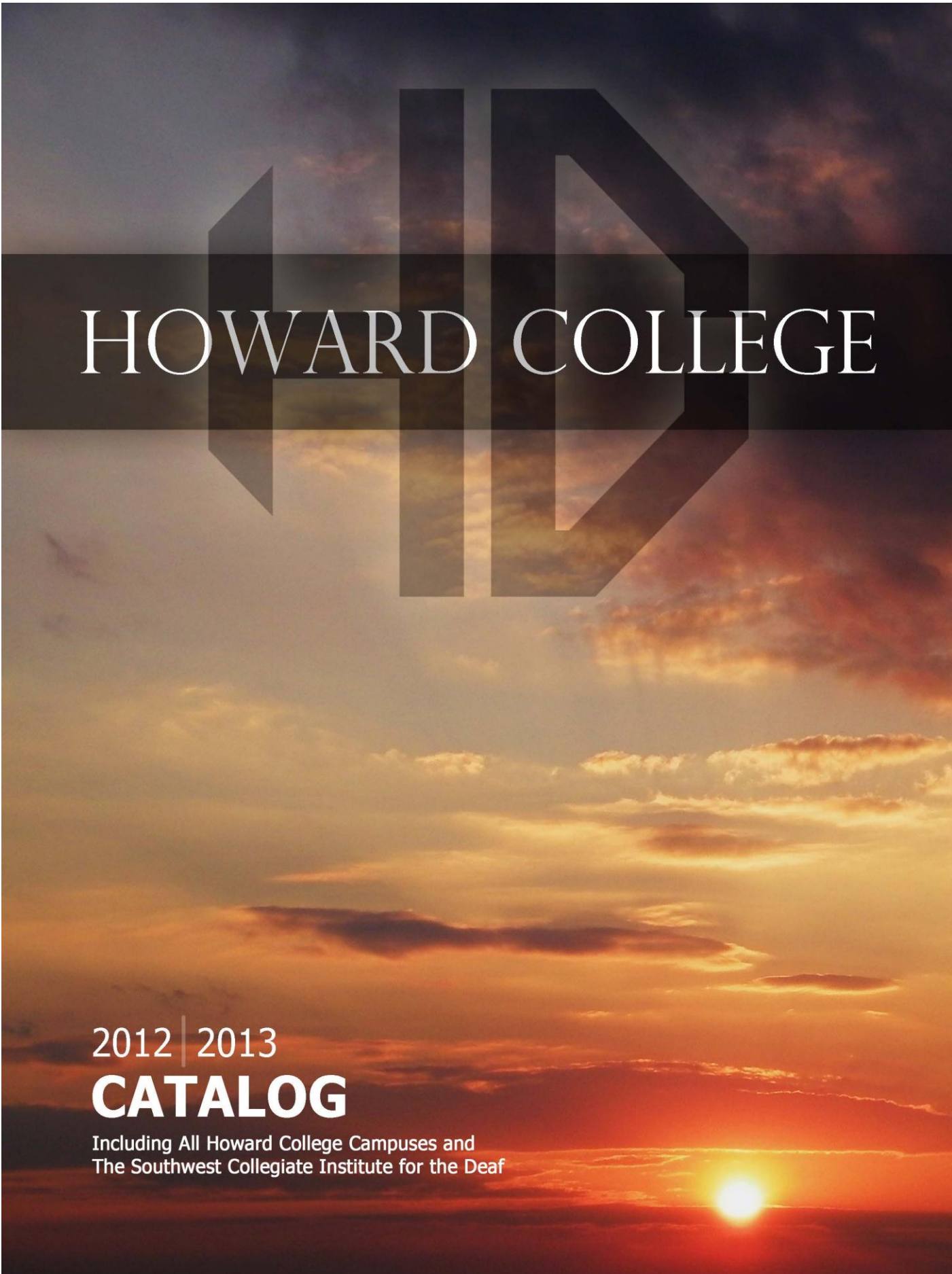


HOWARD COLLEGE

2012 | 2013

CATALOG

Including All Howard College Campuses and
The Southwest Collegiate Institute for the Deaf





CATALOG 2012-2013

The catalog is an important source of information concerning the academic and student affairs of the college. This document is subject to change as necessary and upon approval by the Howard County Junior College District Board of Trustees. It is the responsibility of the student to know the contents of this document. Check the Howard College website for the latest approved Catalog changes at www.howardcollege.edu.

EMERGENCY INFORMATION

Emergency Procedures:

1. For fire or ambulance assistance dial 911.
2. Institute CPR procedures, if indicated and qualified.
3. For minor cuts or abrasions, first aid kits have been placed in each building on campus. Familiarize yourself with the location and procedure prior to an emergency.
4. Call the appropriate administrator (see below) or campus security if after regular work hours.

In case of other emergencies such as theft, threats, or loss of property:

Big Spring campus call the Executive Dean at (432) 264-5015 or Security (432) 816-9462

SWCID campus call the Provost at (432) 264-3700 or Security (432) 816-9474

San Angelo campus call the Provost at (325) 481-8300 Ext. 3221 or Security at WTTC (325) 481-8300, Ext 3233

Lamesa campus call the Dean at (806) 872-2223

Big Spring
1001 Birdwell Lane
Big Spring, TX 79720
432-264-5000

Lamesa
1810 Lubbock Hwy
Lamesa, TX 79331
806-872-2223

San Angelo
3501 N. U.S. Hwy 67
San Angelo, TX 76905
325-481-8350

SWCID
3200 Avenue C
Big Spring, TX 79720
432-264-3700

Howard College is accredited by
The Commission on Colleges of the Southern Association of Colleges and Schools
to award associate degrees.

Contact the Commission on Colleges at
1866 Southern Lane

Decatur, GA 30033-4097
 or call 404-679-4500
 for questions about the accreditation of Howard College.

Other Accreditations:

The National League for Nursing Accrediting Commission	3343 Peachtree Road NE, Suite 500 Atlanta, GA 30326
The Commission on Dental Accreditation of the American Dental Association	211 East Chicago Avenue Chicago, IL 60611-2678 312-440-2500
The Commission on Accreditation of Allied Health Education Programs	1361 Park Street Clearwater, FL 33756 727-210-2350
The Commission on Accreditation for Health Informatics and Information Management Education	233 N. Michigan Avenue Chicago, IL 60601-5800 info@cahiim.org
The Howard College Respiratory Care – Advanced Level program is accredited by The Commission on Accreditation for Respiratory Care	1248 Harwood Road Bedford, Texas 76021-4244 (817) 283-2835 www.coarc.com
The Joint Review Committee on Education in Radiologic Technology (JCERT)	20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182 312-704-5300
The National Board of Surgical Technology and Surgical Assisting	6 West Dry Creek Circle, Suite 100 Littleton, CO 80120 800-707-0057 mail@nbtsa.org

Approved By
 The Texas Higher Education Coordinating Board
 and
 The Texas Veterans Commission
 for
 Veteran’s Educational Training

The Howard County Junior College District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices. The following position has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 1001 Birdwell Lane, Big Spring, TX 79720

TABLE OF CONTENTS

About Howard College and SWCID Vision, Mission, Motto, and Values History of the Howard County Junior College District Academic Calendar Board of Trustees, Administration and Faculty	6
Admission to Howard College and SWCID Admission, eligibility, procedures Transcripts Returning Students Academic Fresh Start Dual Credit, Early Admission, Tech Prep Reporting Changes Immunization, Bacterial Meningitis Information Residency Requirements Transferring Credit to and from HC/SWCID Success Initiative International Student Admissions Veterans Education Training	20
Tuition and Fees Tuition and Fixed Fees Student Refund Policy General Financial Information Residence Hall Cost	34
Financial Aid Satisfactory Academic Progress Standards Ability to Benefit Grants, Scholarships, Work Study, Loans Other Financial Aid Sources Tuition Rebates	44
Academic Information Change of Schedule Withdrawal Six Course Drop Policy Course Load Credit by Examination System of Grading Scholastic Progress Standards Attendance Policy President's List, Dean's List, and Certificate of Achievement Graduation with Honors Graduate Guarantee Graduation Requirements Degree, Certificate, Award, and Completer Requirements	54
Special Programs Adult Education Continuing Education: Community Education/Workforce Training	74

Academic Associate Degree Programs Associate of Arts, Associate of Arts in Teaching, Associate of Science Core Curriculum Field of Study Curriculum	80
Howard College Career Technical Education and Health Professions	89
SWCID Career Technical Education & Health Professions	154
Course Descriptions	172



Vision, Mission, and Guiding Values

Vision

To be a leader in education...for Learning, for Earning, for Life!

Mission

Working as one, Howard College builds communities through quality, innovative education for lifelong learning.

Motto

Howard College...for Learning, for Earning, for Life!

Values

An institution working as one that:

- Focuses on who we serve;
- Provides quality innovative instruction and services leading to successful outcomes;
- Utilizes effective and efficient processes, policies and procedures;
- Demands a culture of personal and institutional integrity and accountability;
- Fosters an environment of high academic standards, exceptional performance and service by all; and
- Values the individual employee.

SouthWest Collegiate Institute for the Deaf

In the spring of 1979, steps were initiated to study the feasibility of establishing a self-contained post-secondary program uniquely designed for deaf and hard of hearing students as a part of the Howard County Junior College District. The Howard College Board of Trustees established SWCID on November 6, 1979. On May 14, 1981, the Texas state legislature established SWCID as a post-secondary education institution providing instruction for hearing-impaired students preparing for a career or for enrollment in a senior college or university under the direct control and management of the Board of Trustees of the Howard County Junior College District. Based on state law, unimpaired hearing students cannot enroll in SWCID unless it is educationally appropriate or in such special programs needed to train hearing and hearing-impaired persons to become professional service providers for the deaf.

SWCID Campus Vision

SWCID is a student focused community college campus providing education for Deaf and Hard of Hearing persons from around the world using ASL and English communication, technology, and career preparation to achieve successful job outcomes.

SWCID has many unique qualities that distinguish it from other postsecondary programs that serve a Deaf and Hard of Hearing student population:

- SWCID is the only self-contained and residential community college campus for the Deaf and Hard of Hearing persons in the nation.
- SWCID offers a friendly atmosphere in all aspects of college education and campus life.
- SWCID is a culturally rich environment with full direct access to communication.
- SWCID offers small classes with an 8 to 1 student to faculty ratio.

- SWCID provides academic and career technical education, as well as social, athletic, and residence hall opportunities for a diverse student population.
- SWCID prepares students for transferring to a four-year college and/or a wide range of career opportunities.
- SWCID provides support services tailored for Deaf and hard of hearing students.
- SWCID provides role models to motivate students through example and experience.
- SWCID encourages empowerment skills and self-confidence.
- SWCID educates the hearing community that the Deaf and hard of hearing can do anything and can have any career.

SWCID Educational Programming Options

- Self-contained classes offered on the SWCID campus by instructors skilled in the use of sign language and communication modalities,
- Mainstreamed classes offered on the Howard College-Big Spring campus facilitated through the use of skilled sign language interpreters,
- A combination of self-contained and mainstreamed course work with some classes being taken on both campuses; and,
- Educational outreach provided through extension courses in Big Spring and in other communities.

SWCID Advisory Committee

An advisory committee of twelve leaders in the field of deaf education from across Texas and the surrounding states serve to assist college administration in meeting the unique needs of deaf and hard of hearing students. This group meets once a year and provides valuable input for improvement of programs and services.

History of the Howard County Junior College District

The Howard County Junior College District was created by a county-wide vote on November 17, 1945. Seven representative citizens of Howard County were elected on that same ballot to serve as a Board of Trustees. The college was first housed in the hospital area of the former Army Air Force Bombardier School, two and one-half miles west of the center of downtown Big Spring, and began its first session on September 30, 1946.

Howard College Big Spring

On September 12, 1951, the college was moved to a 120-acre campus located in southeast Big Spring. The physical facilities constructed through the ensuing years include an administration-classroom building, a coliseum, a library building, a science building, an auditorium, a gymnasium, a student union building, a practical arts building, an occupational building, a greenhouse, a music building, an applied sciences center, residence halls for men and women, a baseball field, a softball field, and a football stadium with a seating capacity of ten thousand that is currently being used by Big Spring Independent School District. In 1973, the college acquired a 137-acre site in Martin County, near Stanton, Texas, to be used as an agricultural research and demonstration center. An additional 138.39 acres adjacent to the original land was acquired in 1978. Additionally, the college houses a rodeo arena and livestock pens on 20 acres three miles east of Big Spring. In December 2002, the original auditorium was demolished and a new Visual and Performing Arts Center was completed in 2006. In 2004, the original greenhouse was renovated and an addition was added to house a campus child care center. A new greenhouse was constructed. A long-range master landscape and campus beautification plan was initiated in 1977 and updated in 1992. The master plan was updated in 2006. Howard County voters approved a \$21,625,000 general obligation bond

on May 12, 2007, for the purpose of financing, renovation, construction and equipping of school buildings with work underway. The residence halls are undergoing extensive renovations.

Howard College Lamesa

The Lamesa campus of Howard College, 45 miles north of Big Spring in Dawson County, was established in 1972. A variety of learning opportunities are available, including academic transfer and career technical education courses. The building, owned by Dawson County, includes three large classrooms, a computer lab, office space, and an e-learning classroom with interactive video equipment for receiving courses from the Big Spring and San Angelo campuses. High school students are also able to take courses at Lamesa High School for dual high school and college credit.

Howard College SouthWest Collegiate Institute for the Deaf

In the spring of 1979, steps were initiated to study the feasibility of establishing a self-contained post-secondary program uniquely designed for deaf and hard of hearing students as a part of the Howard County Junior College District. The Howard College Board of Trustees established SWCID on November 6, 1979. Property and buildings at the site of the former Webb Air Force Base were deeded to the Howard County Junior College District by the federal government. This campus, named the SouthWest Collegiate Institute for the Deaf, began offering classes on August 25, 1980. On May 14, 1981, the Texas state legislature established SWCID as a post secondary education institution providing instruction for hearing-impaired students preparing for a career or for enrollment in a senior college or university under the direct control and management of the Board of Trustees of the Howard County Junior College District. Based on state law, unimpaired hearing students cannot enroll in SWCID unless it is educationally appropriate or in such special programs needed to train hearing and hearing-impaired persons to become professional service providers for the deaf. This campus located on approximately 70 acres contains buildings and improvements, including the 66,000 square foot administration/classroom complex, residential complex for men and women, a student union building, activity center, diagnostic center, building trades facility, and a softball field. A new workforce training center was constructed in 2009.

Howard College San Angelo

The San Angelo campus of Howard College, 87 miles south of Big Spring, held its first class in 1973 at Goodfellow AFB. In 1981 Howard College San Angelo assumed operation of a vocational nursing program from the San Angelo Independent School District. At that time the college also offered a limited selection of courses in real estate and law enforcement. In February 1986, Howard College assigned a full-time campus director to oversee the campus and supervise four personnel. The entire operation occupied 2,500 square feet of converted office space. In 2001, the San Angelo campus began offering courses at the West Texas Training Center. Health Professions programs began re-locating to St. John's Hospital in 2009.

Correctional Facilities

The Bureau of Prisons provides classroom and laboratory facilities at the Big Spring Federal Correctional Institution (FCI) for a variety of classes in the vocational trades. GEO, a private contractor with the Bureau of Prisons, provides classroom facilities and instructional equipment at four locations to offer a variety of workforce training classes to inmates: Flightline, Interstate, Cedar Hill, and Airpark units. In addition, classes are offered at the Eden Detention Center, also a private contractor with the Bureau of Prisons, in Eden, Texas.

Service Area

Senate Bill 397, passed by the Texas Legislature in 1993, established service areas for Texas Community Colleges. The Howard College service area includes 13 counties and covers 13,000 square miles. Counties included are Howard, Dawson, Martin, Glasscock, Sterling, Coke, Tom Green, Concho, Irion, Schleicher, Sutton, Menard, and Kimble. The service area hosts 28 independent school districts including Big Spring, Coahoma, Forsan, Sands, Dawson, Lamesa, Klondike, Grady, Stanton, Sands, Glasscock County, Sterling City, Robert Lee, Bronte, Water Valley, Grape Creek-Pulliam, Miles, San Angelo, Veribest, Wall, Christoval, Paint Rock, Eden, Irion County, Schleicher County, Sonora, Menard, and Junction. Howard College courses for which students receive both high school and college credit are offered at most of these school districts.

Virtual College of Texas

The Virtual College of Texas is a collaborative effort of Texas public two-year colleges. It was created by the Texas Association of Community Colleges to facilitate sharing of e learning courses among member colleges. CEO's of VCT member colleges developed the host-provider model upon which VCT operations rest and defined the principles of VCT's organization and management. A three-year pilot project was launched in the fall semester of 1998. Concluding a successful pilot, VCT was established as an ongoing service beginning with the 2001 fall semester. Howard College hosts approximately 100 courses each semester.

University Outreach

Howard College brokers educational opportunities by arrangement with several universities. For more information, please see the Howard College website.

Academic Calendar 2012-2013

Fall Semester – August 27, 2012 - December 14, 2012

August 13 (M)	Faculty return
August 13-17 (M-F)	Faculty and staff meetings
August 24 (F)	Last day to drop and receive 100% of refundable fees (<i>see refund policy</i>)
August 27 (M)	Classes begin; Late registration begins (late fee charged)
August 31 (F)	Last day to register
September 3 (M)	Labor Day Holiday – no classes (offices closed)
September 4 (T)	Census day (first 8 week courses)
September 12 (W)	Census day (fall semester)
October 11 (Th)	Last day to drop a course (first 8 week courses)
October 12 (F)	Mid-semester break – no classes (office closed)
October 19 (F)	First 8 week courses end
October 22 (M)	Second 8 week courses begin
October 29 (M)	Census day (second 8 week courses)
November 9 (F)	Last day to apply for fall graduation
November 16 (F)	Last day to drop a course (16 week fall semester)
November 21-23 (W-F)	Thanksgiving Holiday – no classes (offices closed)
December 10-13 (M-Th)	Final exams
December 14 (F)	Semester ends
December 19 (W) – January 1 (T)	Offices closed

December Mini Term – December 17, 2012 - January 3, 2013

December 14 (F)	Last day to drop and receive 100% of refundable fees (<i>see refund policy</i>)
December 17 (M)	Classes begin; Last day to register for Mini (late fee charged)
December 18 (T)	Census day
December 24-25 (M-T)	Christmas Holiday-no classes
January 1 (T)	New Year's Day Holiday observed-no classes
January 2 (W)	Last day to drop a course
January 3 (Th)	Final exams and semester ends (3 week classes)
January 10 (Th)	Final exams and semester ends (4 week classes)

Spring Semester – January 14, 2013 - May 10, 2013

January 2 (W)	Offices open
January 7-11 (M-F)	Faculty and staff meetings
January 11 (F)	Last day to drop and receive 100% of refundable fees (<i>see refund policy</i>)
January 14 (M)	Classes begin; Late registration begins (late fee charged)
January 18 (F)	Last day to register
January 21 (M)	Martin Luther King Day – student holiday, no classes
January 22 (T)	Census day (first 8 week courses)
January 30 (W)	Census day
February 28 (Th)	Last day to drop a course (8 week courses)
March 8 (F)	First 8 week courses end
March 11-15 (M-F)	Spring Break
March 18 (M)	Second 8 week courses begin
March 25 (M)	Census day (second 8 week courses)
March 29 (F)	Holiday-no classes
April 5 (F)	Last day to apply for spring graduation
April 12 (F)	Last day to drop a course (16 week spring semester)
May 2 (Th)	Last day to drop a course (8 week courses)
May 6-9 (M-Th)	Final exams
May 10 (F)	Semester ends Big Spring Campus and SWCID Graduation
May 11 (S)	San Angelo Campus Graduation

Spring Mini Term – May 13 - May 30, 2013

May 10 (F)	Last day to drop and receive 100% of refundable fees (<i>see refund policy</i>)
May 13 (M)	Classes begin Last day to register for mini (late fee charged)
May 14 (T)	Census day
May 27 (M)	Memorial Holiday – no classes (offices closed)
May 29 (W)	Last day to drop a course
May 30 (Th)	Final exams and semester ends (3 week classes)
June 6 (Th)	Final exams and semester ends (4 week classes)

Summer I Term – June 3, 2013 - July 3, 2013

May 30 (Th)	Last day to drop and receive 100% of refundable fees (<i>see refund policy</i>)
June 3 (M)	Classes begin
June 4 (T)	Last day to register for Summer I (late fee charged)
June 6 (Th)	Census day
June 27 (Th)	Last day to drop a course
July 3 (W)	Final exams and semester ends
July 4 (Th)	Holiday-offices closed

Summer II Term – July 8, 2013 – August 7, 2013

July 3 (W)	Last day to drop and receive 100% of refundable fees (<i>see refund policy</i>)
July 8 (M)	Classes begin
July 9 (T)	Last day to register for Summer II (late fee charged)
July 11 (Th)	Census day
August 1 (Th)	Last day to drop a course
August 7 (W)	Final exams and semester ends

August Mini Term – July 29, 2013 – August 14, 2013

July 25 (Th)	Last day to drop and receive 100% of refundable fees (<i>see refund policy</i>)
July 29 (M)	Classes begin Last day to register for Mini term (late fee charged)
July 30 (T)	Census day
August 13 (T)	Last day to drop a course
August 14 (W)	Final exams and semester ends (3 week classes)
August 21 (W)	Final exams and semester ends (4 week classes)

HCJCD Board of Trustees

Dr. John E. Freeman***	Chairman
Mr. Larry McLellan**	Vice Chairman
Mrs. Marie Ethridge***	Secretary
Mr. Maxwell Barr**	
Mr. Michael Flores*	
Mr. Murray Murphy*	
Dr. Charles O. Warren***	

***Term ends 2016

**Term ends 2018

*Term ends 2014

Administrative Officers

Cheryl T. Sparks, B.A., M.Ed., Ed.D.	President
Terry Hansen, A.A., B.S., M.S.	Executive Vice President
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Amy R. Burchett, A.A., B.A., M.Ed., Ed.D.	Vice President Academic and Student Affairs
LeAnne Byrd, B.B.A., M.B.A.	Provost/San Angelo
Danny Campbell, B.S., M.S.	Co-Interim Provost, SWCID
Terry Hanson, B.A.	Executive Dean/Big Spring

Administrative Deans and Directors

Liz Adamson, A.S., B.S.	Director of Financial Aid	District
Candace Anderson, B.S.	Director of Enrollment Services	SWCID
Nancy Bonura, B.S., M.A.	Campus Dean Student Affairs	SWCID
Pam Callan, B.A., M.A., M.S.	Campus Dean of General Studies	San Angelo
Danny Campbell, B.S., M.S.	Campus Dean Academic Affairs	SWCID
Craig Caudill	Campus Maintenance Director	SWCID
Kym Clark	Director of eLearning	District
Brenda Claxton, A.A, B.B.A.	Controller	District
Lewanda Diaz, A.A., B.F.A., M.A.	Title V/RAEDE Grant Project Director	District
Sophia Dominguez, B.S.,M.A.,M.S.,Ph.D.	Director of Advising & Career Counseling	Big Spring
Jan Foresyth, A.A.	Director of Institutional Advancement	District
John Green, B.A., M.A.	Director of Outreach	SWCID
Eric Hansen, B.B.A.	Director of Institutional Research	District
Kinsey Hansen, B.B.A., M.B.A.	Campus Dean of Workforce	Big Spring
Katrieva Jones-Munroe, B.S., M.S.	Dean of eLearning	District
Rhonda Kernick, B.S.	Director of Human Resources	District
Luis Kincade, A.S., B.S., M.L.S.	Dean of Libraries	District
Erin MacKenzie, B.S., M.S.	Campus Dean of General Studies	Big Spring
Jason Mims A.S., B.A., M.P.A.	Director of Business Services	District
Julie Neal, B.A., M.A	Campus Dean Lamesa	Lamesa
John Parsons, B.A., M.S.	Campus Dean Student Services/WTTC Director	San Angelo
Scott Raines, B.S.	District Registrar	District
Ed Roberts, B.A.	Director of Computer Services	District
Fabian Serrano, B.S.	Director of Correctional Studies	District
Britt Smith, B.S., M.S.	Athletic Director	District
Cindy Smith, B.S.	Director of Information	District
Danny Sparks, B.S.	Dual Credit Coordinator	Big Spring
Bryan Stokes, B.S., M.S.	ASU STEM Grant Manager	District
Michelle Trubenstein, A.A.S., B.A.T., R.R.T., M.H.L.	Campus Dean of Workforce	San Angelo
Rebecca Villanueva, A.A.S., B.S.	Director of Enrollment Services	Big Spring
Jeff Ward, A.S., B.S.	Campus Dean of Student Life	Big Spring
Terry Hansen, A.A., B.S., M.S.	Director of Physical Plant	District

Instructional Division Directors

Tammy Alexander, B.S.	College Preparatory Studies (Co-Director) and Adult Basic Education	Big Spring
Amber Buske, B.A.	College Preparatory Studies (Co-Director)	Big Spring
Gayla Williams, A.A., B.B.E., M.B.E.	Career Technical Education	Big Spring
Luci Gabehart, R.N., B.S.N., M.S.N.	Nursing	Big Spring
Jimmy Hobdy, B.S.	Workforce Training	Big Spring
Amber Kelley-Anderson, M.A.	General Studies	Big Spring
Michelle Trubenstein, A.A.S., B.A.T., R.R.T., M.H.L.	Health Professions	San Angelo
Terri Nix, A.A., A.S, B.B.A., M.B.A.	Career Technical Education	San Angelo
Gwen Parsons, B.A., M.Ed.	English, Fine Arts, Social & Behavioral Sciences	San Angelo
Jamie Rainey, B.A.	Workforce Training	San Angelo
Susan Strickland, B.B.A., M.Ed.	Math/Fine Arts	San Angelo
Tommy Tune, B.A., M.A.	General Studies	Big Spring

Faculty

Mark Adams	B.S., Texas Tech University; M.Ed., University of Texas of the Permian Basin	Assistant Professor/Kinesiology/Head Coach Men's Basketball	Big Spring
Lila Adkins	A.A., Howard College; B.S., M.B.A., West Texas State University. Additional graduate study: Texas Tech University, North Texas State University, University of Texas of the Permian Basin, University of Central Oklahoma, and Adams State College	Associate Professor/Business and Computer and Information Systems	Big Spring
Estella Alba	B.S., DeVry Institute	Instructor/Facilitator/Adult Mexican Education Program	Eden
Gerald Allen	B.S., M.S., Stephen F. Austin State University	Assistant Professor/Mathematics	San Angelo
Nancy Allen, Dr.	B.A., M.Ed., Ph.D., University of Texas	Professor/Biology/Activity Director Title V eSTART Grant	District
Martha Alvarez	R.N., B.S.N., Angelo State University	Instructor/Vocational Nursing	San Angelo
Jeff D. Anderson	B.A., Gallaudet University; M.S., Lamar University	Associate Professor	SWCID
Mandy Anderson	R.N., Covenant School of Nursing; B.S.N., Texas Tech University	Assistant Professor/Nursing	Big Spring
Vanessa Arista	LVN, A.A.S./RN, Howard College/B.S.N.	Instructor/Program Director/Nursing/CNA	Big Spring
Stacy Austin	B.A., M.A., M.F.A., New York University, McNeese State University	Assistant Professor/English	Big Spring
Adrian Ayala		Certified IPC Trainer/Machinist Instructor/Soldering	FCI
Elise Medina-Bancroft	B.A., University of Texas, San Antonio	Instructor College Prep/Achievement Coach	Big Spring
Greg Barnhill	B.S., Angelo State University; M.S., University of Texas Tyler	Assistant Professor/Biology	San Angelo
K. Buddy Bauer	B.A., University of Texas, Dallas; CI/CT; BEI-V; Court Certification	Instructor, Interpreter Training Program,	SWCID
Cash Berry	B.S., M.S., Texas Tech University	Assistant Professor/Agriculture	Big Spring
Keri Berry	Certified Surgical Technology Associate; A.A.S. Angelo State University	Program Director/Surgical Technology	San Angelo
Kevin Bohlin		Instructor/Men's Head Basketball Coach	SWCID
Nita Browne	A.A.S., Howard College, CompTIA A+ and Network Certified; Microsoft Technology Associate (MTA)	Instructor/Program Director, Computer and Information Systems	San Angelo

Curtis Bruns	A.A.S., Howard College, ASE Certified Master Automotive Technician	Instructor/ Automotive Maintenance Technician	SWCID
Mark Burgess	A.S., Howard College	Instructor/Green Energy Technology	FCI
Mike Burrow	B.S., Texas Tech University	Instructor/Commercial Building Maintenance	GEO Cedar Hill
Stacey Burrow	B.S. Texas Tech University	Instructor/Adult Basic Ed	San Angelo
Amber Buske	B.A., California State University at Long Beach. Additional graduate study: California State University at Dominguez Hills	Instructor/Program Director Preparatory Studies/Title V Campus Activity Co-Director	Big Spring
Pam Callan	B.A., M.A., M.S., Angelo State University; Additional graduate study: Angelo State University and Sul Ross State University	Professor/Speech/Psychology/English	San Angelo
Daniel Campbell	B.S., M.S., New Mexico State University; M.T. (ASCP)	Associate Professor/Biology/American Sign Language	SWCID
Nancy Chavez-Coleman	R.N., A.A.S., Howard College	Instructor/Program Director LVN	San Angelo
Peggy Cheney	B.S., University of Wyoming; M.S., University of North Texas	Assistant Professor/Biology	Big Spring
Christa Coffman	B.S., M.S., Angelo State University	Assistant Professor/ Mathematics	San Angelo
Terah Collins	B.S., San Angelo State University	Instructor/College Prep Math	San Angelo
Brenda Contreras	R.N., B.C., St. Joseph's School of Nursing	Instructor/Vocational Nursing	San Angelo
Glenda Corker	A.S., University of the State of New York, R.N.	Instructor/Vocational Nursing	San Angelo
James "Matt" Crandall	B.S., West TX A&M; M.S., University of Utah	Associate Professor/Economics	San Angelo
Rita Crockett	A.S., Clarendon College; B.A., M.A., West Texas A & M University	Assistant Professor/Speech	Big Spring
Kirk Davidson	M.A., Texas Tech University	Assistant Professor/Theater	Big Spring
Natalie Davis	B.S., Austin College; M.Ed., Abilene Christian University; C.S.T. National Board of Surgical Technology and Surgical Assisting	Assistant Professor/Program Director Surgical Technology	San Angelo
Earl Diddle	B.S., Ashland University; M.S., Tennessee Tech University	Assistant Professor/Kinesiology/ Head Women's Basketball Coach	Big Spring
Kim Dorsey	B.A., St. Louis University; M.A., Miami University	Associate Professor/Spanish/ Developmental Reading/ Writing	Big Spring
Carla Ebeling	B.S., M.S., Angelo State University	Assistant Professor/Biology	San Angelo
Nancigail Economidas	A.D.N., B.S.N., Angelo State University; M.S.N., Angelo State University	Associate Professor/Vocational Nursing	San Angelo
Jill Estes	LVN, A.A.S./RN, Cisco College	Assistant Professor/Nursing	Big Spring
Lindsay Estes	M.S., New Mexico State University; M.A., University of New Mexico	Instructor/English, Title V Activity Director	Big Spring
Jeri Farmer	A.A.S., Howard College; B.A.A.S., Midwestern State University; M.Ed., Texas Tech University	Associate Professor/Dental Hygiene	Big Spring
Brian Ferrell	Undergraduate studies Howard College	Instructor/Ornamental Horticulture	GEO Flightline
John Fisher	B.A., Angelo State; M.S., Sul Ross State University, Additional graduate study: Sul Ross State University	Assistant Professor/Criminal Justice	Big Spring
Greg Gabehart	B.S., SWOSU, Weatherford, OK; M.Ed., UCO, Edmond, OK	Assistant Professor/History	Big Spring

Diane Gierke	A.A., Cochise Community College; B.S., M.A., University of Arizona; Additional graduate study: Indiana State University	Associate Professor/Program Director/Administrative Office Systems and Child & Family Development	San Angelo
Amanda Glasgow	B.A., Texas Tech University	Instructor/Developmental Studies/ESOL	SWCID
Olivia Gonzalez	Licensed Instructor, Texas Cosmetology Commission	Instructor/Cosmetology	San Angelo
Tim Green	Undergraduate studies Midland College	Instructor/Auto Cad/	FCI
Daniel Guevara	B.S., Angelo State University	Instructor/Biology Lab Manager	San Angelo
Tish Gutierrez	B.S., Pittsburg State University; M.S., Kansas State University	Associate Professor/Psychology	San Angelo
Jay Hall	B.S., M.S., University of Oklahoma	Assistant Professor/Mathematics	Big Spring
Rick Hamby	J.D., St. Mary's University School of Law	Professor/History and Government	Big Spring
Kinsey Hansen	B.B.A., Texas State University; M.B.A., University of Phoenix	Assistant Professor/Business/Campus Dean Workforce	Big Spring
Carla Harrold	B.S., Angelo State University; M.B.A., University of Texas	Assistant Professor/Economics	Big Spring
Annessa Hays	B.S., Texas Tech; M.S., Texas Tech	Assistant Professor/Biology	San Angelo
Arvil Henry	Undergrad studies at Howard College	Instructor/Masonry	FCI
Lilli Hensley	B.A., Angelo State University; J.D., St. Mary's University School of Law	Professor/Program Director/Criminal Justice	San Angelo
Nancy Woods Hernandez	B.S., San Diego State University; M.A., Webster University; Psy.D., Alliant International University; Additional graduate study: San Diego State University	Professor/Program Director/Business	San Angelo
Richard Hickam	B.S., M.S., Abilene Christian University	Assistant Professor/Psychology Program Director Behavioral & Social Sciences	Big Spring
Keith Hidalgo	B.S., M.A., M.P.A., Angelo State University	Associate Professor/Government	San Angelo
B. Jenee Higgins	B.A., M.A., Texas Tech, Lubbock	Instructor/English	Big Spring
James Hobdy	A.A.S., Howard College, B.S., Midwestern University	Instructor/Program Director Industrial Production Tech./Director of Workforce Training	Big Spring
Sandra Hodnett	A.A.S., Howard College, Licensed Texas Cosmetology Instructor	Instructor/Cosmetology	Big Spring
Alan Hollandsworth		Instructor/Electrical Trades	FCI
Travis Hunter	A.A., Community College of the Air Force; B.S., Wayland Baptist University; M.A., University of Phoenix	Assistant Professor/Program Director/EMS	Big Spring San Angelo
Randall Jenkins	B.S., M.S., M.Ed., Angelo State University	Associate Professor/College Preparatory Mathematics	San Angelo
David Jones	Certificate Jefferson Co. Vocational School, Ohio; Certificate U.S. Army	Instructor/Wind Energy	FCI
Linda Keeney	B.S., M.S., Angelo State University	Associate Professor Math/Program Director Math, EDUC, PHED	Big Spring
Zoel Kelly	B.A., M.A., Texas A&M University Texarkana	Instructor/English	Big Spring
Amber Kelly-Anderson	M.A., Sul Ross; M.A., New York University	Assistant Professor/English	Big Spring

Greg Kernick	B.S., Oklahoma Panhandle State University; M.S., Northern Arizona University	Associate Professor/Kinesiology, Rodeo Coach	Big Spring
Randy Key	Certificate, Paris Junior College	Instructor/ Welding	SWCID/Big Spring
Lauri Kirgis	B.A.T., University of Texas-Brownsville; R.R.T. National Board for Respiratory Care	Instructor/Director of Clinical Education/Respiratory Care	San Angelo
Lisa Lang	RN, MSN, Walden University	Instructor/Health Professions	Big Spring
Tom Land		Instructor/Commercial Food Management	GEO
Vasant Limaye	Certificate, A.A.S., Seattle Central Community College; B.S., Gallaudet University; M.S., Bowie State University; Additional Graduate Study: Rochester Institute of Technology, Texas Tech University	Professor/Business	SWCID
Larry Logsdon	B.A. University of Houston; M.A.T. Angelo State University	Instructor/History	San Angelo
Bennie Lubke	Licensed Instructor, Texas Cosmetology Commission	Instructor/Cosmetology	San Angelo
Erin MacKenzie	B.S., M.S., Texas Tech University	Assistant Professor Biology/Campus Dean General Studies	Big Spring
Carol Mann	R.N., B.S.N., University of Bridgeport; M.S.N., Graceland University, C.R.N.A.	Assistant Professor/Nursing	Big Spring
Linda Marino	A.A., Howard College; B.A. University of Texas of the Permian Basin; M.A., Sul Ross State University	Assistant Professor Developmental Studies Writing/Title V Campus Activity Co-Director	SWCID
Craig Maxwell	B.S., M.S., Tarleton State University	Assistant Professor Commercial Food Management	GEO Flightline
Annie McKinnon,Dr.	Dr. in Chiropractic; Bachelor of Science in Anatomy; Parker College of Chiropractic	Associate Professor/Biology	Big Spring
Billy McMahon	A.A.S., Howard College. Additional undergraduate study: University of Texas at Arlington	Instructor/Computer and Information Systems	FCI
Carlos Medrano	Certificate in Dental Lab Tech	Instructor/Dental Lab Technology	SWCID
Richard Merrick		Instructor/Plumbing	FCI
Gary Morris	B.S., Angelo State University	Instructor/Building Trades	Big Spring
Katrieva Jones- Munroe	B.S., University of Texas of the Permian Basin.,M.S. A & M University, Prairie View	Assistant Professor/Dean of eLearning	District
Regina Myers	B.S., Howard Payne	Instructor/Adult Basic Ed	San Angelo
Sara Myers	R.N., B.S.N., University of Texas Austin, M.S.N. University of Texas El Paso	Assistant Professor/Nursing	Big Spring
Julie Neal	B.A., University of Texas; M.A., California State University; Additional graduate study: West Texas A&M University, Fort Hays State University; Texas Tech University	Associate Professor/English	Big Spring
Roger Nielsen		Instructor/HVAC	San Angelo

Terri Nix	A.A., A.S., Howard College; B.B.A., M.B.A., University of Texas of the Permian Basin; Additional graduate study: North Texas State University and Sul Ross University; Certification of Organizational Management, University of Arizona	Associate Professor Business/Division Director Career & Technical Education	San Angelo
John Overton	A.S., Howard College; B.A., University of Texas-Arlington; M.Ed., Tarleton State University	Assistant Professor/Athletic Trainer	Big Spring
Annette Paige	A.A.S., Howard College, Licensed Texas Cosmetology Instructor	Instructor/Cosmetology	Big Spring
Gwen Parsons	B.A., M.Ed., Angelo State University	Program Director English/Title V Campus Activity Co- Director/Associate Professor/College Preparatory Studies	San Angelo
Robert D. Patterson	B.S., Baylor University; D.D.S., Baylor College of Dentistry	Professor/Dental Hygiene/Supervising Dentist	Big Spring
Kirk Peterson	B.S., Midwestern State University; M.A., Angelo State University	Assistant Professor/Program Director Radiologic Tech	San Angelo
Hawley Pfluger	B.S., Sul Ross State University	Instructor/ Ornamental Horticulture	FCI
Patty Pfluger	Certificate/Serv Safe	Instructor/Commercial Food Management	FCI
Paula Plachno	B.A., Angelo State University	College Prep English	San Angelo
Marcie Puckitt	B.S., M.A., Angelo State University	Instructor/English	San Angelo
Anissa Pullig	B.A. Shreiner University	Instructor/Biology Lab	San Angelo
Wayne Rackley	B.S., Abilene Christian University	Instructor/Program Director/Computer Aided Drafting Technology	San Angelo
Kelly Raines	B.S., M.B.A., Lindenwood University	Assistant Professor/Kinesiology/ Head Softball Coach	Big Spring
Robert Reid	TSTC	Instructor/HVAC	FCI
Marty Rice	Undergraduate study: Howard College	Instructor/Executive Housekeeping	FCI
Ricky Rodrique	B.S., Angelo State University	Instructor/Adult Basic Ed	Eden
Ronnie Sandoval	A.S. Rochester Institute of Technology	Instructor/Building Construction Trades	SWCID
Angie Serrano	Licensed Instructor, Program Director Cosmetology	Instructor/Cosmetology	San Angelo
Fabian Serrano	B.S., University of Texas of the Permian Basin	Instructor/Workforce Readiness/Director of Correctional Studies	FCI
Stacy Slaten	B.F.A., B.S., Texas Tech University; M.F.A., Miami University	Assistant Professor/Art	Big Spring
Britt Smith	B.S., M.S., West Texas A & M University	Assistant Professor/Head Baseball Coach	Big Spring
Leslie Smith	B.S., Howard Payne University	Instructor/Adult Basic Education	Brownwood
Melody Spradling	L.V.N., Howard College	Instructor/Health Professions	Big Spring
Homer Stewart	B.M., Texas Tech University; M.M.Ed. Angelo State University	Assistant Professor/Music	San Angelo
Susan Strickland	B.B.A., Angelo State University, M.Ed., Wayland Baptist	Instructor/Preparatory Studies/Program Director FA and Social Science	San Angelo
Cheng Tan	B.A., M.S., Gallaudet University	Associate Professor/Math	SWCID
Mary Tinsley	A.A., Howard College; B.S., Park University	Instructor/College Prep Math	San Angelo

Manuel Tobias	L.V.N., Howard College; R.N, A.A.S., Excelsior College	Instructor/Vocational Nursing	San Angelo
Nancy Treadwell	M.E.D., Angelo State University	Associate Professor/English	San Angelo
Michelle Trubenstein	A.A.S., Howard College; B.A.T., University of Texas Brownfield; R.R.T., National Board for Respiratory Care; M.H.L., Park University	Assistant Professor/Division Director HP/Campus Dean of Workforce	San Angelo
Tommy Tune	B.A., Southwest Texas State University; M.A., University of Texas of the Permian Basin	Associate Professor/History and Government	Big Spring
Eddie Vandewalker	B.M.E., East Central University; M.M., University of Texas at Arlington; Additional graduate study: University of North Texas and University of Houston	Associate Professor/Music/Program Director Fine Arts	Big Spring
Debbie Van Pelt	A.A.S., Howard College; B.A., Angelo State University	Instructor/Adult Basic Education	Big Spring
Barbara Walker	B.B.A., West Texas State University, M.B.A., University of Texas at Permian Basin	Associate Professor/Business	San Angelo
La Tisha Ward	A.A.S., Howard College; B.S.N., Texas Tech University	Instructor/Nursing/Clinical Teaching Assistant/Tutor Retention Specialist	Big Spring
Rhonda Watson	LVN, Howard College	Instructor/Workforce Training/Nurse Aide	San Angelo
Donald Weeks	Undergraduate study: East Texas State University	Instructor/Basic Computer Skills	GEO
Susan Welch	B.S., Angelo State University; M.S., Sul Ross State University; B.A., University of Kentucky; M.Div., University of the South	Assistant Professor/Biology	San Angelo
Lisa Westlund	B.A., Gallaudet University	Instructor/ Graphic Arts Technology	SWCID
Janice Gottshall Whipple	B.A., M.Ed., Angelo State University, Reading Specialist	Associate Professor/College Preparatory Studies English	San Angelo
Erin Whitford	B.A., M.A., Angelo State University	Instructor/English	San Angelo
Dwight Willborn		Instructor/Building Trades	FCI
Deborah Williams	B.B.A., M.B.A., Angelo State University	Instructor/Adult Basic Education	San Angelo
Gayla Williams	A.A., Howard College; B.B.E., M.B.E., West Texas State University; Additional graduate study: Texas Tech University, Angelo State University, North Texas University, and Adams State College	Professor/Business and Office Administration/ Division Director Career & Technical Ed	Big Spring
Daniel Woolley	B.S., Texas A&M; M.S. Angelo State University	Assistant Professor Agriculture/Livestock Judging Coach	Big Spring

RESPIRATORY CARE MEDICAL DIRECTORS

Walter Rustmann, D.O., FCCP, FAASM, Des Moines College of Medicine

James A. Parker, JR., M.D. Texas A & M University College of Medicine

Admission to Semester Credit Hour Programs

The Howard County Junior College District maintains an “open door” policy that admits applicants who have earned a high school diploma or general education development (GED) certificate and others under certain conditions. College entrance tests and high school rank are not criteria for acceptance. Falsification of admission records will result in permanent suspension from the college.

Who is Eligible for Admission?

At Howard College/SWCID, admission is open to anyone who meets the following requirements:

- Based on state law, unimpaired hearing students cannot enroll in SWCID unless it is educationally appropriate or in such special programs needed to train hearing and hearing-impaired persons to become professional service providers for the deaf.
- Has earned a high school diploma or GED.
- Individual Approval: Students who are 18 years of age or older and do not qualify for admission under one of the categories listed above may submit an individual approval request obtained from the admissions office on any HC/SWCID campus. Transcripts from high schools attended, test scores, and other academic information may be used to evaluate college readiness in lieu of graduation from high school. Designated campus officials will review requests and make recommendation to the Provost (or lead official) on each campus for final approval. Students admitted on individual approval without a GED or high school diploma are not eligible to receive Title IV federal financial assistance.
- Early College Start: Students who attend a public, private, charter, or home school within the Howard College/SWCID service area, have successfully completed their sophomore year, and can demonstrate they are academically prepared for college-level instruction.

Prospective students who do not meet any of the categories above should contact the Admissions Office to discuss criteria for exceptional admissions standards that may be applicable.

Admission/Enrollment Procedures

Applicants must complete the following steps to begin taking credit classes at Howard College/SWCID. The process varies for dual credit, early admission, and international students.

- Complete a Howard College/SWCID application, including residency information, and submit high school transcript; GED certificate, if applicable; and all college transcripts.
- Determine your TSI (Texas Success Initiative) status and schedule an assessment if required. All Howard College/SWCID students, unless exempt or TSI waived, must take an approved test for TSI before enrolling at Howard College/SWCID. Results of these tests will not be a condition of admission, but will be used for placement purposes. See the Success Initiative section of the catalog for additional information.
- Additional information needed for SWCID students (Deaf and Hard of Hearing Students only)

1. A current audiogram
 2. ACT/ACCUPLACER Scores for advising and placement purposes
 3. A current copy of Vocational/Psychological Evaluation Report if available
 4. Name, address, phone number of DARS/VR counselor (if available)
 5. Certification of Deafness for Tuition Waiver (Texas residents)
- Meet with an advisor to select classes.
 - Register when eligible and pay by the deadline listed in the current course schedule.
 - Attend an orientation session.
 - Submit accommodations request if needed for disabilities.

NOTE: Admission to Howard College/SWCID does not guarantee enrollment into career technical programs that maintain additional entrance requirements.

Transcripts

1. Unofficial transcripts may be used for advising and registration purposes.
2. Transfer students are required to provide official transcripts from every college or university previously attended. NOTE: For students applying for financial aid, a degree audit with all transfer hours will need to be submitted to the Financial Aid Office before financial aid eligibility can be determined.
3. All official transcripts must be on file within 30 days after classes begin for a regular semester (within 7 days after the start of a mini, summer, and/or flex term).
4. Students may be dropped from courses and will not be allowed to enroll in further courses if all official transcripts are not received.
5. An official “hold” will be placed on a student’s file until all official transcripts are received.
6. Official high school transcripts must show proof of graduation, including date.
7. A Howard College/SWCID official transcript will not be released if a student’s file has a “hold” placed on their record.

The Admissions Office on each campus can assist students in obtaining transcripts from other institutions. These requests, including the official name of the institution(s), should be made in writing (email, fax, land mail, etc.). The Admissions Office will send the request directly to the institution(s) as requested.

Requests for HC/SWCID transcripts should be submitted in writing (email, fax, land mail, etc.) to the Admissions Office. Most institutions have the capability of receiving electronic transcripts. This is the fastest and most effective method for sending HC/SWCID transcripts to other institutions. If an institution does not have the capability of receiving electronic transcripts, the transcript will be mailed. It is not the policy of Howard College to fax transcripts. However, in certain situations and when the college is not in a registration period, the college will fax a transcript to another college or university with a written request. Transcript request forms can be found on the HC/SWCID website.

Returning Howard College/SWCID Students

Howard College/SWCID does not require current and former students to reapply for admission. However, students must clear any holds placed on their records before re-enrolling. Former students returning after two semesters are required to:

- Complete a new residency information form,
- Update address and major when applicable; and
- Submit official transcripts from all colleges attended since last enrollment at Howard College/SWCID

Academic Fresh Start

Texas residents may seek admission to any Texas public post-secondary institution based on the academic fresh start statute, Texas Education Code 51.931. Based on the statute, Howard College/SWCID applicants may request the college to disregard academic course credits or grades earned 10 or more years before the start of the semester for which they are seeking to enroll. Applicants must inform the Admissions Office in writing if they wish to elect the academic fresh start option. Academic fresh start applicants may not receive any semester credit hours for courses taken 10 or more years before enrollment.

Dual Credit

Dual credit is a program that allows high school students to enroll in college courses while still attending high school. Courses are taken in place of the normal course load at high school. High school as well as college credit will be earned upon successful completion of the course. Students must have permission in writing from their high school principal or counselor, permission of the student's parent/guardian, and must present an official high school transcript. Students must satisfy Texas Success Initiative (TSI) requirements prior to enrolling in college-level course work. Students may take no more than six semester credit hours per semester unless approved by the instructional administrator and high school principal. Some fees may be waived for dual credit students. See the college Admission Office or high school counseling office for dual credit applications and forms.

Early Admission

The Early Admission Program at Howard College/SWCID offers an opportunity for high school juniors and seniors to progress and earn college credits toward the associate or bachelor's degree while completing requirements for high school graduation. The program is not in competition with, or in lieu of, high school required or elective credits, but is designed to permit selected students to make more constructive use of their time where, due to class scheduling or high learning capacities, seniors may have free time to enroll in college courses. Students do not receive high school credit for courses taken as Early Admission. The student should contact a high school counselor for an application to the Early Admission Program. The application must be signed by the student, the high school principal, and the student's parent/guardian. This form should then be forwarded or brought to the admissions office of Howard College/SWCID.

Tech Prep

Tech-Prep is a nationwide initiative for courses of study designed to assure that high school students acquire more technically-oriented knowledge and skills. These programs prepare students for employment in areas of high demand and emerging technologies. Each is a coordinated sequence of academic, career, and technology education courses, beginning in the ninth grade, which prepare students for lifelong learning, including advanced study at community and technical colleges and universities. Courses listed in this catalog that recognize Tech-Prep credit are noted in each degree program.

In order for a Texas public high school student to receive credit for a Tech Prep course, there must be an articulation agreement between Howard College and the student's high school. The student must complete a Howard College Application for Admission Packet, a Tech Prep Articulation Request Form, and attach two copies of his/her high school transcript. One copy must be an official copy that states the high school graduation date. The student may complete the Tech Prep Articulation Request Form at the

Howard College Admissions/Registrar's Office, or on his/her high school campus, or with the Tech Prep Director.

Once the student has completed the Tech Prep Articulation process, the request will be forwarded to the appropriate department at Howard College/SWCID. That Department will analyze the high school transcript and mark all articulated courses in accordance with the Articulation Agreement on file. If approved, the Registrar's Office will then transcript the Tech Prep Credit.

Reporting Changes in Name, Address, Social Security Number or Major

Students must provide their current home and email address to the Admissions Office. Students who change their name, home and/or email address, or Social Security number must submit a change form immediately to the Admissions Office. Items sent to the address on file are considered properly delivered by Howard College/SWCID. The college may require official proof of residency.

Immunization

The Texas Department of Health urges immunization for bacterial meningitis, diphtheria, rubeola, rubella, mumps, tetanus, and poliomyelities before being admitted to school (see additional information below regarding the bacterial meningitis vaccination requirement). The Student Services Office has information on local immunization providers. Health Professions students may have additional immunization requirements. Immunizations are required of students living in residence halls.

Bacterial Meningitis Vaccination Requirement

Senate Bill 1107 requires all students entering a public, private, or independent institution of higher education in Texas as of January 2012 and thereafter to provide documentation that they have had a meningococcal (bacterial meningitis) vaccine or 'booster' dose within the last five years and at least 10 days prior to the first day of class.

Students who fail to submit required meningitis vaccination documents will be restricted from registering for classes.

The meningitis vaccination requirement applies to:

- All first time students at Howard College/SWCID.
- All students who are transferring from any institution of higher education to Howard College/SWCID.
- All students who previously attended Howard College/SWCID, and who are enrolling following a break of enrollment of at least one fall or spring semester. (Students who complete a spring semester at HC/SWCID, are not enrolled for the summer at HC/SWCID, and who return in the fall are considered 'continuing students' and are not included in this requirement.)

Students EXEMPT from this requirement:

- Students who will be age 30 or older on the first day of classes of the semester in which you are enrolling at HC/SWCID.
- Currently enrolled HC/SWCID students.
- Students who will be enrolled only in online or distance education courses. (A completed, signed and dated copy of HC/SWCID's Bacterial Meningitis Exemption Form is required to request this exemption.) Howard College/SWCID students who wish to reside in the residence halls must receive the bacterial meningitis vaccination even if they are enrolled in only online courses.

- Students who present an affidavit signed by a licensed physician stating the vaccination would be injurious to the health or well-being of the student.
- Students who decline the vaccine due to reasons of conscience, including a religious belief. For students age 18 or older and NOT living in on-campus housing: Before you will be allowed to register for classes, Howard College/SWCID must receive a completed, notarized “Exemption from Immunizations for Bacterial Meningitis for Reasons of Conscience” Affidavit. Visit the Texas Higher Education Coordinating Board webpage at <http://www.theccb.state.tx.us/reports/PDF/2554.PDF?CFID=20379104&CFTOKEN=47730119> to print the affidavit. For students under age 18 or living in on campus housing: The official Texas Department of State Health Services (DSHS) form must be used. This form is available at <http://webds.dshs.state.tx.us/immco/default.aspx>. This form must be completed, notarized, and provided to Howard College/SWCID. Please allow 7 to 10 business days for delivery from DSHS. More information can be found at <https://www.dshs.state.tx.us/immunize/school/default.shtm#exclusions>.
- Students enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus.
- Continuing Education and Adult Basic Education students attending courses or programs that are less than 360 contact hours.
- Students incarcerated in a Texas prison.

Acceptable documentation to prove that you have met the meningococcal vaccine requirement:

- The signature or stamp of a physician or his/her designee or public health personnel on a form that shows the month, day and year of your most recent meningococcal vaccination or booster dose;
- An official immunization record generated from a state or local health authority that includes the same information as above; or
- An official record received from school officials, including a record from another state, that includes the same information as above.

Contact the Admissions Office for more information or go to www.CollegeVaccinationRequirements.com.

Big Spring & Lamesa Campuses Rebecca Villanueva, Director of Enrollment Services 432-264-5105 432-264-5604 fax rvillanueva@howardcollege.edu	San Angelo Campus Ofilia Gomez, Associate Registrar 325-481-8300 ext 3327 325-481-8361 fax ogomez@howardcollege.edu	SWCID Campus Candace Anderson, Associate Registrar 432-218-4045 VP/V 432-264-3729 fax canderson@howardcollege.edu
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Residency Requirements

To be considered a Texas resident, students must legally reside in Texas at least 12 months before enrollment into Howard College/SWCID and must be either U.S. Citizens or have permanent resident status. Howard College/SWCID recognizes the following classifications when setting tuition rates:

- In-district students - Texas residents (resided in Texas for 12 consecutive months) are considered in-district if they have resided in Howard County taxing district for 6 consecutive months.

- Out-of-district students - Texas residents who reside outside of the Howard County taxing district.
- Out-of-state students - Individuals who have not resided in Texas for the last 12 months or whose permanent resident card is less than 12 months old.
- International students - see the International Student Advisor for information on residency requirements.
- Students are responsible for registering under the proper residency classification. Any question concerning this classification should be clarified with the Admissions Office before enrollment. Rules and regulations for determining residence status are defined under Title 3 of the Texas Education Code. To determine the appropriate residency classification, Howard College/SWCID is required to review enrollment documents for errors, inconsistencies or misclassifications of residency. The college will take the necessary steps to see that appropriate adjustments are made if a misclassification occurs. Additional documentation of Texas residency may be required if the college determines that the information given on the enrollment documents is not adequate to prove residency.
- Students who wish to change their residence status must complete a Petition for Reclassification prior to the census date of the course for the term. For more information about residence status, please contact the Admissions Office.

Transferring Credit

Transferring Credit to Howard College/SWCID

A student transferring from another accredited college or university is ordinarily eligible for admission if he or she is eligible for readmission to the institution that he or she previously attended. The following conditions apply:

- A student on academic or disciplinary suspension from the last school attended will be considered for admission to Howard College on an individual basis only.
- Students with a grade point average below a 2.0 from the last college attended will be placed on academic probation and will be subject to the conditions outlined in the Scholastic Progress Standards section of the Catalog and Student Handbook.
- Grades of “D” will not be accepted for transfer credit if a student’s grade point average is less than 2.0.
- Credits for courses in which a passing grade (“D” or better if student’s overall grade average is “C”/2.0 or better) has been earned may be transferred from any college accredited through one of the regional accrediting associations, such as the Southern Association of Colleges and Schools. Credits may not be transferred from any U.S. institution not so accredited.
- Developmental/preparatory, remedial or any other non-degree credit course cannot be used for transfer or in determining the 2.0 (“C”) transfer average.
- Course work completed at colleges outside the United States will be considered for transfer on an individual basis. See the International Student Policy.
- Howard College/SWCID awards transfer credit for “credit by examination” if it is included on an official transcript from an accredited college or university, if it is within the established 18-hour limit, and if it is appropriately related to the student’s educational program (see Credit by Examination in this catalog).
- Transfer policies and requirements may vary for career technical programs. Students should contact specific program offices for information on transferring credit to HC/SWCID.

Transferring Credit from Howard College/SWCID

Most of the courses taught by Howard College/SWCID are transferable. Courses with numbers following the course description are academic courses approved by the Texas Higher Education Coordinating Board. These courses are transferable to public colleges in Texas; remedial, developmental, or preparatory courses are exceptions. However, courses that will transfer may not be required for all majors.

Courses that do not have numbers following the course description are approved by the Texas Higher Education Coordinating Board as technical courses. Although some of these courses will transfer to various colleges, they are designed for two-year technical programs and frequently will not transfer.

Students planning to transfer Howard College/SWCID credits to another college are advised to contact the receiving institutions to determine their transfer policies. Howard College/SWCID counselors will assist students with information on transferability of courses, but the decision to accept courses in transfer and/or to apply those courses to individual degree plans is made by the receiving institution.

Senior colleges generally will not accept more than 66 semester credit hours in transfer from a junior college. Most colleges will accept a grade of "D" if the student has an overall "C" average. If the "D" is in one's major field of study, the course may have to be repeated. Students who have not graduated from Howard College/SWCID may transfer hours back from the university to Howard College/SWCID to earn an associate degree. At least 25% of the hours toward the degree must have been earned at Howard College/SWCID.

Transfer Disputes

If course credit earned by a student at another institution of higher education in Texas is not accepted by Howard College/SWCID or if course credit earned by a student at Howard College/SWCID 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 Howard College/SWCID and the other institution along with the student shall attempt to resolve the transfer of the course credit in accordance with Board rules. If the transfer dispute 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 reasons 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 give written notice of the determination to the involved student and institutions.

Success Initiative

Mission and Goals

The mission of the College Preparatory Program is to assist students in achieving behaviors, skills, and academic goals leading to success in college and beyond. The College Preparatory Program goals are as follows:

Students participating in the College Preparatory Program will

- Develop skills and learn necessary academic information that will transfer to college-level course work
- Develop critical thinking and sound reasoning skills

- Develop a high level of independence in learning and seek assistance and guidance when needed
- Develop abilities to engage in the active process of thinking, learning, and participating with course content
- Develop and strengthen abilities to work collaboratively
- Develop skills in technology for use in subsequent courses and careers

Howard College establishes this plan in accordance with the Texas Education Code, Section 51.306 and 51.403, to assess and correctly place undergraduate students entering our institution. Students who do not have college-level skills in reading, writing, or math, as determined by initial testing, will be placed in a college preparatory program (previously termed developmental education) to improve any skill areas that are found deficient. As allowed by law, Howard College/SWCID may require higher passing standards than established by the State.

Minimum Passing Standards:

THEA (230 Reading, 230 Math, 220 Writing)

ASSET (41 Reading, 38 Math, 40 Writing)

COMPASS (81 Reading, 39 Math, 59 Writing)

ACCUPLACER (78 Reading, 63* Math, 5 on essay AND 80 on grammar or 6 on essay)

*College level math classes, including Math 1314 (College Algebra), may have a Prerequisite score of 80 and may also have a co-requisite requirement of Math 0101 if a student does not score an 80 on ACCUPLACER.

Advising

Howard College/SWCID students are required to see an advisor or counselor prior to registration. At this time students determine their intentions: non-degree seeking, core curriculum completer, field of study completer, marketable skill certificate, Certificate Level I, Certificate Level II, and/or associate degree, and will be advised according to their goals by an advisor specializing in their interest area. Faculty and staff who advise students will be given necessary training to pass along updates or changing information needed to properly advise students.

Eligibility, Exemptions/Exceptions

Each undergraduate student entering Howard College/SWCID, unless exempt or under exceptional circumstances, will be required to test for reading, writing, and math skills before enrolling in college-level courses. The students will take a state approved assessment test that identifies areas of deficiency for this initial test.

Exempted from requirements:

1. A student who meets qualifying standards on the SAT (1070 combined score with a minimum of 500 in math and/or English), ACT (23 composite with a 19 in English and Math), or TAKS (2200 on ELR and Math and a 3 on the essay). SAT and ACT exemptions are valid for a five-year period following initial test date. TAKS scores are valid for a three-year period after initial test date;
2. A student who has graduated with an associate or baccalaureate degree from an institution of higher education;
3. A student who transfers from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework with a C or better as determined by the receiving institution;
4. Level One Certificate Students;
5. A student who is serving on active duty as a member of the United States armed forces or as a member of the Texas National Guard;

6. A student who is currently serving as, and for at least the three-year period preceding enrollment, has served as a member of a reserve component of the armed forces of the United States; or
7. A student who on or after August 1, 1990, was honorably discharged, retired or released from:
 - a. active duty as a member of the armed forces of the United States or the Texas National Guard, or
 - b. service as a member of a reserve component of the armed forces of the United States;
8. A student who has attended any institution of higher education and has been determined to have met college readiness standards by that institution (Howard College/SWCID may recommend additional developmental coursework if a student's additional assessment or performance at Howard College/SWCID reveals a deficiency).
9. Casual student: A student who enrolls in a course for personal enrichment with no plans of completing a level two certificate or degree may take six (6) hours or less of non-restricted classes in a semester. A maximum of 12 hours can be taken under the "Casual Student" status.

Students will be required to follow the Success Initiative policy if they do not meet the above exemptions and exceptions. The following categories require compliance:

1. Associate Degree
2. Level Two Certificate

Students enrolled in programs leading to a level two certificate or associate degree are liable under the Success Initiative and must meet the criteria for their plan. The Dual Credit and Early Admissions program allows high school students to enroll in college courses while still attending high school. Courses are taken in place of or in addition to the normal course load at high school. Students must have permission in writing from their high school principals or counselors and a high school transcript. These students must satisfy all assessment requirements specific to college courses prior to enrolling in college-level course work.

Enrollment and Participation

After initial testing, full-time students attending classes for the first semester must enroll in each area of reading, writing, and math preparatory course work in which they are found deficient. Part-time students (students enrolled in less than 12 hours) must enroll in at least one college preparatory course in deficient areas until college readiness has been met. In subsequent semesters, full-time students must enroll in at least one college preparatory course in a deficient area until college readiness has been met. It is recommended that students take their college preparatory courses consecutively. Whenever possible students are advised against delaying a semester of college preparatory courses in the sequence. Course availability, sequencing, and placement may vary at each campus. Students must follow the college preparatory plan and sequence as advised by college preparatory faculty at each campus.

Restrictions

Students may be restricted from enrolling in certain courses until college readiness has been determined. Some courses may have Prerequisite and/or co-requisite requirements depending on a student's level of academic achievement. Science, History, Government, Economics, Psychology, Sociology, and Humanities will be considered reading restricted. English 1301 and English 2311 will be considered a reading and writing restricted course. All college-level mathematics courses will be considered restricted courses. Students should consult the developmental education department and/or the guidance and counseling office for specific campus and course restrictions.

Required Attendance and Participation

Students enrolled in college preparatory course work due to the Success Initiative policy are required to regularly attend and participate in class activities. Students who miss six (6) hours or more of class may be penalized and may fail the class due to lack of attendance. If a student earns a failing grade (“F”) due to lack of attendance (as outlined in the attendance requirements on the course syllabus), the instructor may post the grade to a student’s transcript at the time the student earns the failing grade. If an instructor chooses to post the failing grade prior to the conclusion of the semester, the student will not be allowed to withdraw from the courses. The instructor will state his or her attendance policy in the course syllabus. Students are responsible for keeping track of their attendance and, if needed, checking with their instructors to see if absences threaten the successful completion of a course.

Withdrawal from College Preparatory Courses

Students who are enrolled in college preparatory coursework during their first semester may not drop any college preparatory course unless they are completely withdrawing from the district. In subsequent semesters, students may drop a college preparatory course only if they have continuous enrollment in at least one other required college preparatory course. If the student drops all required college preparatory courses, thus placing them out of compliance with continuous enrollment in required college preparatory education, they will be dropped from all other courses at Howard College. Students dropping all required college preparatory courses will not be reclassified (within the same semester) as casual students or have their programs changed to level-one certificates to circumvent this policy. Students who withdraw from college preparatory courses due to passing an approved assessment exam will be subject to the published refund schedule as stated in the Catalog.

College preparatory Courses

Students in college preparatory reading, writing, and math, regardless of instructor, will be required to take a comprehensive final exam for each course.

***Math Courses**

MATH 0330, Pre-Algebra	MATH 0301, Developmental Math (SWCID)
MATH 0331, Beginning Algebra	MATH 0302, Math Skills (SWCID)
MATH 0332, Intermediate Algebra	MATH 0311, Elementary Algebra (SWCID)
MATH 0101, College Prep Math	MATH 0312, Intermediate Algebra (SWCID)

***Reading Courses**

ENGL 0300, College Preparatory Reading	ENGL 0310, Developmental ESOL Reading (SWCID)
ENGL 0301, Success in College Reading I or	ENGL 0311, Developmental Reading I (SWCID)
ENGL 0315, Integrated Reading and Writing	ENGL 0312, Developmental Reading II (SWCID)
ENGL 0302, Success in College Reading II	ENGL 0313, Developmental Reading III (SWCID)
ENGL 0202, Success in College Reading II	
ENGL 0102, Success in College Reading II	

Writing Courses

ENGL 0319, College Preparatory Writing	ENGL 0320, Developmental ESOL, Writing and Grammar (SWCID)
ENGL 0320, Success in College Writing I or	ENGL 0321, Developmental Writing I (SWCID)
ENGL 0315, Integrated Reading and Writing	ENGL 0322, Developmental Writing II (SWCID)
ENGL 0321, Success in College Writing II	ENGL 0323, Developmental Writing III (SWCID)
ENGL 0221, Success in College Writing II	
ENGL 0121, Success in College Writing II	

*Some courses may not be offered at each campus. Students need to check class schedules each semester for course offerings.

Students will be placed in a level according to their initial test score. Students will then proceed through the sequence of courses in each subject to complete their college preparatory education, or the student may retest at any time to place out of the college preparatory program. Instructors may include as part of their course that students re-take the ACCUPLACER at the end of the course. It is recommended that students take ACCUPLACER prior to registering for subsequent college preparatory courses. Students will be required to complete each course with a grade of C or better in order to progress to the next level or before moving to college level work. Students should consult their campus advisor for proper course placement.

All college preparatory students will take Learning Framework (EDUC or PSYC 1100) their first long semester.

Evaluation of Program

The purpose of the college preparatory program at Howard College/SWCID is to prepare students for college-level work who are found deficient via a state approved test. Students may also be measured by the completion of their course sequence. These measures will be taken on a semester basis and the program will be thoroughly evaluated by all college preparatory personnel on a yearly basis. Mid-course changes in preparatory sequencing will be made on an informal basis when needed.

A survey instrument, such as the Best Practices Survey developed by Hunter Boylan, will be used to address the programs overall strengths and weaknesses, and also to address specific campus issues. The information will be used to address any problem areas within the program and instructors will meet to develop strategies for correction.

Student tracking will be conducted to determine student success in passing the prescribed assessment test and passing each level of college preparatory classes. This information will be evaluated and goals will be established based on this information.

ACCUPLACER

Howard College/SWCID administers the ACCUPLACER Assessment, a state-approved alternative exam for meeting the Howard College/SWCID Success Initiative. ACCUPLACER is computerized and is not recommended for students that do not have adequate computer skills. Students should contact the testing center at each campus for information on the cost of this assessment. Students must wait at least two weeks prior to retesting in each subject area. Contingent on test results, students may retest prior to the two week waiting period at the discretion of the testing coordinator. Additional diagnostic testing may be required to appropriately place students in the college preparatory course sequence.

Module Courses

Students may be placed in module courses. Module courses are 1, 2, and 3 credit courses. Students, whose placement and diagnostic test results indicate that they do not need an entire 16 week course, may be placed in module courses.

Adult Basic Education

Students with placement test and TABE (Test of Adult Basic Education) results that indicate they may need specialized support from Adult Basic Education (ABE) may enroll in ABE Mirrored Courses. Students will be advised of the course options as they pertain to ABE or College Preparatory.

Non Course Based Options

Students with placement scores that indicate they are in need of short-term remediation may qualify for non-course based options. Non-course based options are interventions that target students in need of short-term remediation. Students will be advised of non-course based options.

International Student Admissions

Howard College/SWCID is authorized under Federal law to enroll international students. This policy is subject to change based on changes in federal regulations and guidelines governing international students. Failure to maintain any of the requirements listed below can result in the student being sent back to the home country.

Students should follow the admission procedures detailed in the International Student Admissions Packet which can be found on the Howard College/SWCID web site: www.howardcollege.edu – look for the section “Come to HC – How to Apply” to find the link for international students. Contact the Admissions Office at each campus for more information.

A student from a foreign country will be eligible for admission to Howard College/SWCID, and SEVIS record Form I-20, will be issued when all admission requirements have been met and the following items are on file in the Office of the Registrar:

1. Application for Admission, along with a mandatory, non-refundable \$50 application fee, in U.S. dollars only. Major credit cards are accepted.
2. Official copies of high school and college transcripts translated in English and evaluated by approved agency.
3. **TOEFL (Test of English as a Foreign Language):** All international students are required to show English proficiency in order to study at Howard College. This can be accomplished by: 1) taking the Test of English as a Foreign Language (TOEFL) with minimum passing scores listed below; 2) submit a score report of 17 or higher in the English section of the American College Test (ACT); 3) submit a score report of 430 or higher on the verbal section of the Scholastic Assessment Test I (SAT I) 4) show certificate of completion from an English as a Second Language (ESL) program; 5) show citizenship from a home country where English is the native language. An official copy of scores on the TOEFL must be received directly from the Educational Testing Service (ETS). No score below 500 (paper based version) on the TOEFL will be accepted as the minimum passing score. Information about the TOEFL exam may be obtained from the Educational Testing Service, Box 899, Princeton, NJ 08540, U.S.A. The website address is www.toefl.com Howard College/SWCID will pay for the TOEFL exam for those students receiving a scholarship from Howard College that have a signed Letter of Intent and/or a signed Howard College/SWCID scholarship on file with the Howard College International Student Coordinator. The Howard College/SWCID scholarship must be an award of \$500 or more a semester/\$1000 for the academic term. All other scholarships limits apply.
4. Financial information: The prospective international student must show proof of financial support, by submitting the financial agreement, financial statement, and the financial status form with a recent certified bank statement, which are included in the packet. Other forms, such as “Conditions of Acceptance Agreement”, and any other blank forms included in admissions packet are also required.
5. International students are strongly encouraged to obtain medical evacuation/repatriation insurance to cover any unexpected emergency medical costs during their stay in the U.S. Howard College is in no way responsible for medical expenses incurred by the international student.

An international applicant must send all of the above documents to the International Student Advisor. A checklist of items needed is provided for assistance in making sure the admissions packet is complete before submitting to Howard College/SWCID. Deadlines to apply are no later than May 15 for the fall semester (beginning in August), October 1 for the spring semester (beginning in January), and March 15 for the summer sessions (beginning in June)

International Transfer Students (Students Currently Enrolled in Educational Institutions in the U.S.): Immigration and Naturalization Service regulations require confirmation that students in the U.S. on an F-1 (student) visa must have established transfer eligibility before the new institution initiates the transfer. Transfer students are subject to the same admission requirements as outlined above.

Veterans Education Training

Howard College/SWCID is fully approved for Veterans Education Training by the Texas Workforce Commission. Veteran Students should contact the VA Education Benefits Coordinator in the Advising/Career Center at Howard College to make application for benefits as soon as possible in order that payment of subsistence may be expedited.

It is necessary that all admission requirements be met before certification of enrollment to the Veterans Administration will be submitted. Previous education and training records are evaluated. Students are notified as to what credit will be permitted for this training to be used on their educational objective. Students are required to complete only the remaining required courses in the program to fulfill their objectives. Students will not be certified to the Veterans Administration for any non-required course on their objectives.

It is necessary that veterans present a Certificate of Eligibility and Entitlement and a completed veterans application packet to the Advising/Career Center if they expect to draw subsistence pay from the Veterans Administration. The application packet is comprised of the following documents: (1) Application or VA Form 22-1990; (2) Separation papers or DD214.

War Orphans desiring to draw benefits from VA, under provisions of P.L. 634, should present a certificate of eligibility prior to enrollment and attendance in class. The Certificate of Eligibility must be on file before certifying the student's enrollment to the Veterans Administration for educational benefit payments.

Veterans who are no longer entitled to educational benefits under the Veterans Administration and who were residents of the State of Texas at the time they entered active military service may be eligible for benefits under the Hazelwood Act. Those who think that they may qualify for this benefit should present a copy of their separation document (showing place of entry into active military service) and evidence proving that their VA educational benefits are exhausted to the VA Education Benefits Coordinator for interpretation.

Appealing Admission Requirements and Decisions

Students wishing to appeal admission requirements and/or decisions made impacting admission status should direct questions to the Admission and Standards Committee. The Vice President of Academic and Student Affairs serves as Chair of the committee.



Tuition and Fixed Fees

The following tuition rates will be charged each semester. These rates apply to courses taken for credit and for audit. **TUITION AND ALL FEES ARE SUBJECT TO CHANGE IF NECESSARY TO COMPLY WITH NEW STATE LAWS AND BOARD POLICY.**

In-District (Howard County Residents)

\$57 per semester hour with a minimum base amount of \$150. Qualified Texas Deaf residents shall be exempt from tuition fees beginning with the fall semester of 1995 as documented.

Out-of-District (Texas Residents)

\$89 per semester hour with a base amount of \$180. In order to establish in-district residency, a student must have been a resident of Texas for twelve consecutive months immediately prior to enrollment, including six months as a resident in Howard County. Moving into the Howard County Junior College District for the specific purpose of enrolling in Howard College or SWCID does not establish legal residence in the district.

Non-Resident (Out of State and International)

Howard College - \$138 per semester hour with a base amount of \$200
SWCID - \$401 per semester hour, no base, based on State law 131.005.

Non-State Funded Course Fee

A charge of \$70 per credit hour will be added to the tuition charged for courses that do not qualify for state funding, including but not limited to the following conditions:

1. A student's third attempt or more at the same course.
2. A student taking a developmental course who has exceeded 27 semester credit hours of developmental course work.
3. Any other circumstances for which state funding is not received.

Building Charge (All Students)

\$70 per semester

Student Services Fee (All Students)

\$3 per semester hour beginning at 6 hours, up to and including 12 hours.

Senior Citizens

If space is available at the close of regular registration, students age 65 and older may enroll for up to six hours of courses each semester and/or summer term without payment of tuition. All fees will be charged. If space is available at the close of regular registration, students age 65 and older may audit any course(s) at no charge. This exemption will only be honored upon request in person. Registration must be completed on site each registration period. This exemption does not apply to programs with limited enrollment and/or competitive selection.

Cost Reduction

1. Certain fees or other costs may be reduced or waived by the college President or designee for students who are enrolled in classes taken in facilities provided for the purpose of instruction when these locations are located in the college's service area or have been approved by the Board of Trustees.
2. Certain costs are reduced for concurrently enrolled high school students and for inmates at correctional facilities enrolled in academic courses. The base tuition for high school students enrolled in academic transfer courses is \$50 for in-district, \$100 for out-of-district, and \$140 for non-resident students. Hourly tuition is \$38 for in-district, \$50 for out-of-district and \$72 for non-resident. Fees are waived.
3. The tuition rate for high school students concurrently enrolled in Workforce Education courses is \$0. Students may be responsible for certain course or program costs such as insurance, licensure requirements, testing, certification, equipment, etc.

Laboratory Fees

All biology, chemistry, geology, and physics courses with lab sections	20.00
Agriculture 1311, 1407, 1413, 1415, 1419, 2321, 2322	8.00
Agriculture 2301, 2303	15.00
Agriculture 1309	20.00
ARTS 2346, 2347	24.00
ARTS 1311, 1312, 1313, 1316, 1317, 2316, 2317, 2323, 2324, 2326, 2327, 2333, 2336, 2351, 2352, 2366, 2367	10.00
AUMT, all courses	20.00
Building Construction Technology, all courses	20.00
Business POFT 1127	15.00
Business: POFI 2301, 2331, 2340; POFL 1303, 2301; POFT 1227, 1309, 1349, 2301, 2433	20.00
Child Development TECA 1303, 1311, 1318	15.00
Communication 1316, 1317	20.00
Computer and Information Sciences, all courses	20.00
Computer and Information Systems, all courses	20.00
Cosmetology, all courses	20.00
Criminal Justice CJLE 2522	20.00
Dental Hygiene labs, per hour	15.00
Dental Laboratory Technology, all courses except 1291, 1371	20.00
Drafting, all courses except DFTG 2386.	20.00
Electronics CETT 1409	20.00
Emergency Medical Services EMSP 1355, 1356, 1438, 1501, 2248, 2330, 2434, 2444	20.00
Engineering ENGR 1304	20.00
Foreign Language (all laboratory courses)	12.00
Graphic Arts Technology, all courses	20.00
Health Information Technology/ HITT 1249, HITT 1253, HITT 1255, HITT 1301, HITT 1311, HITT 1345, HITT 1441, HITT 2239, HITT 2343, HITT 2435, POFM 1309	20.00
Industrial Production Technology, all courses with labs CETT, ELPT, ENTC, HYDR, INMT, INTC, OSHT, PTAC, HART	20.00
Interpreter Training SLNG 1140, 1211, 1215, 1304, 1305, 1344, 1345, 2302, 2331, SGNL 1301, 1302, 2301, 2302	20.00
Medical Assistant, all courses with labs	20.00
Nursing RNSG 2307	10.00
Nursing RNSG 1115, 1309, 2213, 2308, 2201	15.00

Nursing RNSG 1343, 2432	24.00
Paraprofessional in Deaf Education, SLNG 1318, CDEC 1313, 2286, 2287	20.00
Physical Education 2301	24.00
Preparatory courses, one hour	10.00
Preparatory courses, three hour	20.00
Radiologic Technology RADR 1213, 1309, 1311, 2301, 2305, 2309, 2331, 2335	22.00
Respiratory Care RSPT 1101, 1213, 1329, 1331, 1335, 2230, 2314	24.00
Surgical/Operating Room Technician, Surgical Technology SRGT 1505, 1409, 1441, 1442	20.00
Vocational Nursing VNSG 1230, 1234, 1323	10.00
Vocational Nursing VNSG 1509	15.00
Vocational Nursing VNSG 1510	24.00
Welding, each course	24.00

Additional Fees for Certain Courses or Services

Additional fees charged by outside agencies may be passed on to the student.

Agriculture 2301, 2303	15.00
Athletic Trainer Liability Insurance (per semester)* SEE KINESIOLOGY	
Business POFT 1325	10.00
Business ACNT 1313	20.00
Certified Nurse's Aide (CNA) Retest Fee	75.00
Child and Family Development Liability Insurance (per course) CDEC 2386, GERS 2360	10.00
CLEP Examinations	80.00
Clinical/Practicum or Courses that have a clinical or practicum	15.00
Cosmetology Liability Insurance (per semester)	10.00
Criminal Justice Liability Insurance (per course) CISA 2388	10.00
Dental Hygiene Liability Insurance (per semester)	10.00
Dental Hygiene Clinical Fee (per semester)	15.00
Dental Hygiene Board Review Fee, per course (DHYG 2361, 2362)	200.00
Dental Hygiene Clinical Rotation Tracking Fee (DHYG 1331)	75.00
Dental Hygiene ADHA dues, (optional)	65.00
Dental Hygiene CES Online review, per course (DHYG 1331, 1261, 2361, 2362)	25.00
Emergency Medical Technology Clinical Fee (per semester)	15.00
Emergency Medical Technology Liability Insurance (per semester)	32.50
Emergency Medical Technology Ride Out Fee (EMSP 1160) San Angelo students	10.00
Emergency Medical Technology Ride Out Fee (EMSP 1161) San Angelo students	15.00
Emergency Medical Technology Testing fee (EMSP 1501)	20.00
Emergency Medical Technology Planner Tracking Fee (EMSP 1501)	25.00
Emergency Medical Technology Testing Fee (EMSP 1438)	40.00
Emergency Medical Technology Planner Tracking Fee (EMSP 1438)	60.00
GED Testing	80.00
Health Information Technology Liability Insurance (per course) HITT 2260, 2261	10.00
Health Information Technology Clinical Fee (per course) HITT 2260, 2261;	15.00
Interpreter Training SLNG 1321	10.00
Kinesiology/Physical Education (Lamesa campus) 1104, 1124, 2104, 2124	10.00
Kinesiology/Trainer Liability Insurance (per course) 1101, 1102, 2101, 2102	10.00
Laundry Fee (for students living in on-campus housing)	25.00
Medical Assistant Liability Insurance (per semester)	10.00
Medical Assistant Clinical Fee (per semester)	15.00

Cost

Music or Private Instruction Fee, all individual instruction one-hour courses	80.00
New Student Orientation (SWCID)	300.00
Nursing (ADN) Liability Insurance (per semester)	10.00
Nursing (ADN) Testing Fees RNSG 1309	95.00
Nursing (ADN) RNSG1343	70.00
Nursing (ADN) RNSG 2201, 2308, 2213, 2432	70.00
Nursing (ADN) RNSG 2307	95.00
Nursing (ADN) Lab Simulation Fee (per semester)	15.00
Nursing (ADN) TNSA-NSNA membership (optional)	20.00
Nursing (ADN) NLCLEX (per course) RNSG 2432	349.00
Nursing (LVN) Liability Insurance (per semester)	10.00
Nursing (LVN) Clinical Fee (per semester)	15.00
Nursing (LVN) Testing Fee (Fall semester)	30.00
Nursing (LVN) Testing Fee (Spring semester)	35.00
Nursing (LVN) VN Review (per course) - VNSG 1510	145.00
Nursing (LVN) VNSG 1230, 1234, 1323 Syllabus Fee	10.00
Nursing (LVN) VNSG 1509 Syllabus Fee	10.00
Nursing (LVN) VNSG 1510 Syllabus Fee	10.00
Nursing (LVN) VNSG 2461 Exit Exam Fee	45.00
Physical Education bowling classes/Facility Fee	25.00
Physical Education, San Angelo/Facility Fee	25.00
Radiologic Technology Liability Insurance (per semester)	10.00
Radiologic Technology Clinical Fee RADR 1260	15.00
Radiologic Technology Practicum Fee RADR 1167, 1266, 2366, 2367	15.00
Radiologic Technology Simulated Registry Exam Testing Fee RADR 2366, RADR 2367	18.00
Radiologic Technology Radiation Monitoring Badge RADR 1260	55.00
Radiologic Technology Radiation Monitoring Badge RADR 1266	63.00
Radiologic Technology Radiation Monitoring Badge RADR 2366	45.00
Radiologic Technology Radiation Monitoring Badge RADR 2367	36.00
Radiologic Technology Radiation Monitoring Badge Replacement for Fetal Monitoring (as needed)	current price plus expedited s/h
Radiologic Technology Simulated On-line Review Course RADR 2335	80.00
Respiratory Care Liability Insurance (per course) 1160, 1266, 2166, 2260, 2266, 2267	10.00
Respiratory Care Practicum Fee (per course) 1266, 2166, 2266, 2267	15.00
Respiratory Care Clinical Fee (per course) RSPT 1160, 2160	15.00
Respiratory Care Kit RSPT 1101	80.00
Respiratory Care Persing Review Course Fee RSPT 2166	150.00
Respiratory Care NRP Course Fee RSPT 2353	40.00
Respiratory Care Secure RRT Exam, RSPT 2230	40.00
Respiratory Care Online Exam Prep, RSPT 2230	95.00
Surgical Technology Liability Insurance SRGT 2461, 2562	10.00
Surgical Technology Clinical Fee SRGT 2461, 2562	15.00
Surgical Technology Exit Exam (CST and SAE) Fee SRGT 2562	277.00
TEAS Test	50.00
Virtual College of Texas (VCT) Course Fee	50.00

Student Refund Policy

Students who officially drop a course(s) or withdraw from the college shall have their tuition and mandatory fees refunded according to the following schedule:

Fall and Spring Semesters

Prior to the first day of the semester*	100%
During the first five class days	70%
During the sixteenth through twentieth class days	25%
After the twentieth class day	NONE

Summer Sessions

Prior to the first day of the semester*	100%
During the first five class days	70%
During the sixth and seventh class days	25%
After the seventh class day	NONE

Flex Entry and Non-Semester Length Courses**

Prior to the first class day*		100%
After first day of class, see the following schedule:		
Length of term (# of weeks)	Last day for 70% refund	Last day for 25% refund
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

*The first class day is the official first day of class of the semester. Class days are based on the college calendar.

**Courses with a census date other than the twelfth class day (fourth class day for a six-week summer term) (Includes Cosmetology).

Open Entry Classes (Adult Vocational Classes and Continuing Education Classes)

Prior to the first scheduled class meeting100%

If class is canceled by the college.....100%

For a course meeting fewer than three times, no refunds except prior to first scheduled class meeting.

For a course meeting three or more times, after the first class meeting and prior to the second... 70% None thereafter.

General Financial Information

Special Courses

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

Financial Obligations

Students cannot receive an official transcript from Howard College/SWCID until they have discharged all financial obligations to the college. Registration is not complete until all accounts for the semester are paid and/or proper financial arrangements are made. Unpaid financial obligations may result in dismissal from the college. Students with outstanding financial obligations to the college will not be allowed to re-enroll until these obligations are cleared. Students who have outstanding financial obligations to the college may be allowed to enroll for workforce training and continuing education classes when these classes are required by and/or paid for by an employer or third party. In these cases, transcripts will not be issued to the student; however evidence of completion of the course will be provided to the employer. Unpaid balances may result in referral for collection and the student will be responsible for all collection costs incurred.

Registration

A period will be set aside each term or semester to permit students to register. All tuition and fees will be paid at this time. It is the responsibility of a student on financial aid and/or scholarship(s) to confirm with the Business Office that all tuition and fees are paid.

Late Registration

A late registration charge of \$10.00 is required of all students enrolling after the regular announced day or days to register. This fee is also required if a student enrolls, completely withdraws from all classes, and then initiates another class enrollment. This fee is charged even if this situation occurs within the same day. This charge will be incurred by students who register in person or on-line.

Course Change

A fee of \$10.00 is charged for each course change. This fee will not be charged to any student who changes their courses through the on-line system.

Admittance to Class

Students will not be allowed to attend classes until all tuition and fees have been paid.

Bookstore Refunds

Bookstore refunds will adhere to the posted policy provided by the bookstore contractor.

Check Identification Requirement

Personal checks written to Howard College/SWCID will have the issuer's date of birth and/or valid driver's license number written on the check. If the student prefers not to have the date of birth or driver's license number written on the check, the student must pay with cash, cashier's check, money order, or credit/debit card.

Returned Checks

A processing fee will be assessed any person who writes a check to the college that will not clear the bank for any reason other than bank error. The fee will be equal to that charged by the county attorney's office for returned checks. A hold will be placed on all records until the financial obligation to the college is cleared. The issuer of the check will be notified in writing of the insufficient status. Failure to comply within the specified time limit will result in the check being turned over to the appropriate outside agency for collection and additional fees may be incurred. The college will not accept checks from anyone who has had more than two returned checks.

Installment Payment Plan

Howard College/SWCID offers installment contracts for the payment of tuition/fees for Fall and Spring semesters.

- The plan is offered through Nelnet Business Solutions and must be executed on-line.
- One-half of the tuition and fees must be paid before the start of the semester with two equal payments remaining.
- An enrollment fee of \$25.00 will be charged per agreement period (semester).
- A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for future classes until full payment is made.
- A student who fails to make payment before the end of the semester will not be issued a transcript or grade report until full payment is made.
- If the account is submitted for collection, the cost of collection will be the student's responsibility.

Residence Hall Cost

Howard College

Listed below are the current charges and installment amounts. Room and Board charges are subject to change without notice.

Refundable room deposit

\$100.00 is due at time of application for all students. Students will not be assigned a room until the Dean of Students Office has received the deposit and the housing application.

Room/Board Charges for Howard College

Fall and Spring Semester Room Charge (per student)	\$650.00
Summer Term Room Charge	\$250.00
Mini Term Room Charge	\$150.00
Board Charge (not available during summer)	\$1330.00
Tax on Board Charge	109.73
Total Room and Board Charge (fall and spring semesters)	\$2089.73

Laundry Fee

A \$25 laundry fee will be charged to all students living in on-campus housing.

Private Room Charge

Private rooms are an additional \$650 per semester and are subject to availability. This fee must be paid in full when the resident accepts the private room assignment and cannot be prorated. The Quads in Turner Hall are not available for single occupancy.

Installment Plan

(Includes \$25 Laundry Fee)

1 st payment	Due at Registration or move-in (whichever comes first)	\$1057.37
2 nd payment	Due dates included on installment contract	\$528.68
3 rd payment	Due dates included on installment contract	\$528.68

Financial Aid/Scholarship Recipients

Room/Board payments due at Registration. Financial aid and/or scholarship funds can be applied.

No-Financial Aid/Scholarship Recipients

Room/Board payments due upon moving into Residence Halls or at Registration, whichever comes first.

Withdrawal

The residence hall cost includes room rent and meals. No refunds will be made for the room rent portion of the cost. The meal portion of the cost will be refunded based on the amount paid to date and on the remaining days left in the semester. Refund of the reservation deposit will be awarded under the following conditions:

1. The reservation is canceled before July 15 for the fall semester, December 15 for the spring semester, and May 1 for the mini and summer semesters.
2. The resident involuntarily withdraws from the college for reasons of health or circumstances beyond his/her control.
3. The resident officially checks out of the residence hall with the Residence Hall Supervisors.

Any damage or shortage at the time the resident vacates the residence hall will be deducted from the deposit. To obtain the deposit, the student must contact the Dean of Students Office.

SWCID

Listed below are the current charges and installment amounts for SWCID. Room and Board charges are subject to change without notice.

Refundable Room Deposit

\$100.00 is due at time of application for all students. Students will not be assigned a room until the Dean of Student Affairs Office has received the deposit and the housing application.

Room and Board Cost - SWCID

Fall and Spring Semester Room Charge (per student)	\$650.00
Summer Term Room Charge	\$250.00
Mini Term Room Charge	\$150.00
Board Charge (not available during summer)	\$1615.00
Tax on Board Charge	133.24
Total Room and Board Charge (fall and spring semesters)	\$2398.24

Cost

Laundry Fee

A \$25 laundry fee will be charged to all students living in on-campus housing.

The housing cost includes telephone, TV, computer, and cable service hookups. For those students wishing to have a private room, if available, an additional \$650.00 will be assessed. The board plan is a 7-day program for meals as follows: Monday through Friday – Breakfast, Lunch, Dinner; Saturday and Sunday – Brunch and Dinner. Cost of board is subject to change due to fluctuating food costs.

For those students wishing to pay board in installments, approval must be received from the Business Office or the Dean of Student Affairs. Board may be paid in as many as three installments.

Installment Plan
(Includes \$25 Laundry Fee)

1 st payment	Due at registration or move-in (whichever comes first)	\$1211.62
2 nd payment	Due dates included on installment contract	\$605.81
3 rd payment	Due dates included on installment contract	\$605.81

Meal tickets will not be issued until financial arrangements have been made with the Business Office or the Dean of Student Affairs. Payment is due in full at Registration.

SWCID Annex Apartments

Family apartments are available for married couples (with or without children), single parents with children, students with special/unique needs, or college employees in some special circumstances . Room cost is \$525.00 each month/\$2,100.00 for the semester to live in a SWCID apartment. The college will assume responsibility for payment of utilities except for long distance telephone service and any supplemental cable other than basic services the college already provides in the other dorm rooms.

Occupants may choose or not choose to participate in the meal plan. It makes no difference whether one or both of the persons that make up the married couple are SWCID students, the rent cost will remain the same.

Students, who would otherwise not qualify, may be placed in the apartments due to lack of space availability in the residence halls. Students will be charged the current dorm rate in this situation, regardless of the number of students sharing the apartment. Students in this situation will be required to participate in the meal plan. When space is available, they may be relocated to the residence halls.

Foundation Park

Four manufactured homes are available for individual students based on certain criteria, married couples (with or without children), and/or single parents with children. Individual students are required to complete an application/selection process and receive approval to live in these homes. Each manufactured home can hold up to 6 students (2 students per bed room). Room cost for each approved individual student is \$650 per semester. Room cost for married couples (with or without children) and single parents with children is \$875 per month/\$3,500 for the semester. The college will assume responsibility for payment of utilities except for long distance telephone service and any supplemental cable other than basic services the college already provides in the residence halls and annex apartments. The meal plan is required for individual students living in the manufactured homes but is optional for married couples and parents with children.

Students, who would otherwise not qualify, may be placed in the manufactured homes due to lack of space availability in the residence halls. When space is available, they may be relocated to the residence halls.

Withdrawal

The residence hall cost includes room rent and meals. No refunds will be made for the room rent portion of the cost: \$650 for the rooms in the residence halls. The meal portion of the cost will be refunded based on the amount paid to date and on the remaining days left in the semester. Refund of the reservation deposit (\$100) will be awarded under the following conditions:

- The reservation is canceled before July 15 for the fall semester and December 15 for the spring semester.
- The resident involuntarily withdraws from the college for reasons of health or circumstances beyond his/her control.
- The resident officially checks out of the residence hall with the approval of the Residence Hall supervisors.

Any damage or shortage at the time the resident vacates the residence hall will be deducted from the deposit. To obtain the deposit, the student must contact the Dean of Students Office.

Under federal law, students attending Howard College/SWCID who receive Title IV (Pell, SEOG, Direct Loan) and completely withdraw before the 60 percent point (in time) in the period of enrollment will be required to return any unearned funds. Unearned Title IV funds is the percentage of term not attended times the Title IV aid. In some instances, the student may owe both the federal government and the school. Students owing either the federal government or the school will be ineligible for any further federal aid until funds are repaid.



General Financial Aid Information

Howard College/SWCID provides financial assistance to help make the benefits of higher education available to qualified students. Federal and state grants, scholarships, federal student loans, and federal and state work-study programs are administered through the Financial Aid Office. Applications should be made well in advance of the date a student intends to register. Priority deadlines are April 1 for the fall semester and October 1 for the spring semester.

NOTE TO STUDENTS ATTENDING HOWARD COLLEGE EXTENDED CAMPUSES:

Please contact the campus representative to assist you in completing your financial aid application information. Documents may be forwarded directly to your campus representative. Priority deadline is April 1 and fall registration deadline is July 1. Information received after the deadlines may not be processed in time for registration.

Basic qualifications for a student to be considered for all types of financial aid

1. Must have a High School Diploma or GED.
2. Be in financial need (financial need is the difference between what college costs and what your family can pay according to federal guidelines).
3. Make satisfactory academic progress.
4. Be a national or permanent resident of the U.S.
5. Be pursuing a degree or certificate in an eligible program from Howard College/SWCID. Only course work REQUIRED by your chosen degree plan can be used to determine financial aid eligibility. NOTE: Transfer students will be required to submit a degree audit (plan) with ALL transfer hours completed to the financial aid office before eligibility can be determined.

To apply for all types of need based-financial assistance, a student must:

1. File the Free Application for Federal Student Aid (FAFSA). This application is available from high school counselors and principals, from the Financial Aid Office, or through FAFSA on the Internet (www.fafsa.ed.gov). Title IV Code Number for Howard College/SWCID is 003574.
2. Contact the Financial Aid Office to insure that all copies of the Student Aid Report/I.S.I.R. for the Pell Grant are on file in the Financial Aid Office regardless of grant eligibility.
3. Complete separate scholarship application. An application is available in the Financial Aid Office. Deadline for scholarship consideration is April 1.
4. Forward a copy of high school transcript including date of graduation or GED passing scores. A copy of the transcript or GED must be provided to the Financial Aid Office in addition to any other Howard College/SWCID office that may have received a copy.

NOTE: Students selected for verification by the Department of Education will also be required to submit: 1) a signed copy of the family's (student and spouse for independent students; student and parents if dependent) most recent federal income tax return transcript, 2) an Institutional Verification Form (IVF), and 3) a signature page, to the Financial Aid Office. These documents may be obtained from the Howard College website or the Financial Aid Office.

Satisfactory Academic Progress Standards

Students who receive federal, state, and institutional financial assistance must meet certain requirements to maintain eligibility for aid. Each financial aid recipient shall be evaluated at the end of each semester. There are three standard elements in complying with satisfactory academic progress (SAP) set by federal regulations. If any or all are not met, the student will be on financial aid warning. Financial aid warning will allow the student one semester to achieve the satisfactory academic progress requirements, while receiving financial aid. These requirements are described below.

1. **Successful Completion Requirements:** Students must receive credit for a minimum total number of credits enrolled based on student's course load as follows: full-time students enrolled in 12 credit hours or more must earn a minimum of 10 credit hours; three quarter time students enrolled in 9-11 credit hours must earn a minimum of 9 credit hours; half-time students enrolled in 6-8 credit hours must earn a minimum of 6 credit hours; and less than half time students enrolled in 5 credit hours or less will be required to earn all hours attempted. Grades of "I", "W", and "F" will not satisfy the course completion requirements.
2. **Grade Point Average Requirement:** All students will be expected to acquire a 2.0 grade point average on all work completed each semester to remain in good academic standing.
3. **Time Frame Requirement:** All students attending Howard College/SWCID and receiving federal or state financial aid funds will have a time frame in which to complete their degree requirements. This time frame is the equivalent of 150 percent of the published length of the individual program

Please see chart below for limitations on each degree:

Degree/Certificate	Hours to complete requirements	Maximum covered by financial aid
Associate of Arts	60	90
Associate of Science	60	90
Associate of Applied Science	60-72	90-108
Certificate Level I	15-42	29-80
Certificate Level II	42-59	80-112

Clock Hour Programs: Students will be expected to complete a minimum of 50% of the clock hours required to complete the program by the end of the mid-point of the 150% time frame.

Students reaching the maximum number of hours attempted for their degree will not be eligible for federal or state financial aid. These students will be placed on immediate suspension for the time frame limitation. This time frame will include any semester that the student was enrolled **even if the student did not receive financial aid** and/or transfer work that is applied to the student's program of study and posted to their transcript. Periods of enrollment may be converted to semesters for non-consecutive enrollment. **NOTE: Students that have earned 30 credits or more will be REQUIRED to submit an updated degree audit (plan) to the Financial Aid Office. Additionally, this degree plan should be reviewed with the academic advisor and the student each semester to ensure that the student is remaining on track to completing the approved degree plan.** Students taking courses outside of their degree plan may exhaust financial aid eligibility prior to completion of degree.

A course previously completed with a grade of "D" or above cannot be used when determining financial aid eligibility, enrollment status, or satisfactory progress. **EXCEPTION:** An exception can only be made if the repeat is required by the program of study as documented by the faculty advisor/counselor. Only one repeat is allowed under these circumstances.

Conversely, Howard College may not pay a student for retaking previously passed courses if the student is required to retake those courses because they failed a different course. For example, a student enrolls in four classes in the fall semester and passed three of them and fails one. The school

requires the student to retake the three classes because they failed the one class. The student retakes all four classes in the spring semester. The failed class would be counted towards the student's enrollment status (and could have Title IV aid awarded for it), but the three classes previously passed in the fall would not be counted towards the student's enrollment status and would not be eligible for aid.

Students enrolled in the same course three or more times will not receive financial aid funding for that specific course.

NOTE: Students who are required to take developmental/preparatory course work will be limited to 30 semester hours of financial aid eligibility for these classes.

4. CHANGING MAJORS

Students receiving financial aid will be limited to only one major change per academic year. A maximum of 3 changes will be accepted for the duration of your degree/certificate seeking at Howard College. Request for a major change will need to be submitted with all required signatures before the first class day of the semester. Progression of program will not be considered as a major change and therefore will not count against the student's limitation of degree changes. For example, LVN to RN degree or certificate program to degree program in the same major area. Students with multiple major changes prior to implementation of policy will be reviewed on an individual basis. Exceptions to this policy may be made by an appeals process at the discretion of Director of Financial Aid, Executive Vice President, Vice President of Academic and Student Affairs, and your assigned Academic Advisor.

Financial Aid Warning and Suspension

Students not meeting conditions above may be placed on financial aid warning. Financial aid warning will allow the student one semester to achieve the satisfactory academic progress requirements, while receiving financial aid.

Students who do not meet the above requirements during the next semester of attendance following their financial aid warning will be placed on financial aid suspension. This suspension will last during the next semester of enrollment and no federal or state awards will be made. After the student has achieved satisfactory academic progress, the student will be placed on financial aid warning for the semester immediately following suspension.

Suspension Appeal

When a student loses financial aid eligibility because they failed to make satisfactory progress, they may appeal that result on the basis of: an injury or illness, the death of a relative, or other special circumstances. The appeal must explain why they failed to make satisfactory progress and what has changed in their situation that will allow them to make satisfactory progress at the next evaluation. If a student feels that an exception should be made, he/she should submit a suspension appeal form explaining the circumstances surrounding the semester in question to the financial aid office. The Director/Associate Director of Financial Aid will review all pertinent information regarding the situation and may grant a suspension appeal. If the student is dissatisfied with the decision of the Director/Associate Director of Financial Aid, the case may be referred to the Financial Aid Committee for a decision. Final decision will then be left to the Financial Aid Committee.

If an appeal is granted, the student will be placed on financial aid probation. Financial aid probation will allow the student one semester to achieve the satisfactory academic progress requirements, while receiving financial aid. If a student fails to achieve satisfactory academic progress during that semester, they will be placed back on financial aid suspension. Students who wish to submit a subsequent appeal must complete a suspension appeal form, as well as an academic plan. Students must also appeal to

change their plan. They must explain what has happened to make the change necessary and how they will be able to make academic progress. The subsequent appeal will be referred to a financial aid committee for consideration.

Return of Title IV Funds

Under federal law students attending Howard College/SWCID who receive Title IV aid (Pell, SEOG, Federal Student Loans) and completely withdraw before the sixty percent (in time) in the period of enrollment will be required to return any unearned funds. Unearned Title IV funds are the percentage of term not attended times the Title IV aid.

If a student begins the official withdrawal process or provides official notification to the school of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the date the student began the official withdrawal process, or the date of the student's notification, whichever is later. If a student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the date that the school becomes aware that the student ceased attendance.

Students who cease attendance, do not withdraw, and receive all failing grades (F's) for a semester will be considered "unofficially withdrawn"; these students will be subject to a review of their attendance records. If it is determined that a student ceased attendance before the 60% point in the semester, the student will be required to return those unearned funds. In some instances, the student may owe both the federal government and the college. Students owing either the government or the college will be ineligible for any further aid until funds are repaid.

A school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance. Up through the 60% point in each payment period or period of enrollment, a prorata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. However, a school must still determine whether the student is eligible for a Post-withdrawal disbursement. A Post-withdrawal disbursement must be made within 180 days of the date the institution determines that the student withdrew. The amount of a Post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV Aid, and has no relationship to incurred educational costs.

Order of Return of Title IV funds

A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Federal Perkins loans
- Federal PLUS loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required

- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- Federal TEACH Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required.

Timeframe for the Return of Title IV funds

A school must return unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student’s withdrawal. A school will be considered to have returned funds timely if the school does one of the following as soon as possible, but no later than 45 days after the date it determines that the student withdrew:

- deposits or transfers the funds into the school’s federal funds bank account, and then awards and disburses the funds to another eligible student;
- returns the funds to ED electronically using the “Refund” function in G5; or
- issues a check to the Department.

A school is considered to have issued a check timely if the school’s records show that the check was issued within 45 days of the date the school determined that the student withdrew and the date on the cancelled check shows that the bank endorsed that check no more than 60 days after the date the school determined that the student withdrew.

Grants

Federal Pell Grant

The purpose of the Federal Pell Grant Program is to provide eligible students with a “floor” of financial aid to help defray some of the costs of post-secondary education. Student eligibility is based on financial need determined on the basis of a formula, developed by the Department of Education and reviewed by Congress annually, which is applied uniformly to all applicants. Howard College/SWCID participates in the Federal Pell Electronic Data Exchange (EDE) system. This allows the college to correct information on the Pell Grant Student Aid Report electronically for those students who list Howard College/SWCID as their college choice. Duration of Pell Grant eligibility is 12 semesters or its equivalent. The calculation of a student’s eligibility will include all years of the student’s receipt of Federal Pell Grant funding.

Federal Supplemental Educational Opportunity Grant (SEOG)

A limited number of Supplementary Grants are available to students with exceptional need each year. Student eligibility and amount of grant is determined by the income level of the student and his/her parents.

State Student Incentive Grant Program (SSIG) and Texas Public Educational Grant (TPEG)

These grant funds are available from a combination of Federal, State, and College sources to assist deserving students who have additional financial need. These grant funds are limited and generally range from \$200 to \$600 per academic year.

TEXAS (Toward Excellence, Access, & Success) Grant Programs

The purpose of these programs is to provide a grant of money to enable well-prepared eligible students to attend public and private nonprofit institutions of higher education in Texas. The programs are administered through the Texas Higher Education Coordinating Board. Awards are made through the financial aid office; all students who have completed a financial aid file will be reviewed for eligibility. Returning or transfer Texas Grant recipients must complete a financial aid file to continue to receive the award. The Texas Grant program offers three opportunities for a student to qualify for the program. All three programs require that a student be a Texas resident, has financial need, has applied for any available financial aid or assistance, maintains satisfactory academic progress, and has not been convicted of a felony or crime involving a controlled substance.

For students graduating with a recommended or advanced high school diploma: To be eligible for the Texas Grant program, a student must have graduated from a public or accredited private high school in Texas, no earlier than Fall 1998 (note: must enter program within 16 months of graduation from high school), completed the recommended or advanced high school curriculum or its equivalent, and enrolls at least 3/4 time in an undergraduate degree or certificate program.

Satisfactory academic progress for a student's first year on this program is determined by the school's satisfactory academic progress standards; in subsequent years, a student must have a minimum of a 2.5 cumulative grade point average and have completed 75 percent of the hours attempted in the prior academic year. A student who maintains eligibility will continue to receive the award up to 150 credit hours, six years, or upon completion of a bachelor's degree, whichever comes first.

For students receiving an Associate's Degree in May 2001 or later: A student who receives an Associate's Degree in May 2001 or later and continues in college for a higher degree can qualify for the Texas Grant program. A student in this program must enroll at least 3/4 time in a higher level undergraduate degree program and must enroll within 12 months of completion of the associate degree. The academic standards are completion of at least 75 percent of the hours taken in the prior year, and a cumulative grade point average of at least 2.5. A student who maintains eligibility will continue to receive the award up to 90 credit hours, four years, or upon completion of a bachelor's degree, whichever comes first.

Texas Educational Opportunity Grant Program (TEOG)

This program is for students that do not qualify under the Texas Grant program and are attending a public community college, technical college, or public Texas institution. A student must be enrolled at least half-time in the first 30 hours (or their equivalent) in an associate's degree or certificate program at a public two-year institution of higher education. The family's contribution (EFC) must be no more than \$2,000. The academic standards are completion of at least 75 percent of the hours taken in the prior year and a cumulative grade point average of at least 2.5. A student who maintains eligibility will continue to receive the award up to 75 credit hours, four years, or upon completion of an associate's degree, whichever comes first.

Scholarships

Through the generosity of many individuals, businesses, foundations, communities, and service organizations, Howard College/SWCID annually awards more than \$700,000 in academic scholarships to recognize and provide assistance for deserving students. Deadlines to apply for these scholarships may differ. It is the student's responsibility to obtain, complete, and submit applications by the appropriate deadline. Basic eligibility for most scholarships requires that a student must have potential to achieve as evidenced by academic records and/or a proven desire to succeed. Most scholarships require full-time attendance in college. The complete list of scholarships and selection criteria can be found on the Howard College website at www.howardcollege.edu.

Valedictorian/Salutatorian Scholarship – Big Spring, San Angelo, SWCID

The HCJCD Board of Trustees offers full tuition scholarships to each student certified to be valedictorian of a graduating class of an accredited high school in Texas. This scholarship must be claimed for the Fall semester following Spring graduation from high school. In order to be eligible for the valedictorian scholarship, the applicant's name must be on file with the Texas Education Agency, Austin, Texas. Scholarships in the amount of \$600 per year are offered to each student certified to be salutatorian of a graduating class at an accredited high school in Texas.

Organizational Leadership Scholarships

Diplomats and Student Government Association

Available to students that demonstrate leadership qualities with academic excellence and community involvement. Students must complete the general scholarship application. Interviews will be conducted by campus officials.

Performance Scholarships

Available to students that excel in the areas of Theatre, Music, Dance, and Art. Students must complete the general scholarship application and submit to appropriate department/area of interest.

Athletic Scholarships

Available in men's and women's basketball, baseball, softball, rodeo, athletic training and cheerleading. Most athletic scholarships are governed by conference regulations and are awarded by coaches based upon athletic ability and academic criteria. Students need to contact the individual coaches for tryout information.

Federal and State College Work Study Program

Students who have additional financial need may be allowed to work up to 15 hours per week at on-campus and off-campus jobs. Every effort is made to place students in jobs related to their field of study. Students not eligible for the work study program may apply for other work opportunities in the Financial Aid Office.

Loans

William Ford Federal Direct Loan Programs

The following loan programs provide assistance to students who have additional financial need to cover the cost of attending college. The FAFSA must be completed to determine eligibility for the Federal Direct Student Loan.

Federal Direct Student Loan – Subsidized and Unsubsidized

These are low-interest loans available through the Federal Government. Students who demonstrate need may borrow through the subsidized loan program, i.e., the Federal Government will pay the interest on the student's loan while he or she is enrolled at least half-time. Those who do not qualify for the subsidized loan (in whole or part) may be considered for the unsubsidized loan; however, the student must pay interest that accrues on the loan during the entire period of the loan.

William Ford Federal Direct Parent Plus Loan

The Parent Loan for Undergraduate Students (PLUS) is available for parents of dependent undergraduate students.

Borrowing Limits

There are limits on how much a student can borrow. The annual borrowing limits for a subsidized Federal Direct Student Loan are \$3,500 for freshman student, \$4,500 for sophomore students. Freshman and Sophomore dependent students qualify for up to an additional \$2,000 (unsubsidized). Independent students may be eligible to borrow up to \$6,000 through the unsubsidized Direct Loan Program. The Howard College/SWCID aggregate limit is \$23,000. This includes loans received at other institutions. Howard College will not certify a loan for a student or parent if a history of delinquent or defaulted loans exists.

NOTE: First year undergraduate borrowers are subject to a 30 day delay disbursement of loan funds. Disbursements will be released 30 calendar days after the student's program of study begins. (34 CFR 685.303 (b) (4) Federal Student Aid Handbook). Students will be responsible for payment of tuition and fees by the last day to pay. Installment plans are offered through Howard College Business Office.

Other Financial Aid Sources

The aid sources listed below are other types of assistance which may be available for certain students. The Financial Aid Office maintains close coordination with these other agencies/organizations.

On-line Job Board and On-campus Employment Opportunities - Big Spring

Howard College is in partnership with College Central Network in the implementation of its Career Services Central career office management/job board system.

This system allows the Howard College Career Center to link community employers with current students as well as alumni when seeking to fill job openings in the regional area. Through this easy, automated system, employers can register as an employer, while students and alumni can register as job seekers. As jobs are posted on the online system, an automatic email is sent to every Howard College student currently enrolled telling them a job opening is available in the community. Information is provided for the student to register as a job seeker through the same system and apply for openings with the capability of attaching resumes.

Employers from all over the nation are able to use the On-Line Job Board at Howard College to reach any potential recruits from our list of alumni and/or upcoming graduates. The link to the College Central Online system is <http://www.collegecentral.com/howardcollege/>

Job Training

Training opportunities are available through the W.I.A. (Workforce Investment Act) Program for eligible students. Contact the local Texas Workforce Commission for application information.

Veteran's Benefits

Educational benefits for veterans and/or veteran dependents are available to eligible students through the Office of the VA Benefits Coordinator.

DARS/Vocational Rehabilitation

The Department of Assistive and Rehabilitative Services (DARS) offers a variety of services and assistance to Texas college students for whom physical disabilities constitute a handicap to employment.

Applications for these services should be made directly to the Department of Assistive and Rehabilitative Services (DARS). Authorization for vocational rehabilitation support must be on file in the Howard College Financial Aid Office before registration.

Bureau of Indian Affairs

The purpose of this program is to enable Indian students with financial need to attend college. The student should contact the Bureau of Indian Affairs (BIA) for specific requirements.

Tuition Rebates

The purpose of this program is to provide tuition rebates that will provide a financial incentive for students to prepare for university studies while completing their high school work, avail themselves of academic counseling, make early career decisions, and complete their baccalaureate studies with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents, and the state.

To be eligible for rebates under this program, students must meet all of the following conditions:

1. Enrolled for the first time in an institution of higher education in the fall 1997 semester or later,
2. Request a rebate for work related to a first baccalaureate degree received from a Texas public university,
3. Be a resident of Texas, attempt all course work at a Texas public institution of higher education, and have been entitled to pay resident tuition at all times while pursuing the degree, and,
4. Must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which the student graduated. Hours attempted include transfer, credits, course credit earned exclusively by examination, courses that are dropped after the official census date, for-credit preparatory courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

The amount of the tuition to be rebated to a student under this program is \$1,000, unless the total amount of undergraduate tuition paid by the student to the institution awarding the degree was less than \$1,000, in which the amount of tuition to be rebated is an amount equal to the amount of undergraduate tuition paid by the student to the institution. Students must apply for rebates prior to receiving their baccalaureate degrees on forms provided by the institution and must keep the institution apprised of their addresses for at least 60 days after their graduation date.

For more information about tuition rebates, contact the Registrar at Howard College/SWCID or the four-year institution awarding the baccalaureate degree.



General Academic Information

Change of Schedule

A student may change a schedule through the online registration process during the posted registration period. Any changes after the online registration is closed must be made through the Admissions Office. After a student has completed the enrollment process and receives an approved schedule, the registrar, and those officials the registrar designates, must approve any schedule changes. If the request originates with the student, the change must be completed within the time specified in the college calendar. A fee of \$10.00 will be charged for each approved request made for the convenience of the student. The college reserves the right to make changes in a student's schedule; when this occurs, no fee is charged.

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

Definition of Credit Hour

In accordance with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Drops and Withdrawals

NOTE: Dropping or withdrawing from a course may affect financial aid, veteran's benefits, international student status, or academic standing. Students are urged to consult with an advisor before making schedule changes.

Merely discontinuing class attendance does not constitute a drop or withdrawal. A student must take the appropriate steps and seek approval to be officially withdrawn from a course or courses. Failure to withdraw properly may result in a grade of "F" for the course or courses.

No course may be dropped during the last two weeks of a semester or during the last week of a summer term unless the student withdraws completely from all courses in progress. The last day to drop a course for regular fall and spring semesters and for summer and mini terms is included in the Calendar found in the Catalog and Student Handbook. The last day to drop a flexible-entry course will be determined by the registrar. It is the student's responsibility to consult with faculty as to the last day to withdraw from flexible entry courses. No courses may be dropped after the final exams have been administered.

Developmental Education Courses

New full-time students may drop or withdraw from a college developmental course only if they drop college-level courses to part-time status and have continuous

enrollment in at least one developmental course. If a new full-time student does not drop to part-time status, they may not drop any college developmental course.

A returning student may drop or withdraw from a college preparatory course only if they have continuous enrollment in at least one other college preparatory course. If the student drops all required preparatory courses, thus placing them out of compliance with continuous enrollment in required college preparatory education, they will be dropped from all other courses at Howard College/SWCID.

NOTE: Please see the Success Initiative section of the Catalog and Student Handbook for detailed information on guidelines for students enrolled in developmental education. A student may not be allowed to withdraw from a developmental course if the instructor has posted a failing grade (due to lack of attendance) to the student's transcript prior to the conclusion of the semester.

Before Census Date

Students who officially drop a course during either the schedule change period or before the official college reporting date (census date) are considered to have "dropped" the course. This request must be submitted (Drop/Add Form) to the Admissions Office. Dropped courses are not considered withdrawals and are not posted on the student transcript.

After Census Date

Students who find it necessary to withdraw from a class or classes after the official census date of each semester and/or term should obtain a Drop/Add Form from the Admissions office. This form should be completed by obtaining the required approvals with signatures and turned in to the Admissions Office. Required approvals may vary by campus. A grade of "W" (Withdrawal) will be posted to the student's transcript once the withdrawal is complete.

Complete Withdrawals

A student wishing to completely withdraw from all courses will be directed to visit with the appropriate campus official. Merely discontinuing class attendance does not constitute a drop or withdrawal. All students must complete a Drop/Add Form, including required approvals with signatures, and return the form to the Admissions Office before they will be officially withdrawn from courses. Failure to withdraw properly may result in a grade of "F" in all courses. Also, failure to comply with this regulation will subject the student to losing all refunds which would normally be available. Such failure may also jeopardize the privilege of readmission to this or any other college.

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

Under federal law, students attending Howard College/SWCID who receive Title IV (Pell, SEOG, Federal Stafford Loans) and completely withdraw before the 60 percent point (in time) in the period of enrollment will be required to return any unearned funds. Unearned Title IV funds are the percentage of term not attended times the Title IV aid. In some instances the student may owe both the federal government and the college. Students owing either the government or the college will be ineligible for any further federal aid until funds are repaid.

Six Course Drop Policy

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or any term subsequent to the fall 2007 term.

Any course that a student drops is counted toward the six-course limit if (1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript

indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution. Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause.

Good cause for dropping more than six courses includes but is not limited to a showing of: (1) a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course; (2) the student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course; (3) the death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause; (4) the active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause; (5) the change of a student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course; or (6) other good cause as determined by Howard College officials. Students should petition (in writing) the Office of the Registrar for permission to drop more than six courses for good cause. The Provost at each campus will make the determination of a student's petition.

Course Load

A full-time student is defined to be a student enrolled in 12 or more semester hours during a regular long semester, inclusive of one-hour physical activity courses. Students scoring below college level in reading, writing and mathematics skills should limit their enrollment to 12 semester hours (including developmental-courses) plus activity courses. Additional courses may be taken with the permission of the counselor or advisor. The normal course load during the regular semester is five solid courses of 15 to 17 semester hours, exclusive of one hour activity courses or labs. A solid course is any course with a semester hour value of three or more semester hours. In order to be permitted to exceed the normal course load, a student must have earned a 3.0 grade point average as a full-time student during the previous semester. The absolute maximum course load that a student may obtain permission to take is seven solid courses. Permission to exceed the normal course load must be obtained from the Provost at the respective campus.

Courses delivered in shortened semesters should have the same number of contact hours and the same requirement for out-of-class learning as courses taught during a regular semester. The maximum course load for a mini-term (less than 5 weeks) is 3 semester credit hours. The maximum course load for a regular summer term (5 1/2 weeks) is 6 semester credit hours, exclusive of one-hour activity courses or labs. Concurrent enrollment in Howard College/SWCID and at any other institution must be approved by the registrar. Course load limits apply to concurrent enrollments.

Credit by Examination

Credit by examination may be earned by: (1) standardized achievement tests (CLEP, CEEB Advanced Placement, SAT and ACT); (2) departmental examination; or (3) military programs. **NO STUDENT WILL RECEIVE CREDIT BY EXAMINATION FOR MORE THAN EIGHTEEN SEMESTER HOURS.** Credit will be awarded only in areas appropriately related to the student's educational program. No student who has been given a grade other than W in the course is eligible for credit by examination unless the course is otherwise unavailable and is required for graduation. For each hour of credit earned by examination, the student must earn an equivalent hour enrolled as a student in regular classes. Grades for credit by

examination are recorded as pass and are not considered in computing grade point averages. Credit awarded for testing (ACT, SAT, CLEP, Departmental, etc.) at Howard College/SWCID may or may not meet minimum requirements for credit at other institutions. It is the student's responsibility to check with the school they intend to attend to verify further credit. Howard College/SWCID awards transfer credit for "credit by examination" if it is included on an official transcript from an accredited college or university, if it is within the 18 hour limit, and if it is appropriately related to the student's educational program.

Standardized Achievement Tests

CLEP Examinations

College Level Examination Program (CLEP) examinations are administered through the STEPS Learning Center (Big Spring Campus). CLEP credit may be earned for the following subjects in accordance with the credit minimum scores and course equivalents listed. **Students should check transferability of scores and/or courses with receiving institutions.** The cost of each CLEP Exam is \$80.

Subject Examination	Minimum Score	Credit Hours	HC Course Equivalent
American Government	50	3	Government 2302
American History I	50	3	History 1301
American History II	50	3	History 1302
American Literature	50	6	English 2327, 2328
Biology	52	8	Biology 1406, 1407
English Literature	50	6	English 2322, 2323
Pre-calculus	50	6	Math 1314, 1316
Calculus	50	3	Math 2313
College Algebra	50	3	Math 1314
College Composition	50	3	English 1301
College Composition	58	6	English 1301, 1302
College Mathematics	50	3	Math 1332
Financial Accounting	56	3	Accounting 2301
French I	55	8	French 1411, 1412
French II	63	14	French 1411, 1412, 2311, 2312
General Chemistry	52	8	Chemistry 1411, 1412
General Psychology	50	3	Psychology 2301
Human Growth and Development	50	3	Psychology 2314
Informational Systems and Computer Applications	50	3	Computer Science 1301
Introductory Business Law	50	3	Business 2301
Macro Economics	50	3	Economics 2301
Micro Economics	50	3	Economics 2302
Principles of Marketing	50	3	MRKG 1311
Principles of Management	50	3	BMGT 1327
Sociology	50	3	Sociology 1301
Spanish I	55	8	Spanish 1411, 1412
Spanish II	63	14	Spanish 1411, 1412, 2311, 2312
Western Civilization I	50	3	History 2311
Western Civilization II	50	3	History 2312

CEEB (College Entrance Examination Board) Advanced Placement Examinations

These examinations are not administered at the college. Arrangements to take these tests must be made through a high school counselor.

Test	Minimum Score	Credit Hours	HC Course Equivalent
American History	5 3	6 3	History 1301, 1302 History 1301
Biology	5 3	8 4	Biology 1406, 1407 Biology 1406
Calculus AB	4	4	Math 2413
Calculus BC	4	8	Math 2413 & 2414
Chemistry	5	8	Chemistry 1411, 1412
English	5 3	6 3	English 1301, 1302 English 1301
European History	5 3	6 3	History 2311, 2312 History 2311
Physics B	5 3	8 4	Physics 1401, 1402 Physics 1401
Psychology	3	3	Psychology 2301
Spanish Language	5 3	8 4	Spanish 1411, 1412 Spanish 1411
Spanish (Intermediate)	5	6	Spanish 2311, 2312

ACT (American College Test)

Registration packets are available through the STEPS Learning Center. Howard College/SWCID awards credit on the basis of acceptable scores. Official transcript data must be filed with Howard College/SWCID prior to consideration of credit granted.

Subject Examination	Minimum Score	Credit Hours	HC Course Equivalent
ACT-English	25	3	English 1301
ACT-English	28	6	English 1301, 1302
ACT-Math	25	3	Math 1314

SAT (Scholastic Aptitude Test)

Subject Tests: Registration packets are available through the STEPS Learning Center. Howard College/SWCID awards credit on the basis of acceptable scores. Official transcript data must be filed with Howard College prior to consideration of credit granted.

Subject Examination	Minimum Score	Credit Hours	HC Course Equivalent
SAT I-Verbal Aptitude	710	6	English 1301, 1302
SAT II-Writing	610	3	English 1301
SAT II-Writing	680	6	English 1301, 1302
SAT II-US History	600	3	History 2301
SAT II-US History	700	6	History 2301, 2302
SAT II-Mathematics	670	3	Math 1314

Departmental Examinations

Students may obtain permission from division director to challenge certain courses through departmental examinations in subject areas where CLEP examinations are not available. Students will not be permitted to challenge courses with laboratory and clinical hours unless they have had and can show proof of documented training or work experience equivalent to the requirements of the courses. Students must take the exam WITHIN 30 DAYS from the date the application is approved in order to receive credit. Cost of the exam will be the current tuition rate per semester hour. Procedures to apply for the Credit by Department Exam can be downloaded from the Howard College/SWCID web site at www.howardcollege.edu/pdf/Forms/Dept_Exam.pdf

Military Credit

Credit for military programs may be awarded in accordance with the guidebooks for evaluating credit for training received in the military service. Students must score in the fiftieth percentile or above and submit an official copy of the scores to the admissions office.

Audit

Attending a class in order to observe and learn the information without taking part in the discussion or completing the other course requirements is an audit. No credit or grade is earned for auditing a class. The same fees are charged if the course is taken for credit or audit. A request for non-credit form must be completed and on file in the registrar's office by the twelfth class day in the fall and spring and by the fourth class day in the summer.

International Baccalaureate Diploma Program

The International Baccalaureate (IB) Diploma Program is offered in participating high schools, and the examinations are administered at the high school. In accordance with SB 111, students will be granted a minimum of 24 hours of credit if they have earned the IB Diploma and have no scores lower than 4 on the Standard Level (SL) and Higher Level (HL) Exams. Howard College may grant fewer than 24 SCH to a student if the student has scored less than 4 on any IB examination administered as part of the diploma program. Students who participate in the IB Program may receive college credit for exam scores of 4 or better on most HL Exams and for a 5 or better on most SL Exams. Howard College will grant college credit based on the table below.

Applicants with the IB diploma must provide a completed IB transcript to the Admissions Office before enrolling in order to receive credit.

IB Exam	Minimum Score	Howard College Course
Biology (SL)	4	BIOL 1406
Biology (HL)	4	BIOL 1406 AND BIOL 1407
Business and Management	4	BUSI 1301
Chemistry (SL)	4	CHEM 1411
Chemistry (HL)	4	CHEM 1411 AND 1412
Computer Science	4	COSC 1320
Economics (SL)	4	ECON 2301
Economics (HL)	4	ECON 2301 AND 2302
English		
English A1 or A2 (SL)	4	ENGL 1301
English A1 or A2 (HL)	4	ENGL 1301 AND 1302
Extended Essay	C	ENGL 1302
Environmental Systems	4	GEOL 1403 OR 1404
Geography (SL or HL)	4	GEOG 1301

History of the Americas (SL)	4	HIST 1301
History of the Americas (HL)	4	HIST 1301 AND 1302
Information Technology in a Global Society	4	SOCI 1306
Mathematics		
Mathematics (HL) or Mathematics with Further Mathematics	4	MATH 1348 AND 2313
Mathematics (HL)	4	MATH 2313
Mathematical Methods	4	MATH 1316
Mathematical Studies	4	MATH 1324
Modern Languages		
<i>Language AB</i>		
French	4	FREN 1411
German	4	GERM 1411
Portuguese	4	PORT 1411
Russian	4	RUSS 1411
Spanish	4	SPAN 1411
Other Languages	4	**** 1411
<i>Language B (SL)</i>		
French	4	FREN 1411 AND 1412
German	4	GERM 1411 AND 1412
Portuguese	4	PORT 1411 AND 1412
Russian	4	RUSS 1411 AND 1412
Spanish	4	SPAN 1411 AND 1412
Other Languages	4	**** 1411 AND 1412
<i>Language B (HL)</i>		
French	4	FREN 1411, 1412, 2311, AND 2312
German	4	GERM 1411, 1412, 2311, AND 2312
Portuguese	4	PORT 1411, 1412, 2311, AND 2312
Russian	4	RUSS 1411, 1412, 2311, AND 2312
Spanish	4	SPAN 1411, 1412, 2311, AND 2312
Other Languages	4	**** 1411, 1412, 2311, AND 2312
<i>Language A1 or A2 (SL OR HL)</i>		
French	4	FREN 1411, 1412, 2311, AND 2312
German	4	GERM 1411, 1412, 2311, AND 2312
Portuguese	4	PORT 1411, 1412, 2311, AND 2312
Russian	4	RUSS 1411, 1412, 2311, AND 2312
Spanish	4	SPAN 1411, 1412, 2311, AND 2312
Other Languages	4	**** 1411, 1412, 2311, AND 2312
Music	4	MUSI 1306
Philosophy	4	PHIL 1301
Psychology	4	PSYC 2301
Physics (SL)	4	PHYS 1401
Physics(HL)	4	PHYS 1401 AND 1402
Social and Cultural Anthropology	4	ANTH 2351
Theater Arts	5	DRAM 1310
Visual Arts	5	ARTS 1301

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	Poor	1
F	Failure	0
I	Incomplete	0
AU	Audit	0
NC	Non-Credit	0
X	Course in Progress	0
W	Withdrawal of Student	0

1. An "I" that is not removed before the end of the next long semester automatically becomes an "F." An "I" is not figured in the grade point average until this time.
2. To determine the grade point average for scholastic standing, compute the total number of grade points, then divide the total number of hours attempted into the total grade points.
3. A course attempted is defined as one for which a student registers and receives any grade other than "W."
4. If a student repeats a course for which credit has previously been received, the higher grade is the grade of record. Neither the hours nor the grade points associated with the lower grade will be used to determine the student's eligibility to graduate; however, the lower grade will remain on the student's transcript indefinitely.
5. Repeating a course will not remove the original grade from a student's permanent record.
6. Each subject will have a final grade for the semester on file.
7. Grades for credit by examination are recorded as "pass" and are not considered in computing grade point averages.

Upon completion of the semester, grade reports will be available to those students who do not have a financial hold on their records. If the student has a financial obligation to the school, the student must clear the balance or make other arrangements before receiving his or her grades.

Incomplete Grade Policy and Procedure

Instructors can award an incomplete grade when a situation exists that makes it unjust to hold the student to the time limits previously established for the completion of the work. An incomplete grade (I) may be awarded for a course in which a substantial portion of the course work has been satisfactorily, but not entirely, completed as of the end of the semester. Incomplete grades are granted in emergency situations only. The incomplete grade can be recorded only when the completed portion of a student's work is of passing quality as determined by the instructor. The grade of (I) is not to be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than "I" must be assigned. An incomplete grade (I) will not be given for failure on the final examination, absence from the final examination for other than true emergency situations or for a low grade to be raised with extra work.

Should the faculty member agree to assign a grade of incomplete, then he or she also has the right to set a specific date (up to the last day of the next academic term) by which all unfinished work must be completed. If the assigned work is not completed by the indicated date, an alternate grade must be assigned or the "I" will be automatically changed to an "F".

Instructors are required to use the "Report of Incomplete Grade" form as a contract with the student as to what course work must be completed by the student for the "I" to be removed and replaced with a grade. On the form, the instructor will state which assignments or exams must be completed and when, how this work will be graded, and how the student's course grade will be calculated. Both the instructor and student must sign the agreement, and both should retain copies.

After the course work is completed, the instructor should assign the appropriate grade on a "Change of Grade" form and submit it to Registrar's Office for processing.

Steps required for assigning an incomplete grade:

1. The instructor and student complete the Incomplete Grade form.
 - a. Assign the grade that will be recorded if the student does not complete the work.
 - b. Assign a date by which the work must be completed – which must be no later than the end of the next long term.
 - c. Indicate, specifically and clearly, the work to be completed in order to receive a grade for the course.
 - d. Indicate how the assignments will be graded and how the student's final grade will be calculated.
2. Assign an "I" grade on the grade roll.
3. Retain a copy of the form.
4. Forward the original form along with the grade roster to Registrar's Office.
5. The grade of "I" will be entered by the campus registrar's office.

Scholastic Progress Standards

1. Only semester credit hours and grade points, including developmental courses, earned at Howard College/SWCID are used for calculations of scholastic standing.
2. All academic student records will be evaluated at the end of each semester/term and action will be taken accordingly.
3. Hours taken in a mini term will be calculated with the immediate preceding semester to determine GPA and cumulative GPA.
4. Scholastic Probation will result if a student earns below a 2.0 GPA for the semester and the cumulative GPA is below a 2.0.

Interventions:

- Students placed on Scholastic Probation are notified of their academic standing and that a registration "hold" is placed on their records.
 - Students placed on Scholastic Probation must meet with a counselor and develop a plan for improvement in order to register for classes again.
 - Students placed on Scholastic Probation may be limited to a maximum of 12 semester credit hours in the next regular semester or for the summer.
 - Students placed on Scholastic Probation will be required to enroll in Learning Framework the next semester of enrollment (if they have not already successfully completed the course).
5. Probation status will remain until the student earns above a 2.0 cumulative GPA.

Interventions:

- Required Academic Advising
 - Tutoring and other support services assigned by either the Academic Advisor and/or by the Campus Dean for Student Affairs/Support Services
 - The student's semester load may be restricted.
6. Scholastic Suspension will result when a student on Scholastic Probation earns below a 2.0 for the semester and his/her cumulative GPA is below a 2.0.

Interventions:

- Registration hold applied. Students are notified that they are suspended and may not enroll in any Howard College/SWCID credit courses for the indicated period.
 - A student placed on Scholastic Suspension may appeal the suspension status for immediate enrollment for the next long semester or sit out for a long semester.
 - If the appeal is granted, enrollment may be restricted. Specifically, suspension moves to Conditional Enrollment and the student will remain on Conditional Enrollment as long as the semester GPA is 2.0 or greater. Enrollment restrictions will be determined by a committee appointed by the Campus Provost. Additionally, the student must meet with a counselor to develop and follow a plan for improvement and to register for courses. Once a student has achieved a cumulative AND semester GPA of 2.0, they will be in good standing.
7. Students placed on Scholastic Suspension for the second time may be barred from enrolling at Howard College/SWCID for the next two long semesters. Students placed on Scholastic Suspension more than once must apply for enrollment permission which will be evaluated by the Admissions and Standards Committee.

Interventions:

- Enrollment for students placed on scholastic suspension for the second time will be restricted. Specifically, Suspension moves to Conditional Enrollment and the student will remain on Conditional Enrollment as long as the semester GPA is 2.0 or greater. Enrollment restrictions will be determined by the Admissions and Standards Committee.

VA educational benefits

A student who is receiving VA educational benefits must maintain a cumulative GPA of 2.00 to be considered making satisfactory progress. Students receiving VA educational benefits who fail to achieve a cumulative GPA of 2.00 during any semester or quarter will be placed on probation during the following semester/quarter. If the student achieves a semester GPA of 2.00 or better during the probationary semester/quarter but has not achieved the required cumulative GPA of 2.00, the student may be continued on probation for one more semester/quarter. If the student who is receiving VA educational benefits is on probation and fails to achieve a semester or quarter GPA of 2.00 at the end of the probationary semester/quarter, the student will be reported to the Veterans Affairs Regional Office as making unsatisfactory progress. If a student receiving VA educational benefits fails to achieve a cumulative GPA of 2.00 at the end of the second consecutive probationary semester/quarter, the student will be reported to the Veterans Administration Regional Office as making unsatisfactory progress.

Attendance

General Attendance Policy

Regular and punctual class attendance is important to the attainment of the educational objectives of the college. Each instructor or program will have attendance guidelines with administrative approval which will be consistent with the mission of the college but will fulfill individual course requirements.

Academic Information

Each instructor's policy will be explained in detail to the class at the beginning of the semester and will be included in the course syllabus.

Attendance is effective on the first day of classes of the semester. Regular and punctual attendance in class and laboratories is expected of all students. Excused absences for college activities will be reported to faculty by memo from the designated official on each campus. All other absences will be evaluated by the instructor. 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.

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.

According to the instructor's attendance policy, an instructor may choose to officially drop the student from the class with the student receiving a grade of "W." However, if the instructor does not choose to officially drop the student from class, it is the student's responsibility to drop the class if he/she chooses.

The student may contact the instructor to discuss his/her specific situation, but the instructor will not be required to provide make-up opportunities for unexcused absences. A student who is not dropped by the instructor and chooses not to drop will at the conclusion of the semester receive the appropriate grade achieved by his/her course work.

NOTE: Attendance guidelines vary for developmental education courses. Students enrolled in developmental course work due to Texas Success Initiative policy must follow the attendance requirements and guidelines outlined in the Success Initiative.

Student Absences on Religious Holy Days

A student who is absent from class(s) 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 not later than the 15th day of the fall or spring and the 5th day of the summer semester, and if the student notified the instructor(s) in writing of the proposed absence on a form provided by the institution. 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 Student Services Offices on each campus. In case of conflict, students may appeal through the academic appeals process.

Bad Weather Days

Classes will be held and business will continue as usual on bad weather days unless hazardous conditions exist affecting travel to the local campus. The president or designated administrator will determine the need to cancel classes and will coordinate with the local school district. Closure announcements will be given to the local radio stations by 6:00 a.m. or as appropriate and will be posted on the website. Students can also sign up for the Hawk Alert Text Service. In some cases where class begins late, such as 10:00 a.m., activities will begin at the place where you would be at that time.

Academic Honors

President's List, Dean's List, and Certificate of Achievement

Students completing at least 12 hours of college-level courses during a long semester with a grade point average of 4.0 are eligible for recognition on the President's List. Students completing at least 12 hours of college-level courses during a long semester with a grade point average of 3.25 to 3.99 are eligible for recognition on the Dean's List. This status is indicated on a student's transcript for each semester the recognition is earned.

Students enrolled in six semester hours or more who complete their enrollment period with a grade point average of 3.25 or above will receive a Certificate of Achievement. Certificates of Achievement are prepared for fall, spring, summer I and summer II semesters.

Graduation with Honors

Candidates for graduation whose overall grade point average in college-level courses is 3.25 or above are eligible to graduate with honors. This status is indicated on a student's transcript as well as publicly announced during the spring graduation ceremony. The list is subdivided into three divisions based on grade point average as follows:

Summa Cum Laude - 4.0

Magna Cum Laude - 3.5 - 3.99

Ampla Cum Laude - 3.25 - 3.49

Graduate Guarantee

Transfer Credit

Howard College/SWCID guarantees to its Associate of Arts and Associate of Science students who have met the requirements for the degree that course credits will transfer to other Texas public colleges or universities provided the following conditions are met:

1. Transferability means acceptance of credits toward a specific major and degree at a specific institution. These three components must be identified by the student during the application for admission process prior to the first semester of enrollment at Howard College/SWCID.
2. Limitations on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the catalog of the receiving institution.
3. Transferability refers to courses in a written transfer/degree plan filed in student's file in the registrar's office.
4. Only college level courses with Lower-Division Academic Course Guide Manual approval numbers will be included in this guarantee. If all conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the appropriate instructional administrator within 10 days so the "Transfer Dispute Resolution" process can be initiated. If course denial is not resolved, the college will allow the student to take tuition-free alternate courses, semester hour for semester hour, which are acceptable to the receiving institution within a one-year period from granting of degree at Howard College/SWCID.

Guarantee for Job Competence

If an Associate of Applied Science (A.A.S.) graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies of his/her specific degree program, the graduate will be provided up to twelve tuition-free credit hours of additional skill training by Howard College/SWCID

under the conditions of the guarantee policy. Special conditions that apply to the guarantee include the following:

1. The graduate must have earned the Associate of Applied Science degree or Certificate of Proficiency beginning May, 1992, or thereafter in a Career Technical Education program identified in the college catalog.
2. The graduate must have completed the Associate of Applied Science Degree or Certificate of Proficiency at Howard College/SWCID (with 75% of credits earned at Howard College) and must have completed the degree within a five-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the appropriate division chair.
4. Employment must commence within twelve (12) months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Howard College/SWCID as the employer's program competencies and must specify the areas of deficiency within ninety (90) days of the graduate's initial employment.
6. The employer, graduate, division director, counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to twelve credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer are responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. Students' sole remedy against Howard College/SWCID and its employees for skills deficiencies shall be limited to twelve (12) credit hours of tuition-free education under conditions described above.
12. Activation of the "Graduate Guarantee Program" may be initiated by the graduate through contact of the appropriate administrator within ninety (90) days of graduate's initial employment.

Graduation Requirements

Formal graduation exercises are held annually at the end of the spring semester at Howard College and SWCID. These exercises are for those students who are completing requirements during that spring semester or who have completed requirements during the preceding summer or fall semesters. Degrees and certificates are not awarded automatically. To be considered as a candidate for a degree or certificate, the student must submit the intent to graduate no later than the date published in the calendar in order to participate in the graduation exercise. The Intent to Graduate form should be picked up in the Advising office. An official degree check is required.

Catalog Restrictions

A student is expected to complete the certificate/degree requirements set forth in a particular Howard College/SWCID catalog. Normally this will be the catalog in effect at the time the student enters the college. A student must then be continuously enrolled under the catalog in effect. If the student does not attend one or more semesters and re-enrolls, the student will then use the catalog in effect at the time of re-enrollment.

Only with the specific approval of the Vice President Academic Affairs may a different catalog be selected. In no case may a student complete the requirements set forth in a catalog more than seven years old. When necessary, a catalog issued later than the student's first registration may be selected by the Vice President Academic Affairs in conference with the student.

The catalog is updated each summer, and its provisions apply during the following school year, September through August. However, a student who registers for the first time in the college during a summer session is subject to the degree requirements set forth in the catalog effective for the fall semester immediately following the initial enrollment. Because the college must retain flexibility to improve its curriculum, course offerings may be changed during the student's education. If a course required under a previous catalog is no longer offered, a student eligible to graduate according to that catalog should consult an adviser to identify another course that may be used to fulfill the requirement.

Because of the rapid changes occurring in Career Technical Education fields today, course work taken in a major field of study or Career Technical Education courses directly related to that major field may not be accepted in transfer to satisfy specific Associate of Applied Science or Certificate program requirements. The appropriate Division Director must approve the acceptance of course credit in transfer when the course work was completed five years or longer before entering the Howard College/SWCID program of study. This also applies to returning students when Career Technical Education courses that are applicable to degree or certificate programs and the course content has changed to the point that retraining is necessary to ensure that the student has marketable skills for the degree/certificate pursued.

Requirements for Associate Degrees

Howard College/SWCID awards the following degrees: Associate of Arts (AA), Associate of Science (AS), Associate of Arts in Teaching (AAT), and Associate of Applied Science (AAS). In addition to the course work of the individual's degree plan, the requirements below must be met. Exceptions to the individual's degree plan or any of the requirements below can only be made upon the approval of the Vice President Academic Affairs.

1. Completion of all admission requirements.
2. Completion of at least 25% of the hours required for the degree is to be earned from Howard College/SWCID.
3. Achievement of a minimum cumulative grade-point average of 2.0 on a 4.0 scale for all Howard College/SWCID course work used to satisfy degree plan requirements.
4. Satisfactory completion of all financial obligations.
5. Satisfactory completion of the core curriculum for each degree as listed in this catalog. All students are expected to display competency in reading, writing, oral communication, and math skills prior to receiving an Associate Degree.
6. Satisfactory completion of the Texas Success Initiative requirements.

Awarding of Degree Posthumously

Upon request the Board of Trustees may award a degree posthumously to a student in good standing when the death of a student occurs in the semester scheduled for graduation.

Requirements for Certificates

1. Completion of all admission requirements.
2. Completion of at least eight semester hours credit from Howard College.
3. Achievement of a minimum cumulative grade-point average of 2.0 on a 4.0 scale for all HC course work used to satisfy degree plan requirements.
4. Satisfactory completion of all financial obligations.

5. Satisfactory completion of Texas Success Initiatives requirements (if required).
6. An official degree (certificate) check by the Counseling Department is required.

Individual Courses of Study

The degree requirements outlined in this publication are intended to provide general information for students who are seeking a college degree. Howard College/SWCID emphasizes the importance of individualized attention so that each student may realize his or her academic goals with a minimum of problems or delay. It is essential that students work closely with their academic advisors to establish a plan of educational objectives.

The AA, AS, and AAT degrees are for students who intend to transfer to a senior institution. Students should select courses based upon the requirements of the senior institution to which they plan to transfer. Students must complete the general education core and additional academic work to receive the AA, AS, or AAT degrees. Substitutions for any course in the general education core may be made only with the prior approval of the Vice President Academic Affairs.

Students seeking the Associate of Applied Science degree or Certificate must complete the courses outlined in the degree plans of this publication. Substitution for any course in the AAS degree or Certificate requires prior approval of the Vice President Academic Affairs.

Students desiring to transfer course work to Howard College/SWCID to be applied toward a degree or certificate must have their transcripts evaluated during their first semester of enrollment. Transcript evaluation is conducted by the Advising Office and approved by the appropriate instructional officer.

Learning Framework

All students enrolled in transfer degree programs (AA, AS, or AAT) are required to successfully complete Learning Framework (EDUC 1100 or PSYC 1100). This should be taken within the first year of enrollment (prior to completing 24 semester credit hours.) All students placed on academic probation will be required to enroll in Learning Framework the next semester they enroll if they have not successfully completed the course with a grade of "C" or better. Career Technical students are highly encouraged to enroll in this course as it is designed to improve learning skills. Learning Framework is a study of the 1) research and theory in the psychology of learning, cognition, and motivation; 2) factors that impact learning; and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

Degree, Certificate, Award, Completer Requirements

Academic Associate Degrees

Arts and Sciences offer programs for transfer to baccalaureate degree-granting institutions. Students planning to transfer to a senior college or university should consult the catalog of that institution, a faculty advisor, the Registrar, or guidance office when planning their courses to meet specific degree requirements.

General degree requirements are outlined below. Specific academic program majors can be found in the Academic Associate Degree Program section of the catalog.

Associate of Arts		Associate of Science	
Subject	Credit Hours	Subject	Credit Hours
Core Curriculum	42	Core Curriculum	42
Composition (6)		Composition (6)	
Speech (3)		Speech (3)	
History (6)		History (6)	
Political Science (6)		Political Science (6)	
Social/Behavioral Science (3)		Social/Behavioral Science (3)	
Mathematics (3)		Mathematics (3)	
Natural Science (8)		Natural Science (8)	
Humanities (3)		Humanities (3)	
Visual/Performing Arts (3)		Visual/Performing Arts (3)	
Learning Framework (1)		Learning Framework (1)	
English	6		
*Electives	9	*Electives	15
**Computer Science	3	**Computer Science	3
TOTAL	60	TOTAL	60

*may include Physical Education courses as approved by advisor.

**The Computer Science requirement may be replaced by an elective course if the student meets one of the following:

Computer proficiency must be documented on the student's transcript.

- a. A student passed a high school computer course within five years of enrollment (students may be required to provide course description from high school).
- b. A student has documentation of computer proficiency from another college or institution.
- c. A student passes a Howard College/SWCID computer proficiency exam (see Admissions Office for more information).
- d. Proficiency is demonstrated by successful completion (grade of C or better) of a college course with a significant computer component as determined by college advisor, course syllabus, and/or course instructor (students may be required to provide course syllabus and/or course description) with final approval by the campus instructional dean.

Associate of Arts in Teaching

This degree is awarded upon the completion of a curriculum which has been designed based on the guidelines established by the Texas Higher Education Coordinating Board and parallels the first two years of a Texas four-year college or university program. It is strongly advised that prospective teacher certification candidates consult an advisor with regard to courses required by a proposed transfer institution. The Associate of Arts in Teaching degree is divided into three options which prepare students for specific teaching fields:

EC-Grade 6; 4-8, EC-12 Special Education	
Subject	Credit Hours
Core Curriculum	42
MATH 1350, MATH 1351, or equivalent	6
Additional science beyond the core curriculum	6
*EDUC 1301, *EDUC 2301	6
TOTAL	60

8-12, EC-12 Other than Special Education	
Subject	Credit Hours
Core Curriculum	42
*EDUC 1301, *EDUC 2301	6
Content area teaching fields/academic disciplines	12
TOTAL	60

*Students are required to pass a background check prior to participating in the P-12 classroom field experience, a required component of these courses. The instructor will provide information on completing the background check. If the student does not pass the background check, it is the student's responsibility to withdraw from the course with no refund given.

Associate of Applied Science Degree

The Associate of Applied Science Degree is designed for the student pursuing a two-year specialized collegiate level Career Technical Education program of study that will prepare him or her for immediate employment in business or industry. The following general educational requirements are included as an integral part of each AAS program. Both the general educational requirements and the specified Career Technical Education courses for the program in which the student is enrolled must be met in order to qualify for the degree. Degree plans are required for students working toward an AAS degree. Counseling should be sought as early as possible. Specific degree requirements for individual programs can be found in the Career Technical Education and Health Professions section of this catalog.

Associate of Applied Science	
Subject	Credit Hours
English	3
Speech	3
Computer Science	3-4
Social/Behavioral Science	3
Natural Science/Mathematics	3-4
Humanities/Fine Arts	3
Courses from area of specialization	42-52
TOTAL	60-72

Certificate of Completion

Certificates Level I and II will be conferred for those completing the designated courses and general requirements as outlined in the Career Technical Education and Health Professions section of the catalog.

Second Degree/Advanced Certificates

Students wishing to graduate from Howard College/SWCID may apply for only one degree and/or certificate during the same semester in which the student plans to meet graduation requirements for that particular degree and/or certificate. After receiving any degree from Howard College/SWCID, a student must complete a minimum of twelve additional semester hours at Howard College before earning a separate degree or advanced certificate in a different major course of study. More than 12 semester hours may be required to complete the second degree depending on the course requirements in the major course of study.

The additional hours required must be completed after the date on which the first degree/certificate was awarded. A student may earn only one AAS in each program area. Multiple Certificates may be earned in the same program area.

Marketable Skills Achievement Awards

A marketable skills achievement award is a sequence of credit courses totaling 9-14 semester credit hours or workforce continuing education courses of 144-359 contact hours. These awards are listed in the Catalog under specific career technical education programs.

Core Curriculum Completion

To facilitate transferability of lower division courses, Texas law (Senate Bill 148) requires each institution of higher education to adopt a core curriculum of at least 42 semester credit hours. The core curriculum can be transferred in block to any state college to be substituted for the core of the receiving institution. Howard College/SWCID will designate core curriculum courses completed by a student on the official Howard College/SWCID transcript. If a student satisfies all component areas, the message "Core Curriculum Completed" will appear on the transcript. Students may not be required to take additional core curriculum courses unless the Texas Higher Education Coordinating Board has approved a larger core for the receiving institution. Howard College/SWCID requires a 42 semester credit hour core curriculum. Course options within each core area are listed in the Academic Associate Degree Programs section of the Catalog.

Field of Study Completion

A Field of Study Curriculum is a set of courses that will satisfy the lower-division requirements for a baccalaureate degree in a specific academic area at a general academic teaching institution. Field of study curriculum, mandated in Senate Bill 148 of the 75th Texas Legislature, facilitates free transferability of lower-division academic courses among Texas public colleges and universities. The Texas Higher Education Coordinating Board is responsible for developing and approving academic courses that fulfill the lower-division requirements for majors that correspond to the field of study. The Coordinating Board has approved fields of study for the following disciplines: business, communication, computer science, criminal justice, engineering, engineering technology, Mexican-American studies, music, and nursing. Howard College/SWCID does not necessarily offer all the courses in each of the fields of study listed by the Coordinating Board. Specific information and course requirements for each field of study can be found in the Academic Associate Degree Programs section of the Catalog.



Special Programs

Special Programs

Adult Education

Adult Education provides instruction in communication and computation skills for individuals beyond the age of compulsory school attendance who are functioning at a level of performance that does not permit them to meet their adult responsibilities in today's society. The major goals of the state program are as follows:

1. Provide adults with basic skills in reading, writing, and speaking English (ESL-English as a Second Language); mathematical skills; and general knowledge acquisition through the eighth grade level of competency, (ABE-Adult Basic Education); or an accepted minimum competence level.
2. Prepare adults for competitive and successful results on the General Educational Development (GED) test.
3. Assist adults to meet specific educational objectives below the college credit level.
4. Provide educational Prerequisites to vocational education of post-secondary education.

The Howard College-Big Spring cooperative (Co-Op 20) serves seven counties: Glasscock, Scurry, Mitchell, Nolan, Reagan, Martin and Howard. When a sufficient number of people are interested, classes can be held in Coahoma, Stanton, Colorado City, Snyder, Sweetwater, Big Lake, Forsan, Grady, Garden City, and Big Spring. Information about night classes in the surrounding communities can be obtained by calling the local school or the Adult Education Office at Howard College-Big Spring.

The Howard College-San Angelo cooperative (Co-Op 42) serves 15 counties and 36 school districts. A learning center, is open during selected days and night hours for students' use. Students are encouraged to attend according to their own time schedule. All instruction is individualized.

Registration is open during the entire year. Students may register at the class. There is no fee for program participation or materials.

Continuing Education: Community Education/Workforce Training

The concept of continuing education reflects the attitude of a fast-paced and changing society striving for more involvement in and awareness of the world around it. Classes are designed and created as a result of voiced needs and opinions of the community.

Community Education provides the opportunity for the surrounding community to take classes for personal enrichment, to socialize, and improve physical fitness. Classes can be organized to meet the needs of groups. Community members who are interested in pursuing a new interest or teaching a class are encouraged to call the Continuing Education/Workforce Training Office.

Workforce Training focuses on work-related training. It seeks to improve the skills needed in the local labor force by working with businesses and industries to identify and then design and deliver training to meet their specific requirements. It also provides training opportunities for individuals seeking to improve their workplace skills or attain new qualifying skills where a change of career is desired. The division assists businesses and industries who may need help identifying funding resources for training needs, writes grants to secure such funding, and administers grants when received.

Tuition and fees for a Community Education/Workforce Training Course or an approved Career Technical course offered by Howard College/SWCID for non-credit may be established by the college president or the designee and must be uniformly and consistently assessed for each course and may be set at zero. Exemptions, waivers, and/or a reduction of fees only apply to courses receiving state funding as governed by state law.

If space is available at the close of regular registration, students age 65 and older may enroll for up to 6 semester credit hours or 9.6 CEUs each semester or quarter term without payment of tuition. This exemption will only be honored upon request in person. Registration must be completed on site each registration period. All fees will be charged. This exemption does not apply to programs with limited enrollment and/or competitive selection.

All fees are payable at the time of registration either by check, money order, or credit card. Cost of the student supplies will be discussed at the first class meeting. The student will be responsible for the purchase of supplies and books. Textbooks may be purchased at the Howard College Bookstore.

Courses are open to interested persons regardless of age and educational background with some exceptions. International students enrolled in a continuing education program that exceeds 191 contact hours in a semester are required to provide confirmation that they are in the U.S. on an F-1 (student) visa. Federal and state law may exempt some individuals. Refer to the International Student Policy in this catalog for further information.

Courses may vary in length from a few weeks to a full semester. Short one or two day seminars and workshops are also offered. Continuing Education/Workforce Training courses observe scheduled college holidays unless special arrangements have been made.

Community members who have knowledge of a subject gained through formal education, work experience, training, or self-taught and are interested in teaching a class are encouraged to call the Community Education/Workforce Training office.

Classes are advertised prior to the starting date. Community members are encouraged to pick up a schedule at the college or request that a schedule be mailed to them. Every attempt is made to inform the public of scheduled courses. A student may register in the Admissions and Registrar's Office during posted hours of operation. Students are encouraged to enroll as soon as possible in order to insure a place in the course. Registration is continuous until a class starts.

The Community Education/Workforce Training Department reserves the right to cancel any course in which there is not sufficient enrollment. Interested persons are urged to register early in order to be counted as being enrolled to avoid any unnecessary cancellation. Should a class be canceled after the student enrolls, the student will be given an opportunity to change to another course or receive a full refund.

Upon completion of approved courses, a certificate of completion with the CEU total will be given to students who successfully complete a course. A Continuing Education Unit (CEU) is equal to ten hours of classroom attendance. Satisfactory completion will be determined by attendance and performance as assessed by the instructor. Certificates of completion will be awarded to students who successfully complete any workforce training or community education course.

Workforce Training Certificates and Awards

Industrial Production Technology

Marketable Skills Achievement Award-Energy Systems

Course	Title	Contact Hours
CNBT 1001	Introduction to Construction Industry	48
CETT 1002	Electricity Principles	
WIND 1000	Introduction to Wind Energy	

Marketable Skills Achievement Award-Welding Basics

Course	Title	Contact Hours
CNBT 1001	Introduction to Construction Industry	48
WLDG 1021	Welding Fundamentals	
WLDG 1028	Introduction to Shielded Metal Arc Welding (SMAW)	

Marketable Skills Achievement Award-Advanced Welding

Course	Title	Contact Hours
WLDG 1030	Introduction to Gas Metal Arc Welding (GMAW)	
WLDG 1017	Introduction to Layout and Fabrication	
WLDG 1006	Introduction to Gas Tungsten Arc Metal	

Marketable Skills Achievement Award-Electrical

Course	Title	Contact Hours
CNBT 1001	Introduction to Construction Industry	
CETT 1002	Electricity Principles	
CETT 1009	DC-AC Circuits	

Heating Ventilation Air Conditioning (HVAC/R) Specializations

The HVAC/R Specialization at Howard College is designed to prepare the student to seek a Texas State License in the HVAC/R field. If a potential student has been convicted of a felony, he or she will be required to complete the Texas Department of Licensing and Regulation (TDLR) Criminal History Evaluation Letter before acceptance in the HVAC/R Specialization: <http://www.license.state.tx.us/crimHistoryEval.htm>. Prior to enrollment in the Internship Program all students will be required to complete a background check and drug screen. If an applicant does not pass the background check and drug screen, they are not eligible to be accepted into the internship course.

Prerequisite Courses for all HVAC/R Certificates

Course	Title	Contact Hours
HART 1001	Basic Electricity for HVAC ¹	96
HART 1007	Refrigeration Principles ²	96
	Total Hours	192

¹ OSHA 10 General Industry Certification is required before enrolling in HART 1001.

² Must complete HART 1001 before enrolling in HART 1007; must have approval from the instructor for exemption.

**Workforce Training Certificate
Industrial Production Technology-HVAC/R Specialization**

Course	Title	Contact Hours
	Prerequisite courses (listed above)	192
CNBT 1001	Introduction to Construction Industry	48
HART 1003	Air Conditioning Control Principles	96
HART 1041	Residential Air Conditioning	96
	Total Hours	432

**Workforce Training Certificate
Industrial Production Technology-Residential HVAC/R**

Course	Title	Contact Hours
	Prerequisite courses (listed above)	192
CNBT 1001	Introduction to Construction Industry	48
HART 1045	Gas and Electric Heating	96
HART 2049	Heat Pumps	64
HART 2045	Residential Air Conditioning Systems Design	48
HART 2001	Air Conditioning and Refrigeration Codes	64
	Total Hours	512

**Workforce Training Certificate
Industrial Production Technology-Advanced Heating Ventilation
Air Conditioning/Refrigeration (HVAC/R)**

Course	Title	Contact Hours
	Prerequisite courses (listed above)	192
CNBT 1001	Introduction to Construction Industry	48
HART 2031	Advanced Electricity for HVAC	96
HART 2034	Advanced Air Conditioning Controls	96
HART 2041	Commercial Air Conditioning	96
HART 2042	Commercial Refrigeration	96
	Total Hours	624

Academic Associate Degree Programs

The Associate of Arts and Associate of Science degrees are specifically designed to allow for the transfer and application of credits earned at Howard College/SWCID to the bachelor degree requirements at most public colleges/universities. Completion of the Associate of Arts or Associate of Science degree also guarantees completion of the state-mandated core curriculum and the acceptance of a minimum of 42 semester credit hours toward the general education requirements in a bachelor's degree program at all state supported higher education institutions in Texas.

Associate of Arts in Teaching Education Majors

EC-Grade 6; 4-8, EC-12 Special Education	
Subject	Credit Hours
Core Curriculum	42
MATH 1350, MATH 1351, or equivalent	6
Additional science beyond the core curriculum	6
*EDUC 1301, *EDUC 2301	6
TOTAL	60
8-12, EC-12 Other than Special Education	
Core Curriculum	42
*EDUC 1301, *EDUC 2301	6
Content area teaching fields/ academic disciplines	12
TOTAL	60

*Students must pass a background check prior to participating in the P-12 classroom field experience, a required component of these courses. The instructor will provide information on completing the background check. If the student does not pass the background check, it is the student's responsibility to withdraw from the course with no refund given.

Associate of Arts

Majors	Subjects/Requirements	Credit Hours
Art	Core Curriculum	42
Communication	Composition (6)	
Drama	Speech (3)	
English	History (6)	
General Studies	Political Science (6)	
History	Social/Behavioral Science (3)	
Music	Mathematics (3)	
	Natural Science (8)	
	Humanities (3)	
	Visual/Performing Arts (3)	
	Learning Framework (1)	
	English	6
	*Electives	9
	**Computer Science	3
	TOTAL	60

Associate of Science

Majors	Subjects/Requirements	Credit Hours
Agriculture	Core Curriculum	42
Biology	Composition (6)	
Business	Speech (3)	
Child Development Studies	History (6)	
Communications	Political Science (6)	
Computer Science	Social/Behavioral Science (3)	
Criminal Justice	Mathematics (3)	
English	Natural Science (8)	
General Studies	Humanities (3)	
Health and Physical Education	Visual/Performing Arts (3)	
History	Learning Framework (1)	
Mathematics	*Electives	15
Nursing	**Computer Science	3
Pre-Engineering		
Pre-Med		
Social Science		
Social Work	TOTAL	60

*may include Physical Education courses as approved by advisor.

**The Computer Science requirement may be replaced by an elective course if the student meets one of the following:

- a. A student passed a high school computer course within five years of enrollment (students may be required to provide course description from high school).
- b. A student has documentation of computer proficiency from another college or institution.
- c. A student passes a Howard College/SWCID computer proficiency exam (see Admissions Office for more information).
- d. Proficiency is demonstrated by successful completion (grade of C or better) of a college course with a significant computer component as determined by college advisor, course syllabus, and/or course instructor (students may be required to provide course syllabus and/or course description) with final approval by the campus instructional dean.

Core Curriculum

To facilitate transferability of lower division courses, Texas law (Senate Bill 148) requires each institution of higher education to adopt a core curriculum of at least 42 semester credit hours. The core curriculum can be transferred in block to any state college to be substituted for the core of the receiving institution. Howard College/SWCID will designate core curriculum courses completed by a student on the official Howard College/SWCID transcript. A student must achieve a grade of 'C' or better in a core course in order for the course to satisfy a component area. If a student satisfies all component areas, the message "Core Curriculum Completed" will appear on the transcript. Students may not be required to take additional core curriculum courses unless the Texas Higher Education Coordinating Board has approved a larger core for the receiving institution. Howard College/SWCID requires a 42 semester credit hour core curriculum. Course options within each core area are listed below.

English Rhetoric/Composition– 6 Credits (Code 010)

ENGL 1301	Composition I
ENGL 1302	Composition II
ENGL 2311	Technical & Business Writing

Speech, Modern Language/Communication Skills - 3 credits (Code 011)

SPCH 1315	Public Speaking I
SPCH 1321	Business and Professional Speaking
SGNL 1301, 1401	American Sign Language I
SGNL 1302, 1402	American Sign Language II

History – 6 Credits (Code 060)

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

Political Science – 6 Credits (Code 070)

GOVT 2301	American Government I
GOVT 2302	American Government II

Other Social and Behavioral Sciences – 3 credits (Code 080)

ANTH 2346	General Anthropology (Also listed as HUMA 2323, World Cultures)
ANTH 2351	Cultural Anthropology
CRIJ 1307	Crime in America
ECON 2301	Principles of Macroeconomics
ECON 2302	Principles of Microeconomics
GEOG 1300	Principles of Geography
PSYC 2301	General Psychology
PSYC 2302	Applied Psychology
PSYC 2314	Life Span/Growth and Development
PSYC 2315	Psychology of Adjustment
SOCI 1301	Introduction to Sociology
SOCI 1306	Social Problems
SOCI 2301	Marriage and the Family
SOCI 2319	Minority Studies
SOCI 2336	Criminology

Mathematics – 3 credits (Code 020)

Academic Associate Degree Programs

MATH 1314	College Algebra
MATH 1316	Plane Trigonometry
MATH 1324	Mathematics for Business & Social Sciences I (Finite Math)
MATH 1325	Mathematics for Business & Social Sciences II (Business Calculus)
MATH 1332	Contemporary Mathematics I
MATH 1342	Elementary Statistical Methods
MATH 1348	Analytical Geometry
MATH 2313	Calculus I
MATH 2314	Calculus II
MATH 2315	Calculus III

Natural Sciences (Laboratory Science) – 8 credits (Code 030)

AGRI 1413	Plant Protection (Entomology)
AGRI 1415	Horticulture
BIOL 1406 OR BIOL 1306 AND BIOL 1106	Biology for Science Majors I
BIOL 1407 OR BIOL 1307 AND BIOL 1107	Biology for Science Majors II
BIOL 1408	Biology for Non-Science Majors I
BIOL 1409	Biology for Non-Science Majors II
BIOL 1411	General Botany
BIOL 1413	General Zoology
BIOL 2401 OR BIOL 2301 AND BIOL 2101	Anatomy and Physiology I
BIOL 2402 OR BIOL 2302 AND BIOL 2102	Anatomy and Physiology II
BIOL 2406	Environmental Biology
BIOL 2420 OR BIOL 2320 AND BIOL 2120	Microbiology for Non-Science Majors
CHEM 1405	Introductory Chemistry I
CHEM 1411	General Chemistry I
CHEM 1412	General Chemistry II
CHEM 1419	Introductory Organic Chemistry I
CHEM 2423	Organic Chemistry I
CHEM 2425	Organic Chemistry II
GEOL 1403	Physical Geology
GEOL 1404	Historical Geology
GEOL 1405	Environmental Geology
PHYS 1401	College Physics I
PHYS 1402	College Physics II
PHYS 1403	Stars and Galaxies
PHYS 1404	Solar System
PHYS 1410	Elementary Physics

Humanities – 3 credits (Code 040)

Academic Associate Degree Programs

ANTH 2346	General Anthropology (cross listed as HUMA 2323)
ENGL 2321	British Literature
ENGL 2322	British Literature I
ENGL 2323	British Literature II
ENGL 2326	American Literature
ENGL 2327	American Literature I
ENGL 2328	American Literature II
ENGL 2332	World Literature I
ENGL 2333	World Literature II
FREN 2311	Intermediate French I
FREN 2312	Intermediate French II
HIST 2311	Western Civilization I
HIST 2312	Western Civilization II
HUMA 1301	Introduction to the Humanities
HUMA 2323	World Cultures (also listed as ANTH 2346)
PHIL 1301	Introduction to Philosophy
PHIL 1304	Introduction to World Religions
PHIL 1316	History of Religions I
PHIL 2306	Introduction to Ethics
PHIL 2321	Philosophy of Religion
SGNL 2301`	Intermediate Sign Language I
SGNL 2302	Intermediate Sign Language II
SPAN 2311	Intermediate Spanish I
SPAN 2312	Intermediate Spanish II

Visual/Performing Arts – 3 credits (Code 050)

ARTS 1301	Art Appreciation
ARTS 1303	Art History I
ARTS 1304	Art History II
ARTS 1311	Design I
ARTS 1312	Design II
ARTS 1313	Foundations of Art
ARTS 1316	Drawing I
ARTS 1317	Drawing II
ARTS 2316	Painting I
ARTS 2317	Painting II
ARTS 2323	Life Drawing I
ARTS 2324	Life Drawing II
ARTS 2326	Sculpture I
ARTS 2327	Sculpture II
ARTS 2333	Printmaking I
ARTS 2336	Fiber Arts I
ARTS 2346	Ceramics I
ARTS 2347	Ceramics II
ARTS 2356	Photography I (cross-listed as COMM 1318)
COMM 1318	Photography I (cross-listed as ARTS 2356)
COMM 1319	Photography II
DANC1151,1152,2151,2152	Dance Performance

DANC 1305	World Dance I
DANC 1306	World Dance II
DANC 2301	Problems in Dance
DANC 2303	Dance Appreciation I
DANC 2304	Dance Appreciation II
DANC 2325	Anatomy & Physiology for Dance
DRAM 1310	Introduction to Theater
DRAM 1320	Theater Practicum I
DRAM 1321	Theater Practicum II
DRAM 1323	Basic Theater Practice
DRAM 1330	Stagecraft I
DRAM 1341	Make-up
DRAM 1351, 1352, 2351	Acting I, II, & III
DRAM 2336	Voice for the Theater
DRAM 2361	History of the Theater I
DRAM 2362	History of the Theater II
DRAM 2366	Development of the Motion Picture I
DRAM 2367	Development of the Motion Picture II
HUMA 1315	Fine Arts Appreciation
MUEN1131,1132,2131,2132	Instrumental Ensemble
MUEN1151,1152,2151,2152	Vocal Ensemble
MUSI 1303	Music Fundamentals
MUSI 1304	Foundations of Music
MUSI 1306	Music Appreciation
MUSI 1308	Music Literature I
MUSI 1310	American Music
MUSI 1311,1312,2311,2312	Music Theory I, II, III, & IV

Institutionally- Designated Option – 1 credit (Code 090)

EDUC 1100 or PSYC 1100	*Learning Framework
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* All students enrolled in transfer degree programs (AA, AS, or AAT) are required to successfully complete Learning Framework (EDUC 1100 or PSYC 1100). This should be taken within the first year of enrollment (prior to completing 24 semester credit hours.) All students placed on academic probation will be required to enroll in Learning Framework the next semester they enroll if they have not successfully completed the course with a grade of “C” or better. Career Technical students are highly encouraged to enroll in this course as it is designed to improve learning skills. Learning Framework is a study of the 1) research and theory in the psychology of learning, cognition, and motivation; 2) factors that impact learning; and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

Field of Study Curriculum

A Field of Study Curriculum is a set of courses that will satisfy the lower-division requirements for a baccalaureate degree in a specific academic area at a general academic teaching institution. Field of study curriculum, mandated in Senate Bill 148 of the 75th Texas Legislature, facilitates free transferability of lower-division academic courses among Texas public colleges and universities. The Texas Higher Education Coordinating Board is responsible for developing and approving academic courses that fulfill the lower-division transcript requirements for majors that correspond to the field of study. The Coordinating Board has approved fields of study for the following disciplines: business, communication, computer science, criminal justice, engineering, engineering technology, Mexican-American studies, music, and nursing. Howard College/SWCID does not necessarily offer all the courses in each of the fields of study listed by the Coordinating Board.

Business

The following set of courses had been adopted as a field of study for students seeking the Bachelor of Business Administration, Bachelor of Arts, or Bachelor of Science in Business:

ECON 2301, Principles of Macroeconomics
ECON 2302, Principles of Microeconomics
MATH 1325, Math for Business and Social Sciences II
BCIS 1305, Business Computer Applications
SPCH 1321, Business and Professional Speaking
ACCT 2301, Principals of Financial Accounting
ACCT 2302, Principals of Managerial Accounting

Communication

In order to maintain flexibility in a rapidly changing field, a competency framework has been adopted as a field of study for students seeking a Bachelor of Arts or Bachelor of Science in Communication in one of four areas:

- Advertising and public relations
- Journalism and mass communication
- Radio and television broadcasting and broadcast journalism
- General communication and communication studies/speech communication/speech and rhetorical studies/organizational communication

Students should choose lower-division courses that fulfill competency requirements for their chosen field of study or sub-area. The communication field of study is outlined in the Academic Affairs section of Coordinating Board's website www.thecb.state.tx.us.

Computer Science

The following set of courses has been adopted as a field of study for students seeking a Bachelor of Science in Computer Science. NOTE: It is recommended that students complete the math sequence, physics sequence, and computer science sequence at the same institution to reduce the likelihood of potential gaps in the curriculum. Not all courses are required for the computer science major at all universities, but may apply to general education requirements. Students should consult an advisor at the receiving institution.

COSC 1336 or 1436, Programming Fundamentals I
COSC 1337 or 1437, Programming Fundamentals II
COSC 2336 or 2436, Programming Fundamentals III
COSC 2325 or 2425, Computer Organization and Machine Language

Academic Associate Degree Programs

MATH 2313 or 2413, Calculus I
MATH 2314 or 2414, Calculus II
PHYS 2425, Physics I
PHYS 2426, Physics II

Criminal Justice

The following set of courses has been adopted as a field of study for students seeking a Bachelor of Arts or Bachelor of Science in Criminal Justice:

CRIJ 1301, Introduction to Criminal Justice
CRIJ 1306, Court Systems and Practices
CRIJ 1310, Fundamentals of Criminal Law
CRIJ 2313, Correctional Systems and Practices
CRIJ 2328, Police Systems and Practices

Engineering and Engineering Technology

The field of study curricula for engineering and engineering technology is designed to promote maximum transferability for students while still preserving curricular diversity for institutions. Students and advisors should see the Academic Affairs section of the Coordinating Board's website at www.thecb.state.tx.us for field of study curriculum regarding their intended transfer destination.

Mexican-American Studies

The following set of courses has been adopted as a field of study for students seeking a bachelor's degree in Mexican-American Studies

HUMA 1305, Introduction to Mexican-American Studies
HIST 2327 or HIST 2328, Mexican-American History I and II
GOVT 2311, Mexican-American Politics
ENGL 2351, Mexican-American Literature
HUMA 1311, Mexican-American Fine Arts Appreciation
SPAN 2312 or SPAN 2315, Spanish IV OR Spanish for Native/Heritage Speakers II

Music

The following field of study has been adopted for students seeking a Bachelor of Music, Bachelor of Arts, or other bachelor's-level music degree. It consists of 27 to 35 lower-division semester credit hours in the following areas: ensemble, applied study, theory/aural skills, and music literature. NOTE: Transfer of credit in ensemble, applied study, and theory/aural skills will be on a course by course basis. Students should consult an advisor at the receiving institution.

Ensemble (4 SCH)

Applied Study (8 SCH)

Theory/Aural Skills (12-16 SCH)

Music Literature (3 SCH)

Nursing

The following courses, totaling 28 credit hours of fully transferrable and applicable lower-division academic courses, and an additional set of Workforce Education (WECM) nursing courses, make up the field of study curriculum for nursing.

Academic Courses

CHEM Any 4 hour Chemistry course with lab
BIOL 2402 and 2402 Anatomy and Physiology (lecture and lab)
BIOL 2420 or 2421 Microbiology with lab
HECO 1322 or BIOL 1322 Nutrition and Diet Therapy I
PSYC 2301 General Psychology
PSYC 2314 Life-Span Growth and Development
MATH 1342 Elementary Statistical Methods

Nursing Courses

Lower-division nursing content is offered through one of two general types of programs: Blocked or Integrated. Because of the distribution of content, it is extremely difficult to align curricula from one type of program to another. Students who desire to transfer from a program utilizing one type of program into the other type of program should be prepared to make up some content through a bridge-course or through the repetition of some content within courses. It is recommended that a student make every effort to avoid transferring from one type of program to the other before completing the associate degree in nursing in order not to lose credit. Please see the nursing content areas listed in the Academic Affairs section at the Coordinating Board’s website www.theccb.state.tx.us.





Howard College

Career Technical Education and Health Professions

Career technical education and health professions programs are designed to prepare students for employment in a career field. These programs have been developed in cooperation with business and industry to satisfy a need for timely and effective workforce education. Career technical and health professions programs have a competency-based curriculum organized to teach the skills, knowledge, and perspectives needed by a student to enter an occupation. Each program may contain several award levels: Associate of Applied Science, Certificate Level II, Certificate Level I, and/or a Marketable Skills Achievement Award.

The Associate of Applied Science Degree is designed for the student pursuing a two-year specialized collegiate level Career Technical Education program of study that will prepare him or her for immediate employment in business or industry. General educational requirements are included as an integral part of each AAS program. Both the general educational requirements and the specified Career Technical Education courses for the program in which the student is enrolled must be met in order to qualify for the degree. Degree plans are required for students working toward an AAS degree. Counseling should be sought as early as possible.

For Health Professions Programs Only

The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards require competency assessment of all individuals in direct contact with patients and employees. Competency extends beyond technical skills to an individual's criminal history; therefore students complete clinical background checks prior to admission to specific programs. Instructions for completing the background checks can be obtained from the department to which the student is applying.

Infectious Diseases Policy As healthcare workers, health professions students are frequently exposed to patients that have been diagnosed with communicable diseases including but not limited to tuberculosis, HIV and hepatitis. Additionally, patients may carry communicable diseases but not be diagnosed at the time that care takes place. All health profession students are expected to follow standard precautions for all patients. Further, they may not refuse care of any patient due to the nature of disease. The only exception to this is for pregnant health care workers who are prohibited by hospital policy from working around a specific disease or treatment process. (Ex. pregnant health care workers must not work with the drug Ribavirin.) Refusal to accept an assignment based on disease status could result in the student earning an "F" for the clinical and being ineligible for re-enrollment in the program.

Area of Interest	Page
Administrative Office Systems	90
Agriculture	92
Business	95
Child and Family Development Studies	102
Computer and Information Systems	105
Cosmetology	111
Criminal Justice Technology	115
Dental Hygiene	121
Drafting Technology	123
Emergency Medical Services	125
Health Information Technology	130
Industrial Production Technology	132
Medical Assistant	135
Nursing	137
Radiologic Technology	146
Respiratory Care	149
Surgical Technology	152

Administrative Office Systems

Marketable Skills Achievement Award-Office Systems Technology

Course	Title	Credit Hours
POFI 2301	Word Processing	3
POFT 1325	Business Math and Machine Applications	3
POFI 2340	Advanced Word Processing	3
HRPO 1311 OR BUSI 2304	Human Relations in Business OR Business Report Writing and Correspondence	3
TOTAL		12

Certificate Level I Office Systems Technology

Course	Title	Credit Hours
POFI 2301	Word Processing	3
POFT 1309 ¹⁻²	Administrative Office Procedures I	3
ITSC 1309 ¹ OR BCIS/COSC Elective	Integrated Software Applications I or Computer Science Elective	3
ACNT 1303 ¹ OR ACCT 2301	Introduction to Accounting I or Principals of Accounting I (Financial)	3
Elective ¹	Suggested electives listed below	3
TOTAL		15

Certificate Level II Administrative and Office Support

Texas Success Initiative requirements apply to a Level II Certificate.

Course	Title	Credit Hours
	All courses in Level I Office Systems Technology	15
HRPO 1311	Human Relations	3
POFT 1325	Business Math and Machine Applications	3
BUSI 1301	Business Principles	3
POFT 1349 ²	Administrative Office Procedures II	3
BUSI 2304	Business Report Writing and Correspondence	3
POFI 2340	Advanced Word Processing	3
ITSW 2334 or ITSW 2337	Advanced Spreadsheets or Advanced Database	3
Elective ¹	Suggested electives listed below	3
TOTAL		39

Suggested Electives: ACNT 1313, POFI 2331¹, IMED 1301¹, IMED 1316¹, CPMT 1311¹, ITSC 1305¹, BUSG 1304, BUSI 2301, BMGT 1327, ITSW 2334, ITSW 2337, ACCT 2302, ACNT 1329, BMGT 1301, ITNW 1325¹, ITSC 1301¹, MRKG 1311, POFL 1303, POFM 1309, POFM 1331

¹Course work may be articulated through Tech Prep or Technical Dual Credit.

²Capstone Course

Associate of Applied Science Office Administration

First Semester

Course	Title	Credit Hours
POFI 2301	Word Processing	3
POFT 1309 ¹⁻²	Administrative Office Procedures I	3
ITSC 1309 ¹ OR BCIS/COSC Elective	Integrated Software Applications I or Computer Science Elective	3
ACNT 1303 ¹ OR ACCT 2301	Introduction to Accounting I OR Principals of Accounting I (Financial)	3
Elective ¹	Suggested electives listed below	3
TOTAL		15

Second Semester

Course	Title	Credit Hours
HRPO 1311	Human Relations	3
POFT 1325	Business Math and Machine Applications	3
BUSI 1301	Business Principles	3
POFT 1349 ²	Administrative Office Procedures II	3
Elective ¹	Suggested electives listed below	3
TOTAL		15

Third Semester

Course	Title	Credit Hours
BUSI 2304	Business Report Writing & Correspondence	3
POFI 2340	Advanced Word Processing	3
ITSW 2334 or ITSW 2337	Advanced Spreadsheets or Advanced Database	3
Speech Elective	Choose from Core Curriculum.	3
Social/Behavioral Science Elective	Choose from Core Curriculum.	3
TOTAL		15

Fourth Semester

Course	Title	Credit Hours
POFT 2331	Administrative Systems	3
POFT 2388 ¹	Internship	3
Humanities/Fine Arts	Choose from Core Curriculum.	3
English Elective	Choose from Core Curriculum.	3
Math/Natural Science	Choose from Core Curriculum.	3-4
TOTAL		15-16
TOTAL HOURS IN AAS DEGREE		60-61

Suggested Electives: ACNT 1313, POFI 2331¹, IMED 1301¹, IMED 1316¹, CPMT 1311, ITSC 1305¹, BUSG 1304, BUSI 2301, BMGT 1327, ITSW 2334, ITSW 2337, ACCT 2302, ACNT 1329, BMGT 1301, ITNW 1325¹, ITSC 1301¹, MRKG 1311, POFL 1303, POFM 1309, POFM 1331

¹Course work may be articulated through Tech Prep or Technical Dual Credit.

²Capstone Course

Agriculture

Marketable Skills Achievement Award-Agriculture

Course	Title	Credit Hours
AGMG 1311 OR AGRI 1131	Introduction to Agribusiness AND The Agriculture Industry	4
AGRI 1319	Introductory Animal Science	3
AGAH 1353	Beef Cattle Production	3
AGRI 2317	Introduction to Agricultural Economics	3
	TOTAL	13

Certificate Level I Agribusiness

Course	Title	Credit Hours
AGRI 1131	The Agriculture Industry	1
AGRI 1309	Computers in Agriculture	3
AGRI 1419 OR AGAH 1401 ³	Introductory Animal Science OR Animal Science	4
AGRI 1325 ¹	Marketing of Agricultural Products	3
AGRI 2317	Introduction to Agricultural Economics	3
AGMG 1344 OR ACNT 1303 ² OR ACCT 2301	Agricultural Records Management OR Introduction to Accounting I OR Principals of Accounting I-Financial	3
Ag Elective ² OR SPNL 1342 OR PHED 1321	Choose from electives listed below OR Business Spanish OR Coaching/Sports/Athletics I	3
AGMG 2301 OR BMGT 1327 ³	Livestock Business Management OR Principles of Management	3
AGMG 1311	Introduction to Agribusiness	3
	TOTAL	26

¹Capstone course

²Choose from the following courses for the Agriculture Elective: SPNL 1342 – Business Spanish (agriculture emphasis), AGME 1349 - Farm and Ranch Equipment, AGAH 1343 – Animal Health, AGCR 1307 – Range Management, AGRI 1407 – Agronomy, AGEQ 1411 – Equine Science I, AGEQ 1345 – Principles of Farrier Science, AGAH 1441 – Sheep and Goat Production, AGAH 1353 – Beef Cattle Production, AGAH 1357 – Swine Production, and AGCR 2301 – Agriculture Chemicals.

³Course may be articulated through an approved high school Tech Prep agreement

Certificate Level I Farm and Ranch Management

Course	Title	Credit Hours
AGRI 1131	The Agriculture Industry	1
AGRI 2303 OR AGME 1415 ³ OR WLDG 1421 ³	Agricultural Construction I OR Farm and Ranch Shop Skills I OR Welding Fundamentals	3-4
AGRI 1309	Computers in Agriculture	3
AGRI 2321	Livestock Evaluation I	3
Ag Elective ² OR SPNL 1342 OR PHED 1321	Choose from electives listed below OR Business Spanish OR Coaching/Sports/Athletics I	3
AGRI 1407	Agronomy	4
AGRI 1415 OR AGRI 1413	Horticulture OR Plant Protection	4
AGRI 1319	Introductory Animal Science	3
AGRI 1325 ¹	Marketing of Agricultural Products	3
	TOTAL	27-28

Certificate Level I Livestock Evaluation and Production

Course	Title	Credit Hours
AGEQ 1411 OR AGEQ 1345	Equine Science I OR Principles of Farrier Science	3-4
AGRI 2321 ¹	Livestock Evaluation I	3
AGRI 1419	Introductory Animal Science	4
AGAH 1441	Sheep and Goat Production	4
AGAH 1353 OR AGAH 1357	Beef Cattle Production OR Swine Production	3
AGRI 1309	Computers in Agriculture	3
AGRI 1131	The Agriculture Industry	1
Ag Elective ² OR SPNL 1342 OR PHED 1321	Choose from electives listed below OR Business Spanish OR Coaching/Sports/Athletics I	3
	TOTAL	24-25

¹Capstone course

²Choose from the following courses for the Agriculture Elective: SPNL 1342 – Business Spanish (agriculture emphasis), AGME 1349 - Farm and Ranch Equipment, AGAH 1343 – Animal Health, AGCR 1307 – Range Management, AGRI 1407 – Agronomy, AGEQ 1411 – Equine Science I, AGEQ 1345 – Principles of Farrier Science, AGAH 1441 – Sheep and Goat Production, AGAH 1353 – Beef Cattle Production, AGAH 1357 – Swine Production, and AGCR 2301 – Agriculture Chemicals.

³Course may be articulated through an approved high school Tech Prep agreement

**Associate of Applied Science in Agribusiness Farm and Ranch Management
First Semester**

Course	Title	Credit Hours
AGRI 1131	The Agriculture Industry	1
AGRI 1419	Introductory Animal Science	4
AGRI 1309	Computers in Agriculture	3
AGRI 2317	Introduction to Agricultural Economics	3
Agriculture Elective ²	Choose from courses listed below.	3
TOTAL		14

Second Semester

Course	Title	Credit Hours
AGMG 1344 OR ACNT 1303 ³ OR ACCT 2301	Agricultural Records Management OR Introduction to Accounting I OR Principals of Accounting I-Financial	3
AGMG 1311	Introduction to Agribusiness	3
AGRI 2303	Agricultural Construction I	3
AGRI 2321	Livestock Evaluation I	3
Agriculture Elective ²	Choose from courses listed below.	3
TOTAL		15

Third Semester

Course	Title	Credit Hours
AGMG 2301 OR BMGT 1327 ³	Livestock Business Management OR Principles of Management	3
AGRI 1325	Marketing of Agricultural Products	3
AGRI 1415 OR AGRI 1413	(Natural Science) Horticulture OR Entomology	4
Social/Behavioral Science	Choose from Core Curriculum.	3
Agriculture Elective ²	Choose from courses listed below.	3
TOTAL		16

Fourth Semester

Course	Title	Credit Hours
ENGL 1301 OR ENGL 2311	Composition I OR Technical and Business Writing	3
Speech Elective	Choose from Core Curriculum.	3
Humanities/Fine Arts	Choose from Core Curriculum.	3
AGMG 2388 ¹	Internship	3
Agriculture Elective ²	Choose from courses listed below.	3
TOTAL		15
TOTAL HOURS IN AAS DEGREE		60

¹ Capstone course

² Choose from the following courses for the Ag Elective: SPNL 1342, Business Spanish (ag emphasis); AGME 1349, Farm and Ranch Equipment; AGAH 1343, Animal Health; AGCR 1307, Range Management; AGRI 1407, Agronomy; AGEQ 1411, Equine Science I; AGEQ 1345, Principles of Farrier Science; AGAH 1441, Sheep and Goat Production; AGAH 1353, Beef Cattle Production; AGAH 1357, Swine Production; and AGCR 2301, Agriculture Chemicals.

³ Course may be articulated through an approved high school Tech Prep agreement.

Business

Marketable Skills Achievement Award Business

Course	Title	Credit Hours
BCIS 1305	Business Computer Applications	3
BUSI 1301	Business Principles	3
BUSI 2304	Business Report Writing and Correspondence	3
HRPO 1311	Human Relations	3
TOTAL		12

Marketable Skills Achievement Award Accounting

Course	Title	Credit Hours
ACCT 2301	Principles of Accounting I-Financial	3
ACCT 2302	Principles of Accounting II	3
ACNT 1313	Computerized Accounting Applications	3
ACNT 1329	Payroll and Business Tax Accounting	3
TOTAL		12

Marketable Skills Achievement Award Human Resource Management

Course	Title	Credit Hours
HRPO 1311	Human Relations	3
HRPO 2301	Human Resources Management	3
BCIS 1305	Business Computer Applications	3
BUSI 2304	Business Report Writing and Correspondence	3
TOTAL		12

Certificate Level I Business

Course	Title	Credit Hours
POFI 2301 OR WECM Elective ²	Word Processing OR Elective approved by advisor	3
ACNT 1303 ³ OR ACCT 2301	Introduction to Accounting I OR Principles of Accounting I-Financial	3
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
BUSI 2304 ¹	Business Report Writing and Correspondence	3
BUSI 2301	Business Law	3
HRPO 1311	Human Relations	3
BUSI 1301	Business Principles	3
BUSG 1304	Introduction to Financial Advising	3
WECM Elective ²	Elective approved by advisor	3
Speech Elective	Choose from Core Curriculum.	3
TOTAL		30-31

¹ Capstone course

² Must be approved by program or division director/chair.

³ Course may be articulated through an approved high school Tech Prep agreement.

Certificate Level I Business, Specialization in Hospitality and Tourism

Course	Title	Credit Hours
HAMG 1321	Introduction to Hospitality Industry	3
CHEF 1205	Sanitation and Safety	2
FDNS 1301	Introduction to Foods	3
ITSC 1309 ² OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
CHEF 1313	Food Service Operations	3
IFWA 1218	Nutrition for the Food Service Professional	2
	TOTAL	16

Certificate Level II Business, Specialization in Accounting

Texas Success Initiative requirements apply to Level II Certificates.

Course	Title	Credit Hours
	Courses required for Certificate Level I	30-31
Accounting Elective ²	Approved by advisor	3
ACCT 2302 ²	Principles of Accounting II	3
POFT 1325 OR Accounting Elective ²	Business Math and Machine Applications OR Elective approved by advisor	3
ACNT 1313	Computerized Accounting Applications	3
ITSW 2334	Advanced Spreadsheets	3
	TOTAL	45-46

Certificate Level II Business, Specialization in Management

Texas Success Initiative requirements apply to Level II Certificates.

Course	Title	Credit Hours
	Courses required for Certificate Level I	30-31
BMGT 1341	Business Ethics	3
BMGT 1327	Principles of Management	3
HRPO 2301	Human Resources Management	3
BUSG 2309 ¹	Small Business Management/Entrepreneurship	3
ITSW 2334	Advanced Spreadsheets	3
	TOTAL	45-46

¹ Capstone course

² Must be approved by program or division director/chair.

³ Course may be articulated through an approved high school Tech Prep agreement.

Associate of Applied Science Business Administration

First Semester

Course	Title	Credit Hours
ACNT 1303 ³ OR ACCT 2301	Introduction to Accounting I OR Principles of Accounting I-Financial	3
BCIS 1305/1405 OR ITSC 1309 ³	Business Computer Applications OR Integrated Software Applications I	3
English Elective	Choose from Core Curriculum.	3
ECON 2301	Principles of Macroeconomics	3
Elective ²	Approved by advisor	3
TOTAL		15

Second Semester

Course	Title	Credit Hours
ACCT 2302	Principles of Accounting II-Managerial	3
Math or Natural Science Elective	Choose from Core Curriculum.	3-4
Social/Behavioral Science Elective	Choose from Core Curriculum.	3
BUSI 1301	Business Principles	3
BUSI 2301	Business Law	3
TOTAL		15-16

Third Semester

Course	Title	Credit Hours
MRKG 1311	Principles of Marketing	3
General Studies Elective	Choose from Core Curriculum.	3
BMGT 1327	Principles of Management	3
Social/Behavioral Science Elective	Choose from Core Curriculum.	3
Speech Elective	Approved by advisor	3
TOTAL		15

Fourth Semester

Course	Title	Credit Hours
ECON 2302	Principles of Microeconomics	3
HRPO 2301	Human Resources Management	3
Humanities/Fine Arts	Choose from Core Curriculum.	3
BUSI 2304	Business Report Writing and Correspondence	3
BMGT 2388 ¹	Internship	3
TOTAL		15
TOTAL HOURS IN AAS DEGREE		60-61

¹ Capstone course

² Must be approved by program or division director/chair.

³ Course may be articulated through an approved high school Tech Prep agreement.

**Associate of Applied Science Business, Specialization in Accounting
First Semester**

Course	Title	Credit Hours
ACNT 1303 ³ OR ACCT 2301	Introduction to Accounting I OR Principles of Accounting I-Financial	3
BUSI 1301	Business Principles	3
HRPO 1311	Human Relations	3
Speech Elective	Approved by advisor	3
BUSI 2301	Business Law	3
TOTAL		15

Second Semester

Course	Title	Credit Hours
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
ACCT 2302	Principles of Accounting II-Managerial	3
BUSI 2304	Business Report Writing and Correspondence	3
BUSG 1304	Introduction to Financial Advising	3
Humanities/Fine Arts Elective	Choose from Core Curriculum.	3
TOTAL		15

Third Semester

Course	Title	Credit Hours
WECM Elective ²	Approved by advisor.	3
BMGT 1327 OR HRPO 2301	Principles of Management OR Human Resource Management	3
ACNT 1313	Computerized Accounting Applications	3
POFT 1325 OR Accounting Elective ²	Business Math and Machine Applications OR Elective approved by advisor	3
ITSW 2334	Advanced Spreadsheets	3
TOTAL		15

Fourth Semester

Course	Title	Credit Hours
ACNT 1331	Federal Income Tax: Individual	3
ECON 2301 OR ECON 2302	Principles of Macroeconomics OR Principles of Microeconomics	3
Math or Natural Science Elective	Choose from Core Curriculum	3-4
ACNT 2388 ¹	Internship	3
English Elective	Choose from Core Curriculum.	3
TOTAL		15-16
TOTAL HOURS IN AAS DEGREE		60-61

¹ Capstone course

² Must be approved by program or division director/chair.

³ Course may be articulated through an approved high school Tech Prep or Dual Credit agreement.

**Associate of Applied Science Business, Specialization in Human Resource Management
First Semester**

Course	Title	Credit Hours
ACNT 1303 ³ OR ACCT 2301	Introduction to Accounting I OR Principles of Accounting I-Financial	3
BMGT 1301 OR BUSI 1301	Supervision OR Business Principles	3
BCIS 1305 OR ITSC 1309 ³	Business Computer Applications OR Integrated Software Applications I	3
English Elective	Approved by advisor	3
Economics Elective	Approved by advisor	3
	TOTAL	15

Second Semester

Course	Title	Credit Hours
ACCT 2302	Principles of Accounting II-Managerial	3
HRPO 1311	Human Relations	3
BMGT 1327	Principles of Management	3
OSHT 2401	OSHA Regulations-General Industry	4
Speech Elective	Approved by advisor	3
HRPO 1302	Human Resource Training and Development	3
	TOTAL	19

Third Semester

Course	Title	Credit Hours
BUSI 2301	Business Law	3
BMGT 1341	Business Ethics	3
HRPO 2307	Organizational Behavior	3
HRPO 2301	Human Resources Management	3
BUSI 2304	Business Report Writing and Correspondence	3
	TOTAL	15

Fourth Semester

Course	Title	Credit Hours
HRPO 2388 ¹	Internship	3
HRPO 2306	Benefits and Compensation	3
Humanities/Fine Arts Elective	Choose from Core Curriculum.	3
ACNT 1329	Payroll and Business Tax Accounting	3
Math or Natural Science Elective	Choose from Core Curriculum	3-4
	TOTAL	15-16
	TOTAL HOURS IN AAS DEGREE	63-64

¹ Capstone course

² Must be approved by program or division director/chair.

³ Course may be articulated through an approved high school Tech Prep agreement.

**Associate of Applied Science Business, Specialization in Management
First Semester**

Course	Title	Credit Hours
BUSI 2301	Business Law	3
BUSI 1301	Business Principles	3
ACNT 1303 ³ OR ACCT 2301	Introduction to Accounting I OR Principles of Accounting I-Financial	3
POFI 2301 OR WECM Elective ²	Word Processing OR Approved by advisor	3
English Elective	Approved by advisor	3
TOTAL		15

Second Semester

Course	Title	Credit Hours
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
BUSI 2304 ¹	Business Report Writing and Correspondence	3
BUSG 1304	Introduction to Financial Advising	3
HRPO 1311	Human Relations	3
Speech Elective	Approved by advisor	3
ACCT 2302 OR WECM Elective ²	Principles of Accounting II-Managerial OR Approved by advisor	3
TOTAL		18

Third Semester

Course	Title	Credit Hours
Humanities/Fine Arts	Choose from Core Curriculum.	3
BMGT 1327 ³	Principles of Management	3
ITSW 2334	Advanced Spreadsheets	3
ECON 2301 OR ECON 2302	Principles of Macroeconomics OR Principles of Microeconomics	3
HRPO 2301	Human Resources Management	3
Elective ²	Approved by advisor	3
TOTAL		18

Fourth Semester

Course	Title	Credit Hours
Math or Natural Science Elective	Choose from Core Curriculum	3-4
MRKG 1311	Principles of Marketing	3
BUSG 2309 ³	Small Business Management/Entrepreneurship	3
BMGT 1341	Business Ethics	3
BMGT 2388 ¹	Internship	3
TOTAL		15-16
TOTAL HOURS IN AAS DEGREE		66-67

¹ Capstone course

² Must be approved by program or division director/chair.

³ Course may be articulated through an approved high school Tech Prep agreement.

Associate of Applied Science Business, Specialization in Management Information Systems

First Semester

Course	Title	Credit Hours
ACCT 2301	Principles of Accounting I-Financial	3
ITSC 1305	Introduction to PC Operating Systems	3
BCIS 1305 OR ITSC 1309 ³	Business Computer Applications OR Integrated Software Applications I	3
ITSE 1302 OR COSC 1336	Computer Programming OR Programming Fundamentals I	3
English Elective	Approved by advisor	3
	TOTAL	15

Second Semester

Course	Title	Credit Hours
ACCT 2302	Principles of Accounting II	3
ITSE 1350	Systems Analysis and Design	3
Speech Elective	Approved by advisor	3
MRKG 1311	Principles of Marketing	3
Math or Natural Science Elective	Choose from Core Curriculum	3-4
BMGT 1341	Business Ethics	3
	TOTAL	18-19

Third Semester

Course	Title	Credit Hours
IMED 2309	Internet Commerce	3
ITSE 2317	Java Programming	3
BMGT 1327	Principles of Management	3
BUSI 1301	Business Principles	3
ECON 2301 OR ECON 2302	Principles of Macroeconomics OR Principles of Microeconomics	3
	TOTAL	15

Fourth Semester

Course	Title	Credit Hours
ITSY 1300	Fundamentals of Information Security	3
HRPO 2301	Human Resources Management	3
Humanities/Fine Arts Elective	Choose from Core Curriculum	3
BUSI 2304	Business Report Writing and Correspondence	3
BUSI 2301	Business Law	3
BMGT 2388 ¹	Internship	3
	TOTAL	18
	TOTAL HOURS IN AAS DEGREE	66-68

¹ Capstone course

² Must be approved by program or division director/chair.

³ Course may be articulated through an approved high school Tech Prep agreement.

Child and Family Development Studies

(Note: A criminal background clearance and CPR/First Aid Certification is required for employment in the Child and Family Development field and is the responsibility of the student.)

The A.A.S. in Child and Family Development Studies and the Child Care Certificate program is designed to provide students with a theoretical knowledge base and practical experience, which will prepare them for employment in early childhood centers as a teacher or director (according to minimum standards for Day Care Centers, Texas Department of Family and Protective Services) as well as for other child-related occupations.

The Gerontology Certificate prepares students for jobs in adult day care centers, 55+ programs at hospitals and banks, elder hostels, and senior academic opportunities operated through colleges and universities, social service agencies, and recreation/leisure industry, which includes senior tours and senior centers. (Gerontology offered on the Big Spring campus only.)

Marketable Skills Achievement Award Child and Family Development

Course	Title	Credit Hours
CDEC 1321	The Infant and Toddler	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
CDEC 1358	Creative Arts for Early Childhood	3
TECA 1311 OR TECA 1303	Educating Young Children OR Families, School, and Community	3
TOTAL		12

Certificate Level I Child Care First Semester

Course	Title	Credit Hours
CDEC 1321 ³	The Infant and Toddler	3
PSYC 2314 OR TECA 1354 ³	Lifespan Growth and Development OR Child Growth and Development	3
TECA 1311	Educating Young Children	3
TECA 1318	Wellness of the Young Child	3
ITSC 1309 ³ OR BCIS/COSC	Integrated Software Applications I OR Computer Science Elective	3
TOTAL		15

Second Semester

Course	Title	Credit Hours
CDEC 1313 ¹	Curriculum Resources for Early Childhood Programs	3
CDEC 1359	Children with Special Needs	3
CDEC, TECA, OR WECM Elective	Approved by advisor	3
TECA 1303	Families, School, and Community	3
CDEC 1358	Creative Arts for Early Childhood	3
TOTAL		15
TOTAL HOURS IN LEVEL I CERTIFICATE		30

¹ Capstone course

² Must be approved by program or division director/chair.

³ Course may be articulated through an approved high school Tech Prep agreement.

**Certificate Level I Gerontology
First Semester**

Course	Title	Credit Hours
FMLD 1341	Development in Cross Cultural Perspective	3
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
FMLD 1301 ³	Introduction to Intergenerational Professions	3
GERS 1301 ³	Introduction to Gerontology	3
	TOTAL	12

Second Semester

Course	Title	Credit Hours
PSYC 2314	Lifespan Growth and Development	3
GERS 2360 ¹	Clinical	3
Speech Elective	Approved by advisor	3
WECM Elective ²	Approved by advisor	3
	TOTAL	12
	TOTAL HOURS IN LEVEL I CERTIFICATE	24

¹ Capstone course

² Must be approved by program or division director/chair.

³ Course may be articulated through an approved high school Tech Prep agreement.



Associate of Applied Science Child and Family Development Studies

First Semester

Course	Title	Credit Hours
CDEC 1321 ³	The Infant and Toddler	3
PSYC 2314 OR TECA 1354 ³	Lifespan Growth and Development OR Child Growth and Development	3
TECA 1311	Educating Young Children	3
TECA 1318	Wellness of the Young Child	3
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
TOTAL		15

Second Semester

Course	Title	Credit Hours
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
CDEC 1359	Children with Special Needs	3
CDEC, TECA, OR WECM Elective ²	Approved by program or division director.	3
TECA 1303	Families, School, and Community	3
CDEC 1358	Creative Arts for Early Childhood	3
TOTAL		15

Third Semester

Course	Title	Credit Hours
BMGT 1327	Principles of Management	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 2307	Math and Science for Early Childhood	3
PSYC 2301	General Psychology	3
Speech Elective	Approved by advisor	3
Elective ²	Approved by advisor	3
TOTAL		18

Fourth Semester

Course	Title	Credit Hours
CDEC 2386 ¹	Internship	3
English Elective	Approved by advisor	3
CDEC 2326 OR BUSG 2309	Administration of Programs for Children I OR Small Business Management/Entrepreneurship	3
Humanities/Fine Arts Elective	Choose from Core Curriculum	3
Math or Natural Science Elective	Choose from Core Curriculum	3-4
TOTAL		15-16
TOTAL HOURS IN AAS DEGREE		63-64

¹ Capstone course

² Must be approved by program or division director/chair.

³ Course may be articulated through an approved high school Tech Prep or Dual Credit agreement.

Computer and Information Sciences

Marketable Skills Achievement Award Computer

Course	Title	Credit Hours
GAME 1303	Introduction to Game Design	3
IMED 1316	Web Page Design I	3
COSC 1336	Programming Fundamentals (JAVA)	3
IMED 1301 OR IMED 1345	Introduction to Multimedia OR Interactive Multimedia	3
TOTAL		12

Certificate Level I Computer and Information Systems Technology Administration and Management, CISCO Specialization

Course	Title	Credit Hours
ITCC 1310 ³	Cisco Discovery I: Networking for Home and Small Business	3
ITCC 1311 ³	Cisco Discovery II: Working at a Small-to-Medium Business or ISP	3
ITCC 1312 ³	Cisco Discovery 3: Introducing Routing and Switching in the Enterprise	3
ITCC 1313 ^{1,3}	Discovery: Designing and Supporting Computer Networks	3
WECM Elective ^{2,3}	Approved by program/division director	3
TOTAL		15

Certificate Level I Computer and Information Sciences, General

Course	Title	Credit Hours
ITSE 1302 OR COSC 1336	Computer Programming OR Programming Fundamentals I	3
ITSC 1309 ¹ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
CPMT 1311 ³	Introduction to Computer Maintenance	3
ITSC 1305 ³	Introduction to PC Operating Systems	3
WECM Elective ^{2,3}	Approved by program/division director	3
ITNW 1325 ³	Fundamentals of Networking Technologies	3
IMED 1316 ³	Web Design I	3
ITSC 2339 ^{1,3}	Personal Computer Help Desk Support	3
Speech Elective	Approved by advisor	3
WECM Elective ^{2,3}	Approved by program/division director	3
TOTAL		30

¹ Capstone course

² Must be approved by program or division director/chair.

³ Course may be articulated through an approved high school Tech Prep agreement.

**Certificate Level I Computer and Information Sciences and Support Services,
Integrated Computer Maintenance and Networking Technology**

Course	Title	Credit Hours
CPMT 1311 ³	Introduction to Computer Maintenance	3
ITSC 1305 ³	Introduction to PC Operating Systems	3
CPMT 1345 ³	Computer Systems Maintenance	3
CPMT 2345 ³	Computer System Troubleshooting	3
ITSY 1300 ³	Fundamentals of Information Security	3
ITNW 1325 ³	Fundamentals of Networking Technology	3
ITSC 1321 ³	Intermediate PC Operating Systems	3
ITSC 2339 ^{1,3}	Personal Computer Help Desk Support	3
	TOTAL	24

**Certificate Level II Computer and Information Sciences and Support Services,
Integrated Computer Maintenance and Networking Technology**
Texas Success Initiative requirements apply to Level II Certificates.

Course	Title	Credit Hours
	Completion of course for Certificate Level I, Integrated Computer Maintenance & Networking	24
ITNW 2313	Networking Hardware	3
ITNW 2321	Networking with TCP/IP	3
ITNW 2335	Networking Troubleshooting and Support	3
ITNW 2354	Internet/Intranet Server	3
WECM Elective ²⁻³	Approved by program/division director	3
WECM Elective ²⁻³	Approved by program/division director	3
ITSC 2386 ¹	Internship	3
	TOTAL	45

**Certificate Level II Computer and Information Sciences, General
Information Management Specialization**
Texas Success Initiative requirements apply to Level II Certificates.

Course	Title	Credit Hours
	Completion of Certificate Level I, General	30
IMED 2309	Internet Commerce	3
ITSE 2309 OR ITSW 2337	Database Programming OR Advanced Database	3
ITSE 1331	Introduction to Visual Basic Programming	3
ITSE 2317	JAVA Programming	3
ITSC 2386 ¹	Internship	3
	TOTAL	45

¹ Capstone course

² Must be approved by program or division director/chair.

³ Course may be articulated through an approved high school Tech Prep agreement.

Certificate Level II Computer and Information Sciences, General

Web Design Specialization

Texas Success Initiative requirements apply to Level II Certificates.

Course	Title	Credit Hours
	Completion of Certificate Level I, General	30
IMED 1301	Introduction to Digital Media	3
ITNW 2354	Internet/Intranet Server	3
IMED 2309	Internet Commerce	3
ITSE 2309 OR ITSW 2337	Database Programming OR Advanced Database	3
ITSE 2313	Web Authoring	3
ITSC 2386 ¹	Internship	3
	TOTAL	48

¹ Capstone course

² Must be approved by program or division director/chair.

³ Course may be articulated through an approved high school Tech Prep/Dual Credit agreement.



**Associate of Applied Science Computer and Information Sciences and Support Services, Integrated
Computer Maintenance and Networking Technology**

First Semester

Course	Title	Credit Hours
ITSC 1305 ³	Introduction to PC Operating Systems	3
ITSC 1321 ³	Intermediate PC Operating Systems	3
CPMT 1311 ³	Introduction to Computer Maintenance	3
CPMT 1345 ³	Computer Systems Maintenance	3
Speech Elective	Approved by advisor	3
TOTAL		15

Second Semester

Course	Title	Credit Hours
ITSY 1300 ³	Fundamentals of Information Security	3
ITNW 1325 ³	Fundamentals of Networking Technologies	3
CPMT 2345 ³	Computer System Troubleshooting	3
ITSC 2339 ³	Personal Computer Help Desk Support	3
English Elective	Approved by advisor	3
TOTAL		15

Third Semester

Course	Title	Credit Hours
ITNW 2313	Networking Hardware	3
ITNW 2321	Networking with TCT/IP	3
ITNW 2335	Network Troubleshooting and Support	3
ITNW 2354	Internet/Intranet Server	3
WECM Elective ^{2,3}	Approved by division/program chair	3
TOTAL		15

Fourth Semester

Course	Title	Credit Hours
WECM Elective ^{2,3}	Approved by division/program chair	3
ITSC 2386 ¹	Internship	3
Humanities/Fine Arts Elective	Choose from core curriculum	3
Natural Science/Math Elective	Choose from core curriculum	3-4
Social/Behavioral Science Elective	Choose from core curriculum	3
TOTAL		15-16
TOTAL HOURS IN AAS DEGREE		63-64

¹ Capstone course

² Must be approved by program or division director/chair.

³ Course may be articulated through an approved high school Tech Prep/Dual Credit agreement.

**Associate of Applied Science Computer and Information Sciences, General
Information Management**

First Semester

Course	Title	Credit Hours
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
CPMT 1311 ³	Introduction to Computer Maintenance	3
ITSC 1305 ³	Introduction to PC Operating Systems	3
WECM Elective ^{2,3}	Approved by division/program chair	3
IMED 1316 ³	Web Design I	3
	TOTAL	15

Second Semester

Course	Title	Credit Hours
ITNW 1325 ³	Fundamentals of Networking Technologies	3
ITSE 1302 OR COSC 1336	Computer Programming OR Programming Fundamentals I	3
ITSC 2339 ³	Personal Computer Help Desk Support	3
WECM Elective ^{2,3}	Approved by division/program chair	3
Speech Elective	Approved by advisor	3
	TOTAL	15

Third Semester

Course	Title	Credit Hours
ITSE 2317	Java Programming	3
ITSC 2386 ¹	Internship	3
IMED 2309	Internet Commerce	3
ITSE 2309 OR ITSW 2337	Database Programming OR Advanced Database	3
ITSE 1331	Introduction to Visual Basic Programming	3
	TOTAL	15

Fourth Semester

Course	Title	Credit Hours
WECM Elective ^{2,3}	Approved by division/program chair	3
English Elective	Approved by advisor	3
Humanities/Fine Arts Elective	Choose from core curriculum	3
Natural Science/ Math Elective	Choose from core curriculum	3-4
Social/Behavioral Science Elective	Choose from core curriculum	3
	TOTAL	15-16
	TOTAL HOURS IN AAS DEGREE	60-61

¹ Capstone course

² Must be approved by program or division director/chair.

³ Course may be articulated through an approved high school Tech Prep/Dual Credit agreement.

**Associate of Applied Science Computer and Information Science, General
Web Design
First Semester**

Course	Title	Credit Hours
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
CPMT 1311 ³	Introduction to Computer Maintenance	3
ITSC 1305 ³	Introduction to PC Operating Systems	3
WECM Elective ^{2,3}	Approved by division/program chair	3
IMED 1316 ³	Web Design I	3
TOTAL		15

Second Semester

Course	Title	Credit Hours
ITNW 1325 ³	Fundamentals of Networking Technologies	3
ITSE 1302 OR COSC 1336	Computer Programming OR Programming Fundamentals I	3
ITSC 2339 ³	Personal Computer Help Desk Support	3
WECM Elective ^{2,3}	Approved by division/program chair	3
Speech Elective	Approved by advisor	3
TOTAL		15

Third Semester

Course	Title	Credit Hours
IMED 1301	Introduction to Digital Media	3
IMED 2309	Internet Commerce	3
ITNW 2354	Internet/Intranet Server	3
ITSE 2309 OR ITSW 2337	Database Programming OR Advanced Database	3
ITSE 2313	Web Authoring	3
TOTAL		15

Fourth Semester

Course	Title	Credit Hours
ITSC 2386 ¹	Internship	3
English Elective	Approved by advisor	3
Humanities/Fine Arts Elective	Choose from core curriculum	3
Natural Science/ Math Elective	Choose from core curriculum	3-4
Social/Behavioral Science Elective	Choose from core curriculum	3
TOTAL		15-16
TOTAL HOURS IN AAS DEGREE		60-61

¹ Capstone course

² Must be approved by program or division director/chair.

³ Course may be articulated through an approved high school Tech Prep/Dual Credit agreement.

Cosmetology

Students taking classes to become a Cosmetologist, Nail Tech, Esthetician or a Cosmetology Instructor must take and pass the exam given by the TEXAS DEPARTMENT OF RULES AND REGULATIONS to get their license. A license issued by the state of Texas is required before a student can work in the field of Cosmetology

Marketable Skills Achievement Award-Cosmetology

Course	Title	Credit Hours
CSME 1401	Orientation to Cosmetology	4
CSME 1405	Fundamentals of Cosmetology	4
CSME 1443	Manicure and Related Theory (Co-requisite: CSME 1447)	4
TOTAL		12

Marketable Skills Achievement Award-Cosmetology/Nail Tech

Course	Title	Credit Hours
CSME 1430	Orientation to Nail Technology	4
CSME 1531	Principles of Nail Technology I	5
CSME 1441	Principles of Nail Technology II	4
TOTAL		13

Certificate Level I Cosmetology

First Semester

The Cosmetology Operator Program is 1500 clock hours as prescribed by the Texas Department of Licensing and Regulation (TDLR) and the State Legislature. NOTE: A criminal background clearance is required before acceptance into any cosmetology program.

Course	Title	Credit Hours	Clock Hours
CSME 1401	Orientation to Cosmetology	4	128
CSME 1405	Fundamentals of Cosmetology	4	128
CSME 1447	Principles of Skin Care/Facials	4	128
CSME 1443	Manicuring and Related Theory	4	128
TOTAL		16	512

Second Semester

Course	Title	Credit Hours	Clock Hours
CSME 2343	Salon Development	3	96
CSME 1453	Chemical Reformation	4	160
CSME 2401	Principles of Hair Coloring	4	160
CSME 2310	Advanced Hair Cutting	3	144
TOTAL		14	560

Third Semester

Course	Title	Credit Hours	Clock Hours
CSME 1451*	Artistry of Hair, Theory, & Practice	4	160
CSME 2439*	Advanced Hair Design	4	160
CSME 2441*	Preparation for State Licensing Exam	4	128
TOTAL		12	448
TOTAL FOR FIRST YEAR		42	1520

*Course may be articulated through an approved high school dual credit agreement.

**In order to progress from one semester to another, students must earn a passing grade in each required course. Students who do not pass a course must enroll in the same course the next semester. Students will not earn clock hours until they attend class hours equal to the course(s) failed.

Associate of Applied Science in Cosmetology

To complete an Associate of Applied Science Degree, a student must complete the Cosmetology Level I Certificate plus the second year requirements. NOTE: A criminal background clearance is required before acceptance into any cosmetology program.

Second Year, First Semester

Course	Title	Credit Hours
English Elective	Approved by advisor	3
Social/Behavioral Science Elective	Choose from core curriculum	3
Humanities/Fine Arts Elective	Choose from core curriculum	3
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
TOTAL		12

Second Year, Second Semester

Course	Title	Credit Hours
Speech Elective	Approved by advisor	3
Natural Sciences/Math Elective	Choose from core curriculum	3-4
BUSI 1301 OR BUSG 2309 OR BMGT 1327	Business Principles OR Small Business Management/Entrepreneurship OR Principles of Management	3
HRPO 1311	Human Relations	3
TOTAL		12-13
TOTAL HOURS FOR AAS DEGREE		66-68

CAPSTONE EXPERIENCE: Each student must complete the required hours and have the Director of the Cosmetology Program submit paperwork to the Texas Department of Licensing and Regulation (TDLR) for test date.

Cosmetology Specializations

Instructor Certificate

The Cosmetology Instructor Program is 750 clock hours in length as prescribed by the Texas Department of Licensing and Regulation (TDLR) and the State Legislature. Prerequisite: Current Texas Cosmetology license. To complete an Associate of Applied Science Degree, a student must complete the second year requirements listed previously in addition to the requirements for a specialization. NOTE: A criminal background clearance is required before acceptance into any cosmetology program.

First Semester

Course	Title	Credit Hours	Clock Hours
CSME 1435	Orientation to the Instruction of Cosmetology	4	128
CSME 1434	Cosmetology Instructor I	4	128
CSME 2414	Cosmetology Instructor II	4	128
TOTAL		12	384

Second Semester

Course	Title	Credit Hours	Clock Hours
CSME 2415	Cosmetology Instructor III	4	128
CSME 2444	Cosmetology Instructor IV	4	160
CSME 2445	Instructional Theory and Clinic Operation	4	128
TOTAL		12	416
TOTAL HOURS IN SPECIALIZATION		24	800

Nail Technology Certificate

The Cosmetology Nail Technology Program is 600 clock hours in length as prescribed by the Texas Department of Licensing and Regulation (TDLR) and the State Legislature. NOTE: A criminal background clearance is required before acceptance into any cosmetology program.

First Semester

Course	Title	Credit Hours	Clock Hours
CSME 1430	Orientation to Nail Technology	4	160
CSME 1531	Principles of Nail Technology I	5	144
		9	304

Second Semester

Course	Title	Credit Hours	Clock Hours
CSME 1441	Principles of Nail Technology II	4	160
CSME 2530	Nail Enhancement	5	144
TOTAL		9	304
TOTAL HOURS IN SPECIALIZATION		18	608

Facial Specialist/Esthetician Certificate

The Cosmetology Facial Specialist/Esthetician Program is 750 clock hours in length as prescribed by the Texas Department of Licensing and Regulation (TDLR) and the State Legislature. Estheticians specialize in skin care rather than hairstyling. They may also manufacture, sell, or apply cosmetics. As highly trained specialists, estheticians provide preventative care for skin and offer treatments to keep skin healthy and attractive. Unless the esthetician is also a licensed dermatologist, he or she does not prescribe medication or give medical treatments. However, the esthetician is trained to detect skin problems that require medical attention. NOTE: A criminal background clearance is required before acceptance into any cosmetology program.

First Semester

Course	Title	Credit Hours	Clock Hours
CSME 1420	Orientation to Facial Specialist	4	160
CSME 1521	Principles of Facial and Skin Care Technology I	5	144
CSME 1447	Principles of Skin Care/Facials and Related Theory	4	160
TOTAL		13	464

Second Semester

Course	Title	Credit Hours	Clock Hours
CSME 1445	Principles of Facials and Skin Care Technology II	4	160
CSME 2531	Principles of Facials and Skin Care Technology III	5	144
TOTAL		9	304
TOTAL HOURS IN SPECIALIZATION		22	800

Capstone experience: Each student must complete the required hours and have the Director of the Cosmetology Program submit paperwork to the Texas Department of Licensing and Regulation (TDLR) test before graduation.



Criminal Justice Technology

(Note: A criminal background clearance may be required before acceptance into this program.)
 Criminal Justice Technology includes programs of study in Law Enforcement (San Angelo Campus), Chemical Dependency Counseling (San Angelo Campus), Criminal Justice Studies, and Corrections/Correctional Science.

Marketable Skills Achievement Award-Criminal Justice

Course	Title	Credit Hours
CRIJ 1301	Introduction to Criminal Justice	3
CJSA 1351	Use of Force	3
CRIJ 2314	Criminal Investigation	3
CJSA 1348 OR CJLE 1325	Ethics in Criminal Justice OR Criminal Justice Survey	3
TOTAL		12

Certificate Level I Criminal Justice Technology

Course	Title	Credit Hours
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1307 OR CRIJ 2328*	Crime in America OR Internship	3
CRIJ 1313	Juvenile Justice System	3
CRIJ 2323	Legal Aspects of Law Enforcement	3
CRIJ 2314	Criminal Investigation	3
CJSA 1351 OR SPAN 1411	Use of Force OR Beginning Spanish I	3-4
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
Elective ²	Approved by program/division director	3
TOTAL		30-32

*CRIJ 2328 is a required course for students pursuing Law Enforcement Specialization.

¹ Capstone course

² Must be approved by program or division director.

³ Course may be articulated through an approved high school Tech Prep agreement.

Associate of Applied Science Criminal Justice Technology Specialization in Law Enforcement

Before entry in the Texas Peace Officer (TPO) courses, CJLE 2420, 2421 and 2522 (police academy course) students shall complete 30-36 course hours of the Law Enforcement specialization including CRIJ 1301, 1306, 1313, 2314, and 2328. The TPO courses serve as the external learning component. A background check is required before registering for the TPO courses. Howard College has a partnership with Concho Valley Council of Government (CVCOG) Law Enforcement Academy for the Academy to provide instruction of the TPO courses. CCVCOG Law Enforcement Academy also provides the eligibility endorsement for the student to sit for the state licensing exam administered by TCLEOSE to become a Texas Peace Officer. The student shall meet all entry requirements as determined by the CVCOG Law Enforcement Academy as well as comply with academy standards while attending. On the San Angelo Campus, enrollment in these courses is required to be simultaneous for a Fall term enrollment.

First Semester

Course	Title	Credit Hours
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIG 2328	Police Systems and Practices	3
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
TOTAL		15

Second Semester

Course	Title	Credit Hours
CRIJ 1313	Juvenile Justice System	3
CJSA 1351 OR SOCJ 2339 OR PSYC 2319	Use of Force OR Juvenile Delinquency OR Social Psychology	3
CRIJ 2323	Legal Aspects of Law Enforcement	3
CRIJ 2314	Criminal Investigation	3
English Elective	Approved by advisor	3
TOTAL		15

Third Semester

Course	Title	Credit Hours
Speech Elective	Approved by advisor	3
CJLE 2420 ²⁻⁴	Texas Peace Officer Procedures	4
CJLE 2421 ²⁻⁴	Texas Peace Officer Law	4
CJLE 2522 ²⁻⁴	Texas Peace Officer Skills	5
Natural Sciences/ Math Elective	Choose from core curriculum	3-4
TOTAL		19-20

¹ Capstone course

² Must be approved by program or division director.

³ Course may be articulated through an approved high school Tech Prep agreement.

⁴ TPO Academy Courses

Fourth Semester

Course	Title	Credit Hours
CJSA 2334 ¹	Contemporary Issues in Criminal Justice	3
Criminal Justice OR Spanish Elective	Approved by advisor	3-4
Humanities/Fine Arts Elective	Choose from core curriculum	3
Social/Behavioral Science Elective	Approved by advisor	3
	TOTAL	12-13
	TOTAL HOURS IN AAS DEGREE	61-63

¹Capstone course



**Associate of Applied Science in Criminal Justice Technology
Specialization in Correctional Science**

First Semester

Course	Title	Credit Hours
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 1310	Fundamentals of Criminal Law	3
English Elective	Approved by advisor	3
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
TOTAL		15

Second Semester

Course	Title	Credit Hours
CRIJ 1313 OR SO CI 2336 OR SO CI 2339	Juvenile Justice System OR Criminology OR Juvenile Delinquency	3
CJSA 1351 OR SO CI 2339 OR PSYC 2319	Use of Force OR Juvenile Delinquency OR Social Psychology	3
CRIJ 2323 OR CJCR 1400	Legal Aspects of Law Enforcement OR Basic Jail Course	3-4
CRIJ 2314	Criminal Investigation	3
CRIJ 1307	Crime in America	3
TOTAL		15-16

Third Semester

Course	Title	Credit Hours
CRIJ 2313	Correctional Systems and Practices	3
Natural Sciences/ Math Elective	Choose from core curriculum	3-4
CRIJ 2301	Community Resources in Corrections	3
CJCR 2325	Legal Aspects of Corrections	3
Speech Elective	Approved by advisor	3
TOTAL		15-16

Fourth Semester

Course	Title	Credit Hours
CJCR 1304	Probation and Parole	3
Criminal Justice OR Spanish Elective	Approved by advisor	3-4
Humanities/Fine Arts	Choose from core curriculum	3
Social/Behavioral Science	Approved by advisor	3
CJSA 2388 ^{1,2}	Internship	3
TOTAL		15-16
TOTAL HOURS IN AAS DEGREE		60-63

¹ Capstone course

² Must be approved by program or division director.

³ Course may be articulated through an approved high school Tech Prep agreement.

**Associate of Applied Science Criminal Justice Technology
Specialization in Criminal Justice Studies**

First Semester

Course	Title	Credit Hours
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 1310	Fundamentals of Criminal Law	3
English Elective	Approved by advisor	3
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
TOTAL		15

Second Semester

Course	Title	Credit Hours
CRIJ 1313	Juvenile Justice System	3
CJSA 1351	Use of Force	3
CRIJ 2323	Legal Aspects of Law Enforcement	3-4
CRIJ 2314	Criminal Investigation	3
CRIJ 1307	Crime in America	3
TOTAL		15

Third Semester

Course	Title	Credit Hours
CRIJ 2301 OR CJSA 1302	Community Resources in Corrections OR Private Security Officer Training	3
CRIJ 2313 OR CJLE 1325	Correctional Systems and Practices OR Criminal Justice Survey	3
CRIJ 2328	Police Systems and Practices	3
Speech Elective	Approved by advisor	3
Natural Sciences/ Math Elective	Choose from core curriculum	3-4
TOTAL		15-16

Fourth Semester

Course	Title	Credit Hours
CJSA 1348 OR PHIL 2306	Ethics in Criminal Justice OR Introduction to Ethics	3
CJSA 2388 ¹	Internship	3
Criminal Justice OR Spanish Elective	Approved by advisor	3-4
Humanities/Fine Arts	Choose from core curriculum	3
Social/Behavioral Science	Approved by advisor	3
TOTAL		15-16
TOTAL HOURS IN AAS DEGREE		60-62

¹ Capstone course

² Must be approved by program or division director.

³ Course may be articulated through an approved high school Tech Prep agreement.

**Associate of Applied Science Criminal Justice Technology
Specialization in Chemical Dependency Counseling**

First Semester

Course	Title	Credit Hours
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
DAAC 1319	Introduction to Alcohol & Other Drug Addictions	3
DAAC 1304	Pharmacology of Addiction	3
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
TOTAL		15

Second Semester

Course	Title	Credit Hours
DAAC 1311	Counseling Theories	3
DAAC 2307	Addicted Family Intervention	3
CJSA 1351 OR CRIJ 1313	Use of Force OR Juvenile Justice System	3
PSYC 2301	General Psychology	3
English Elective	Approved by advisor	3
TOTAL		15

Third Semester

Course	Title	Credit Hours
CRIJ 2301	Community Resources in Corrections	3
CRIJ 2313	Correctional Systems and Practices	3
PSYC 2314	Lifespan Growth and Development	3
DAAC 2364 ^{1,2}	Practicum	3
Speech Elective	Approved by advisor	3
CJCR 2325	Legal Aspects of Corrections	3
TOTAL		18

Fourth Semester

Course	Title	Credit Hours
PSYC 2319 OR SOCI 2319	Social Psychology OR Minority Studies I	3
Natural Sciences/ Math Elective	Choose from core curriculum	3-4
PSYC 2315	Psychology of Adjustment	3
PHIL 2306 OR CJSA 1348	Introduction to Ethics OR Ethics in Criminal Justice	3
Humanities/Fine Arts	Choose from core curriculum	3
TOTAL		15-16
TOTAL HOURS IN AAS DEGREE		63-64

¹ Capstone course

² Must be approved by program or division director.

³ Course may be articulated through an approved high school Tech Prep agreement.

Dental Hygiene

This program in Dental Hygiene is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

Admission into the program is based on a point system that takes into consideration several factors:

- Must be at least 18 years of age upon graduation from this program
- Minimum college GPA of 2.5
- Howard College admission application
- Dental Hygiene admission application
- College or university transcript(s) (OFFICIAL)
- Work experience in dental office or 30 hours of observation (verified)

Completion (“C” or higher) of the following courses is required prior to acceptance:

- Introductory Chemistry (CHEM 1405)
- Anatomy & Physiology I (BIOL 2401)
- Anatomy & Physiology II (BIOL 2402)
- Microbiology (BIOL 2420)

Completion (“C” or higher) of the following courses is recommended prior to acceptance:

- English Composition (ENGL 1301)
- General Psychology (PSYC 2301)
- Introductory Sociology
- Computers
- Humanities
- A program application must be completed on-line (www.howardcollege.edu) by February 1 of the year applying. Address completed Howard College paper application to: Director of Dental Hygiene, Howard College, 1001 Birdwell Lane, Big Spring, TX 79720.

Promotion/Graduation Policy

The student MUST receive a MINIMUM grade of “C” and maintain a 2.5 overall GPA in EACH support (non-dental hygiene) course as well as EACH dental hygiene course. The student must attain and maintain minimum competencies in all laboratory and clinical skills.

Liability Insurance

Dental hygiene students are required to purchase liability insurance prior to the beginning of clinical laboratory experience. Arrangements to purchase insurance at a reduced group rate will be made through the Howard College Business Office in conjunction with the payment of other required fees.

Additional Cost

Dental hygiene students must also purchase an instrument kit and uniforms through the department. For information on current estimated costs for these items, contact the Director of the Dental Hygiene program.

First Summer Session (Prerequisite Courses)

BIOL 2401	Anatomy and Physiology I	4
CHEM 1405	Introductory Chemistry I	4

Second Summer Session (Prerequisite Courses)

BIOL 2402	Anatomy and Physiology II	4
BIOL 2420	Microbiology	4

Associate of Applied Science Dental Hygiene

First Year/First Semester

Course	Title	Credit Hours
Humanities/Fine Arts	Choose from core curriculum	3
DHYG 1301	Orofacial Anatomy & Embryology	3
DHYG 1331	Preclinical Dental Hygiene	3
DHYG 1304	Dental Radiology	3
	TOTAL	12

First Year/Second Semester

Course	Title	Credit Hours
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
DHYG 1207	General and Dental Nutrition	2
*DHYG 1227	Preventive Dental Hygiene Care	2
*DHYG 1319	Dental Materials	3
*DHYG 1261	Clinical	2
DHYG 1211	Periodontology	2
	TOTAL	14

Summer Session

Course	Title	Credit Hours
ENGL 1301	Composition I	3
PSYC 2301	General Psychology	3
	TOTAL	6

Second Year/Third Semester

Course	Title	Credit Hours
DHYG 1215	Community Dentistry	2
*DHYG 2201	Contemporary Dental Hygiene Care I	2
DHYG 1235	Pharmacology for the Dental Hygienist	2
DHYG 1339	General and Oral Pathology	3
*DHYG 2361	Clinical	3
	TOTAL	12

Second Year/Fourth Semester

Course	Title	Credit Hours
*DHYG 2231	Contemporary Dental Hygiene Care II	2
DHYG 2253	Dental Hygiene Practice	2
*DHYG 2362	Clinical	3
*DHYG 1291	Special Topics in Dental Hygiene	2
SOCI 1301	Introductory Sociology	3
	TOTAL	12
	TOTAL HOURS IN AAS DEGREE (including Prerequisites)	72

*Co-requisite courses

Courses marked with * are considered co-requisite courses. Please see Dental Hygiene Student Policies regarding co-requisite course guidelines.

Drafting/Computer-Aided Drafting Technology

Certificate Level I Computer Aided Drafting

Course	Title	Credit Hours
DFTG 1305 ³	Technical Drafting	3
DFTG 1309 ³	Basic Computer-Aided Drafting	3
DFTG 1317 ³	Architectural Drafting-Residential	3
DFTG 2319	Intermediate Computer-Aided Drafting	3
DFTG 2302	Machine Drafting	3
WECM/DFTG ² Elective	Approved by program or division director	3
DFTG 2332 ¹	Advanced Computer-Aided Drafting	3
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
MATH/Computer Science Elective	Approved by advisor	3
TOTAL		30

Advanced Skills Certificate Computer Aided Drafting

Prerequisite: AAS in Computer-Aided Drafting Technology

Course	Title	Credit Hours
DFTG 2340	Solid Modeling/Design	3
WECM Elective ²	Approved by program or division director	3
ARCE 1352	Structural Drafting	3
CPMT 2449 OR CPMT 1345	Advanced Computer Networking Technology OR Computer Systems Maintenance	3-4
TOTAL		12-13

¹ Capstone course

² Must be approved by program or division director.

³ Course may be articulated through an approved high school Tech Prep agreement.

Associate of Applied Science in Computer-Aided Drafting Technology

First Semester

Course	Title	Credit Hours
DFTG 1305 ³	Technical Drafting	3
DFTG 1309 ³	Basic Computer-Aided Drafting	3
English Elective	Approved by Advisor	3
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
MATH 1314 OR MATH 1348	College Algebra OR Analytic Geometry	3
TOTAL		15

Second Semester

Course	Title	Credit Hours
DFTG 2319	Intermediate Computer-Aided Drafting	3
DFTG 1317 ³	Architectural Drafting-Residential	3
DFTG 2417	Descriptive Geometry	4
Speech Elective	Approved by advisor	3
MATH 1316 OR MATH 1332	Plane Trigonometry OR Contemporary Mathematics I	3
TOTAL		16

Third Semester

Course	Title	Credit Hours
DFTG 2302	Machine Drafting	3
DFTG Elective ²	Approved by program or division director	3
DFTG 2321	Topographical drafting	3
CPMT 1311	Introduction to Computer Maintenance	3
Social/Behavioral Science Elective	Choose from core curriculum	3
TOTAL		15

Fourth Semester

Course	Title	Credit Hours
WECM Elective ²	Approved by program or division director	3
DFTG 2386 ¹	Internship	3
DFTG 2332	Advanced Computer-Aided Drafting	3
Computer Science Elective	Approved by advisor	3
Humanities/Fine Arts	Choose from core curriculum	3
TOTAL		15
TOTAL HOURS IN AAS DEGREE		61

¹ Capstone course

² Must be approved by program or division director.

³ Course may be articulated through an approved high school Tech Prep agreement.

Emergency Medical Services

(Note: A criminal background clearance is required before acceptance into this program and a drug screening may be required.)

The Emergency Medical Services (Emergency Medical Technology/Paramedic) is certified by the Bureau of Emergency Management, a division of the Texas Department of State Health Services (DSHS). Certification levels consist of the following: EMT/Certification, Advanced EMT Certification, and Paramedic Certification. A student may stop at any one certification level or continue through each level to the next. The student must pass the Texas DSHS skills and computer-based exam in order to become certified at each level. The Texas Paramedic now has the opportunity to become a Licensed Paramedic rather than a Certified Paramedic if he or she has an Associate Degree in EMS or higher degree.

Policies Specific to the Emergency Medical Technology Program

Minimum Admission Requirements:

Applicants must complete and provide the following:

- San Angelo students must attend Health Professions orientation.
- Howard College application for admission.
- Official high school or GED transcripts.
- Official college transcripts of any other institutions attended.
- EMS program application.
- Successfully complete a criminal background clearance.
- A physical examination (completed after June 1 of the year of admission, or after November 1 if entering the program in the Spring).
- Proof of immunizations required by Texas Health Department, Rule 97.64. Additional immunizations may be required by some clinical facilities.

IMPORTANT: The student must be a certified EMT/Basic before being allowed to enroll in the Paramedic level.

Students enrolling in EMT 1501 must present an American Heart Association Health Care Provider CPR card to the instructor within three weeks after the class start date.

Certification Policy

The student must receive a minimum grade of 75 in lecture portion of each course as well as complete all clinical/internship hours and state/national registry skills examinations before being allowed to sit for the Texas DSHS computer-based examination. A DSHS application, application fee, and fingerprints are required before a candidate is certified as a Texas EMT, Advanced EMT, or Paramedic.

Liability Insurance

EMS students are required to purchase liability insurance during college registration. Arrangements to purchase insurance at a reduced group rate will be made through the Howard College Business Office in conjunction with the payment of other required fees.

Clinical

Clinical experiences provide detailed education, training, and work-based experience in direct patient/client care at a clinical site. All clinical experiences are unpaid external learning experiences that are required for program completion. Students may not be substituted for staff personnel while performing clinical program requirements. Students and faculty provided by Howard College are not and will not be acting as servant agents or employees of a medical facility during program clinical rotations.

Clinical Requirements

Hospital clinicals and ambulance field internship hours are required for all courses. A student uniform is required and out-of-town travel to clinicals and internships may be required. Any Basic EMS student wishing to ride out on the San Angelo Fire Department ambulance will be required to pay an additional \$10.00/semester for ambulance internship hours. Any Advanced EMS student wishing to ride out on the San Angelo Fire Department ambulance will be required to pay an additional \$15.00/semester for ambulance internship hours. This fee will be paid to Howard College (included in the tuition/fee payment).

Textbooks, Syllabus, and Equipment

The textbook and syllabus are required parts of each course. The syllabus is a printed copy of the rules and policies of the EMS Department. It contains all necessary paperwork. There is also a variety of required equipment and clinical uniform to be purchased. If the student already has the required equipment, it is not necessary to purchase another set.

This program may be scheduled as a day or evening program. The total number of semesters may vary depending on campus site. See class schedule.

Certificate Level I Advanced Emergency Medical Technician

Emergency Medical Technician Basic Courses

Course	Title	Credit Hours
*EMSP 1501	Emergency Medical Technician – Basic	5
*EMSP 1160	Clinical	1
	TOTAL	6

Emergency Medical Technician Advanced Courses

Prerequisite: Current Texas EMT Certification or current National Registry of Emergency Medical Technicians – Basic (NREMT-B) certification.

Course	Title	Credit Hours
*EMSP 1438	Introduction to Advanced Practice	4
*EMSP 1356	Patient Assessment and Airway Management	3
*EMSP 1355	Trauma Management	3
*EMSP 1161	Clinical	1
*EMSP 1162	Clinical	1
	TOTAL	12
	TOTAL HOURS IN CERTIFICATE	18

*Co-requisite courses.

Certificate Level I Emergency Medical Services – Paramedic

Prerequisite: Current EMT Certification from Texas DSHS or current National Registry of Emergency Medical Technicians – Basic (NREMT-B) certification AND successful completion of Certificate Level I Advanced EMT

Course	Title	Credit Hours
EMSP 2248	Emergency Pharmacology	2
*EMSP 2444	Cardiology	4
EMSP 2338	EMS Operations	3
*EMSP 2260	Clinical	2
TOTAL		11

Course	Title	Credit Hours
*EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Population	3
*EMSP 2243 ¹	Assessment Based Management	2
*EMSP 2261	Clinical	2
TOTAL		11
TOTAL HOURS		40
INCLUDES CERTIFICATE LEVEL I ADVANCED EMT		

Associate of Applied Science - Emergency Medical Services

This AAS degree will be phased out by August 2015. The certificates will remain in place.

First Semester

Course	Title	Credit Hours
*EMSP 1501	Emergency Medical Technician – Basic	5
*EMSP 1160	Clinical	1
BIOL 2401	Anatomy and Physiology I	4
English Elective	Approved by advisor	3
TOTAL		13

Second Semester

Course	Title	Credit Hours
*EMSP 1438	Introduction to Advanced Practice	4
*EMSP 1356	Patient Assessment and Airway Management	3
*EMSP 1355	Trauma Management	3
*EMSP 1161	Clinical	1
*EMSP 1162	Clinical	1
Speech Elective	Approved by advisor	3
TOTAL		15

Summer Sessions

Course	Title	Credit Hours
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
Humanities/Fine Arts Elective	Choose from core curriculum	3
Math/Natural Science Elective	Choose from core curriculum	3-4
PSYC 2314	Lifespan Growth and Development	3
TOTAL		12-13

Third Semester

Course	Title	Credit Hours
EMSP 2248	Emergency Pharmacology	2
*EMSP 2444	Cardiology	4
EMSP 2338	EMS Operations	3
*EMSP 2260	Clinical	2
Elective ²	Approved by advisor	3-4
TOTAL		14-15

Fourth Semester

Course	Title	Credit Hours
*EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Population	3
*EMSP 2243 ¹	Assessment Based Management	2
*EMSP 2261	Clinical	2
TOTAL		11
TOTAL HOURS IN AAS DEGREE		65-67

*Co-requisite courses

¹Capstone course.

²Recommended elective: BIOL 2402-Anatomy and Physiology II, POFM 1313-Medical Terminology, PSYC 2301 -General Psychology, or SOCI 1301-Introduction to Sociology.

NOTE: For those students interested in bringing their TDH Paramedic Certificate up to an AAS degree, please contact the EMT/Paramedic Course Coordinator at 325-481-8300 ext. 3439.

Associate of Applied Science - Emergency Medical Services – Fast Track

This AAS degree will be phased out by August 2015. Certificates will remain in place.

First Semester

Course	Title	Credit Hours
ITSC 1309 ³ OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
Humanities/Fine Arts Elective	Choose from core curriculum	3
Math/Natural Science Elective	Choose from core curriculum	3-4
PSYC 2314	Lifespan Growth and Development	3
Speech Elective	Approved by advisor	3
	TOTAL	15-16

Second Semester

Course	Title	Credit Hours
*EMSP 1501	Emergency Medical Technician – Basic	5
*EMSP 1160	Clinical	1
BIOL 2401	Anatomy and Physiology I	4
English Elective	Approved by advisor	3
Elective ²	Approved by advisor	3-4
	TOTAL	16-17

Third Semester - Summer Session

Course	Title	Credit Hours
*EMSP 1438	Introduction to Advanced Practice	4
*EMSP 1356	Patient Assessment and Airway Management	3
*EMSP 1355	Trauma Management	3
*EMSP 1161	Clinical	1
*EMSP 1162	Clinical	1
EMSP 2248	Emergency Pharmacology	2
	TOTAL	14

Fourth Semester

Course	Title	Credit Hours
*EMSP 2444	Cardiology	4
EMSP 2338	EMS Operations	3
*EMSP 2260	Clinical	2
*EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Population	3
*EMSP 2243 ¹	Assessment Based Management	2
*EMSP 2261	Clinical	2
	TOTAL	20
	TOTAL HOURS IN AAS DEGREE	65-67

*Co-requisite courses

¹Capstone course.

²Recommended elective: BIOL 2402-Anatomy and Physiology II, POFM 1313-Medical Terminology, PSYC 2301 -General Psychology, or SOCI 1301-Introduction to Sociology.

NOTE: For those students interested in bringing their TDH Paramedic Certificate up to an AAS degree, please contact the EMT/Paramedic Course Coordinator at 325-481-8300 ext. 3439.

Health Information Technology

This program is based at the San Angelo Campus. Note: A criminal background clearance may be required before acceptance into this program and a drug screening may be required.

Completion of the AAS in Health Information Technology (HIT) entitles the graduate to be eligible to write the national examination for a Registered Health Information Technician (RHIT). The AAS program in HIT is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Clinical

Clinical experiences provide detailed education, training, and work-based experience at a clinical site. All clinical experiences are unpaid external learning experiences that are required for program completion. Students may not be substituted for staff personnel while performing clinical program requirements. Students and faculty provided by Howard College are not and will not be acting as servant agents or employees of a medical facility during program clinical rotations.

Admission Requirements

Applicants for the program must complete or provide the following:

1. Howard College application for admission.
NOTE: Admission to the college does not guarantee admission to the HIT programs.
2. Official high school or GED transcripts.
3. Official college transcripts of any other institutions attended.
4. Health Professions program application.
5. Meet with the program director or his/her designee.
6. Successfully complete a criminal background clearance before the end of the first semester in the program.

To maintain acceptance in the program students must:

1. Attain a minimum of a "C" in all courses required for the HIT and Medical Transcription (MT) programs.
2. Complete the technical* courses of the program within the three (3) year window prior to graduation.
3. Secure a complete physical examination, using the appropriate form, before entering the initial clinical course. The Program Director will provide the appropriate form.
4. Applicant must provide proof of immunizations required by the Texas Health Department, Rule 97.64. Additional immunizations may be required by some Clinical facilities.
5. Secure liability insurance (automatically charged at the time of registration for clinical courses).
6. Secure proof of health insurance prior to registration for initial clinical course.

*Technical courses for these programs include any course beginning with HITT, HPRS, MRMT, and/or BCIS.

Associate of Applied Science in Health Information Technology

Prerequisite Courses for AAS

Course	Title	Credit Hours
BIOL 2401 OR 2301 & 2101	Anatomy and Physiology I & Lab	4
BIOL 2402 OR 2302 & 2102	Anatomy and Physiology II & Lab	4
BCIS 1305	Computer Applications	3
ENGL 1301	Composition I	3
HPRS 1206	Essentials of Medical Terminology ¹	2
TOTAL		16

First Semester

Course	Title	Credit Hours
HITT 1253	Legal & Ethical Aspects of Health Information	2
HITT 1255	Health Care Statistics	2
HITT 1301	Health Data Content and Structure	3
HPRS 2301	Pathophysiology	3
MATH 1314 OR 1332	Math Elective	3
TOTAL		13

Second Semester

Course	Title	Credit Hours
HITT 1249	Pharmacology	2
HITT 2231	Medical Terminology-Advanced	2
HITT 2343	Quality Assessment and Performance Improvement	3
HITT 1441	Coding and Classification Systems	4
SPCH 1311, 1315, OR 1321	Speech Elective	3
TOTAL		14

Third Semester

Course	Title	Credit Hours
HITT 2260	Clinical	2
HITT 1345	Health Care Delivery Systems	3
HITT 2435	Coding and Reimbursement Methodologies	4
Humanities/Fine Arts Elective	Choose from core curriculum	3
TOTAL		12

Fourth Semester

Course	Title	Credit Hours
HITT 1311	Computers in Health Care	3
HITT 2239	Health Information Organization & Supervision	2
HITT 2340 ¹	Advanced Medical Billing and Reimbursement	3
HITT 2261	Clinical	2
Social/Behavioral Science Elective	Approved by advisor	3
TOTAL		13
TOTAL HOURS IN AAS (including Prerequisite courses)		68

¹Capstone course

Industrial Production Technology

Marketable Skills Achievement Award-Energy Systems

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
CETT 1402	Electricity Principles	4
WIND 1300	Introduction to Wind Energy	3
	TOTAL	10

Marketable Skills Achievement Award-Welding Basics

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
WLDG 1421	Welding Fundamentals	4
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	3
WLDG 2443	Advanced Shielded Metal Arc Welding	4
	TOTAL	14

Marketable Skills Achievement Award-Advanced Welding

Course	Title	Credit Hours
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4
WLDG 1417	Introduction to Layout and Fabrication	4
WLDG 1206	Introduction to Gas Tungsten Arc Metal	2
	TOTAL	10

Marketable Skills Achievement Award-Electrical

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
CETT 1402	Electricity Principles	4
ELPT 1329	Residential Wiring	3
	TOTAL	10

Certificate Level I Industrial Production Technology-Energy Systems

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
WIND 1300	Introduction to Wind Energy	3
CETT 1402	Electricity Principles	4
ELPT 1329 ¹	Residential Wiring	3
HYDR 1305	Basic Hydraulics	3
WIND 1302	Wind Safety	3
	TOTAL	19

Certificate Level I Industrial Production Technology-Welding

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
WLDG 1421	Welding Fundamentals	4
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 2443 ¹	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 1417	Introduction to Layout and Fabrication	4
	TOTAL	19

Certificate Level I Industrial Production Technology-Electrical

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
CETT 1402	Electricity Principles	4
CETT 1409	DC-AC Circuits	4
ELPT 1345 ¹	Commercial Wiring	3
ELPT 1329	Residential Wiring	3
	TOTAL	17

¹Capstone Course

Heating Ventilation Air Conditioning (HVAC) Specialization

The HVAC/R program at Howard College is designed to prepare the student to seek a Texas State License in the HVAC/R field. If a potential student has been convicted of a felony, he or she will be required to complete the Texas Department of Licensing and Regulation (TDLR) Criminal History Evaluation Letter before acceptance in the HVAC/R program. <http://www.license.state.tx.us/crimHistoryEval.htm>
Prior to enrollment in the Internship Program all students will be required to complete a background check and drug screen. If an applicant does not pass the background check and drug screen, they are not eligible to be accepted into the internship course.

Prerequisite Courses for all HVAC/R Certificates

Course	Title	Credit Hours
HART 1401	Basic Electricity for HVAC	4
HART 1407	Refrigeration Principles	4
	TOTAL	8

Certificate Level I Industrial Production Technology – Introduction to Heating Ventilation Air Conditioning (HVAC/R)

Course	Title	Credit Hours
	Prerequisite courses (listed above)	8
CNBT 1301	Introduction to Construction Industry	3
HART 1403	Air Conditioning Control Principles	4
HART 1441	Residential Air Conditioning	4
	TOTAL	19

Certificate Level I Industrial Production Technology – Residential HVAC/R

Course	Title	Credit Hours
	Prerequisite courses (listed above)	8
CNBT 1301	Introduction to Construction Industry	3
HART 1445	Gas and Electric Heating	4
HART 2449	Heat Pumps	4
HART 2345	Residential Air Conditioning Systems Design	3
HART 2401	Air Conditioning and Refrigeration Codes	4
	TOTAL	26

Certificate Level II Industrial Production Technology – Advanced Heating Ventilation Air Conditioning/Refrigeration (HVAC/R)

Note: Includes both Level 1 Certificate courses with the addition of the following:

Course	Title	Credit Hours
	Prerequisite courses (listed above)	8
	Courses in Certificate Level – Introduction to HVAC/R	11
	Courses in Certificate Level II – Residential HVAC/R	15
HART 2431	Advanced Electricity for HVAC	4
HART 2434	Advanced Air Conditioning Controls	4
HART 2441	Commercial Air Conditioning	4
HART 2442	Commercial Refrigeration	4
HART 2288	Internship (160 hours)	2
	TOTAL	52

Medical Assistant

(Note: A criminal background clearance is required before acceptance into this program and drug screening may be required. Students should contact the program director for proper advising.)

A medical assistant is an integral member of the health care team, qualified by education and experience to work in the physician's administrative office, the examining room, and the office laboratory. This program prepares graduates to function as entry-level practitioners. Graduates of this program are eligible to submit application for certification examination with the American Medical Technologist Association. Individuals who pass the examination are awarded the Registered Medical Assistant (RMA) credential.

Students Interested in Phlebotomy only: The three course series in phlebotomy (MDCA 1309, MDCA 1352, & MDCA 1164) will be offered every Fall and Spring semester. Students wishing to take only these courses should contact the program director for proper advising.

NOTE: prior to the first class day, students will be required to show proof of ALL immunizations or submit a signed waiver obtained from the State of Texas Health Department. Students enrolled in the Medical Assistant program are required to purchase health insurance prior to the beginning of courses with external clinical experiences.

Admission Requirements

1. Applicants must complete a Howard College application and meet minimum admission standards to Howard College.
 2. Must be 18 years of age at the time of certification examination.
 3. High school diploma or GED. (High school concurrent enrollment possible).
 4. Prior to acceptance into the program, students are required to have the following:
 - a. A physical examination, please obtain physical form from the Medical Assisting Program Coordinator.
 - b. Tuberculosis clearance: by PPD or Mantoux test (within last three months or annually), or chest x-ray results if applicable.
 - c. MMR titer-proof of immunization.
 - d. Tetanus vaccination (within the last 10 years).
 - e. Varicella: two doses-two months apart or positive titer or written confirmation of disease.
 - f. Polio (OPV/IPV): Three doses over six months.
 - g. Students are required to have the COMPLETE Hepatitis B vaccine series or a waiver may be obtained from the State of Texas Health Department before going to clinical sites. The student who has a completion date on the Hepatitis B vaccine of 10 years or longer will be required to update this record with an antibody titer to check their immunity
- A student that has no proof of ANY immunizations would take six months to complete requirements for all areas. A student who has documentation of childhood immunizations but has not completed the Hepatitis B series would take four months to complete required immunizations and clearances.
5. Enrollment is limited.
 6. Students may enroll full-time or part-time.

Liability Insurance

Medical assistant students are required to pay liability insurance and clinical fees each semester.

Health Insurance

Students enrolled in the Medical Assistant program are required to purchase health insurance prior to the beginning of courses with external clinical experiences.

Progress

Students must complete all MDCA and support courses with a “C” or above to progress to the next term.

Certificate Level I Medical Assistant

Course	Title	Credit Hours
MDCA 1309	Anatomy and Physiology for Medical Assistants	3
MDCA 1352	Medical Assistant Laboratory Procedures	3
MDCA 1164	Practicum	1
MDCA 1402	Human Disease/Pathophysiology	4
English Elective	Approved by advisor	3
	TOTAL	14

Course	Title	Credit Hours
MDCA 1305	Medical Law and Ethics	3
MDCA 1321	Administrative Procedures	3
MDCA 1417	Procedures in a Clinical Setting	4
MDCA 1348	Pharmacology & Administration of Medications	3
MDCA 1165	Practicum	1
	TOTAL	14

Course	Title	Credit Hours
MDCA 1313	Medical Terminology	3
MDCA 1452	Medical Assistant Laboratory Procedures	4
MDCA 1343	Medical Insurance	3
MDCA 1166	Practicum	1
Speech Elective	Approved by advisor	1
	TOTAL	14
	TOTAL HOURS IN CERTIFICATE	42

Nursing

Associate of Applied Science (RN)

Note: A criminal background clearance is required before acceptance into this program. Program is based at the Big Spring Campus. Application deadline is June 1. Admission and selection criteria can be obtained by requesting an application packet from the Department of Nursing, Howard College, 1001 Birdwell Lane, Big Spring, TX 79720, (432) 264-5070.

Prior to submitting an application, an applicant with a criminal history must have a cleared Declaratory Order letter from the Texas Board of Nursing (BON). Information is available at <http://bon.state.tx.us/olv.pdfs/DOapp.pdf>. Please be aware this may take a year or longer and Howard College has no control over the process. Plan accordingly in order to meet the application deadline of the program for which you are applying.

Admission Criteria Specific to the RN Program

Prior to actual admission into the Associate Degree Nursing Program, applicants must have successfully completed 15 hours of required support courses with a final grade of “C” or above.

ENGL 1301 Freshman Composition

BIOL 2401 Anatomy & Physiology I

BIOL 2402 Anatomy & Physiology II

BIOL 2420 Microbiology

BIOL 2401 and BIOL 2402 must have been taken within five (5) years of the admission date. If older than five years, course may have to be repeated or a minimum competency score be attained for entrance. Contact the Nursing Office.

Pre-testing

Students seeking admission to the Associate Degree Nursing Program must schedule a time with the Testing Coordinator to take the Test of Essential Academic Skills (TEAS). The TEAS test can be taken once every 30 days. The maximum number of times the TEAS may be taken is three (3). TEAS scores greater than five (5) years of age will not be accepted. TEAS scores will be accepted from other schools only if mailed or emailed directly to the Howard College ADN offices from the administering school. Student’s scores are evaluated by the nursing staff. The student may be advised to take preparatory course work in various skills that are designed to enhance success in the program.

All applicants to the Howard College Associate Degree Nursing Program who have met the requirements for admission to the college will be evaluated according to the criteria specified. Each applicant will be forwarded to the selection committee. However, meeting requirements does NOT guarantee admission to the program. The following criteria will be used for admission to the RN program:

1. Completed application and folder.
2. Official transcripts showing a “C” or better in all Prerequisites.
3. TEAS (Test of Essential Academic Skills) scores. In the event the number of applicants exceed set ratio for faculty and preceptors admission will be made on the basis of total points. Student will be ranked on the basis of total points based on Prerequisite grades and TEAS scores. Applications expire after selection is made and any student not selected or who declined admission must file a new application to be considered for the next year. Should two or more applicants have the same number of points then the TEAS Adjusted Total Individual Score will be the tie breaker.

It is the applicant’s responsibility to submit all required documents, to make all appointments, and to pay all fees for testing.

Students may be required by a clinical facility to submit to a random selection for a drug screening test. Students may be required by a clinical facility to submit to a background check and fingerprinting. If

a student does not pass the background check or the drug test and is unable to attend clinical, the student will be unable to fulfill the course requirements and possible failure of the course may occur. It is not the responsibility of the nursing faculty of Howard College to make alternative arrangements for clinical hours.

Upon completion of the program, the student will be subjected to a State background check conducted by the Department of Public Safety and a Federal background check conducted by the FBI.

Admission Requirements

1. Completed Nursing application form for admission into the Associate Degree Nursing Program.
2. Copy of CNA (Certified Nurse's Aide) certificate.
3. An official transcript from each college/university attended sent to nursing. One transcript is for the Nursing Department, the other will be forwarded to the Admissions Office.
4. Results of Test of Essential Academic Skills (TEAS) examination (administered by STEPS learning center). The maximum number of times the TEAS may be taken is three (3). TEAS scores greater than five (5) years of age will not be accepted. TEAS scores will be accepted from other schools only if mailed or emailed directly to the Howard College ADN offices from the administering school.
5. Transfer of Prerequisite credits is contingent upon approval by the Coordinator of Nursing and the Dean of Guidance and Counseling. Nursing courses taken in another institution will be reviewed and evaluated by the Nursing office.
6. Successful clearance of a criminal background investigation.
7. Proof of at least 2 doses of the Hepatitis B series.
8. Proof of Varicella (chickenpox). Proof can be either medical records or preferably series ** (2 doses).

Following completion of the above by the deadline of JUNE 1, the applicant will be considered for the selection pool. An applicant's file is not complete until all of the above documents have been submitted. Applicants are responsible for keeping their file updated with current addresses and phone numbers.

If accepted to the nursing program:

1. Prior to the first class day students are required to have:
 - a. A physical examination within previous three (3) months.
 - b. The results of a TB tine-PPD (within the last 3 months)
 - c. Proof of MMR immunization (a signed statement by medical practitioner showing 2 doses of vaccine-MMR titer level.
 - d. Tetanus vaccination (proof of within the past ten years).
2. Students are required to have the third hepatitis injection before attending clinical (mid October). The student who has a completion date on the hepatitis B vaccine of ten years or longer will be required to update this record with an antibody titer to check their immunity.
3. Current CPR certification or American Heart Association for Health Care Providers, BLS course (current within 1 year).
4. Current CNA (Certified Nurse's Aide) certification or course transcript. New CNA graduates must pass CNA exam by September 15.
5. Completed Nursing Success Camp.

Health Insurance

Students enrolled in the Nursing Program are required to purchase health insurance prior to the beginning of clinical experiences and to maintain such insurance for the duration of their enrollment.

Fall and Spring Terms

Progression to the fall term as an Associate Degree Nursing major is contingent upon successful completion of the summer courses. A “C” or above is required in all nursing and support courses to progress to the next term. The minimum grade required for a “C” is a 76 in the nursing program.

***Corequisite courses** - Courses marked with * are considered co-requisite courses. Please see Howard College Nursing Student Policies regarding co-requisite courses and Progression of Students/Continuation of Students within the nursing program.

Level I – Fall Semester

Course	Title	Credit Hours
*RNSG 1309	Introduction to Nursing	3
*RNSG 1261	Clinical	2
RNSG 1115	Health Assessment	1
PSYC 2314	Life Span/Growth and Development	3
BIOL 1322	Nutrition	3
	TOTAL CREDIT HOURS	12

Level II – Spring Semester

Course	Title	Credit Hours
*RNSG 1343	Complex Concepts of Adult Health	3
*RNSG 1362	Clinical	3
BCIS 1305	Intro to Computer and Information Sciences	3
PSYC 2301	General Psychology	3
	TOTAL CREDIT HOURS	12

Level III – Summer Terms

Course	Title	Credit Hours
*RNSG 2213	Mental Health Nursing	2
*RNSG 2261	Clinical Nursing (R.N. Training)	2
MATH 1342 OR 1442	Elementary Statistical Methods	3-4
	TOTAL CREDIT HOURS	7-8

Level III – Fall Semester

Course	Title	Credit Hours
*RNSG 2308	Maternal/Newborn Nursing and Women’s Health	3
*RNSG 2260	Clinical	2
*RNSG 2201	Care of Children and Families	2
*RNSG 2361	Clinical	3
	TOTAL CREDIT HOURS	10

Level IV – Spring Semester

Course	Title	Credit Hours
*RNSG 2432	Enhanced Concepts of Adult Health	4
*RNSG 2460	Clinical-Nursing (RN Training)	4
SPCH 1315	Public Speaking	3
Elective	Humanities/Fine Arts Elective	3
	TOTAL CREDIT HOURS	14
	TOTAL HOURS IN AAS (including Prerequisites)	70-71

Accelerated Program for Vocational Nurses

(NOTE: A criminal background clearance is required before acceptance into this program.)

Prior to submitting an application, an applicant with a criminal history must have a cleared Declaratory Order letter from the Texas Board of Nursing (BON). Information is available at <http://bon.state.tx.us/olv.pdfs/DOapp.pdf>. Please be aware this may take a year or longer and Howard College has no control over the process. Plan accordingly in order to meet the application deadline of the program for which you are applying.

This program has been designed to provide a career mobility program to upgrade the skills of licensed vocational nurses. The curriculum will enable the qualified Vocational Nurse graduate to acquire an Associate Degree in Nursing in an accelerated period of time.

Application deadline is April 1. Admission and selection criteria can be obtained by requesting an application packet from the Department of Nursing, Howard College, 1001 Birdwell Lane, Big Spring, TX 79720, (432) 264-5070.

Admission Criteria Specific to the Accelerated ADN Program

Prior to actual admission into the Associate Degree Nursing Program, applicant must have successfully completed 21 hours of required support courses with a final grade of "C" or above:

PSYC 2314 Life Span/Growth & Development

BIOL 2401 Anatomy & Physiology I

BIOL 2402 Anatomy & Physiology II

BIOL 2420 Microbiology

BCIS 1305 Computer Science Elective

BIOL 2401 and BIOL 2402 must have been taken within five (5) years of the admission date. If older than five years, course may have to be repeated or a minimum competency score be attained for entrance.

Pre-testing

Students seeking admission to the Associate Degree Nursing Program must schedule a time with the Testing Coordinator to take the Test of Essential Academic Skills (TEAS). The TEAS test can be taken once every 30 days. The maximum number of times the TEAS may be taken is three (3). TEAS scores greater than five (5) years of age will not be accepted. TEAS scores will be accepted from other schools only if mailed or emailed directly to the Howard College ADN offices from the administering school. Student's scores are evaluated by the nursing staff. The student may be advised to take preparatory course work in various skills that are designed to enhance success in the program. An Adjusted Individual Reading Score of 80% must be attained.

All applicants to the Howard College Accelerated ADN Program who have met the requirements for admission to the college will be evaluated according to the criteria specified. Each applicant will be forwarded to the selection committee. However, meeting requirements does NOT guarantee admission to the program. The following criteria will be used for admission to the RN program:

1. Completed application and folder.
2. Official transcripts showing a "C" or better in all Prerequisites.
3. TEAS scores

In the event the number of applicants exceed set ratio for faculty and preceptors, admission will be made on the basis of total points. Students will be ranked on the basis of total points from Prerequisite grades and TEAS scores. Applications expire after selection is made and any student not selected or who declined admission must file a new application to be considered for the next year.

It is the applicant's responsibility to submit all required documents, to make all appointments, and to pay all fees for testing. Students may be required by a clinical facility to submit to a random selection for a drug screening test. Students may be required by a clinical facility to submit to a background check and fingerprinting. If a student does not pass the background check or drug test and is unable to attend clinical, the student will be unable to fulfill the course requirements and possible failure of the course

may occur. It is not the responsibility of the nursing faculty of Howard College to make alternative arrangements for clinical hours.

Upon completion of the program you will be subjected to a State background check done by the Department of Public Safety and a Federal background check conducted by the FBI.

Admission Requirements

1. Completed application form for admission into the Accelerated ADN Program by April 1.
2. An official VN transcript sent to nursing.
3. An official transcript from each college/university attended (other than Howard College) sent to nursing.
4. Results of the Test of Essential Academic Skills (TEAS) (administered by STEPS learning center). The maximum number of times the TEAS may be taken is three (3). TEAS scores greater than five (5) years of age will not be accepted. TEAS scores will be accepted from other schools only if mailed or emailed directly to the Howard College ADN offices from the administering school.
5. Transfer of Prerequisite credits is contingent upon approval by the Coordinator of Nursing and the Dean of Guidance and Counseling. Nursing courses taken in another institution will be reviewed and evaluated by the Nursing office.
6. Successful clearance of a criminal background investigation.
7. Proof of at least 2 doses of the Hepatitis B series.
8. Proof of Varicella (chickenpox). Proof can be either medical records or preferably series (2 doses).

Following completion of the above by the designated deadline of April 1, the applicant will be considered for the selection pool. An applicant's file is not complete until all of the above documents have been submitted.

If accepted to the accelerated nursing program:

1. Prior to the first class day students are required to have:
 - a. A physical examination (completed after March 1 of the year of admission).
 - b. The results of a TB tine-PPD (completed after March 1 of the year of admission).
 - c. MMR titer-proof of immunization.
 - d. Tetanus vaccination (proof of within the past 10 years).
2. Hepatitis B vaccine series (3) doses or serologic proof of immunity to Hepatitis B.
3. Current CPR certification or American Heart Association for Health Care Providers, BLS course, current within 1 year.
4. Proof of health/hospitalization insurance by first class day.
5. Current VN license to practice in the state of Texas or valid work permit for new graduates. New graduates must take and pass the state board exam prior to the Fall semester, failure to accomplish will result in suspension from the program.
6. Complete the Nursing Success Camp.

Health Insurance

Students enrolled in the Nursing Program are required to purchase health insurance prior to the beginning of clinical experiences and to maintain such insurance for the duration of their enrollment.

Courses

Courses marked with * are considered co-requisite courses. Please see Howard College Nursing Student Policies regarding co-requisite courses and Progression of Students/Continuation of Students within the nursing program.

Summer Session I

Course	Title	Credit Hours
*RNSG 2307	Adaption to Role of Professional Nurse	3
*RNSG 2160	Clinical-Nursing (RN Training)	1
ENGL 1301	Composition I	3
	TOTAL CREDIT HOURS	7

Summer Session II

Course	Title	Credit Hours
*RNSG 2213	Mental Health Nursing	2
*RNSG 2261	Clinical	2
PSYC 2301	General Psychology	3
	TOTAL CREDIT HOURS	7

Fall Semester

Course	Title	Credit Hours
*RNSG 2308	Maternal/Newborn Nursing and Women's Health	3
*RNSG 2260	Clinical	2
*RNSG 2201	Care of Children and Families	2
*RNSG 2361	Clinical	3
MATH 1342 OR 1442	Elementary Statistical Methods	3-4
	TOTAL CREDIT HOURS	13

Spring Semester

Course	Title	Credit Hours
*RNSG 2432	Enhanced Concepts of Adult Health	4
*RNSG 2460	Clinical	4
Elective	Humanities/Fine Arts Elective	3
SPCH 1315	Public Speaking I	3
	TOTAL CREDIT HOURS	14
	TOTAL CREDIT HOURS IN PROGRAM	41-42

Vocational Nursing (VN)

Note: A criminal background clearance is required before acceptance into this program and a drug screening may be required. Prior to submitting an application, an applicant with a criminal history must have a cleared Declaratory Order letter from the Texas Board of Nursing (BON). Information is available at <http://bon.state.tx.us/olv/pdfs/DOapp.pdf>. Please be aware that this may take a year or longer and Howard College has no control over the process. Plan accordingly in order to meet the application deadline of the program for which you are applying.

The Vocational Nursing Program is a twelve (12) month certificate program that offers college credit. The program is designed to prepare students to perform direct patient care under the supervision of a registered nurse and/or physician. Students are prepared for upward mobility in a nursing career. The program is approved by the Texas Board of Nursing and the Texas Higher Education Coordinating Board. Upon completion, students may make application to take the NCLEX-PN (State Board Examination) to become Licensed Vocational Nurses.

Students may complete the Vocational Nursing Program in one year and continue a second year for completion of the Associate Degree Nursing Program. Application deadline is June 1. Admission and selection criteria can be obtained by requesting an application from the Department of Nursing, Howard College, 1001 Birdwell Lane, Big Spring, TX 79720, or the Department of Nursing, Howard College, 3501 N. Hwy 67, San Angelo, TX 76905.

Admission Criteria Specific to the Vocational Nursing Program

Prior to actual admission in the Vocational Nursing Program, applicant must successfully complete the required support courses with a final grade of “C” or above. If enrolled in these courses in summer, applicant must furnish proof of enrollment. The minimum grade required for a “C” is a 78 in the nursing program.

BIOL 2401	Anatomy & Physiology I
PSYC 2314	Life Span/Growth and Development
BIOL 2402	Anatomy & Physiology II
BIOL 2420	Microbiology

All applicants to the Howard College Vocational Nursing Program who have met the requirements for admission to the college will be evaluated according to the criteria specified. Each applicant will be ranked on the basis of total points. Students will be admitted to the program according to ranking and point status. Should two or more applicants achieve the same number of points, date of receipt of application will be the determining factor for admission. It is the applicant’s responsibility to submit all required documents and to make all appointments and pay all fees for testing.

Pre-testing

Students seeking admission to the Vocational Nursing Program must schedule a time with the Guidance and Counseling office (432)264-5085 - Big Spring or the Testing and Tutoring Center (325) 481-8300, x-3244 - San Angelo to take the Psychological Services Bureau (PSB-VN) exam (3rd Edition). The exam can be taken once every 60 days. It may not be taken more than three times per admission cycle. After exam scores are evaluated by the counseling staff, the student may be advised to take preparatory course work in various skills that are designed to enhance success in the program.

A minimum of one (1) point must be attained in each section of the PSB (3rd Edition) to qualify for selection/admission into the program. The scores from the PSB are valid for up to 5 years prior to the Fall semester in which they are seeking admission into the Vocational Nursing program.

THEA

The Vocational Nursing Program itself is a Texas Success Initiative-Waived program; however, applicants will be asked to take the THEA or ACCUPLACER Reading exam in order to take Prerequisite academic courses.

Admission Requirements

1. Attend a Howard College Health Professions Orientation per admission cycle.
2. Completed nursing application form for admission submitted to the Vocational Nursing Program (Big Spring or San Angelo): Deadline June 1
3. An official transcript from each college/university attended (to show proof of Prerequisite courses). Please send to the Attention of the Nursing Department.
4. One official transcript from Howard College, if attended, by June 1.
5. Results of the Psychological Service Bureau (PSB) examination (administered by the Guidance and Counseling Department).
6. Proof of Hepatitis B #1 and #2 shots prior to June 1.
7. Successful clearance of a criminal background check and 10 panel drug screening.

Following completion of the admission requirements by the designated deadline of June 1, the applicant will be considered for the selection pool. An applicant's file is not complete until all of the admission requirements have been completed. Applicants are responsible for keeping their files updated with current addresses and phone numbers.

Final approval of acceptance into the nursing program requires that prior to the first class day students will have:

1. A physical examination (completed after June 1 of the year of admission);
2. Applicant must provide proof of immunizations required by the Texas Health Department, Rule 97.4. Additional immunizations may be required by some facilities;
3. Current CPR certification or American Heart Course for Health Care Providers with AED (Automatic External Defibrillators);
4. Successful clearance of a criminal background check and ten panel drug screening.

Health Insurance

Students enrolled in the Nursing Program are required to purchase health insurance prior to the beginning of clinical experiences and to maintain such insurance for the duration of their enrollment, if not covered by a family member.

Fall and Spring Terms

Written approval must be obtained from the Director of the program before the student can register for nursing courses. The nursing student will then register on the announced registration date. Registration after the announced date will be considered late registration and an appropriate fee will be charged.

*Co-requisite courses - Courses marked with * are considered co-requisite courses. Please see Howard College Nursing Student Policies regarding co-requisite courses and Progression of Students/Continuation of Students within the nursing program. A "C" or above is required in all nursing and support courses to progress to the next term.

Fall Semester		
Course	Title	Credit Hours
BIOL 2420	Microbiology	4
*VNSG 1304	Foundations of Nursing	3
*VNSG 1323	Basic Nursing Skills	3
*VNSG 1509	Nursing in Health & Illness II	5
*VNSG 1360	Clinical I	3
	TOTAL CREDIT HOURS	18

Spring Semester		
Course	Title	Credit Hours
*VNSG 1234	Pediatrics	2
*VNSG 1230	Maternal-Neonate Nursing	2
*VNSG 1261	Clinical II	2
*VNSG 1510	Nursing in Health & Illness III	5
*VNSG 2461	Clinical III	4
VNSG 2161	Clinical IV	1
	TOTAL CREDIT HOURS	16
	TOTAL HOURS IN CERTIFICATE (including prerequisite courses)	48

Radiologic Technology

(Note: A criminal background clearance is required before acceptance into this program and a drug screening may be required.)

This program is based at the San Angelo campus.

Howard College offers an Associate of Applied Science program in Radiologic Technology. Graduates of this program are eligible to take the American Registry of Radiologic Technologists Examination. Individuals who pass this examination are awarded the certification credential. This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Application Process

Interested individuals must attend a Health Professions Orientation as the first step in the application process. The initial meeting will determine applicant options and set a time line for completing acceptance requirements. The program begins each fall with class selection made in July. All applicants must have fulfilled admissions criteria by the June 1st application deadline.

Admission Criteria

1. College entrance exam passing test scores are required in order to gain entrance into academic courses.
2. Successfully completed the required support courses (Anatomy and Physiology I and II and Math 1314 or Math 1332).
3. Applicant must attend a Howard College Health Professions Orientation.
4. A physical examination (completed after January 1 of the year of admission).
5. Applicant must provide proof of immunizations required by the Texas Health Department, Rule 97.64. Additional immunizations may be required by some clinical facilities.
6. Successful clearance of criminal background investigation.
7. An application to the Radiologic Technology Program must be submitted to the Howard College Health Professions Division by June 1 along with an official transcript indicating high school graduation or proof of GED and an official transcript from each college/university attended.
8. Results of HOBET test submitted.
9. Completion of personal interview and observation are part of the selection process.

Preparation for Admission

BIOL 2401 or 2301 and 2101, BIOL 2402 or 2302 and 2102, and MATH 1314 or 1332 are Prerequisites to this program. See the catalog for guidelines regarding these courses. Students may also take any non-RADR course prior to acceptance to the program.

Progress Standards

Once accepted into the program, students must complete all required courses within three years. In order to progress from one term to another, students must earn a letter grade of "C" or better in all required courses. Students who do not make this progress may reapply for the next cycle of the program but will be considered as new applicants and will be subject to the current curriculum and application process. Students who do not successfully complete a course must repeat that course.

In addition, for any co-requisite classes associated with that class, the student must take the final examination and pass with a 75 or higher and successfully demonstrate all competencies associated with the classes in order to not have to repeat the co-requisite. If a 75 is not obtained, the student will be required to audit the co-requisite class to ensure he/she maintains knowledge and skills necessary for future success. Students may not attempt the program more than twice.

THE PRECEDING CRITERIA DO NOT ACT AS SUBSTITUTE TO ANY HOWARD COLLEGE ADMISSION POLICY-PROGRESS STANDARDS

Expense in Addition to Tuition, Test, and Fees/Uniforms and Supplies

Students must purchase appropriate uniforms necessary for participation in clinical activities. Uniform consists of appropriate scrubs, lab coat, shoes and a watch with a second hand. Cost of uniform varies dependent upon style, size and quality of the items.

There will be Out of Town Travel for Clinical Activities.

Clinical

Clinical experiences provide detailed education, training, and work-based experience in direct patient/client care at a clinical site. All clinical experiences are unpaid external learning experiences that are required for program completion. Students may not be substituted for staff personnel while performing clinical program requirements. Students and faculty provided by Howard College are not and will not be acting as servant agents or employees of a medical facility during program clinical rotation.

Health Insurance

Students enrolled in the Radiologic Technology Program are required to purchase health insurance prior to the beginning of clinical experiences and to maintain such insurance for the duration of their enrollment.

Associate of Applied Science Radiologic Technology

Prerequisite Courses

Course	Title	Credit Hours
BIOL 2401 OR BIOL 2301 & 2101	Anatomy and Physiology I	4
MATH 1314 OR MATH 1332	College Algebra OR Contemporary Mathematics I	3
BIOL 2402 OR BIOL 2302 & 2102	Anatomy and Physiology II	4
	TOTAL	11

First Semester

Course	Title	Credit Hours
HPRS 1206 ²	Essentials of Medical Terminology	2
HPRS 1101 ²	Introduction to Health Professions	1
RADR 1309	Introduction to Radiography & Patient Care	3
RADR 1311	Basic Radiographic Procedures	3
RADR 1213	Principles of Radiographic Imaging I	2
RADR 1260	Clinical	2
	TOTAL	13

Second Semester

Course	Title	Credit Hours
RADR 2301	Intermediate Radiographic Procedures	3
RADR 2305	Principles of Radiographic Imaging II	3
RADR 2309	Radiographic Imaging Equipment	3
RADR 1266	Practicum	2
Humanities/ Fine Arts Elective	Choose from core curriculum	3
	TOTAL	14

Summer Term

Course	Title	Credit Hours
RADR 2331	Advanced Radiographic Procedures	3
RADR 1167	Practicum	1
Speech Elective	Approved by advisor	3
	TOTAL	7

Third Semester

Course	Title	Credit Hours
RADR 2313	Radiation Biology and Protection	3
RADR 2366	Practicum	3
PSYC 2314 OR PSYC 2315	Lifespan Growth and Development OR Psychology of Adjustment	3
ENGL 1301	Composition I	3
	TOTAL	12

Fourth Semester

Course	Title	Credit Hours
RADR 2217	Radiographic Pathology	2
RADR 2240	Sectional Anatomy for Medical Imaging	2
RADR 2335 ¹	Radiologic Technology Seminar	3
RADR 2367	Practicum	3
ITSC 1309 ² OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
	TOTAL	13
	TOTAL HOURS IN AAS (including Prerequisite courses)	70

¹Capstone course

²Course may be articulated through an approved high school Tech Prep or Dual Credit agreement

Respiratory Care

(Note: A criminal background clearance is required before acceptance into this program and a 10 panel drug screening is required prior to clinical and periodically throughout the program.) This program is based at the San Angelo Campus.

Respiratory Care Practitioners (RCPs) assist in the diagnoses and treatment of diseases of the heart and lungs as well as provide respiratory support for patients suffering from many other types of disease. Their practice includes patients from all age groups. They may work in hospitals, nursing homes, clinics, or the patient's home. They are becoming increasingly involved in specialty areas such as air and ground ambulance, patient education, rehabilitation, and intensive care of infants and children. Howard College offers an Associate of Applied Science program in Respiratory Care. Graduates of this program are eligible to take the National Board for Respiratory Care Entry Level and Advanced Level Examination. Individuals who pass this examination are awarded the Certified Respiratory Therapist (CRT) credential. Once the CRT credential is earned, graduates may take the NBRC Written Registry and Clinical Simulation exams. Candidates who pass these exams earn the Registered Respiratory Therapist (RRT) credential. This program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

Application Process

Interested individuals should attend a Health Professions Orientation as the first step in the application process. The initial meeting will determine applicant options and set a time line for completing acceptance requirements. The program begins each fall with class selection made by July 15. All applicants must have fulfilled admissions criteria by the class selection date.

Admission Criteria

1. College entrance exam passing test scores are required in order to gain entrance into academic courses.
2. Successfully completed the required support courses (Anatomy and Physiology I and II and Math 1314 or Math 1332). If enrolled in these courses in summer, applicant must furnish proof of enrollment.
3. Applicant must attend a Howard College Health Professions Orientation.
4. A physical examination (must be completed after acceptance into program and prior to first day of class).
5. Applicant must provide proof of immunizations required by the Texas Health Department, Rule 97.64. Additional immunizations may be required by some clinical facilities.
6. Successful clearance of criminal background investigation.
7. An application to the Respiratory Care program must be submitted to the Howard College Health Professions Division by June 1 along with an official transcript indicating high school graduation or proof of GED and an official transcript from each college/university attended (including Howard College, if attending, by the end of the first summer session).
8. Results of HOBET test.
9. Upon selection, completion of personal interview and minimum of four hours of observation with a therapist.

Preparation for Admission

BIOL 2401 or BIOL 2301 & 2101, BIOL 2402 or BIOL 2302 & 2102, and MATH 1314 or MATH 1332 are Prerequisites to this program. See the catalog for guidelines regarding these courses. Students may also take any non-RSPT course prior to acceptance to the program.

Progress Standards

Once accepted into the program, students must complete all required courses within three years. In order to progress from one term to another, students must earn a letter grade of “C” or better in all required courses. Students who do not make this progress may reapply for the next cycle of the program but will be considered as new applicants and will be subject to the current curriculum and application process. Students who do not successfully complete a course must repeat that course. In addition, for any co-requisite classes associated with that class, the student must take the final examination and pass with a 75 or higher in order to not have to repeat the co-requisite.

If a 75 is not obtained, the student will be required to audit the co-requisite class to ensure he/she maintains knowledge and skills necessary for future success. Students may not attempt the program more than twice.

THE PRECEDING CRITERIA DO NOT ACT AS SUBSTITUTE TO ANY HOWARD COLLEGE ADMISSION POLICY-PROGRESS STANDARDS

Expense in Addition to Tuition, Texts, and Fees/Uniforms and Supplies

Students must purchase appropriate uniforms necessary for participation in clinical activities. Uniform consists of approved scrubs, lab coat, shoes, watch with a second hand, and a stethoscope. Cost of uniforms varies dependent upon style, size, and quality of the items. Additionally, students purchase an equipment kit in the first semester of the program. This kit contains equipment used over the course of the program. Cost of the laboratory kit is currently \$80 and is subject to change.

Clinical

Clinical experiences provide detailed education, training, and work-based experience in direct patient/client care at a clinical site. All clinical experiences are unpaid external learning experiences that are required for program completion. Students may not be substituted for staff personnel while performing clinical program requirements. Students and faculty provided by Howard College are not and will not be acting as servant agents or employees of a medical facility during program clinical rotation.

Health Insurance

Students enrolled in the Respiratory Care Program are required to purchase health insurance prior to the beginning of clinical experiences and to maintain such insurance for the duration of their enrollment.

Out of Town Travel for Clinical Activities

As the San Angelo population does not expose students to consistent cases of patients from special populations (neonates, pediatrics, etc.), clinical activities that concern these patients are conducted out of town. This clinical takes place in the final semester of the program. Students are expected to pay about \$400 per student (subject to change).

Associate of Applied Science Respiratory Care Prerequisite Courses

Course	Title	Credit Hours
BIOL 2401 OR 2301 & 2101	Anatomy and Physiology I	4
MATH 1314 OR MATH 1332	College Algebra OR Contemporary Mathematics I	3
BIOL 2402 OR BIOL 2302 & 2102	Anatomy and Physiology II	4
	TOTAL	11

First Semester

Course	Title	Credit Hours
HPRS 1206 ²	Essentials of Medical Terminology	2
RSPT 1101	Introduction to Respiratory Care	1
RSPT 1160	Clinical	1
RSPT 1213	Basic Respiratory Care Pharmacology	2
RSPT 1327	Applied Physics for Respiratory Care	3
RSPT 1329	Respiratory Care Fundamentals I	3
HPRS 1101	Introduction to Health Profession	1
TOTAL		13

Second Semester

Course	Title	Credit Hours
RSPT 1266	Practicum	2
RSPT 1331	Respiratory Care Fundamentals II	3
RSPT 2310	Cardiopulmonary Disease	3
BIOL 2420	Microbiology	4
Computer Elective	Approved by Advisor	3
TOTAL		15

Summer Term

Course	Title	Credit Hours
English 1301	Composition I	3
RSPT 2353	Neonatal/Pediatric Cardiopulmonary Care	3
TOTAL		6

Third Semester

Course	Title	Credit Hours
RSPT 1335	Cardiopulmonary Testing	3
RSPT 2266	Practicum	2
RSPT 2255	Critical Care Monitoring	2
RSPT 2314	Mechanical Ventilation	3
PSYC 2314 OR PSYC 2315	Lifespan Growth and Development OR Psychology of Adjustment	3
TOTAL		13

Fourth Semester

Course	Title	Credit Hours
RSPT 2166 ¹	Practicum	1
RSPT 2230	Respiratory Care Examination Preparation	2
RSPT 2267	Practicum	2
RSPT 2160	Clinical	1
Speech Elective	Approved by advisor	3
Humanities/Fine Arts	Approved by advisor	3
TOTAL		12
TOTAL HOURS IN AAS (including Prerequisites)		70

¹Capstone course

²Course may be articulated through an approved high school Tech Prep or Dual Credit agreement

Surgical Technology

(Note: A criminal background clearance is required before acceptance into this program and a 10 panel drug screening is required prior to clinicals.) Program based at San Angelo Campus.

Certified Surgical Technologist (CST)

The Certified Surgical Technologist (CST) is an integral member of the operative team, which includes the surgeon, anesthesiologist, and Registered Nurse. Their role is to perform duties during the pre, intra, and postoperative phases of surgical care. The primary responsibility of the CST is to create and maintain the surgical field integrity, and under the direction of the surgeon prepares instrumentation and suture material as needed in the operative field. All surgical technologists who graduate from a CAAHEP (Commission on Accreditation of Allied Health Education Programs) approved program are eligible to sit for the certification exam to become a CST.

Clinical

Clinical experiences provide detailed education, training, and work-based experience in direct patient/client care at a clinical site which focuses on surgical procedures. All clinical experiences are unpaid external learning experiences that are required for program completion. Students may not be substituted for staff personnel while performing clinical program requirements. Students and faculty provided by Howard College are not and will not be acting as servant agents or employees of a medical facility during program clinical rotation.

Admission Criteria Specific to the Surgical Technology Program

Howard College's Surgical Technology Program is a Certificate Level I program, which is CAAHEP approved and fully credentialed. Program applicants who have met the criteria for admission to Howard College will be evaluated according to specific program criteria outlined for admission into the surgical technology program. All admission criteria are outlined in the Surgical Technology admission packet and may be obtained in the counseling office or through the program director's office.

Completion of the following is required prior to application into the program. A grade of "C" or better is required in all Prerequisite courses in order to apply into the program. Program application deadline is June 1st of each year.

BIOL 2401 or 2301 & 2101 (must complete by June 1)

BIOL 2402 or 2302 & 2102 (must complete by June 1)

BIOL 2420 or 2320 & 2120 (must complete by June 1)

HPRS 1206

HITT 1253 or HPRS 1205

Manual Dexterity Testing

Program acceptance is based upon the criteria outlined in the admission packet, regarding the above Prerequisite requirements, and admission interviews. Students with the highest scores will be admitted into the program. Program admission will be limited to 14 students per year. If admitted into the program a grade of "C" or better is required in all course work in order to progress in the program.

Pretesting Criteria

Texas Success Initiative (TSI) Testing: The Surgical Technology Program itself is a TSI-Waived program; however, applicants will be asked to take the THEA or Pre-THEA reading exam, or an acceptable exam in order to take the Prerequisite academic courses.

Admission Requirements

Submit to the surgical technology department (San Angelo campus only):

1. Completed surgical technology application for admission.
2. Two official transcripts indicating high school graduation or proof of GED. One transcript is for the surgical technology department office and one for the Admissions Office.
3. One official transcript from Howard College with all Prerequisite course grade information.
4. Results of the THEA reading scores.
5. Manual dexterity test results.

6. All of the above information must be received into the Surgical Technologist Directors office by June 1 in order to be considered for admission into the program.
7. A personal interview may also be required.
8. Student must attend Health Professions Orientation.

Final Acceptance into the Surgical Technologist Program will require that prior to the first class day the student will have completed the following:

1. A physical examination form (completed after June 1 of the year of admission)
2. Applicant must provide proof of immunizations required by the Texas Health Department, Rule 97.64. Additional immunizations may be required by some clinical facilities.
3. Current CPR certification (Provider American Heart Association).
4. Successful completion of a criminal background clearance.

Graduation Requirements

Successful completion of the NBSTSA Self-Assessment Examination is required for program completion.

Health Insurance

Students enrolled in the Surgical Technology program are required to purchase health insurance prior to the beginning of their clinical experiences and to maintain the insurance for the duration of their enrollment.

Certificate Level I Surgical Technology Prerequisite Courses (prior to program application)

Course	Title	Credit Hours
BIOL 2401 OR 2301 & 2101	Anatomy and Physiology I	4
BIOL 2402 OR 2302 & 2102	Anatomy and Physiology II	4
BIOL 2420 OR 2320 & 2120	Microbiology	4
HPRS 1206	Essentials of Medical Terminology	2
TOTAL		14

First Semester

Course	Title	Credit Hours
SRGT 1505	Introduction to Surgical Technology	5
SRGT 1409	Fundamentals of Perioperative Concepts & Techniques	4
SRGT 1441	Surgical Procedures I	4
SRGT 2461	Clinical	4
TOTAL		17

Second Semester

Course	Title	Credit Hours
SRGT 1442	Surgical Procedures II	4
SRGT 2562	Clinical	5
HITT 1253 OR HPRS 1205	Legal & Ethical Aspects of Health Information OR Essentials of Medical Law/Ethics for Health Professions	2
TOTAL		11
TOTAL HOURS IN CERTIFICATE		42

SOUTHWEST COLLEGIATE INSTITUTE FOR THE DEAF CAREER TECHNICAL EDUCATION AND HEALTH PROFESSIONS

The programs included in the following section are only for those students enrolled at SouthWest Collegiate Institute for the Deaf. Based on state law, unimpaired hearing students cannot enroll in SWCID unless it is educationally appropriate or in such special programs needed to train hearing and hearing-impaired persons to become professional service providers for the deaf.

Associate of Applied Science Degrees and Certificates

The following programs are non-transfer programs. However, courses listed in the course descriptions with a 10-digit approval number at the end of the course description are courses that will transfer.

Programs leading to the Associate of Applied Science Degree or a Certificate include the following:

Area of Interest	Page
Automotive Maintenance Technician	155
Building Construction Technology	156
Computer and Information Systems	158
Dental Lab Technology	160
Graphic Arts Technology	162
Interpreter Training	164
Office Technology	166
Paraprofessional in Deaf Education	167
Welding	170

Automotive Maintenance Technician

The Automotive Maintenance Technician Program provides students with entry-level job skills for the automotive industry. Tool safety and job-site safety training in compliance with OSHA standards are stressed. Classes meet at the Automotive Shop located in the new SWCID Technical Training Center. Students who successfully complete the AUMT training will receive certificates from SWCID and will be ready to enter the work force.

Possible Employment Responsibilities: After completion of this program, students will know how to repair and adjust: automotive brake systems, automotive heating and air conditioning, service of automobiles, automotive electrical lighting and accessories, engine repair basics and battery and starter functions.

Possible Employment Positions: Automotive Maintenance Technician

Possible Employment Locations: Private business, commercial business, municipal or other government agencies.

Co-requisites: MATH 0321, ENGL 0311, ENGL 0320, EDUC 0300, and PSYC 1100/EDUC 1100. Students must complete math, English, and AUMT courses with a grade of “C” or better to receive the AUMT Certificate.

Program Duration: Two years. This program could last longer depending on the student’s high school background and basic skills.

Tool Kits: Students are required to purchase automotive tool kits in the college bookstore at the time of registration.

Marketable Skills Achievement Award-Under Car Maintenance

Course	Title	Credit Hours
AUMT 1305	Introduction to Automotive Technology	3
AUMT 1310	Automotive Brake Systems	3
AUMT 2313	Automotive Drive Train and Axles	3
TOTAL		9

Certificate Level I Automotive Maintenance Technology

First Semester

Course	Title	Credit Hours
AUMT 1305	Introduction to Automotive Technology	3
AUMT 2313	Automotive Drive Train and Axles	3
AUMT 1319	Engine Repair	3
AUMT 2321	Automotive Electrical Diagnosis and Repair	3
AUMT 2317	Engine Performance Analysis I	3
TOTAL		15

Second Semester

Course	Title	Credit Hours
AUMT 1307	Electrical Systems	3
AUMT 1345	Automotive Climate Control Systems	3
AUMT 1310	Brake Systems	3
WLDG 1421	Welding Fundamentals	4
AUMT 2388 ¹	Internship	3
TOTAL		16
TOTAL HOURS IN CERTIFICATE		31

¹Capstone Course

Building Construction Technology

The Building Trades Construction Technology Certificate Program provides students with entry-level job skills for the construction industry. Tool safety and job-site safety training in compliance with OSHA standards are stressed. Classes meet on- and off-campus in labs designed for residential and commercial construction. Students must be free of chronic respiratory disease and allergies or reactions to wood or wood products, construction adhesives, paints and solvents. Students must be able to lift 50 pounds. Students purchase all textbooks for this program. Students must have an up-to-date tetanus record in advisor's student file.

Possible Employment Responsibilities: Lab classes teach fundamentals of site layout, foundations, framing, roof systems, exterior covering, installation of doors and windows, interior finishing, cabinet construction and installation, remodeling and tools. Theory classes present technical information, Uniform Building Code (UBC) regulations, blueprint reading and material analysis.

Possible Employment Positions: Worker's Helper in the above mentioned areas.

Possible Employment Locations: Private or commercial business, municipal/government agencies.

Program Duration: Two years. Program could be longer depending on the student's high school background and basic skills.

Tool Kits: Required for the BCT Certificate; Purchased from the bookstore at the time of registration. Student is responsible for keeping tool kit.

The SWCID Building Construction Program is vocational training with heavy emphasis upon "hand skills" and work adjustment. Students who successfully complete the training will receive certificates from SWCID and will be ready to enter the work force.

Marketable Skills Achievement Award-Carpenter

Course	Title	Credit Hours
CRPT 1441	Conventional Exterior Finish Systems	4
CRPT 1415	Conventional Wall Systems	4
CRPT 1411	Conventional Roof Systems	4
TOTAL		12

Certificate Level I Building Construction Technology

Prerequisite: Program Entrance Test. Student must have third grade reading level or above or have passed ENGL 0310 with a grade of "C" or above.

Co-requisites: ENGL 0310, MATH 0321, and EDUC 0300.

First Semester

Course	Title	Credit Hours
PSYC 1100	Learning Framework	1
CNBT 1300	Residential and Light Commercial Blueprint Reading	3
CRPT 1415	Conventional Wall Systems	4
WDWK 1413	Cabinet Making I	4
TOTAL		12

Second Semester

Course	Title	Credit Hours
CRPT 1441	Conventional Exterior Finish Systems	4
CRPT 1445	Conventional Interior Finish Systems	4
WDWK 2451	Cabinet Making II	4
TOTAL		12

Third Semester

Course	Title	Credit Hours
DFTG 1309	Basic Computer-Aided Drafting	3
PFPB 2309	Residential Construction Plumbing I	3
ELPT 1429	Residential Wiring	4
TOTAL		10

Fourth Semester

Course	Title	Credit Hours
CNBT 1281 ¹	Cooperative Education	2
CBFM 1293	Special Topics in Painter and Wall Coverer	2
CRPT 1411	Conventional Roof Systems	4
TOTAL		8
TOTAL HOURS IN CERTIFICATE		42



Computer and Information Systems

Possible Employment Responsibilities: Operating computers, preparing programs for business use, identifying and correcting errors in programs, installing and using various software packages.

Possible Employment Positions: Various entry-level positions including Computer Clerk, Computer Programmer, Computer Operator, Computer Support Specialist, Technical and Applications Support Specialist

Possible Employment Locations: Business, government agencies, hospitals and private companies (i.e. banks and hospitals)

Program Duration: One year. Additional Prerequisite course(s) may be required depending on student's prior training and education.

Prerequisites: ENGL 0312, ENGL 0322, MATH 0302, PSYC 1100, Program Entrance Test, and/or interview with the CIS/Business Coordinator.

- Students with computer and/or business skills or background may start the classes in the program before completing the Prerequisites with the permission of the CIS/Business Coordinator.
- Students who lack proficiency in sign communication may be required to enroll in SGNL 1301, SGNL 1302, or SGNL 2301 until proficiency is attained.
- Students lacking proficiency in keyboarding may be required to enroll in POFT 1127.

Marketable Skills Achievement Award-Computer Specialist Assistant

Course	Title	Credit Hours
BCIS 1405	Business Computer Applications	4
ITSW 2334	Advanced Spreadsheets	3
POFI 2301	Word Processing	3
CPMT 1311 OR IMED 1316	Introduction to Computer Maintenance OR Web Design I	3
TOTAL		13

**Certificate Level I Computer and Information Systems
First Semester**

Course	Title	Credit Hours
PSYC 1100	Learning Framework	1
BCIS 1405	Business Computer Applications	4
BUSI 2304	Business Report Writing and Correspondence	3
POFI 2301	Word Processing	3
ITSC 1305	Introduction to PC Operating Systems	3
IMED 1316	Web Design	3
	TOTAL	17

Second Semester

COSC Elective ²	Approved by advisor	3
COSC Elective ²	Approved by advisor	3
ITSW 2334	Advanced Spreadsheets	3
ITSC 2380 ^{1,3}	Cooperative Education	3
CPMT 1311	Introduction to Computer Maintenance	3
ITSC 2339	Personal Computer Help Desk Support	3
	TOTAL	18
	TOTAL HOURS IN LEVEL I CERTIFICATE	35

¹ Must provide transportation to and from internship/co-op sites. Contact CIS/Business Coordinator for more information.

² Consult CIS/Business Coordinator for suggestions.

³ Capstone course.

Computer-Aided Drafting Technology

See Howard College Career Technical Education Section

Cosmetology

See Howard College Career Technical Education Section

Dental Laboratory Technology

The Dental Laboratory Technology Fixed Restorative, Ceramic and Denture Technique Certificate Program is offered for students who desire to enter employment directly after completion of this four semester program.

Possible Employment Responsibilities: Construct and assemble false teeth in a dental lab technology laboratory designed to construct crowns, bridges, dentures, partial plates and other prosthetic devices from prescriptions ordered by a dentist.

Possible Employment Positions: Dental Laboratory Technician in dental laboratories constructing a variety of crowns, bridges and dentures.

Possible Employment Locations: Dental laboratory operations in private business and government agencies.

Prerequisites: Demonstration of aptitude and ability through manual dexterity tests given by the department and a Program Entrance Test.

Co-requisites: MATH 0301, ENGL 0311, ENGL 0321, EDUC 0300, and PSYC/EDUC 1100. Students must complete Math, English, and DLBT courses with a grade of "C" or better to receive the DLT certificate.

Program Duration: Four or five semesters. Additional Prerequisite course(s) may be required depending on students' prior training/education.

Dental Laboratory Technology Tool Kits: DLBT students are required to purchase dental tool kits in the college bookstore at the time of registration.

If a student has been absent from SWCID for more than one year, the student is required to reenter the Dental Laboratory Technology program and participate again in all the hands-on skills courses.

Students enrolled in all Dental Lab Technology classes and laboratories must pass each class and lab with a "C" or better before enrolling in the next DLBT class and laboratory with the approval of the DLT instructor.

Marketable Skills Achievement Award-Restorative Techniques

Course	Title	Credit Hours
DLBT 1317	Fixed Restorative Techniques I	3
DLBT 2311	Fixed Restorative Techniques II	3
DLBT 2321	Fixed Restorative Techniques III	9
TOTAL		9

Certificate Level I Dental Laboratory Technology

First Semester

Course	Title	Credit Hours
PSYC/EDUC 1100	Learning Framework	1
DLBT 1301	Dental Anatomy and Tooth Morphology	3
DLBT 1305	Dental Materials	3
Elective	Approved by advisor	1
TOTAL		8

Second Semester

Course	Title	Credit Hours
DLBT 1313	Complete Denture Techniques I	3
DLBT 1317	Fixed Restorative Techniques I	3
DLBT 2341	Dental Ceramic Techniques I	3
DLBT 2101	Introduction to Occlusion/Mandibular Motion	1
Elective	Approved by Advisor	1
TOTAL		11

Summer

Course	Title	Credit Hours
DLBT 1364 ¹⁻²	Practicum	3

Third Semester

Course	Title	Credit Hours
DLBT 2311	Fixed Restorative Techniques II	3
DLBT 2342	Dental Ceramics II	3
DLBT 2319	Intermediate Dental Skill	3
DLBT 2321	Fixed Restorative Techniques III	3
TOTAL		9

Fourth Semester

Course	Title	Credit Hours
DLBT 2321	Fixed Restorative Techniques III	3
DLBT 1206	Dental Implants	2
TOTAL		5
TOTAL HOURS IN CERTIFICATE		38

¹Capstone Course

²Internship students must provide their own transportation to internship sites.

Since most DLT students will take less than a full load of courses their last semester, DLT students will obtain special permission from the SWCID Dean of Students for dorm and cafeteria privileges during their last semester in the DLT program. Completion of EDUC 0300 required prior to graduation.

Graphic Arts Technology

The Graphic Arts Technology program is designed to provide students with the skills and knowledge necessary to enter the graphics field as successful employees. The program provides instruction in graphics software application (Macintosh), graphics repress, print production procedures, finishing/binding, and screen printing.

Possible Employment Positions: Graphic arts or artist.

Possible Employment Locations: Government agency, state agency, business or industry.

Prerequisites: ENGL 0313, ENGL 0323, MATH 0302, EDUC 1100, EDUC 0300.

Program Duration: Two semesters. An additional semester of basic skills courses may be required depending on student's prior training/education.

Students who lack proficiency in sign communication may be required to enroll in SGNL 1301, SGNL 1302, or SGNL 2301 until proficiency is attained. Students who lack a proficiency in keyboarding speed and accuracy may be required to enroll in POFI 1127 until proficiency is attained.

Marketable Skills Achievement Award-Digital Publishing

Course	Title	Credit Hours
ARTC 1353	Computer Illustration	3
ARTC 1313	Digital Publishing I	3
ARTC 1302	Digital Imaging I	3
TOTAL		9

Certificate Level I Graphic Arts Technology

First Semester

Course	Title	Credit Hours
GRPH 1305	Introduction to Graphic Arts and Printing	3
ARTC 1313	Digital Publishing I	3
ARTS 1316 ¹	Drawing I	3
ARTC 1302	Digital Imaging I	3
TOTAL		12

Second Semester

Course	Title	Credit Hours
ARTC 1327	Typography	3
ARTC 2313	Digital Publishing II	3
ARTS 1317 ¹	Drawing II	3
ARTC 1353	Computer Illustration	3
TOTAL		12

Third Semester

Course	Title	Credit Hours
ARTC 2335	Portfolio Development for Graphic Design	3
GRPH 2388 ²	Internship	3
Elective ³	Approved by program director.	3
Elective ³	Approved by program director.	3
TOTAL		12
TOTAL HOURS IN LEVEL I CERTIFICATE		36

¹Howard College Courses

²Capstone course—Students must provide their own transportation to and from internship sites.

³Must be related to program and approved by advisor.

GRADE REQUIREMENTS

In order for a student to advance to the next course within the GAT course of study, the student must pass each of the courses with a grade of “C” or better. GAT majors making a grade of “D” or below on any of these courses will be required to repeat the course.



Interpreter Training

The Interpreter Training AAS Degree Program is offered to students who desire to be qualified sign language interpreters after completion of this four semester program.

Possible Employment Responsibilities: Providing signed and voiced interpreted communication for deaf and hearing consumers.

Possible Employment Positions: Interpreter, Interpreter/Aide, Educational Interpreter, Video Relay Interpreters, Vocational Communication Specialist, and Interpreter/Tutor.

Possible Employment Locations: Public, private, and residential schools; vocational rehabilitation agencies, businesses which employ deaf individuals, government agencies, community organizations, churches serving the deaf , Video Relay service providers, and Video Remote Interpreting companies.

Prerequisites: Taking the sign language proficiency test determining appropriate placement in SGNL 1301, SGNL 1302, SGNL 2301 or SGNL 2302.

Tech Prep: Agreement with San Angelo Independent School District.

ITP “Skills” Courses-Grade Requirements: In order for a student to advance to the next course within the ITP course of study, the student must pass each of the following “skills” courses with a grade of “B” or better: SLNG 1211, SGNL 1301, SGNL 1302, SGNL 2301, SGNL 2302, SLNG 2302 and SLNG 2331. ITP majors making a grade of “C” or below on any of these courses will be required to repeat the course(s).

Marketable Skills Achievement Award

Must achieve a grade of “B” or better in three courses (student’s choice).

Course	Title	Credit Hours
SLNG 1301	Beginning American Sign Language I	3
SLNG 1317	Beginning American Sign Language II	3
SGNL 2301 ¹⁻²	Intermediate American Sign Language I	3
SGNL 2302	Intermediate American Sign Language II	3
TOTAL		9

Associate in Applied Science Interpreter Training*

First Semester

Course	Title	Credit Hours
SLNG 1211	Fingerspelling and Numbers	2
SLNG 1317	Introduction to the Deaf Community	3
MATH 1332	Contemporary Mathematics	3
SGNL 1301 ¹⁻²	Beginning American Sign Language I	3
ENGL 1301	Composition I	3
SLNG 1215	Visual/Gestural Communication	2
PSYC/EDUC 1100	Learning Framework	1
TOTAL		17

Second Semester

Course	Title	Credit Hours
SLNG 1321	Introduction to the Interpreting Profession	3
SGNL 1302	Beginning American Sign Language II	3
ITSC 1309	Integrated Software Applications I	3
SPCH 1315	Public Speaking	3
SLNG 1346	Working with Deaf-Blind Persons	3
	TOTAL	15

Third Semester

Course	Title	Credit Hours
SLNG 2288 ⁴	Internship I – Sign Language Interpretation	2
SLNG 1350	Sign-to-Voice	3
SGNL 2301	Intermediate American Sign Language I	3
SLNG 2302	Interpreting II	3
SLNG 1348	Vocabulary Development for Interpreters	3
PHED Elective	Physical Fitness	1
SLNG 1106	Interpreting Artistic Texts I	1
	TOTAL	16

Fourth Semester

Course	Title	Credit Hours
SLNG 2289 ³	Internship II – Sign Language Interpretation	2
SLNG 2311	Interpreting in Specialized Settings	3
SLNG 2331	Interpreting III	3
Social/Behavioral Science Elective	Choose from core curriculum	3
SGNL 2302	Intermediate American Sign Language II	3
Humanities/Fine Arts Elective	Choose from core curriculum	3
	TOTAL	17
	TOTAL HOURS IN AAS	65

NOTE: Transfer courses from other colleges/universities will not be automatically accepted for SGNL 1301, SGNL 1302, SGNL 2301 and SLNG 1345 unless the student has successfully passed the sign language proficiency test with the appropriate score.

¹Indicates courses that can be articulated with high school

²A student who demonstrates competencies required for this course can substitute an approved elective.

³Capstone course

⁴Students must provide their own transportation to and from internship sites.

Office Technology

The Office Technology Program is offered for students who desire to enter employment upon completion of the program or who desire to pursue an associate degree in the Office Administration Program at Howard College.

Possible Employment Responsibilities: File, input data, prepare documents, use software, perform clerical duties.

Possible Employment Positions: Office Clerk, File Clerk, Data Entry Operator, General Office Clerk, Office Support Specialist, Administrative Specialist.

Possible Employment Locations: Business settings in government agencies, hospitals, companies (banks) and education (schools and colleges).

Program Duration: Two or three semesters. Additional Prerequisite course(s) may be required depending on student's prior training/education.

Prerequisites: ENGL 0312, ENGL 0322, PSYC/EDUC 1100, MATH 0302, POFI 2301, and interview with the CIS/Business Coordinator. Students who lack a proficiency in sign communication may be required to enroll in SGNL 1301, SGNL 1302, SGNL 2301, or SGNL 2302 until proficiency is attained. Students who lack a proficiency in keyboarding speed and accuracy may be required to enroll in POFT 1127.

Marketable Skills Achievement Award

Course	Title	Credit Hours
POFI 2301	Word Processing	3
ITSW 2334	Advanced Spreadsheets	3
POFT 1309	Administrative Office Procedures I	3
POFT 1325	Business Math and Machine Applications	3
TOTAL		12

Certificate Level I Office Technology

Summer

PSYC/EDUC 1100	Learning Framework	1
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First Semester

Course	Title	Credit Hours
BUSI 2304	Business Report Writing and Correspondence	3
POFI 2301	Word Processing	3
POFT 1309	Office Procedures I	3
BCIS 1405	Business Computer Applications	4
HRPO 1311	Human Relations	3
POFT 1325	Business Math and Machine Applications	3
TOTAL		19

Second Semester

Course	Title	Credit Hours
BUSI/ACCT/CIS ¹	Business, Accounting, or Office Technology Elective	3
POFI 2340	Advanced Word Processing	3
ITSW 2334	Advanced Spreadsheets	3
POFT 1349	Administrative Office Procedures II	3
POFT 1321	Business Math	3
POFT 2382 ²⁻³	Cooperative Education	3
TOTAL		18
TOTAL HOURS IN LEVEL I CERTIFICATE		38

¹ Suggested courses: BUSI 1307, ACNT 1303, BUSI 1304, or ACCT 2301. Consult the CIS/Business Coordinator.

² Students provide their own transportation. Consult the CIS/Business Coordinator for more information.

³ Capstone course

Paraprofessional in Deaf Education

The Paraprofessional in Deaf Education Certification program is offered for students who desire to enter employment directly after completion of this two semester program.

Possible Employment Responsibilities: Classroom instruction in an aide position in classes with hard of hearing students.

Possible Employment Positions: Classroom aide, dormitory supervisory personnel, recreational aide.

Possible Employment Locations: Classrooms for the deaf or hard of hearing, dormitory facilities for the deaf or hard of hearing, recreational/physical education classes for the deaf or hard of hearing.

Program Duration: Two semesters. Additional semester(s) of basic skills courses may be required depending on student's prior training/education.

Prerequisite: ENGL 0313, ENGL 0323 and MATH 0302.

PDE "Skills" Courses-Grade Requirements PDE majors are required to pass all SLNG and CDEC courses with a grade of "C" or better. PDE majors making a grade of "D" or below on any of these courses will be required to repeat the course.

Marketable Skills Achievement Award-Excellence in Deaf Education Must achieve a grade of "B" or better in three courses (student's choice)

Course	Title	Credit Hours
SLNG 1317	Introduction to the Deaf Community	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
CDEC 2341	The School Age Child	3
SLNG 1346	Working with Deaf-Blind Persons	3
TOTAL		12

Certificate Level I Paraprofessional in Deaf Education First Semester

Course	Title	Credit Hours
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 1358	Creative Arts for Early Childhood	3
PHED Elective	Physical Fitness	1
SLNG 1317	Introduction to the Deaf Community	3
ITSC 1309	Integrated Software Applications I	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
TOTAL		16

Second Semester

Course	Title	Credit Hours
CDEC 2341	The School Age Child	3
EDTC 1341	Instructional Technology and Computer Applications	3
SGNL 2301	Intermediate American Sign Language I	3
SLNG 1347	Deaf Culture	3
SLNG 1346	Working with Deaf-Blind Persons	3
CDEC 2286 ¹	Internship	3
TOTAL		17
TOTAL HOURS IN LEVEL I CERTIFICATE		33

¹Capstone course. Students must provide their own transportation to and from internship sites.

Associate in Applied Science Paraprofessional in Deaf Education *

The Paraprofessional in Deaf Education AAS Degree Program is offered for students who desire to enter employment directly after completion of this two year program. The program is open to qualified hearing or hard of hearing students.

Possible Employment Responsibilities: Classroom instruction in an aide position in classes with hard of hearing students, campus life dormitory supervisory positions, recreation and physical activity aide positions in an educational setting.

Possible Employment Positions: Classroom aide, dormitory supervisory personnel, recreational aide.

Possible Employment Locations: Classrooms for the deaf or hard of hearing, dormitory facilities for the deaf or hard of hearing, recreational/physical education classes for the deaf or hard of hearing.

Program Duration: Two years. Additional Prerequisite course(s) may be required depending on student's prior training/education.

Prerequisites: Taking the Sign Language Proficiency test determining appropriate placement in SGNL 1301, SGNL 1302, SGNL 2301 or SGNL 2302.

*Tech Prep agreement with San Angelo Independent School District.

First Semester

Course	Title	Credit Hours
SLNG 1317	Introduction to the Deaf Community	3
ENGL 1301	Composition I	3
SGNL 1301 ¹	Beginning American Sign Language I	3
PHED Elective	Physical Fitness	1
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
	TOTAL	13

Second Semester

Course	Title	Credit Hours
SGNL 1302	Beginning American Sign Language II	3
SPCH 1315	Public Speaking	3
BCIS 1305	Business Computer Applications	3
PHED Elective	Physical Fitness	1
CDEC 1356	Emergent Literacy for Early Childhood	3
EDTC 1341	Instructional Technology & Computer Applications	3
	TOTAL	16

NOTE: Transfer courses from other colleges/universities will not be automatically accepted for SGNL 1301, SGNL 1302, SGNL 2301 and SGNL 2302 unless the student has successfully passed the sign language proficiency test with the appropriate score.

Third Semester

Course	Title	Credit Hours
CDEC 2286 ²	Internship	2
Humanities/ Fine Arts	Choose from core curriculum	3
MATH 1332	Contemporary Mathematics	3
SGNL 2301	Intermediate American Sign Language I	3
EDTC 1321	Bilingual Education	3
SOCI 1301	Introductory Sociology	3
	TOTAL	17

Fourth Semester

Course	Title	Credit Hours
SLNG 1346	Working with Deaf-Blind Persons	3
CDEC 2341	The School Age Child	3
CDEC 2287 ³⁻⁴	Internship	2
PSYC 2314	Lifespan Growth and Development	3
SLNG 1347	Deaf Culture	3
SGNL 2302	Intermediate American Sign Language II	3
	TOTAL	17
	TOTAL HOURS IN AAS	63

¹Indicates courses that can be articulated with high school

²A student who demonstrates competencies required for this course can substitute an elective.

³CDEC 1321 and CDEC 1358 only offered at the Howard College main campus

⁴Capstone course

Students must provide their own transportation to and from internship sites.

PDE “Skills” Courses-Grade Requirements

In order for a student to advance to the next course within the PDE course of study, the student must pass each of the following “skills” courses with a grade of “B” or better: SGNL 1301, SGNL 1302 and SGNL 2301. PDE majors making a grade of “C” or below on any of these courses will be required to repeat the course. PDE majors are required to pass all other SLNG and CDEC courses with a grade of “C” or better. PDE majors making a grade of “D” or below on any of these courses will be required to repeat the course.

Welding

The Welding Certificate Program provides students with entry-level job skills for the welding industry.

Possible Employment Responsibilities: Performing flat and horizontal welds using stick and MIG wire; cutting with oxy-acetylene; reading weld symbols and basic blueprints; knowing all shop, welding, cutting, tools and safety procedures.

Possible Employee Positions: Entry Level I Welder

Possible Employment Locations: Private and commercial business, municipal or other government agencies, and self-employment; jobs on land, at sea and under water, and fabrication shops.

Co-Requisites: ENGL 0311, Vocational MATH 0321, ENGL 0320, and EDUC 0300.

Grade Requirements: Students must complete all major (WLDG) courses with a grade of “C” or better to receive the Welding Certificate.

Approved Electives: WLDG 1440, DFTG 2319, WLDG 2432

Program Duration: (Two semesters) This program could be longer depending on the student’s high school background and placement test scores.

Welding Tool Kits: Welding students are required to purchase a welding tool kit in the college bookstore at the time of registration. A welding book and blueprint book are required at the time of initial registration and will be used in all classes.

Students must have an up-to-date tetanus record in advisor’s student file.

The SWCID Welding Program is a vocational training program with heavy emphasis upon “hand skills” and work adjustment. Students who successfully complete the training will receive certificates from SWCID and the American Welding Society (AWS) SENSE program and will be ready to enter the work force.

Marketable Skills Achievement Award-Welding Tools and Safety

Course	Title	Credit Hours
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1421	Welding Fundamentals	4
WLDG 1323	Welding Safety, Tools, and Equipment	3
	TOTAL	11

Marketable Skills Achievement Award-Blueprints and Fabrication

Course	Title	Credit Hours
WLDG 1417	Introduction to Layout and Fabrication	4
WLDG 1413	Introduction to Blueprint Reading for Welders	4
DFTG 1309	Basic Computer-Aided Drafting	3
	TOTAL	11

Marketable Skills Achievement Award-Workplace Welding

Course	Title	Credit Hours
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4
WLDG 1412	Introduction to Flux-Cored Arc Welding (FCAW)	4
	TOTAL	12

Certificate Level I Welding

SWCID Career Technical Education and Health Professions

First Semester

Course	Title	Credit Hours
DFTG 1309	Basic Computer-Aided Drafting	3
WLDG 1421	Welding Fundamentals	4
EDUC 1100	Learning Framework	1
	TOTAL	8

Second Semester

Course	Title	Credit Hours
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1323	Welding Safety, Tools, and Equipment	3
	TOTAL	7

Third Semester

Course	Title	Credit Hours
WLDG 1417	Introduction to Layout and Fabrication	4
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1413	Introduction to Blueprint Reading for Welders	4
	TOTAL	12

Fourth Semester

Course	Title	Credit Hours
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4
WLDG 1412	Introduction to Flux Cored Arc Welding (FCAW)	4
Elective	Approved by advisor	4
	TOTAL	12

Summer

Course	Title	Credit Hours
WLDG 2388 ¹	Internship	3
	TOTAL HOURS IN LEVEL I CERTIFICATE	42

¹Capstone Course

Texas Common Course Numbering System

Howard College has adopted the Texas Common Course Numbering System. Beginning in the fall semester of 1993, many of our course numbers as well as the four letter prefix changed to the common course number. The purpose of this change is to facilitate a smooth transition from one college to the next. The college will assist students in identifying which courses at one college will meet specific course requirements at another college. It will also assist college personnel in identifying courses with comparable course content so that certain competencies can be expected upon completion of such courses.

Workforce Education Course Manual

The Workforce Education Course Manual (WECM) is a web based inventory of current workforce education courses available for use by public two-year colleges. In accordance with the Texas Higher Education Coordinating Board, Howard College utilizes the WECM for all Career Technical Education courses.

Numbering and Description of Course

A brief description of each course which Howard College has been approved to offer at SWCID is given in the following pages. The courses are presented in alphabetical order by course rubric/number. All of the courses are not taught every semester.

Courses are designated by four digit numbers, which show both the rank of the course and its value in semester hours. The first digit on the left indicates the rank of the course. Freshman level courses begin with the digit 1; sophomore level courses begin with the digit 2; developmental/preparatory courses begin with 0. The second digit in the course number indicates the number of semester hour credit. For example, English 1301 is freshman level as indicated by the first digit, and carries three semester hours credit as indicated by the second digit. Chemistry 2423 is sophomore level and carries four hours of credit.

ENGL 1301

		↳Number of semester credit hours
		Level (1) Freshman
		(2) Sophomore
		Subject area

If a number appears in parentheses following the course description, this is a course approval number assigned by the Texas Higher Education Coordinating Board. This indicates a parallel course in Texas state public senior institutions of higher education.

Abbreviations Used in Course Descriptions

All courses have a rubric. A rubric is a course name and number. For example, Freshman Composition has a rubric of ENGL 1301 and Introduction to Accounting I has a rubric of ACNT 1303. Course descriptions are organized according to rubrics and are listed in alphabetical order on the following pages.

ACCT 2301 Principles of Accounting I - Financial

Three semester hours.....(3-1)

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. (5203015104)

ACCT 2302 Principles of Accounting II

Three semester hours(3-1)

Continuation of ACCT 2301. The course includes accounting for partnerships and corporations, cost accounting, decision-making, and statements and analysis. Prerequisite: ACCT 2301. (5203015104)

ACNT 1303 Introduction to Accounting I

Three semester hours(3-1)

Analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliation, and payroll.

ACNT 1304 Introduction to Accounting II

Three semester hours(3-1)

Accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. Prerequisite: ACNT 1303.

ACNT 1313 Computerized Accounting Applications

Three semester hours(3-0)

Utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or data base package/program. This is a sophomore-level course. Prerequisite: ACNT 1303 or ACCT 2301.

ACNT 1329 Payroll and Business Tax Accounting

Three semester hours(3-0)

A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. Prerequisite: ACNT 1303 or ACCT 2301 or instructor permission.

ACNT 1331 Federal Income Tax: Individual

Three semester hours(3-0)

A study of laws currently implemented by the IRS, proving a working knowledge of preparing taxes for the individual. Prerequisite: ACNT 1303 or ACCT 2301 or instructor permission.

ACNT 2388 Internship-Accounting

Three semester hours.....(0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the student's last semester.

AGAH 1301 Animal Science (3 credit hours)..... (3-0)

AGAH 1401 Animal Science (4 credit hours)(4-0)

An introductory survey of the scientific principles and applied practices related to livestock production. Topics include genetics, animal breeding and selection, anatomy and physiology, nutrition, reproduction, health, and marketing of livestock and livestock products.

AGAH 1353 Beef Cattle Production

Three semester hours.....(3-1)

An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection, breeding, reproduction, health, nutrition, management, and marketing.

AGAH 1357 Swine Production

Three semester hours.....(3-1)

An overview of the swine industry. Topics include the organization and operation of swine enterprises, selection, breeding, reproduction, health, nutrition, management, and marketing of swine and their products.

AGAH 1441 Sheep and Goat Production

Four semester hours (3-3)

An overview of the sheep and goat industry. Topics include the organization and operation of sheep and goat enterprises, selection, breeding, reproduction, health, nutrition, management, and marketing of sheep and goats and their products.

AGCR 1307 Range Management

Three semester hours(3-0)

Practical problems of managing native pastures and rangelands. Includes rangeland ecology, stocking rates, rotation systems, toxic plants, range reseeding, brush control, and ecological and physiological responses of range vegetation to grazing.

AGEQ 1345 Principles of Farrier Science

Three semester hours(2-4)

Study of horse anatomy, focusing on care of the lower limb.

AGEQ 1411 Equine Science

Four semester hours(3-3)

An introduction to the horse industry. Includes history, organization and operation of equine enterprises, selection, breeds, breeding, reproduction, health, nutrition, management, and marketing.

AGME 1415 Farm and Ranch Shop Skills

Four semester hours(2-4)

Study and application of shop skills used in agricultural processes including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, metal working, woodworking, plumbing, and concrete.

AGMG 1311 Introduction to Agribusiness

Three semester hours(3-0)

Introduction to agribusiness management, marketing, and sales in the free enterprise system. Topics include economic principles, finance, risk management, record keeping, budgeting, employee/employer responsibilities, communications, human relation skills, and agricultural career opportunities.

AGMG 1344 Agricultural Records Management

Three semester hours(3-1)

Examination of the principles of agricultural records and bookkeeping with emphasis on utilization and interpretation of farm and ranch accounts.

AGMG 2301 Livestock Business Management

Three semester hours(3-0)

Instruction in contracts, leases, laws and regulations, estate planning, and applications of personnel and management principles.

AGMG 2388 Internship - Agribusiness/Agricultural Business Operations

Three semester hours(0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

AGRI 1131 The Agriculture Industry

One semester hour(1-0)

Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing. (0101035201)

AGRI 1309 Computers in Agriculture

Three semester hours(3-1)

Use of computers in agriculture applications. Introduction to programming languages, word processing, electronic spreadsheets, and agriculture software. (0101015101)

AGRI 1311 Dairy Science

Three semester hours(3-1)

Survey of the dairy industry, dairy breeds, standards for selection and culling, herd replacements, feeding, management, and health maintenance. Food value of milk, tests for composition and quality, utilization and processing of market milk and dairy products are also covered. (0109055101)

AGRI 1319 Introductory Animal Science

Three semester hours(3-0)

Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses.

AGRI 1325 Marketing of Agricultural Products

Three semester hours(3-0)

Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing. Recommended Prerequisite: AGRI 2317 or consent of instructor. (0101025101)

AGRI 1329 Principles of Food Science

Three semester hours(3-0)

Biological and scientific aspects of modern industrial food supply systems. Food classification, modern processing and quality control. (0110015101)

AGRI 1407 Agronomy

Four semester hours(3-3)

Principles and practices in the development, production, and management of field crops, including plant breeding, plant diseases, soils, insect control, and weed control. (0111025101)

AGRI 1413 Plant Protection (Entomology)

Four semester hours(3-3)

Principles and practices in controlling and preventing economic loss caused by plant pests. Includes instruction in entomology, plant pathology, weed science, crop science, environmental toxicology, and related environmental protection measures. Field trips are mandatory. (0111055101)

AGRI 1415 Horticulture

Four semester hours(3-3)

Structure, growth and development of horticultural plants from a practical and scientific approach. Environmental effects, basic principles of propagation, greenhouse and outdoor production, nutrition, pruning, chemical control growth, pest control, and landscaping. (0106015101)

AGRI 1419 Introductory Animal Science

Four semester hours(3-3)

Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses. (0109015101)

AGRI 2301 Agricultural Power Units

Three semester hours(2-2)

Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems of agricultural power machinery. (0102045101)

AGRI 2303 Agricultural Construction I

Three semester hours(2-2)

Selection, use, and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles. (0102015101)

AGRI 2317 Introduction to Agricultural Economics

Three semester hours(3-0)

Fundamental economic principles and their application to the problems of the industry of agriculture. (0101035101)

AGRI 2321 Livestock Evaluation I

Three semester hours(3-0)

Selection, evaluation, and classification of livestock and livestock products. Detailed comparative evaluation of breeding and marketing animals along with live animal evaluation of beef cattle, swine, sheep and horses. Prerequisites: Consent of instructor or AGRI 1419. (0109015201)

AGRI 2322 Livestock Evaluation II

Three semester hours(2-4)

Selection, evaluation, and classification of livestock and livestock products. Detailed evaluation of breeding and marketing animals along with live animal evaluation of beef cattle, sheep, swine and horses. Prerequisite: AGRI 2321 or consent of instructor. A continuation of AGRI 2321. The college judging team will be selected from this class. (0109015201)

AGRI 2330 Wildlife Conservation and Management

Three semester hours(3-0)

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands. (0306015101)

ANTH 2302 Introduction to Archeology

Three semester hours(3-0)

Overview of human origins and bio-cultural adaptations. Also introduces methods and theory in the excavation and interpretation of material remains of past cultures. (4503015125)

ANTH 2346 General Anthropology

Three semester hours(3-0)

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, and ethnology. (4502015125)

ANTH 2351 Cultural Anthropology

Three semester hours(3-0)

Key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and culture change among world peoples. (4502015325)

ARCE 1352 Structural Drafting

Three semester hours(2-4)

A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and the American Concrete Institute.

ARTC 1302 Digital Imaging I

Three semester hours(2-4)

Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

ARTC 1305 Basic Graphic Design

Three semester hours.....(2-4)

Graphic design with emphasis on the visual communication process. Topics include basic terminology and graphic design principles.

ARTC 1313 Digital Publishing I (formerly GRPH 1322)

Three semester hours(3-0)

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout. Prerequisite: ITSC 1309 or BCIS/COSC Elective.

ARTC 1327 Typography

Three semester hours(2-4)

A study of letterform and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards.

ARTC 1353 Computer Illustration

Three semester hours(2-4)

Use of the tools and transformation options of an industry-standard vector drawing program to create complex illustrations or drawings.

ARTC 1405 Basic Graphic Design

Three semester hours(3-3)

Graphic design with emphasis on the visual communication process. Topics include basic terminology and graphic design principles.

ARTC 2305 Digital Imaging II

Three semester hours(2-4)

Principles of digital image processing and electronic painting. Emphasis on bitmapped- or raster- based image marking and the creative aspects of electronic illustration for commercial or fine art applications.

ARTC 2313 Digital Publishing II

Three semester hours(2-2)

Prerequisites: ARTC 1313 and ARTS 1302. Includes layout procedures from thumbnails and roughs to final comprehensive and print output. Emphasis on design principles for the creation of advertising and publishing materials, and techniques for efficient planning and documenting projects.

ARTC 2335 Portfolio Development for Graphic Design

Three semester hours(2-4)

Preparation of a portfolio comprised of completed graphic design projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study.

ARTS 1301 Art Appreciation

Three semester hours(3-0)

Exploration of purposes and processes in the visual arts including evaluation of selected works. Study is of historical examples of architecture, printing, and sculpture. General course in art appreciation open to all college students. Required of Art majors. (5007035126)

ARTS 1303 Art History I

Three semester hours(3-0)

Examination of painting, sculpture, architecture, and other arts from prehistoric times through the middle ages. (5007035226)

ARTS 1304 Art History II

Three semester hours(3-0)

Examination of painting, sculpture, architecture, and other arts from the Renaissance to the present period. (5007035226)

ARTS 1311 Design - Two Dimensional

Three semester hours(2-4)

Elements and principles of art using two-dimensional concepts in a variety of techniques and media. It includes the basic theory of color. Required of Art majors. (5004015326)

ARTS 1312 Design - Three Dimensional

Three semester hours(2-4)

Elements and principles of art using three-dimensional concepts. Required of Art majors. Prerequisite: ARTS 1311 or permission of the instructor. (5004015326)

ARTS 1313 Foundations of Art

Three semester hours(2-4)

Introduction to the creative media designed to enhance artistic awareness and sensitivity through the creative and imaginative use of art materials and tools. Includes art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgment and growth. (5007015126)

ARTS 1316 Drawing I

Three semester hours(2-4)

Investigation of drawing media and techniques including descriptive and expressive possibilities. Incorporates the drawing of inanimate objects with consideration for line space, forms and perspective. Required of Art majors. (5007055226)

ARTS 1317 Drawing II

Three semester hours(2-4)

Investigation of drawing media and techniques including descriptive and expressive possibilities. This is a continuation of ARTS 1316. Required of Art majors. (5007055226)

ARTS 2316 Painting I

Three semester hours(2-4)

Exploration of ideas using painting media and techniques, including composition, color, and technical mastery of painting. Emphasis on the development of basic painting skills and aesthetic sensibilities. Required of Art majors. (5007085226)

ARTS 2317 Painting II

Three semester hours(2-4)

Exploration of ideas using painting media and techniques. Continuation of ARTS 2316. Expression and subject matter are unrestricted. Emphasis placed on aesthetic factors. (5007085226)

ARTS 2323 Life Drawing I

Three semester hours(2-4)

Basic study of the human form with special attention given to head, hands and feet. Prerequisite: ARTS 1317 or permission of the instructor. (5007055326)

ARTS 2324 Life Drawing II

Three semester hours(2-4)

Continuation of ARTS 2323. Problems in drawing and construction of the human figure in selected media. Prerequisite: ARTS 2323 or permission of the instructor. (5007055326)

ARTS 2326, 2327 Sculpture I & II

Three semester hours each(2-4)

Exploration of ideas using sculpture media and techniques. Experiences in sculpture in clay, wood and plaster with an emphasis on expression in three dimensional forms in space. (5007095126)

ARTS 2333 Printmaking I

Three semester hours(2-4)

Exploration of ideas using various printmaking processes. (5007105126)

ARTS 2336 Fiber Arts I

Three semester hours(2-4)

Structure and design of woven and non-woven fiber forms. (Techniques on two and four harness looms as well as off-loom design.) (5007125126)

ARTS 2346 Ceramics I

Three semester hours(2-4)

Exploration of ideas using basic ceramic processes. Search for form and personal expression through hand building potter techniques. The lab fee will cover clay and firing charges for use of the kiln. (5007115126)

ARTS 2347 Ceramics II

Three semester hours(2-4)

Exploration of ideas using basic ceramic processes. Design analysis and production of functional clay pottery. Emphasis on throwing techniques, surface enrichment and glaze application. The lab fee will cover clay and firing charges for use of kiln. (5007115126)

ARTS 2356, Photography I (*fine arts emphasis*)

Three semester hours(2-4)

Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. (Cross-listed, with journalism emphasis, as COMM 1318) (5006055126)

ARTS 2357, Photography II (*fine arts emphasis*)

Three semester hours (2-4)

Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific application of the photographic process. Prerequisite: Photography I or its equivalent. (Cross-listed, with journalism emphasis, as COMM 1319) (5006055226)

ARTS 2366 Water Color I

Three semester hours(2-4)

Exploration of ideas using water-based painting media and techniques. Water color medium as a means of artistic expression in the interpretation of still life, landscape and figure subjects. (5007085326)

ARTS 2367 Water Color II

Three semester hours(2-4)

Exploration of ideas using water-based painting media and techniques. (5007085326)

ARTV 1211 Storyboard

Two semester hours.....(2-1)

Introduction to the techniques of storyboarding including organizing a project's content and arranging it in a visual format. Prerequisite: ITSE 1302 or COSC 1336

ARTV 1302 Introduction to Technical Animation and Rendering

Three semester hours(3-1)

Basic study of technical computer models and animation.

ARTV 1303 Basic Animation

Three semester hours(3-1)

Examination of animation concepts, principles and storyboard for basic production. Emphasizes creating movement and expression utilizing traditionally or digitally generated image sequences.

ARTV 1351 Digital Video

Three semester hours(2-4)

Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a digital video workstation.

ASTR 1403 Stars and Galaxies

Four semester hours(3-3)

This course is a descriptive survey of stellar processes, stellar corpses, galactic evolution, and extragalactic astronomy. (4002015103)

ASTR 1404 Solar System

Four semester hours(3-3)

This course describes the origin and evolution of our solar system using the technique of comparative planetology to identify the similarities and differences between the worlds of the solar system. (4002015103)

AUMT 1305 Introduction to Automotive Technology

Three semester hours(2-3)

This course provides an introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance. May be taught manufacturer specific.

AUMT 1307 Automotive Electrical Systems

Three semester hours(2-3)

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis and repair of batteries, charging and starting systems and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught manufacturer specific.

AUMT 1310 Automotive Brake System

Three semester hours(2-3)

Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught with manufacturer specific instructions. This course includes operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught with manufacturer specific.

AUMT 1316 Automotive Suspension and Steering Systems

Three semester hours(2-3)

Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures, and tire and wheel service. May be taught manufacturer specific. A study of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair and alignment procedures. May be taught manufacturer specific.

AUMT 1319 Automotive Engine Repair

Three semester hours(2-3)

Fundamentals of engine operation, diagnosis and repair, lubrication systems, and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, disassembly, repair and reassembly of the engine. May be taught manufacturer specific.

AUMT 1345 Automotive Heating and Air Conditioning

Three semester hours(2-3)

This course includes theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. May be taught manufacturer specific.

AUMT 2313 Automotive Drive Train and Axles

Three semester hours.....(2-3)

A study of automotive clutches, clutch operation devices, manual transmissions/ transaxles, and differentials with emphasis on diagnosis and repair. May be taught with manufacturer specific instructions.

AUMT 2317 Automotive Engine Performance Analysis I

Three semester hours(2-3)

Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. May be taught with manufacturer specific instructions.

AUMT 2321 Automotive Electrical Lighting and Accessories

Three semester hours(2-3)

Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific.

AUMT 2388 Internship - Automobile/Automotive Mechanics Technology/Technician

Three semester hours(0-10)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
(Capstone)

BCIS 1305 Business Computer Applications

Three semester hours(3-0)

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Prerequisite/Co-requisite: POFI 2301, POFT 1127 or keyboarding speed of 25 wpm as verified by a three minute timed writing. (1102025404)

BCIS 1405 Business Computer Applications

Four semester hours(3-3)

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Prerequisite/Co-requisite: POFI 2301, POFT 1127 or keyboarding speed of 25 wpm as verified by a three minute timed writing. (1102025404)

BIOL 1322 Nutrition & Diet Therapy I

Three semester hours(3-0)

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. Prerequisite: Minimum of 230 on THEA reading or placement test score in reading or THEA completion by "B" or better in a course designated for reading. (1905015109)

BIOL 1406 (lecture + lab) Biology for Science Majors I

BIOL 1306 (lecture)

BIOL 1106 (Lab)**Four semester hours (lecture + lab) (3-3)**

Fundamental principles of living organisms, including physical and chemical properties of life, organization, cell structure and function, evolutionary adaptation, classification, and animal systems with an emphasis on the human body. Concepts of reproduction, genetics, ecology, and the scientific method are included. (2601015103)

BIOL 1407 (lecture + lab) Biology for Science Majors II**BIOL 1307 (lecture)****BIOL 1107 (Lab)****Four semester hours (lecture + lab) (3-3)**

Fundamental principles of living organisms, including physical and chemical properties of life, organization, cell structure and function, evolutionary adaptation, classification, and animal systems with an emphasis on the human body. Concepts of reproduction, genetics, ecology, and the scientific method are included. (2601015103)

BIOL 1408 Biology for Non-Science Majors I**Four semester hours(3-3)**

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. (2601015103)

BIOL 1409 Biology for Non-Science Majors II**Four semester hours(3-3)**

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Prerequisite: Biology 1408 (2601015103)

BIOL 1411 General Botany**Four semester hours(3-3)**

Study of structure and function of plant cells, tissues, and organs. Includes an evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns, and seed producing organisms. Plant reproductive and functional interactions with their environment and with humans. Selected laboratory exercises. (2603015103)

BIOL 1413 General Zoology**Four semester hours(3-3)**

Study of the principles of taxonomy, molecular biology, and ecology as they relate to animal form and function, diversity, behavior, and evolution. (2607015103)

BIOL 2401(lecture + lab) Anatomy and Physiology I**BIOL 2301 (lecture)****BIOL 2101 (lab)****Four semester hours (lecture + lab)(3-3)**

Study of the structure and function of the human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. This course is designed to meet the requirements for physical education and Health Professions students. (2607075103)

BIOL 2402 (lecture + lab) Anatomy and Physiology II**BIOL 2302 (lecture)**

BIOL 2102 (lab)**Four semester hours (lecture + lab)(3-3)**

Continuation of Biology 2401. Study of the structure and function of the human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. This course is designed to meet the requirements for physical education and Health Professions students. Prerequisite: Biology 2401 (2607075103)

BIOL 2406 Environmental Biology**Four semester hours(3-3)**

Human interaction with and effect upon plant and animal communities. Conservation, pollution, energy, and other contemporary ecological problems.

BIOL 2420 (lecture + lab) Microbiology for Non-Science Majors**BIOL 2320 (lecture)****BIOL 2120 (lab)****Four semester hours (lecture + lab)(3-3)**

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. Designed to meet the needs of health professions, home economics, and physical education majors, and not for biology majors. (2605035103)

BMGT 1301 Supervision**Three semester hours(3-0)**

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

BMGT 1327 Principles of Management**Three semester hours(3-0)**

Concepts, terminology, principles, theory, and issues that are the substance of the practice of management.

BMGT 1341 Business Ethics**Three semester hours(3-0)**

Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public.

BMGT 1345 Communication Skills for Managers**Three semester hours(3-0)**

Comprehensive study of advanced communication skills for managers in business and industry, including advanced techniques in reading, writing, listening, and speaking. Emphasis on clear, concise written and spoken communication in terms of business letters, memos, and reports, as well as oral presentations; techniques for time management; prioritizing reading materials, and comprehending the main ideas and salient details of technical materials, including journals and reports, and other work-related materials.

BMGT 1382 Cooperative Education - Business Administration and Management, General**Three semester hours(1-14)**

Career or related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

BMGT 2303 Problem Solving and Decision Making

Three semester hours(3-0)

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids.

BMGT 2331 Principles of Quality Management (Cross listed with QCTC 1301)

Three semester hours(3-0)

Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality, and employee empowerment.

BMGT 2341 Strategic Management

Three semester hours(3-0)

Strategic management process involving analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. Prerequisite: BMGT 1327.

BMGT 2347 Critical Thinking and Problem Solving

Three semester hours(3-0)

Instruction in interpreting data for effective problem solving and recommending corrective action with emphasis on a structured approach to critical thinking and problem solving in a team environment.

BMGT 2382 Cooperative Education – Business Administration and Management, General

Three semester hours(1-20)

Prerequisite: Acceptance into a business degree or certificate program and permission of instructor. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. Students are responsible for their own transportation. (Capstone)

BMGT 2388 Internship-Business Administration and Management, General

Three semester hours(0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the student's last semester.

BUSG 1304 Introduction to Financial Advising

Three semester hours(3-0)

A study of the financial problems encountered by financial advisors when managing family financial affairs. Includes methods to advise clients on topics such as estate planning, retirement, home ownership, savings, and investment planning.

BUSG 2309 Small Business Management

Three semester hours(3-0)

A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. Prerequisite: BUSI 1301 or permission of instructor.

BUSI 1301 Business Principles

Three semester hours(3-0)

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary. (5201015104)

BUSI 2301 Business Law

Three semester hours(3-0)

Principles of law which form the legal framework for business activity. (2201015124)

BUSI 2304 Business Report Writing and Correspondence

Three semester hours(3-0)

Theory and applications for technical reports and correspondence in business. (2311015212)

CBFM 1411 Building Maintenance I

Three semester hours(2-3)

Basic principles of residential and commercial maintenance and repair. Emphasis on safety, materials, and tool identification.

CBFM 2317 Mechanical Maintenance

Three semester hours(2-3)

General principles of mechanical and electrical systems as related to inspection, repair, and preventative maintenance of facility equipment.

CDEC 1313 Curriculum Resources for Early Childhood Programs

Three semester hours(3-0)

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

CDEC 1321 The Infant and Toddler

Three semester hours(3-0)

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

CDEC 1356 Emergent Literacy for Early Childhood

Three semester hours(3-0)

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

CDEC 1358 Creative Arts for Early Childhood

Three semester hours(3-0)

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

CDEC 1359 Children with Special Needs

Three semester hours(3-0)

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

CDEC 2286 Internship – Child Development and Early Childhood or Provider Assistant

Two semester hours(0-11)

Prerequisites: (CDEC 2341 co-requisite) and CDEC 1313. A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Students provide their own transportation for these external work experiences.

CDEC 2287 Internship II – Child Development and Early Childhood or Provider Assistant

Two semester hours(0-11)

Prerequisites: CDEC 2286, final course. A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Students provide their own transportation for these external work experiences.

CDEC 2304 Child Abuse and Neglect

Three semester hours(3-0)

Methods used in the identification of physical, emotional, and sexual abuse and neglect with an emphasis on developing skills for working with children and families. Includes methods of referral to public and private agencies that deal with investigation and treatment.

CDEC 2307 Math and Science for Early Childhood

Three semester hours(3-0)

An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play.

CDEC 2326 Administration of Programs for Children I

Three semester hours(3-0)

Application of management procedures for early care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

CDEC 2341 The School Age Child

Three semester hours(3-0)

A study of appropriate programs for the school age child (5-13 years), including an overview of development, appropriate environments, materials, activities and teaching/guidance techniques.

CDEC 2386 Internship - Child Development and Early Childhood-Provider Assistant

Three semester hours(0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the student's last semester. A background check may be required for this course.

CETT 1402 Electricity Principles

Four semester hours(3-3)

Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operation.

CETT 1409 DC-AC Circuits

Four semester hours(3-2)

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive, and circuit analysis techniques.

CHEF 1205 Sanitation & Safety

Two semester hours.....(2-0)

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

CHEF 1313 Food Service Operation/Systems

Three semester hours(3-0)

An overview of the information needs of food and lodging properties. Emphasis on both front, back, and material management utilizing computer systems.

CHEM 1405 Introductory Chemistry I

Four semester hours(3-3)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. Prerequisite: Students must demonstrate college-readiness (Texas Success Initiative) in reading and math before enrolling in this course. (4005015103)

CHEM 1411 General Chemistry I

Four semester hours(3-3)

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry.

Co-requisite: CHEM 1111—General Chemistry I Laboratory

Prerequisite: MATH 1314—College Algebra or equivalent academic preparation

High school chemistry is strongly recommended

Basic laboratory experiments supporting theoretical principles presented in CHEM 1311; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. (4005015403)

CHEM 1412 General Chemistry II

Four semester hours(3-3)

Lecture: Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry.

Lab: Basic laboratory experiments supporting theoretical principles presented in lecture component; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.

Prerequisite: CHEM 1411. (4005015703)

CHEM 1419 Introductory Organic Chemistry I

Four semester hours(3-4)

Survey course introducing organic chemistry. Not designed for students in science or pre-professional programs.

Prerequisite: Permission of instructor. Prerequisite: Students must demonstrate college-readiness (Texas Success Initiative) in reading and math before enrolling in this course. (4005045103)

CHEM 2423 Organic Chemistry I**Four semester hours(3-4)**

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. Prerequisite: CHEM 1412. (4005045203) (Offered only fall of even-numbered years.)

CHEM 2425 Organic Chemistry II**Four semester hours(3-4)**

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. Prerequisite: CHEM 2423. (4005045203) (Offered only spring of odd-numbered years.)

CJCR 1304 Probation and Parole**Three semester hours(3-0)**

Survey of the structure, organization, and operation of probation and parole services. Emphasis on applicable state statutes and administrative guidelines.

CJCR 1400 Basic Jail Course**Three semester hours(3-2)**

Provides instruction in human relations, observation, evaluation of prisoners, booking procedures, classification, mug shots, fingerprinting, strip searches, meals, medical services, visitation, inmate's rights and privileges, detention areas, key, knife and tool control, disturbances, riots, fire procedures, and release procedures. Taught in accordance with the current TCLEOSE instructor guides provided by the Commission for course #1007.

CJCR 2325 Legal Aspects of Corrections**Three semester hours(3-0)**

A study of the operation, management, and legal issues affecting corrections. Analysis of constitutional issues involving rights of the convicted as well as civil liability of correctional agencies and staff.

CJLE 1111 Basic Firearms**One semester hour(1-0)**

Firearm safety, cleaning and care techniques, proper shooting principles, and firearm proficiency.

CJLE 1303 Basic Telecommunication Certification**Three semester hours(3-0)**

Law enforcement functions, history of public safety communications, federal laws regulating public safety communications, radio communication systems, radio operations, fire and EMS dispatch considerations, telephone operations, law enforcement information systems, communication records, logs and documentation, legal issues, emergency management, police emergency situations, 9-1-1/computer aided dispatch, media relations, stress management, and crisis intervention. Required course for law enforcement telecommunication personnel prior to completion of 12 months of service

CJLE 1325 Criminal Justice Survey**Three semester hours(3-0)**

An overview of criminal justice agencies.

CJLE 2349 Basic Instructor**Three semester hours(3-0)**

Adult learning process and the differences between adult and child learning, the role of the instructor, the three domains of learning and their impact on the learning process, factors affecting learning, the four phases of the teaching learning process, learning objectives and their proper use, lesson plan preparation, methods of instruction, techniques

of developing tests and evaluations, and use of instructional media. Students successfully completing this course and who pass the TCLEOSE Instructor licensing examination will be eligible for the TCLEOSE Instructor license.

CJLE 2420 Texas Peace Officer Procedures

Four Semester hours(3-4)

Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision, investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. Partially satisfies Texas Commission on Law Enforcement (TCLEOSE) Course #1011. *Students who complete 7 TCLEOSE-approved academic CRIJ courses and the 4 sequence courses (for a total of 11 TCLEOSE academic licensing requirements) may be certified to sit for the TCLEOSE licensing exam upon completion of college/university degree.***

CJLE 2421 Texas Peace Officer Law

Four Semester Hours.....(3-4)

Study of laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. Partially satisfies Texas Commission on Law Enforcement (TCLEOSE) Course #1011. ***Students who complete 7 TCLEOSE-approved academic CRIJ courses and the 4 sequence courses (for a total of 11 TCLEOSE academic licensing requirements) may be certified to sit for the TCLEOSE licensing exam upon completion of college/university degree.***

CJLE 2522 Texas Peace Officer Skills

Five Semester Hours(3-5)

Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety and emergency medical care. Partially satisfies Texas Commission on Law Enforcement (TCLEOSE) Course #1011. ***This is one of a sequence of three courses that may be offered by colleges approved by TCLEOSE to offer the academic licensing eligibility program. Students who complete 7 TCLEOSE-approved academic courses and the 3 sequence courses (for a total of 10 TCLEOSE academic licensing requirements) may be certified to sit for the TCLEOSE Licensing Exam. Approval by the designated college departmental administrator is required.***

CJSA 1302 Private Security Officer Training

Three semester hours(3-0)

Impact of the code on procedures and policies, judicial interpretation of statutes and related procedures, and rules and regulations. Satisfies the requirements for Commissioned Security Officer Skill Certification.

CJSA 1348 Ethics in Criminal Justice

Three semester hours(3-0)

Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Topics include constitutional ethics, codes of conduct, and standards of conduct along with the ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.

CJSA 1351 Use of Force

Three semester hours(3-0)

Study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the TCLEOSE Use of Force Intermediate Certificate requirement.

CJSA 1392 Special Topics in Criminal Justice Studies

Three semester hours(3-0)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

CJSA 1393 Special Topics in Criminal Justice Studies

Three semester hours(3-0)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

CJSA 2331 Child Abuse, Prevention, and Investigation

Three semester hours(3-0)

Forms of child abuse and neglect and the traits of typical abusers. Includes strategies to investigate abuse, interview victims and witnesses, document evidence in accordance with state law, and conduct case studies.

CJSA 2334 Contemporary Issues in Criminal Justice

Three semester hours(3-0)

Series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve. This course will be the capstone course for the Law Enforcement program students, consisting of a comprehensive review of the elements of TCLEOSE Basic Peace Officer Examination. Successful completion of this course is required prior to taking the TCLEOSE exam. The capstone experience must occur during the student's last semester and requires the approval of the program director.

CJSA 2388 Internship - Criminal Justice Studies

Three semester hours(1-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the student's last semester of their educational program.

CNBT 1281 Cooperative Education – Construction Engineering Technology/Technician

Two semester hours.....(1-8)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (5110010000)

CNBT 1300 Residential and Light Commercial Blueprint Reading

Three semester hours(2-2)

Introductory blueprint reading for residential and light commercial construction

CNBT 1301 Introduction to the Construction Industry

Three semester hours(3-0)

Overview of the construction industry.

CNBT 1302 Mechanical, Plumbing & Electrical Systems in Construction I

Three semester hours.....(2-2)

Installation of interior finish systems and components including the placement and installation of doors, trim, floor, wall, and ceiling finishes. Emphasis on safe work practices and the use, and maintenance of tools and equipment.

CNBT 1305 Residential and Light Blueprint Reading

Three semester hours(2-3)

Blueprint reading covering the theory of projection, architectural and engineering symbols, relationship of views, and measuring with emphasis on residential and light commercial construction.

CNBT 1316 Construction Technology I

Three semester hours.....(2-2)

Introduction to site preparation, foundations, form work, safety, tools, and equipment.

CNBT 1350 Construction Technology II

Three semester hours.....(2-2)

Framing in residential and light commercial construction. Includes safety, tools, and equipment used in floor, wall, ceiling, and roof framing methods and systems.

CNBT 2317 Green Building

Three semester hours.....(2-2)

Methods and materials used for buildings that conserve energy, water, and human resources.

CNBT 2342 Construction Management I

Three semester hours.....(2-2)

Management skills on the job site. Topics include written and oral communications, leadership and motivation, problem solving, and decision making.

COMM 1129 News Publications I

One semester hour(0-3)

Work on the staff of one of the college publications. Students are required to work on the staff of at least one of the official college publications for prescribed periods under faculty supervision. (0904015406)

COMM 1130 News Publications II

One semester hour(0-3)

Further work on college publications with increased responsibility. Prerequisites: COMM 1129. (0904015406)

COMM 1307 Introduction to Mass Communications

Three semester hours(3-0)

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences. (0901025106)

COMM 1316 News Photography I

Three semester hours(2-2)

Problems and practices of photography for newspapers. Includes instruction in camera and equipment operation and maintenance, film and plate developing, and printing media. (0904015506)

COMM 1317 News Photography II

Three semester hours(2-2)

Continuation of COMM 1316. Theory and practice of exposure, development, printing and enlargement of black and white photographs. Introduction to the various kinds of lenses, cameras and films. Projects include portraiture, sports, action, feature, available light and landscape photographs. Prerequisite: COMM 1316 or consent of instructor. (0904015506)

COMM 2120 Practicum in Electronic Media

One semester hour(0-4)

Lecture and laboratory instruction and participation. (0907015306)

COMM 2129 News Publications III

One semester hour(0-3)

Further work on college publications with increased responsibility. Prerequisite: COMM 1130. (0904015406)

COMM 2130 News Publications IV

One semester hour(0-3)

Further work on college publications with increased responsibility. Prerequisite: COMM 2129. (0904015406)

COMM 2309 News Editing and Copy Reading I

Three semester hours(3-0)

Copy editing for errors of fact and interpretation of English. Includes newspaper style, headline writing, proofreading, and page makeup. (0904015306)

COMM 2311 News Gathering and Writing I

Three semester hours(2-4)

Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner. (0904015706)

COMM 2327 Principles of Advertising

Three semester hours(3-0)

Fundamentals of advertising including marketing theory and strategy, copy writing, design, and selection of media. (0909035106)

COSC 1309 Logic Design

Three semester hours(3-1)

A discipline approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphical tools. Discussion of methods for testing, evaluation, and documentation. (1102015107)

COSC 1320 "C" Programming I

Three semester hours(3-1)

Introduction to computer programming in the "C" programming language. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of syntax, data and file structures, input/output devices, and disks/files. Prerequisite: BCIS/COSC Elective or ITSC 1309 and corequisite: ITSE 1302 or COSC 1336. (1102015207)

COSC 1336 Programming Fundamentals I

Three semester hours(3-1)

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. Prerequisite/co-requisite: BCIS/COSC Elective or ITSC 1309. (1102015507)

CPMT 1304 Microcomputer System Software

Three semester hours(3-1)

Skill development in the installation, configuration, maintenance and troubleshooting of system software in microcomputers.

CPMT 1311 Introduction to Computer Maintenance

Three semester hours(3-1)

An introduction to the installation, configuration, and maintenance of a microcomputer system. This course assumes basic computer knowledge.

CPMT 1345 Computer Systems Maintenance

Three semester hours(3-1)

Examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids. Prerequisite: CPMT 1311.

CPMT 1347 Computer System Peripherals

Three semester hours(3-1)

Theory and practices involved in computer peripherals, operation and maintenance techniques, and the use of specialized test equipment. Prerequisite CPMT 1311.

CPMT 2333 Computer Integration

Three semester hours(3-1)

An advanced course in integration of hardware, software, and applications. Customizing of computer systems for specific applications in engineering, multimedia, or data acquisition. Prerequisite: CPMT 1311 and ITSC 1305.

CPMT 2345 Computer System Troubleshooting

Three semester hours(3-1)

Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment. Prerequisite: CPMT 1311 and ITSC 1305.

CPMT 2350 Industry Certification Preparation

Three semester hours(3-0)

An overview of the objectives for industry specific certification exam(s).

CPMT 2449 Advanced Computer Networking Technology

Four semester hours(3-3)

An in-depth study of network technology with emphasis on network operating systems, network connectivity, hardware, and software. Mastery of implementation, troubleshooting, and maintenance of LAN and/or WAN network environments. Prerequisite: ITNW 1325.

CRIJ 1301 Introduction to Criminal Justice

Three semester hours(3-0)

History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures. (4301045124)

CRIJ 1306 Court Systems and Practices

Three semester hours(3-0)

Study of the judiciary in the American criminal justice system and the adjudication processes and procedures. (2201015424)

CRIJ 1307 Crime in America

Three semester hours(3-0)

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and prevention of crime. (4504015225)

CRIJ 1310 Fundamentals of Criminal Law

Three semester hours(3-0)

Study of criminal law, its philosophical and historical development, major definitions and concepts, classification and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility. (2201015324)

CRIJ 1313 Juvenile Justice System

Three semester hours(3-0)

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (4301045224)

CRIJ 2301 Community Resources in Corrections

Three semester hours(3-0)

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (4301045324)

CRIJ 2313 Correctional Systems and Practices

Three semester hours(3-0)

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. (4301045424)

CRIJ 2314 Criminal Investigation

Three semester hours(3-1)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (4301045524)

CRIJ 2323 Legal Aspects of Law Enforcement

Three semester hours(3-0)

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. (4301045624)

CRIJ 2328 Police Systems and Practices

Three semester hours(3-0)

The police profession, organization of law enforcement systems, the police role, police discretion, ethics, police or community interaction, current and future issue. (4301045724)

CRPT 1323 Floor Systems

Three semester hours.....(2-2)

An introduction to common floor systems. Includes component identification; construction of a floor system; safe work practices; and the use, and maintenance of tools and equipment.

CRPT 1329 Introduction to Carpentry

Three semester hours.....(2-2)

An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.

CRPT 1345 Conventional Interior Finish Systems

Three semester hours.....(2-2)

Installation of interior finish systems and components including the placement and installation of doors, trim, floor, wall, and ceiling finishes. Emphasis on safe work practices and the use, and maintenance of tools and equipment.

CRPT 1411 Conventional Roof Systems

Four semester hours(3-2)

Principles of design and construction of a conventional roof system incorporating gable, hip, and intersections. Emphasis given to safe work practices and the selection, use, and maintenance of tools and equipment.

CRPT 1415 Conventional Wall Systems

Four semester hours(3-2)

Conventional wall systems with emphasis on wood frame construction. Includes identification of components; construction of wall systems; safe work practices; and the selection, use, and maintenance of tools and equipment.

CSME 1401 Orientation to Cosmetology

Four semester hours(2-6)

(128 hours)An overview of the skills and knowledge necessary for the field of cosmetology. The student will exhibit comprehension of professional ethics, demonstrate sanitation and safety, and explain the rules and regulations of the state licensing agency.

CSME 1405 Fundamentals of Cosmetology

Four semester hours(2-6)

(128 hours)

A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, comb out, and safety and sanitation.

CSME 1420 Orientation to Facial Specialist

Four semester hours(2-8)

(160 hours)

An overview of the skills and knowledge necessary for the field of facials and skin care. The student will explain professional ethics, demonstrate sanitation and safety, and state the rules and regulations of the state licensing agency.

CSME 1430 Orientation to Nail Technology

Four semester hours(2-8)

(160 hours)

An overview of the fundamental skills and knowledge necessary for the field of nail technology. The student will exhibit comprehension of professional ethics, demonstrate sanitation and sterilization, and reiterate the rules and regulations of the state licensing agency.

CSME 1434 Cosmetology Instructor I

Four semester hours(2-6)

(128 hours)

The fundamentals of instructing cosmetology students. The student will develop an understanding of classroom/clinic management; design teaching methodologies, and implement lesson plans. Prerequisite: CSME 1435.

CSME 1435 Orientation to the Instruction of Cosmetology

Four semester hours(2-6)

(128 hours)

An overview of the skills and knowledge necessary for the instruction of cosmetology students. The student will develop an understanding of the rules and regulations of the state licensing agency; explain teaching methodologies, and lesson plan development. Prerequisite: Must be a licensed cosmetologist.

CSME 1441 Principles of Nail Technology II

Four semester hours(2-8)

(160 hours)

Advanced concepts and principles of nail technology. Topics include professional ethics, salon management, client relations, and related skills of nail technology. Prerequisite: CSME 1531.

CSME 1443 Manicuring and Related Theory

Four semester hours(2-6)

(128 hours)

Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services.

CSME 1445 Principles of Facial/Skin Care Technology II

Four semester hours(2-8)

(160 hours)

Advanced concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy physiology, theory, and related skills of facial and skin care technology. The student will describe the operation and demonstrate the use of facial machines, identify and explain the chemical composition of products, perform an advanced application of skin care and cosmetics, and remove superfluous hair. Prerequisite: CSME 1521.

CSME 1447 Principles of Skin Care/Facials and Related Theory

Four semester hours(2-8)

(160 hours)

In-depth coverage of the theory and practice of skin care, facials, and cosmetics.

CSME 1451 Artistry of Hair, Theory and Practice

Four semester hours(2-8)

(160 hours)

Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. The student will identify the terminology related to hair structure, growth, and distribution; exhibit workplace competencies related to the artistry of hair; and perform the professional skills of hair design. Prerequisite: CSME 1405.

CSME 1453 Chemical Reformation and Related Theory

Four semester hours(2-8)

(160 hours)

Presentation of the theory and practice of chemical reformation. Topics include terminology, application, and workplace competencies related to chemical reformation. Prerequisite: CSME 1405.

CSME 1521 Principles of Facial and Skin Care Technology I

Five semester hours(3-6)

(144 hours)

An introduction to the principles of facial and skin care technology. Topics include anatomy, physiology, theory, and related skills of facial and skin care technology. The student will identify the basic anatomy and physiology of the skin and demonstrate the related skills of skin care and cosmetics. Prerequisite: CSME 1420.

CSME 1531 Principles of Nail Technology I

Five semester hours(3-6)

(144 hours)

A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology. The student will identify the basic anatomy and physiology of the hands, arms, and feet, and demonstrate the related skills of manicuring, pedicuring, and nail enhancement. Prerequisite: CSME 1430.

CSME 2310 Advanced Haircutting and Related Theory

Three semester hours(1-8)

(144 hours)

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. The student will exhibit work place competencies and identify terminology related to haircutting and finishing techniques, and demonstrate use of implements and various sectioning, haircutting, and finishing techniques. Prerequisite: CSME 1405.

CSME 2343 Salon Development

Three semester hours(2-4)

(96 hours)

Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping. The student will create a salon portfolio, demonstrate an understanding of salon operations, and demonstrate organizational skills related to salon management.

CSME 2401 The Principles of Hair Coloring and Related Theory

Four semester hours(2-8)

(160 hours)

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color. Prerequisite: CSME 1453.

CSME 2414 Cosmetology Instructor II

Four semester hours(2-6)

(128 hours)

A continuation of the fundamentals of instructing cosmetology students. The student will demonstrate proper classroom/clinic management and implement teaching methodologies and lesson plans. Prerequisite: CSME 1434.

CSME 2415 Cosmetology Instructor III

Four semester hours(2-6)

(128 hours)

Presentation of lesson plan assignments and evaluation techniques for a cosmetology program. The student will develop an understanding of the proper assessment and evaluation techniques in a cosmetology program and design an evaluation tool for a cosmetology program. Prerequisite: CSME 2414.

CSME 2439 Advanced Hair Design

Four semester hours(2-8)

(160 hours)

Advanced concepts in the theory and practice of hair design. The student will identify terminology related to hair design, demonstrate proper techniques related to hair design, and exhibit workplace competencies. Prerequisite: CSME 1451.

CSME 2441 Preparation for State Licensing Examination

Four semester hours(2-6)

(128 hours)

Preparation for the Texas Department of Rules and Regulations Operator Examination. Prerequisite: CSME 2439.

CSME 2444 Cosmetology Instructor IV

Four semester hours(2-8)

(160 hours)

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques. Prerequisite: CSME 2415.

CSME 2445 Instructional Theory and Clinic Operation

Four semester hours(2-6)

(128 hours)

An overview of the objectives required by the Texas Department of Licensing and Regulation for Instructor Examination. The student will exhibit the skills required for the completion of the c Texas Department of Licensing and Regulation curriculum, including the management of a lab/clinic in a cosmetology program, and exhibit classroom management skills. Prerequisite: CSME 2444.

CSME 2530 Nail Enhancement

Five semester hours(3-6)

(144 hours)

A course in the theory, application, and related technology of artificial nails. Prerequisite: CSME 1441.

CSME 2531 Principles of Facials and Skin Care Technology III

Five semester hours(3-6)

(144 hours)

Advanced concepts and principles of skin care and other related technologies. The student will demonstrate professional ethics and salon management, and establish client relations and related skills in preparation for the state licensing examination. Prerequisite: CSME 1445.

DAAC 1304 Pharmacology of Addiction

Three semester hours(3-0)

Psychological, physiological, and sociological effects of mood- altering substances and behaviors and their implications for the addiction process are discussed. Emphasis is placed on pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction.

DAAC 1311 Counseling Theories

Three semester hours(3-0)

An introduction to major theories of various treatment modalities including Reality Therapy, Psycho-Dynamic, Grief Therapy, Client-Centered Therapy, Rational-Emotive Therapy, cognitive or behavioral approaches such as life skills training, behavior modification, and the introduction to experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment.

DAAC 1319 Introduction to Alcohol and Other Drug Addictions

Three semester hours(3-0)

Causes and consequences of addiction as they relate to the individual family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented.

DAAC 2307 Addicted Family Intervention

Three semester hours(3-0)

Present family as a dynamic system focusing on the effects of addiction on family roles, rules, and behavior patterns. Includes the effects of mood altering substances, behaviors, and therapeutic alternatives as they relate to the family from a multicultural and trans generational perspective (Formerly DAAC 1307, Addicted Family Intervention.)

DAAC 2364 Practicum - Alcohol/Drug Abuse Counseling

Three semester hours(0-21)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A practicum may be paid or unpaid learning experience. Prerequisite: To be taken in last semester of study and permission of Program Director.

DANC 1151, 1152, 2151, 2152 Dance Performance I, II, II, IV

One semester hour(0-1)

Instruction and participation in dance performance (by audition only).

DANC 1112, 1113, 2112, 2113 Dance Practicum I, II, II, IV

One semester hour(0-1)

A practicum in dance as a performing art. Prerequisites: must progress in order according to course numbering; Some course sections may require permission of instructor. Students should check the schedule each semester.

DANC 1146 Modern Dance

Three semester hours(0-3)

Instruction and participation in modern dance technique. Students must provide dance shoes.

DANC 1305 World Dance I

Three semester hours(2-2)

Instruction in dance forms from at least three major cultures from three continents, with an emphasis on rhythmic awareness and movement development. The cultural origins, significance, and motivation, as well as the use of costumes and music will be explored in lecture and research. Instruction will include experiential and written assignments, live performances, guest artists, and multimedia resources. (5003015626)

DANC 1306 World Dance II

Three semester hours(2-2)

Instruction in dance forms from at least three major cultures from three continents, with an emphasis on rhythmic awareness and movement development. The cultural origins, significance, and motivation, as well as the use of costumes and music will be explored in lecture and research. Instruction will include experiential and written assignments, live performances, guest artists, and multimedia resources.

DANC 2211 Dance Repertory II

Three semester hours(0-3)

A practicum in dance as a performing art. Students must provide dance shoes.

DANC 2301 Problems in Dance

Three semester hours(2-2)

Instruction and participation in ballet, jazz, or modern dance technique.

DANC 2303 Dance Appreciation I

Three semester hours(3-0)

Survey of primitive, classical, and contemporary dance and its interrelationship with cultural developments and other art forms.

DANC 2304 Dance Appreciation II

Three semester hours(3-0)

Survey of primitive, classical, and contemporary dance and its interrelationship with cultural developments and other art forms.

DANC 2325 Anatomy & Kinesiology for Dance

Three semester hours(2-2)

Instruction and participation in ballet, jazz, or modern dance technique.

DFTG 1305 Technical Drafting

Three semester hours(3-1)

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes.

DFTG 1309 Basic Computer-Aided Drafting

Three semester hours(3-1)

Introduction to basic computer-aided drafting. Emphasis is placed on 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.

DFTG 1313 Drafting for Specific Occupations

Three semester hours(3-1)

Discussion of theory and practice with drafting methods and the terminology required for non-drafting majors to prepare working drawings in their occupational fields.

DFTG 1317 Architectural Drafting – Residential

Three semester hours(3-0)

Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods.

DFTG 1325 Blueprint Reading and Sketching

Three semester hours(2-4)

An introduction to reading and interpreting the working drawings for manufactured products and associated tooling. Use of sketching techniques to create pictorial and multiple-view drawings of manufactured parts.

DFTG 1333 Mechanical Drafting

Three semester hours(2-4)

Intermediate course covering detail drawings with proper dimensioning and tolerances, use of sectioning techniques, common fasteners, isometrics and oblique drawings, including bill of materials.

DFTG 2300 Intermediate Architectural Drafting - Residential

Three semester hours(2-3)

Continued application of principles and practices used in residential construction. Suggested Prerequisite DFTG 1317.

DFTG 2302 Machine Drafting

Three semester hours(2-3)

Production of detail and assembly drawing of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings.

DFTG 2319 Intermediate Computer-Aided Drafting

Three semester hours(3-1)

Continuation of practices and techniques used in basic computer-aided drafting emphasizing batched files, scripted files, customized program menus, and extracted attributes. Students are introduced to three-dimensional drafting.

DFTG 2321 Topographic Drafting

Three semester hours(2-4)

Map drafting. Emphasis is given to plotting of surveyor's field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverse.

DFTG 2323 Pipe Drafting

Three semester hours(2-4)

A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.

DFTG 2332 Advanced Computer-Aided Drafting

Three semester hours(3-1)

Exploration of the use of system customizing 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-graphic data is also included.

DFTG 2340 Solid Modeling/Design

Three semester hours(2-4)

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work.

DFTG 2386 Internship-Drafting

Three semester hours(0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the student's last semester.

DFTG 2417 Descriptive Geometry

Four semester hours(3-3)

An examination of the graphical solution to problems involving points, lines, and planes in space.

DHYG 1207 General and Dental Nutrition

Two semester hours.....(2-0)

A study of general nutrition and nutritional biochemistry with emphasis on the effects of nutrition and dental health. Analysis of diet and application of counseling strategies to assist the patient in attaining and maintaining optimum oral health are stressed.

DHYG 1211 Periodontology

Two semester hours.....(2-0)

Study of normal and diseased periodontium to include the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics in a contemporary private practice setting.

DHYG 1215 Community Dentistry

Two semester hours.....(2-1)

Study of the principles and concepts of community public health and dental health education with an emphasis on community assessment, educational planning, implementation, and evaluation. Laboratory emphasizes methods and materials used in teaching dental health education in various community settings.

DHYG 1227 Preventive Dental Hygiene Care

Two semester hours.....(2-0)

Study of the dental hygienist in the dental health care system and the basic concepts of disease prevention and health promotion. Communication and behavior modification skills are emphasized to facilitate the role of the dental hygienist as an educator. Co-requisite course DHYG 1261

DHYG 1235 Pharmacology for the Dental Hygienist

Two semester hours.....(2-0)

A study of the classes of drugs and their uses, actions, interactions, side effects, contraindications, and oral manifestations with emphasis on dental applications.

DHYG 1261 Clinical I - Dental Hygienist

Two semester hours.....(0-12)

A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Co-requisite course DHYG 1227

DHYG 1291 Special Topics in Dental Hygienist: Dental Health and Educational Methods

Three semester hours(1-3)

Planning and implementation of dental health education with emphasis on educational principles, motivation, communication, preparation of audio-visual and visual aids, preparation of objectives and lesson plans, and the evaluation of education. Prerequisite: DHYG 1215.

DHYG 1301 Orofacial Anatomy, Histology & Embryology

Three semester hours(2-2)

A study of histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification.

DHYG 1304 Dental Radiology

Three semester hours(2-4)

A study of radiation physics, hygiene, and safety theories. Emphasis on the fundamentals of oral radiographic techniques and interpretation of radiographs. Includes exposure of intra-oral radiographs, quality assurance, radiographic interpretation, patient selection criteria, and other ancillary radiographic techniques.

DHYG 1319 Dental Materials

Three semester hours(2-4)

Study of dental materials including the physical and chemical properties and application of the various materials used in dentistry. Student experiences include manipulation of dental materials in the lab setting.

DHYG 1331 Preclinical Dental Hygiene

Four semester hours(1-7)

Foundational knowledge for performing clinical skills on patients. Emphasis on principles, procedures, and professionalism for performing comprehensive oral prophylaxis.

DHYG 1339 General and Oral Pathology

Three semester hours(3-0)

General study of disturbances in human body development, diseases of the body, and disease prevention measures. Emphasis on the oral cavity and associated structures.

DHYG 2201 Contemporary Dental Hygiene Care I

Two semester hours.....(2-0)

Introduction to dental hygiene care for the medically or dentally compromised patient. Emphasizes supplemental instrumentation techniques. Co-requisite course DHYG 2361

DHYG 2231 Contemporary Dental Hygiene Care II

Two semester hours.....(1-2)

A continuation of dental hygiene care for the medically or dentally compromised patient. Emphasizes advanced instrumentation techniques. Co-requisite course DHYG 2362

DHYG 2253 Dental Hygiene Practice

Two semester hours.....(2-0)

Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession. Practice settings for the dental hygienist, office operations, and preparation for employment.

DHYG 2361 Clinical II - Dental Hygienist

Three semester hours(0-16)

A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Co-requisite course DHYG 2201

DHYG 2362 Clinical III - Dental Hygienist

Three semester hours(0-16)

A method of instruction providing detailed education, training, and work-based experience and direct patient client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Co-requisite course DHYG 2231

DLBT 1110 Practical Infection Control

One semester hour(1-0)

Microorganisms relating to infectious diseases and their prevention. Emphasizes practical applications to dental laboratory techniques and aseptic.

DLBT 1206 Dental Implants

Two semester hours.....(2-1)

Concepts and principals of dental osseointegrated implants. Includes treatment, planning, biomechanical, and fabrication techniques. Emphasizes working as a member of a team and establishing a professional working relationship with the dentist of the various specialties necessary in the total implant treatment process.

DLBT 1291 Special Topics in Dental Laboratory Technician

One semester hour(2-0)

Topics address recently identified current events, skills, knowledge, and/or attitudes/behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

DLBT 1301 Dental Anatomy and Tooth Morphology

Three semester hours(2-4)

Study of the anatomy of the head and neck including the maxilla, mandible, and temporomandibular joint. Emphasis on natural dentition, tooth anatomy, form, function, nomenclature, and wax carving.

DLBT 1305 Dental Materials

Three semester hours(2-4)

Study of dental materials and their uses in the fabrication of all types of dental appliances.

DLBT 1313 Complete Denture Techniques I

Three semester hours(2-4)

Introduction to the fabrication of complete dentures. Topics include edentulous arch anatomical landmarks, edentulous cast preparation, impressions, trays, baseplates, occlusal rims, and artificial tooth arrangement.

DLBT 1317 Fixed Restorative Techniques I

Three semester hours(2-4)

Introduction to fixed restorative techniques. Topics include types of casts with removable dies and fabrication of wax patterns.

DLBT 1364 Practicum – Dental Laboratory Technology/Technician

Three semester hours(0-21)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Students provide their own transportation for these external work experiences.

DLBT 2101 Introduction to Occlusion/Mandibular Motion

One semester hour(1-1)

Introduction to the theory and principles of occlusion and mandibular motion including occlusal relationships of normal and abnormal maxillary and mandibular arches.

DLBT 2307 Complete Denture Techniques

Three semester hours(2-4)

Comprehensive study and practice of the procedures required to construct complete maxillary and mandibular dentures from the final impression to the finished appliance.

DLBT 2311 Fixed Restorative Techniques II

Three semester hours2-4)

Continuation of construction and wax patterns for single unit crowns by spruing, investing, casting, and polishing the metal crown.

DLBT 2319 Intermediate Dental Skill

Three semester hours(2-4)

Concentrated experience that develops hands-on skills and expertise in fixed restorative, complete denture, or specialized laboratory technology procedures.

DLBT 2321 Fixed Restorative Techniques III

Three semester hours(1-5)

Continued refinements in crown and bridge fabrication for multiple-unit fixed-partial dentures with metal pontics. Experience in the fabrication and repair of single and multiple-unit fixed-partial dentures.

DLBT 2341 Dental Ceramics I

Three semester hours(2-4)

Introduction to dental ceramic procedures with emphasis on metal substructures and porcelain application. Topics include individual and bridge copings, waxing, casting, and preparation for porcelain adaptation.

DLBT 2342 Dental Ceramics II

Three semester hours(2-4)

Construction of single and multiple unit ceramic teeth including characterization and shading of teeth. Emphasis on anterior teeth.

DRAM 1120, 1121, 2120, 2121 Theater Practicum I, II, III, IV

One semester hour each(0-3)

Laboratory course for students participating in departmental productions. Experience is gained in all phases of Theater with emphasis on techniques and procedures. Open to all students. (5005065326)

DRAM 1310 Introduction to Theater

Three semester hours(3-0)

Survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Participation in major productions may be required. (5005015126)

DRAM 1320 Theater Practicum I - Rehearsal and Performance I

Three semester hours(0-6)

Laboratory course for students participating in departmental productions. Experience is gained in all phases of Theater with emphasis on techniques and procedures. (5005015226)

DRAM 1321 Theater Practicum II - Rehearsal and Performance II

Three semester hours(0-6)

Laboratory course for students participating in departmental productions. Experience is gained in all phases of Theater with emphasis on techniques and procedures. Stage craft, stage properties, and makeup are covered in this course. (5005065326)

DRAM 1323 Basic Theater Practice

Three semester hours(0-6)

Practicum in theater with emphasis on technique and procedures with experience gained in play production. (5005065326)

DRAM 1330 Stagecraft I

Three semester hours(2-3)

Study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, make-up, and backstage organization. (5005025126)

DRAM 1341 Make-Up

Three semester hours(3-0)

Design and execution of make-up for the purpose of developing believable characters. Includes a discussion of basic make-up principles and practical experience of make-up application. (5005025226)

DRAM 1351 Acting I

Three semester hours(2-4)

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. (5005065126)

DRAM 1352 Acting II

Three semester hours(2-4)

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. (5005065126)

DRAMA 2331 Stage Craft II

Three semester hours(2-3)

Study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, make-up, and backstage organization. (5005025126)

DRAM 2336 Voice for the Theater

Three semester hours(3-0)

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities. (5005065226)

DRAM 2351 Acting III

Three semester hours(2-4)

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. Detailed study and practical experience in problems of creating characterization with emphasis on developing vocal and physical skill in acting. Presentation of scenes for study is required. (5005035126)

DRAM 2361 History of the Theater I

Three semester hours(3-0)

Development of theater art from the earliest times through the sixteenth century. (5005055126)

DRAM 2362 History of the Theater II

Three semester hours(3-0)

Development of the theater art from the beginning of the seventeenth century through the nineteenth century. (5005055126)

DRAM 2366 Development of the Motion Picture I

Three semester hours(3-0)

Emphasis is on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth, and sociological effect of film as an art. (5006025126)

DRAM 2367 Development of the Motion Picture II

Three semester hours(3-0)

Emphasis is on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth, and sociological effect of film as an art. (5006025126)

ECON 2301 Principles of Macroeconomics

Three semester hours(3-0)

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. (4506015125)

ECON 2302 Principles of Microeconomics

Three semester hours(3-0)

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. (4506015125)

EDTC 1321 Bilingual Education

Three semester hours(3-0)

An overview of bilingual education. Topics include awareness of cultural diversity, assessment strategies, teaching techniques, instructional activity development, and historical/philosophical concepts of bilingual/bicultural education.

EDTC 1341 Instructional Technology and Computer Applications

Three semester hours(3-0)

Examination of specialized educational technology. Topics include the integration of educational computer terminology, system operations, software, and multimedia in the contemporary classroom environment.

EDUC 1100 Learning Framework (also see PSYC 1100)

One semester hour(1-0)

A study of the 1) research and theory in the psychology of learning, cognition, and motivation; 2) factors that impact learning; and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (4227015125)

EDUC 1301 Introduction to the Teaching Profession

Three semester hours(2-1)

An enriched, integrated pre-service course and content experience that 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; 5) course must include a minimum of 16 contact hours of field experience in P-12 classrooms. (1301015109)

EDUC 2301 Introduction to Special Populations

Three semester hours(2-1)

An enriched, integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; 4) course must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301 (1310015109)

EECT 1303 Introduction to Telecommunications

Three semester hours(3-0)

An overview of the telecommunications industry. Topics include the history of the telecommunications industry, terminology, rules and regulations, and industry standards and protocols.

EECT 1303 Introduction to Telecommunications

Three semester hours(2-4)

An overview of the telecommunications industry. Topics include the history of the telecommunications industry, terminology, rules and regulations, and industry standards and protocols.

EECT 1440 Telecommunications Transmission Media

Four semester hours(2-4)

Fundamentals of telecommunications media, including installation, maintenance, and troubleshooting. Topics address media characteristics and connectorization.

ELMT 1405 Basic Fluid Power

Four semester hours(2-4)

Basic fluid power course covering vacuum systems, pneumatic and hydraulic systems, fluid power symbols, operating theory, components, and basic electrical and manual controls.

ELPT 1329 Residential Wiring

Three semester hours(3-1)

Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.

ELPT 1345 Commercial Wiring

Four semester hours(2-4)

Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.

ELPT 1419 Fundamentals of Electricity I

Four semester hours(2-4)

Introduction to basic direct current (DC) theory including electron theory and direct current applications.

EMSP 1160 Clinical - Emergency Medical Technology/Technician

One semester hour(0-3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific

detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Corequisite: EMSP 1501. Prerequisite: Successful completion of criminal background clearance.

EMSP 1161 Clinical - Emergency Medical Technology/Technician

One semester hour(0-3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Corequisite: EMSP 1356, Prerequisite: Successful completion of criminal background clearance.

EMSP 1162 Clinical - Emergency Medical Technology/Technician

One semester hour(0-3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Corequisite: EMSP 1355. Prerequisite: Successful completion of criminal background clearance.

EMSP 1355 Trauma Management

Three semester hours(2-2)

Knowledge and skills in the assessment and management of patients with traumatic injuries. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. Prerequisite/co-requisite: EMSP 1438. Corequisite: EMSP 1162.

EMSP 1356 Patient Assessment and Airway Management

Three semester hours(2-2)

Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. Prerequisite/co-requisite: EMSP 1438. Corequisite: EMSP 1161.

EMSP 1438 Introduction to Advanced Practice

Four semester hours(3-2)

Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics. An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. Prerequisite: EMSP 1501.

EMSP 1501 Emergency Medical Technician - Basic

Five semester hours(3-6)

Preparation for certification as an Emergency Medical Technician (EMT).

Introduction to the level of Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Prerequisite: Current American Heart Association Health Care Provider. Corequisite: EMSP 1160.

EMSP 2260 Clinical - Emergency Medical EMT Paramedic

Two semester hours.....(0-6)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Corequisite: EMSP 2444. Prerequisite: Successful completion of criminal background clearance.

EMSP 2261 Clinical - Emergency Medical EMT Paramedic

Two semester hours.....(0-6)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Corequisite: EMSP 2434. Prerequisite: Successful completion of criminal background clearance.

EMSP 2243 Assessment Based Management

Two semester hours.....(1-4)

A capstone experience covering comprehensive, assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special-needs patients. The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management.

EMSP 2248 Emergency Pharmacology

Two semester hours.....(2-1)

A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to compliment Cardiology, Special Populations, and Medical Emergency courses.

EMSP 2330 Special Populations

Three semester hours(3-1)

Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics.

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations.

EMSP 2338 EMS Operations

Four semester hours(3-0)

Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.

A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency.

EMSP 2434 Medical Emergencies

Four semester hours(3-2)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. Corequisite: EMSP 2161.

EMSP 2444 Cardiology

Four semester hours(3-2)

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. Corequisite: EMSP 2160.

ENGL 0300 Success in Reading

Three semester hours.....(3-1)

Practice in developing the fundamental skills necessary for competence in reading and study. Work in reading techniques, reading lessons, and vocabulary places primary emphasis on improved comprehension. Includes a one-hour weekly lab. Placement: an ACCUPLACER reading score of 0-35.

ENGL 0301 Success in College Prep Reading 2

Three semester hours.....(3-1)

Practice in developing the skills necessary to prepare for competence in college level reading and study. Work in reading techniques, reading lessons, and vocabulary to improve critical reading skills. Includes a one-hour weekly lab.

Prerequisite: ACCUPLACER reading score of 36-55 or C or better in ENGL 0300.

ENGL 0102 Success in College Prep Reading 3

One semester hour(1)

This class provides more in depth study with critical reading skills and provides students with extra help in a reading restricted course in which they may be concurrently enrolled. Students may choose to take a pretest and based on the score will complete this one hour modular course along with a reading restricted class. This course does not transfer or apply to graduation.

Prerequisite: ACCUPLACER reading score of 56-77 and pre-test score or C or better in ENGL 0301.

ENGL 0202 Success in College Prep Reading 3

Two semester hours.....(2-0)

This class provides more in depth study with critical reading skills and provides students with extra help in a reading restricted course in which they may be concurrently enrolled. Students may choose to take a pretest and based on the score will complete this two hour modular course along with a reading restricted class. This course does not transfer or apply to graduation.

Prerequisite: ACCUPLACER reading score of 56-77 and pre-test score or C or better in ENGL 0301.

ENGL 0302 Success in College Prep Reading 3

Three semester hours.....(3-0)

This class provides more in depth study with critical reading skills and provides students with extra help in a reading restricted course in which they may be concurrently enrolled. This course does not transfer or apply to graduation. This course may be taught in a module format.

Prerequisite: ACCUPLACER reading score of 56-77 or C or better in ENGL 0301.

ENGL 0315 Integrated Reading and Writing

Three semester hours.....(3-1)

This is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This course fulfills TSI requirements for reading and writing.

Prerequisite: Placement based on assessment scores ACCUPLACER Reading (36-55) and Writing 4.

ENGL 0101 Reading Development

One semester hour.....(0-1)

This class will provide students with extra help in the reading restricted course(s) in which they are concurrently enrolled. This course does not transfer or apply towards graduation. Placement: ACCUPLACER Reading 71 or higher.

ENGL 0319 Success in Writing

Three semester hours.....(3-1)

Practice in developing the fundamental skills necessary for success with English grammar and language arts. Emphasis will be on identifying deficiencies and building skills. Includes a weekly one-hour lab.

Placement: ACCUPLACER writing score of 1-3.

ENGL 0320 College Prep Writing 2

Three semester hours.....(3-1)

Designed with emphasis on essay construction in a variety of genres to identify deficiencies and improve basic writing skills necessary for the student who intends to pursue college-level academic work. Includes a weekly one-hour lab.

Prerequisite: ACCUPLACER writing score of 4 or C or better in ENGL 0320.

ENGL 0121 College Prep Writing 3

One semester hours.....(0-1)

This class provides students with extra help in the English 1301 course in which they are concurrently enrolled. This course does not transfer or apply to graduation.

Prerequisite: ACCUPLACER writing score of 5 on the essay and below 80 on grammar or C or better in English 0320 and pre-test score. Must be finished with TSI reading or currently enrolled in English 0302.

ENGL 0221 College Prep Writing 3

Two semester hours.....(0-1)

This class provides students with extra help in the English 1301 course in which they are concurrently enrolled. This course does not transfer or apply to graduation.

Prerequisite: ACCUPLACER writing score of 5 on the essay and below 80 on grammar or C or better in English 0320 and pre-test score. Must be finished with TSI reading or currently enrolled in English 0302.

ENGL 0321 College Prep Writing 3

Three semester hours.....(3-0)

This class provides students with extra help in the English 1301 course in which they are concurrently enrolled. This course does not transfer or apply to graduation.

Prerequisite: ACCUPLACER writing score of 5 on the essay and below 80 on grammar or C or better in English 0320 and pre-test score. Must be finished with TSI reading or currently enrolled in English 0302, 0202 or 0102.

ENGL 0101 Pre-Composition

One semester hour.....(0-1)

Students may take this one-hour course along with English 1301. This class will provide students with extra help in the English 1301 course which they are concurrently enrolled. This course does not transfer or apply towards graduation. Prerequisite: ACCUPLACER Writing 5 on the essay with a 70 or higher on grammar skills.

ENGL 1301 Composition I

Three semester hours(3-0)

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. (2313015112)

ENGL 1302 Composition II

Three semester hours(3-0)

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite ENGL 1301. (2313015112)

ENGL 2307 Creative Writing I

Three semester hours(3-0)

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, or drama. Prerequisite: ENGL 1301 or permission of Instructor. (2305015112)

ENGL 2311 Technical and Business Writing

Three semester hours(3-0)

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. (2311015112)

ENGL 2321 British Literature

Three semester hours(3-0)

A survey of the development of British literature from the Anglo-Saxon period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or permission of instructor. (2308015112)

ENGL 2322 British Literature I

Three semester hours(3-0)

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or permission of instructor. (2314045112)

ENGL 2323 British Literature II

Three semester hours(3-0)

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.. Prerequisite: ENGL 1301 or permission of instructor. (2314045112)

ENGL 2326 American Literature

Three semester hours(3-0)

A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 or permission of instructor. (2307015112)

ENGL 2327 American Literature I

Three semester hours(3-0)

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.. Prerequisite: ENGL 1301 or permission of instructor. (2307015112)

ENGL 2328 American Literature II

Three semester hours(3-0)

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 or permission of instructor. (2307015112)

ENGL 2332 World Literature I

Three semester hours(3-0)

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or permission of instructor. (1601045213)

ENGL 2333 World Literature II

Three semester hours(3-0)

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or permission of instructor. (1601045213)

ENTC 1449 Reliability and Maintainability

Four semester hours(3-2)

Equipment reliability and maintainability to improve the efficiency of operations including utilizing the latest equipment and techniques to implement effective prevention and predictive maintenance programs.

ESOL 0350 Developmental ESOL Reading and Vocabulary

Three semester hours(2-1)

Develops reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English-speaking society.

ESOL 0351 Developmental ESOL Writing and Grammar

Three semester hours(2-1)

Develops writing skills, including standard English usage, organization of ideas, and application of grammar, in speakers of languages other than English and prepares them to function in an English-speaking society.

FDNS 1301 Introduction to Foods

Three semester hours(3-0)

A study of the composition of food and the chemical and biological changes that occur in storage and processing. Includes preparation techniques and selection principles.

FMLD 1301 Introduction to Intergenerational Professions

Three semester hours(3-0)

Skill development in the promotion of health, safety, and nutritional needs of elders and children. Topics include activities that promote intergenerational interaction, strategies for meeting the needs of adults and children in the care and service setting, ethics, and professionalism.

FMLD 1341 Development in a Cross Cultural Perspective

Three semester hours(3-0)

Critical examination of developmental and family theory research across a diverse range of cultures.

FMLD 1349 Individual and Family Development Studies

Three semester hours(3-0)

An introduction to the various conditions of children and adults including recognition of symptoms and treatment techniques.

FREN 1411 Beginning French I

Four semester hours(3-2)

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. (1609015113)

FREN 1412 Beginning French II

Four semester hours(3-2)

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Prerequisite: FREN 1411 or permission of instructor. (1609015113)

FREN 2311 Intermediate French I

Three semester hours(3-0)

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: FREN 1412 or permission of instructor. (1609015213)

FREN 2312 Intermediate French II

Three semester hours(3-0)

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: FREN 2311 or permission of instructor. (1609015213)

GAME 1302 Storyboarding

Three semester hours(3-1)

In-depth coverage of storyboarding for the development of games and simulations. Addresses pre-production preparation and creation of comprehensive design for a game-simulation including target audience analysis, purpose, goals and objectives, content outline, flow chart, and storyboard.

GAME 1303 Introduction to Game Design and Development

Three semester hours(3-1)

Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry.

GEOG 1300 Principles of Geography

Three semester hours(3-0)

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. The first semester emphasizes physical geography and the second semester emphasizes cultural geography.

GEOL 1403 Physical Geology

Four semester hours(3-3)

Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life. (4006015103)

GEOL 1404 Historical Geology

Four semester hours(3-3)

Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life. (4006015103)

GEOL 1405 Environmental Geology

Four semester hours(3-3)

The earth as a habitat. Interrelationships between humans and the environment. Geologic factors in urban and regional land use planning.

GERS 1301 Introduction to Gerontology

Three semester hours(3-0)

Overview of the social, psychological, and biological changes that accompany aging and an overview of the implications of these changes for the individual, as well as for the larger society.

GERS 2331 Contemporary Issues in Aging

Three semester hours(3-0)

A focus on current issues impacting the aged. Emphasis is on locating and applying the most current research, highlighting the problems and resources related to the local region.

GERS 2360 Clinical - Gerontology

Three semester hours(0-9)

A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. A background check may be required for this course.

GOVT 2301 American Government I

Three semester hours(3-0)

Origin and development of the U.S. and Texas constitutions, structure and powers of national, state and local government including the legislative, executive, and judicial branches, and federalism. (4510025125)

GOVT 2302 American Government II

Three semester hours(3-0)

Examination of political participation, the election process, public policy, civil liberties and civil rights in the US and Texas. (4510025125)

GRPH 1305 Introduction to Graphic Arts and Printing

Three semester hours(2-2)

A study of the graphic and print industry, including the history of printing and techniques involved in the production and distribution of printed materials, printing terminology, and identification of career opportunities.

GRPH 2336 Prepress Techniques

Three semester hours(1-7)

Prerequisite: ARTC 1302. Hands-on experience in both electronic file imaging and traditional graphics camera use. Electronic file output and troubleshooting, graphics camera knowledge, traditional film assembly, and proofing process. High-end color scanning.

GRPH 2388 Internship – Graphic and Printing Equipment Operator, General Production

Three semester hours(0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer.

HAMG 1313 Front Office Procedures

Three semester hours(3-0)

A study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted, and computer-based methods for each front file function.

HAMG 1321 Introduction to Hospitality Industry

Three semester hours(3-0)

Introduction to the elements of the hospitality industry.

HAMG 2337 Hospitality Facilities Management

Three semester hours(3-0)

Identification of building systems, facilities management, security, and safety procedures.

HART 1351 Energy Management

Three semester hours.....(3-0)

Study of basic heat transfer theory; sensible and latent heat loads; building envelope construction; insulation, lighting, and fenestration types; and conducting energy audit procedures. The course also develops energy audit recommendations based on local utility rates, building use, and construction. Laboratory activities include developing energy audit reports, installing energy saving devices, and measuring energy consumption.

HART 1401 Basic Electricity for HVAC

Four semester hours.....(2-4)

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

HART 1403 Air Conditioning Control Principles

Four semester hours(2-4)

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm’s law as applied to air conditioning controls and circuits.

HART 1407 Refrigerator Principles

Four semester hours.....(2-4)

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.

HART 1441 Residential Air Conditioning

Four semester hours.....(2-4)

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

HART 1445 Gas and Electric Heating

Four semester hours.....(2-4)

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

HART 2288 Internship (160 hours)

Two semester hours.....(0-10)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

HART 2345 Residential Air Conditioning Systems Design

Three semester hours.....(3-0)

Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

HART 2401 Air Conditioning and Refrigeration Codes

Four semester hours.....(4-0)

HVAC standards and concepts with emphasis on the understanding, and documentation of the codes and regulations required for the state mechanical contractors license and local codes.

HART 2431 Advanced Electricity for HVAC

Four semester hours.....(2-4)

Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices.

HART 2434 Advanced Air Conditioning Controls

Four semester hours.....(2-4)

Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices.

HART 2441 Commercial Air Conditioning

Four semester hours.....(2-4)

A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less.

HART 2442 Commercial Refrigeration

Four semester hours.....(2-4)

Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines.

HART 2445 Residential Air Conditioning Systems Design

Four semester hours.....(2-4)

Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

HART 2449 Heat Pumps

Four semester hours.....(4-0)

A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems.

HIST 1301 United States History I

Three semester hours(3-0)

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. (5401025125)

HIST 1302 United States History II

Three semester hours(3-0)

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. (5401025125)

HIST 2311 Western Civilization I

Three semester hours(3-0)

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. (5401015425)

HIST 2312 Western Civilization II

Three semester hours(3-0)

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism. (5401015425)

HITT 1249 Pharmacology

Two semester hours.....(1-2)

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Prerequisite: HITT 1301 and BIOL 2401.

HITT 1253 Legal and Ethical Aspects of Health Information

Two semester hours.....(1-2)

Concepts of confidentiality, ethics, health care legislation and regulations relating to the maintenance and use of health information. Prerequisite: HITT 1301 for HITT students; Prerequisite not required for Surg Tech students.

HITT 1255 Health Care Statistics

Two semester hours.....(1-2)

General principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data with overview of guidelines for Texas Department of Health Vital Statistics and studies. Prerequisite: HITT 1301.

HITT 1301 Health Data Content and Structure

Three semester hours(2-2)

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health-related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

HITT 1311 Computers in Health Care

Three semester hours(2-2)

Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data. Prerequisite: HITT 1301.

HITT 1345 Health Care Delivery Systems

Three semester hours(2-2)

Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies. Prerequisite: HITT 1301.

HITT 1441 Coding and Classification Systems

Four semester hours(3-2)

Application of basic coding rules, principles, guidelines, and conventions. Prerequisites: HPRS 1206, BIOL 2401 and BIOL 2402.

HITT 2231 Medical Terminology - Advanced

Two semester hours.....(2-0)

Study of advanced terminology in various medical and surgical specialties. Prerequisite: HPRS 1206 and HITT 1301.

HITT 2239 Health Information Organization and Supervision

Two semester hours.....(1-2)

Principles of organization and supervision of human, fiscal, and capital resources. Prerequisites: HITT 1301 and HITT 1345.

HITT 2260 Clinical - Health Information Technology/Technician

One semester hour(1-8)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Prerequisites: HITT 1249, HITT 1255, HPRS 2301 and successfully complete a criminal background clearance.

HITT 2261 Clinical - Health Information Technology/Technician

One semester hour(1-8)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Prerequisites/co-requisites: HITT 2260, HITT 2435, HITT 2239, HITT 2343, HITT 2231, MRMT 1311 and successfully complete a criminal background clearance.

HITT 2340 Advanced Medical Billing & Reimbursement

Three semester hours(1-4)

Study of advanced health insurance reimbursement in various health care settings. Includes application of coding skills to prepare insurance forms for submission to third party payers. Prerequisites: HITT 1441, HITT 2435.

HITT 2343 Quality Assessment and Performance Improvement

Three semester hours(2-2)

Study of the many facets of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation, and presentation of data in statistical formats, quality improvement functions, quality tools, utilization management, risk management, and medical staff data quality issues. Prerequisite: HITT 1301.

HITT 2435 Coding and Reimbursement Methodologies

Four semester hours(2-4)

Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement. Prerequisites: HITT 1441 and HPRS 2301.

HPRS 1101 Introduction to Health Professions

One semester hours.....(1-0)

An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

HPRS 1205 Essentials of Medical Law/Ethics for Health Professions

Two semester hours.....(2-0)

Introduction to the relationship between legal aspects and ethics associated with the health care field. Emphasis on the ethical and legal responsibilities of health care professionals.

HPRS 1206 Essentials of Medical Terminology**Two semester hours.....(2-0)**

A study of common medical terminology, word origin, structure and application. Identify, pronounce, and spell medical terms with the use of medical references as resource tools through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

HPRS 2301 Pathophysiology**Three semester hours(3-0)**

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Prerequisites: HITT 1301, BIOL 2401, and BIOL 2402.

HRPO 1302 Human Resource Training and Development**Three semester hours(3-0)**

An overview of the human resource development function specifically concentrating on the training and development component. Topics include training as related to organizational mission and goals; budgeting; assessment; design, delivery, evaluation, and justification of training. Included are new trends in training, including distance and virtual education.

HRPO 1311 Human Relations**Three semester hours(3-0)**

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

HRPO 2301 Human Resources Management**Three semester hours(3-0)**

Behavioral and legal approaches to the management of human resources in organizations.

HRPO 2306 Benefits and Compensation**Three semester hours(3-0)**

An overview of employee compensation systems. Topics include compensation systems, direct and indirect compensation, internal and external determination of compensation, benefits administration, managing and evaluating for effectiveness, legal and regulatory issues, pay equality, job analysis affecting job compensation and competencies.

HRPO 2307 Organizational Behavior**Three semester hours(3-0)**

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. Explain organizational theory as it related to management practices, employee relations, and structure of the organization to fit its environment and operation; analyze leadership styles and determine their effectiveness in employee situations; identify methods in resolving organizational problems; describe the impact of corporate culture on employee behavior; and analyze team dynamics, team building strategies, and cultural diversity.

HRPO 2388 Internship- Human Resources Management**Three semester hours(0-9)**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the student's last semester.

HUMA 1301 Introduction to the Humanities I

Three semester hours(3-0)

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. (2401035112)

HUMA 2323 World Cultures

Three semester hours(3-0)

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major sub-fields: physical and cultural anthropology, archeology, linguistics, and ethnology. (4502015125)

HYDR 1305 Basic Hydraulics

Three semester hours(2-2)

Fundamentals of hydraulics including types of hydraulic pumps, cylinders, valves, motors, and related systems. Introduction to hydraulic schematic symbols as related to components.

HYDR 1409 Basic Fluid Power I (Hydraulics)

Four semester hours(2-4)

Introduction to the basic principles of hydraulic pressure flow and system components including system controls, symbols, and circuits. Emphasis on good maintenance procedures, troubleshooting techniques, and safety practices.

HYDR 1415 Basic Fluid Power II (Pneumatics)

Four semester hours(2-4)

Introduction to the basic principles of pneumatic pressure, flow, and system components including manual and electro-mechanical controls, symbols, and circuits. Emphasis on troubleshooting techniques, good maintenance procedures, and safety practices.

IFWA 1218 Nutrition for the Food Service Professional

Two semester hours.....(3 -0)

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

IMED 1301 Introduction to Digital Media

Three semester hours(3 -1)

A survey of the theories, elements, and hardware/software components of digital media. Emphasis on conceptualizing and producing digital media presentations.

IMED 1316 Web Design I

Three semester hours(3-1)

Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers.

IMED 1345 Interactive Multimedia I

Three semester hours(3-1)

Exploration of the use of graphics and sound to create interactive digital media applications and/or animations using industry standard authoring software.

IMED 1405 Multimedia Authoring I

Four semester hours(3-3)

Prerequisite: ITSC 1313. Instruction in courseware development. Topics include interactivity, branching, navigation, evaluation techniques and interface/information design using industry standard authoring.

IMED 2309 Internet Commerce

Three semester hours(3-1)

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce.

IMED 2349 Internet Server Management

Three semester hours(3-1)

Web server software installation, configuration, and maintenance. Includes scripting, website planning, testing, security, production, and marketing.

INDS 1341 Color Theory and Application

Three semester hours.....(3-1)

A study of color theory and its applications to interior design.

INMT 1319 Manufacturing Processes

Three semester hours(3-1)

Exploration of a variety of methods used in manufacturing. Theory and application of processes including but not limited to metal forming, welding, machining, heat treating, plating, assembly procedures, and process control considerations.

INMT 1345 Computer Numerical Controls

Three semester hours(2-4)

A study of numerical controlled machine operations in a CAM/CIM environment. Emphasis on standard and computer numerical controlled (CNC) procedures for planning, preparing, and operating a computer-assisted machine.

INMT 1336 Logistics

Three semester hours(3-1)

Introduction to logistics as it relates to the industrial and service industries including a working definition, material handling equipment, inventory management and warehousing, purchasing, and packaging. Emphasis on activity-based decision making.

INMT 2388 Internship - Industrial/Manufacturing Technology/Technician

Three semester hours(0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the student's last semester.

INTC 1343 Application of Industrial Automatic Control

Three semester hours(3-1)

Study of automatic process control including measuring devices, analog and digital instrumentation, signal transmitters, recorders, alarms, controllers, control valves, and process and instrument drawings. Includes connection and troubleshooting of loops.

INTC 1455 Unit Operations

Four semester hours(2-4)

Study of industrial processes including fluid flow and material transport, distillation, extraction, and automatic control requirements of these processes. Instruction in control system design and control loop adjustments and analysis.

ITCC 1300 Router and Routing Basics

Three semester hours.. (3-1)

Instruction in basic router configuration for local area networks. Includes initial router configuration for TCP/IP, management of IOS and router configuration files, routing protocols, and access control lists. Prerequisite: ITNW 1325.

ITCC 1310 Cisco Discovery 1: Networking for Home and Small Businesses

Three semester hours..... (3-1)

This introductory course teaches students the skills needed to obtain entry-level home and small business network installer jobs, network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanners, and cameras.

ITCC 1311 Cisco Discovery 2: Working at a Small-to-Medium Business or ISP

Three semester hours..... (3-1)

This course prepares students for jobs as network technicians. It also helps students develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide email services, Web space, and authenticated access. Students also learn about soft skills required for help desk and customer service positions. Network monitoring and basic troubleshooting skills are taught on context. Prerequisite: ITCC 1310.

ITCC 1312 Cisco Discovery 3: Introducing Routing and Switching in the Enterprise

Three semester hours..... (3-1)

This course familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises include configuration, installation, and troubleshooting. Prerequisite: ITCC 1311.

ITCC 1313 Discovery: Designing and Supporting Computer Networks

Three semester hours..... (3-1)

Learners progress through a variety of case studies and role-playing exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, performing project management tasks, lifecycle services, including upgrades, competitive analyses, and system integration. Prerequisite: ITCC 1312

ITNW 1325 Fundamentals of Networking Technologies

Three semester hours (3-1)

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Prerequisite/co-requisite: ITSC 1305.

ITNW 1351 Fundamentals of Wireless LANs

Three semester hours (3-1)

Designing, planning, implementing, operating, and troubleshooting wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies.

ITNW 2305 Network Administration

Three semester hours (3-1)

Topics include network components, user accounts and groups, network file systems, file system security, and network printing. Prerequisite: ITNW 1325 and ITSC 1305.

ITNW 2313 Networking Hardware

Three semester hours(3-1)

Maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies; and other networking hardware devices.

ITNW 2321 Networking with TCP/IP

Three semester hours(3-1)

Set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. Prerequisite: ITNW 1325.

ITNW 2335 Network Troubleshooting and Support

Three semester hours(3-1)

Instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management of hardware-software. Prerequisite: ITNW 1325.

ITNW 2354 Internet/Intranet Server

Three semester hours(3-1)

Designing, installing, configuring, maintaining, and managing an Internet server. Prerequisite: ITNW1325.

ITNW 2413 Networking Hardware

Four semester hours(3-3)

Maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, uninterrupted power supplies, and other networking hardware devices; building networking cables; identifying and implementing connectivity devices; selecting appropriate network power management devices; and determining the necessary computer hardware requirements for workstations and servers. Prerequisite: ITNW 1325.

ITSC 1305 Introduction to PC Operating Systems

Three semester hours(3-1)

A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Prerequisite/co-requisite: this course assumes basic computer knowledge.

ITSC 1309 Integrated Software Applications I

Three semester hours(3-1)

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Prerequisites/co-requisites: POFT 1127, POFI 2301, or keyboarding speed of 25 wpm as verified by a three-minute timed writing.

ITSC 1316 Linux Installation and Configuration

Three semester hours(3-1)

Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux.

ITSC 1321 Intermediate PC Operating Systems

Three semester hours(3-1)

Custom operating system installation, configuration, and troubleshooting. Manage file systems, memory, and peripheral devices. Prerequisite: ITSC 1305

ITSC 2335 Application Software Problem Solving

Three semester hours(3-1)

Utilization of appropriate application software to solve advanced problems and generate customized solutions.

Prerequisite: ITSE 1302 or COSC 1336 and ITSC 1305.

ITSC 2339 Personal Computer Help Desk Support

Three semester hours(3-1)

Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.

Prerequisite: CPMT 1311 and ITSC 1305.

ITSC 2380 Cooperative Education – Computer and Information Sciences, General

Three semester hours(1-20)

Prerequisite: Acceptance into a data entry certificate and/or CIS degree program and permission of instructor. Career-related activities encountered in the student’s area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. Students provide their own transportation for these external work experiences. This is a capstone course and should be taken in the student’s last semester.

ITSC 2386 Internship - Computer and Information Sciences, General

Three semester hours (0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the student’s last semester.

ITSE 1302 Computer Programming

Three semester hours(3-1)

Introduction to computer programming with emphasis on the fundamentals of design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.

ITSE 1331 Introduction to Visual BASIC Programming

Three semester hours(3-1)

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisite: BCIS/COSC Elective or ITSC 1309 and ITSE 1302 or COSC 1336.

ITSE 1350 System Analysis and Design

Three semester hours(3-1)

Comprehensive introduction to the planning, design, and construction of computer and information systems using the systems development life cycle and other appropriate design tools. Prerequisite/co-requisite: BCIS/COSC Elective or ITSC 1309.

ITSE 2309 Database Programming**Three semester hours(3-1)**

Database development using database programming techniques emphasizing database structures, modeling, and database access.

ITSE 2313 Web Authoring**Three semester hours(3-1)**

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. Prerequisite: IMED 1316.

ITSE 2317 JAVA Programming**Three semester hours(3-1)**

Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. Prerequisite: ITSE 1302 or COSC 1336.

ITSE 2347 Advanced Database Programming**Three semester hours(3-1)**

Application development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access. Prerequisite: ITSE 2309.

ITSW 2334 Advanced Spreadsheets**Three semester hours(3-1)**

Designed to provide an understanding of advanced functionality of electronic spreadsheets. Prerequisite/co-requisite: BCIS/COSC Elective or ITSC 13093.

ITSW 2337 Advanced Database**Three semester hours(3-1)**

Designed to provide an understanding of advanced functionality of databases. Prerequisite/co-requisite: BCIS/COSC Elective or ITSC 13093.

ITSY 1300 Fundamentals of Information Security**Three semester hours(3-0)**

An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed. Prerequisite: BCIS/COSC Elective or ITSC 1309 or ITNW 1325.

ITSY 1342 Information Technology Security**Three semester hours(3-1)**

Instruction in security for network hardware, software, and data, including physical security, backup procedures, relevant tools, encryption, and protection from viruses. Prerequisite: ITNW 2354 and ITSY 1300.

ITSY 2300 Operating System Security**Three semester hours(3-1)**

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards. Prerequisite: ITSC 1305.

ITSY 2301 Firewalls and Network Security

Three semester hours(3-1)

Identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities. Prerequisite: ITSC 1321.

MATH 0101 College Math Prep

One semester hour (1-0)

Designed for students scoring 63-79 on the ACCUPLACER. Students scoring in this range will take the one-hour course along with MATH 1314. This one hour supplemental class will allow students to receive extra help in College Algebra in which they are concurrently enrolled. This course does not transfer or apply towards graduation. (ACCUPLACER breakdown: 63-79)

MATH 0130 Pre-Algebra

One semester hour(1-0)

This course is an individualized module class that utilizes technology in the classroom. Topics may include but are not limited to study in basic math skills in whole numbers, fractions, decimals; percentages, ratio and proportion, basic statistics, geometry, and basic algebraic concepts. A grade of "C" or better must be achieved to advance to the next level. This course does not transfer or apply towards graduation. Additional testing may be required for placement in modular classes. (ACCUPLACER breakdown: 0-40)

MATH 0131 Beginning Algebra

One semester hour(1-0)

This course is an individualized module class using technology in the classroom. Topics may include but are not limited to a review of basic math skills needed for algebra, the real number system; algebraic expressions; linear equations and inequalities in one and two variables; coordinate graphing, and exponent rules. A grade of "C" or better must be achieved to advance to the next level. This course does not transfer or apply towards graduation. Additional testing may be required for placement in modular classes. (ACCUPLACER breakdown: 41-52)

MATH 0132 Intermediate Algebra

One semester hour(1-0)

This course is an individualized module class using technology in the classroom. Topics may include but are not limited to a review of the real number system, algebraic expressions, graphing linear equations in one and two variables, exponents and polynomials; factoring, introduction to rational expressions and equations, introduction to radicals, and quadratic equations. A grade of "C" or better must be achieved to advance to college-level mathematics. This course does not transfer or apply to graduation. Additional testing may be required for placement in modular classes. (ACCUPLACER breakdown: 53-62)

MATH 0230 Pre-Algebra

Two semester hours.....(2-0)

This course is an individualized module class that utilizes technology in the classroom. Topics may include but are not limited to study in basic math skills in whole numbers, fractions, decimals; percentages, ratio and proportion, basic statistics, geometry, and basic algebraic concepts. A grade of "C" or better must be achieved to advance to the next level. This course does not transfer or apply towards graduation. Additional testing may be required for placement in modular classes. (ACCUPLACER breakdown: 0-40)

MATH 0231 Beginning Algebra

Two semester hours.....(2-0)

This course is an individualized module class using technology in the classroom. Topics may include but are not limited to a review of basic math skills needed for algebra, the real number system; algebraic expressions; linear equations and inequalities in one and two variables; coordinate graphing, and exponent rules. A grade of “C” or better must be achieved to advance to the next level. This course does not transfer or apply towards graduation. Additional testing may be required for placement in modular classes. (ACCUPLACER breakdown: 41-52)

MATH 0232 Intermediate Algebra

Two semester hours.....(2-0)

This course is an individualized module class using technology in the classroom. Topics may include but are not limited to a review of the real number system, algebraic expressions, graphing linear equations in one and two variables, exponents and polynomials; factoring, introduction to rational expressions and equations, introduction to radicals, and quadratic equations. A grade of “C” or better must be achieved to advance to college-level mathematics. This course does not transfer or apply to graduation. Additional testing may be required for placement in modular classes. (ACCUPLACER breakdown: 53-62)

MATH 0301 Developmental Math

Three semester hours.....(3-1)

This is an introductory course designed to identify deficiencies and provide a review of fundamental operations in mathematics based on the individual student’s identified need for compensatory work in basic arithmetic, pre-algebra and/or geometry. Emphasis placed on the use of computer for further practice outside the classroom. (3201045119)

MATH 0321 Vocational Math

Three semester hours.....(2-2)

This course is designed specifically for students enrolled in the vocational certificate program. Emphasis is on basic math skills, measurement and computational skills. The course uses individualized and group instruction in a lab setting.

MATH 0330 Pre-Algebra

Three semester hours(3-1)

This course is designed for students requiring instruction in basic mathematical operations focusing in the development of algebraic skills. Topics may include but are not limited to study in basic math skills in whole numbers, fractions, decimals; percentages, ratio and proportion, basic statistics, geometry, and basic algebra concepts. This course may be offered in different formats: computer-based classroom, lecture, hybrid/blended, or online. A grade of “C” or better must be achieved to advance to the next level, MATH 0331. This course does not transfer or apply towards graduation. (ACCUPLACER breakdown: 0-40)

MATH 0331 Beginning Algebra

Three semester hours(3-1)

This course is designed for students requiring instruction in basic algebraic concepts and notation. It is a continuation of MATH 0330. Topics may include but are not limited to a review of basic math skills needed for algebra, the real number system; algebraic expressions; linear equations and inequalities in one and two variables; coordinate graphing, and exponent rules. This course may be offered in different formats: computer-based classroom, lecture, hybrid/blended, or online. A grade of “C” or better must be achieved to advance to the next level, MATH 0332. This course does not transfer or apply towards graduation. (ACCUPLACER breakdown: 41 – 52)

MATH 0332 Intermediate Algebra

Three semester hours(3-1)

This course is designed for students requiring further instruction in basic algebraic concepts. Topics may include but are not limited to a review of the real number system, algebraic expressions, graphing linear equations in one and two

variables, exponents and polynomials; factoring, introduction to rational expressions and equations, introduction to radicals, and quadratic equations. This course may be offered in different formats: computer-based classroom, lecture, hybrid/blended, or online. A grade of "C" or better must be achieved to advance to college-level mathematics. This course does not transfer or apply to graduation. (ACCUPLACER breakdown: 53-62)

MATH 1314 College Algebra

Three semester hours(3-0)

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Prerequisite: score of 80 on ACCUPLACER; if a student scores between 63 and 79, there is a co-requisite of Math 0101. (2701015419)

MATH 1316 Plane Trigonometry

Three semester hours(3-0)

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Prerequisite: score of 80 on ACCUPLACER; if a student scores between 63 and 79, there is a co-requisite of Math 0101. (2701015319)

MATH 1324 Mathematics for Business and Social Sciences I (finite mathematics)

Three semester hours(3-0)

Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business. Prerequisite: score of 80 on ACCUPLACER; if a student scores between 63 and 79, there is a co-requisite of Math 0101. (2703015219)

MATH 1325 Business Calculus (Mathematics for Business & Social Sciences II)

Three semester hours(3-0)

Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, application to management, economics and business. Prerequisite: Math 1324, Math 1314, Math 1316 or approval of instructor.(2703015219)

MATH 1332 Contemporary Mathematics I

Three semester hours(3-0)

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. Prerequisite: Two years high school algebra or above and score of 80 on ACCUPLACER; if a student scores between 63 and 79, there is a co-requisite of Math 0101. (2701015119)

MATH 1342 Elementary Statistical Methods

Three semester hours(3-0)

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. Prerequisite: Two years high school algebra or above and score of 80 on ACCUPLACER; if a student scores between 63 and 79, there is a co-requisite of Math 0101. (2705015119)

MATH 1348 Analytical Geometry

Three semester hours(3-0)

Lines, circles, and other conic sections; transformation of coordinates; polar coordinates; and parametric equations. Introduces relationship between algebra and geometry. Includes the fundamental formulas related to Cartesian coordinates and equations, with special emphasis on the straight line, the circle, the parabola, the ellipse, and the hyperbola; high plane curves; parametric equations; polar coordinates; and an introduction to vectors. Prerequisites: MATH 1316 and MATH 1314, or by taking an advanced standing examination. May be taken concurrently with MATH 1316. (2701015519)

MATH 1350 Fundamentals of Mathematics I

Three semester hours(3-0)

Concepts of sets, functions, numerations systems, number theory, and properties of the natural numbers, integers, rational and real number systems with an emphasis on problem solving and critical thinking. Recommended for Elementary Education majors with Grade 4-8 Certification. This course may also be appropriate for early childhood education majors. Prerequisite: College Algebra or equivalent (2701015619)

MATH 1351 Fundamentals of Mathematics II

Three semester hours(3-0)

Concepts of geometry, probability, and statistics as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. Recommended for Elementary Education majors with Grade 4-8 Certification. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification. Prerequisite: College Algebra or equivalent of MATH 1350. (2701015619)

MATH 1442 Elementary Statistical Methods

Four semester hours(3-4)

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. : Prerequisite: Two years high school algebra or above and score of 80 on ACCUPLACER; if a student scores between 63 and 79, there is a co-requisite of Math 0101. (2705015119) (2705015119)

Math 2312 Pre-Calculus Math (3 credit hours) (3-0)

Math 2412 Pre-Calculus Math (4 credit hours) (4-0)

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Prerequisite: Two years high school algebra or above and score of 80 on ACCUPLACER. (2701015819)

MATH 2313 Calculus I (3 credit hours).....(3-0)

MATH 2413 Calculus I (4 credit hours)(4-0)

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule; mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: Pre-calculus Math or equivalent preparation. (2701015919)

MATH 2314 Calculus II (3 credit hours)..... (3-0)

MATH 2414 Calculus II (4 credit hours)..... (4-0)

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: MATH 2313/2414. (2701015919)

MATH 2315 Calculus III (3 credit hours)..... (3-0)

MATH 2415 Calculus III (4 credit hours)(4-0)

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. Prerequisite: MATH 2314/2414. (2701015919)

MDCA 1164 Practicum (or Field Experience) Medical/Clinical Assistant

One semester hour(0-9)

Co-requisites: MDCA 1309 and MDCA 1352

MDCA 1165 Practicum (or Field Experience) Medical/Clinical Assistant

One semester hour(0-8)

Co-requisites: MDCA 1348 and MDCA 1417

MDCA 1166 Practicum (or Field Experience) Medical/Clinical Assistant

One semester hour(0-8)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedure, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the business/industry. Co-requisite: MDCA 1452.

MDCA 1305 Medical Law and Ethics

Three semester hours(3-0)

Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. Includes current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities.

MDCA 1309 Anatomy and Physiology for Medical Assistants

Three semester hours(3-0)

Emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with overview of common pathophysiology. Co-requisites: MDCA 1352, MDCA 1164.

MDCA 1313 Medical Terminology

Three semester hours(3-0)

A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

MDCA 1321 Administrative Procedures

Three semester hours(2-2)

Medical office procedures including appointment scheduling, medical records creation and maintenance, phone communications, financial processes, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office.

MDCA 1343 Medical Insurance

Three semester hours(1-2)

Emphasizes accurate ICD-9 and CPT coding of office procedures for payment/reimbursement by patient or third party and prevention of insurance fraud. Additional topics may include managed care or medical economics.

MDCA 1348 Pharmacology and Administration of Medicines

Three semester hours(2-2)

Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico or legal responsibilities of the medical assistant. Co-requisites: MDCA 1417, MDCA 1165.

MDCA 1352 Medical Assistant Laboratory Procedures I

Three semester hours(2-3)

MDCA Procedures depicted in the Current Clinical Laboratory Improvement Act (CLIA). Includes blood collection, specimen handling, basic urinalysis, identification of normal ranges, quality assurance, and quality control. May include electrocardiography. Demonstrate proper venipuncture and skin puncture technique; demonstrate compliance with Universal/Standard Precautions and OSHA guidelines; properly perform hematocrit and glucose with a blood glucose meter; properly label and handle all biologic specimens; perform appropriate equipment maintenance and troubleshooting; demonstrate quality assurance and quality control procedures; and if appropriate, perform proper 12 lead electrocardiography. Co-requisites: MDCA 1309, MDCA 1164. NOTE: Upon successful completion of these courses, the student is eligible to submit application for the Registered Phlebotomy Technician certification examination with the American Medical Technologists Association. Individuals who pass the examination are awarded the Registered Phlebotomy Technician (RPT) credential.

MDCA 1402 Human Disease Pathophysiology

Four semester hours(6-0)

A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

MDCA 1417 Procedures in a Clinical Setting

Four semester hours(2-3)

Emphasis on patient-centered assessment, examination, intervention, and treatment as directed by physician. Includes vital signs, collection, and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriate for the medical office. Prerequisite/co-requisite: MDCA 1348 and 1165.

MDCA 1452 Medical Assistant Laboratory Procedures II

Four semester hours(2-4)

Demonstrate proper venipuncture technique; demonstrate compliance with Universal/Standard Precautions and OSHA guidelines; properly perform hematocrit and glucose with a blood glucose meter; properly label and handle all biologic specimens; perform appropriate equipment maintenance and troubleshooting; demonstrate quality assurance and quality control procedures; and if appropriate, perform proper 12 lead electrocardiography. Prerequisites: MDCA 1309, MDCA 1352, MDCA 1164, Co-requisites: MDCA 1166

MRKG 1301 Customer Relations

Three semester hours(3-0)

General principles of customer service including skills, knowledge, attitudes, and behaviors.

MRKG 1302 Principles of Retailing (formerly BMGT 1302)

Three semester hours(3-0)

Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.

MRKG 1311 Principles of Marketing

Three semester hours(3-0)

Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

MRKG 2349 Advertising and Sales Promotion (formerly BMGT 1349)

Three semester hours(3-0)

Introduction to the advertising principles, practices, and multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints. Prerequisite: MRKG 1311.

MRKG 2388 Internship-Business Marketing & Marketing Management

Three semester hours(0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the student's last semester.

MUSIC

All freshman and college or transfer students who are declared music majors are placed in appropriate music theory classes by the music faculty. College transfer students will have all previous music course work evaluated. In addition, music students will be assigned to piano, voice or major instrument areas of study.

All students entering music theory should have a knowledge of key signatures, scales, and understanding of basic notation and pitch. If a lack of background is determined, the student will then be expected to achieve a parity of proficiency with first year theory students, prior to taking sophomore course work. Courses in Applied Music and the Performing Groups may be repeated for credit with the consent of the instructor and the understanding of the student that they may not apply toward advanced degrees upon transfer to a senior college.

The non-keyboard music major is expected to reach a level of proficiency equivalent to two years of college level private instruction. Instrumental, voice, and piano concentrates are given playing auditions to determine level of proficiency. It is advisable for all music majors to have completed several years of private piano study prior to entering college.

Applied Music Examinations

All students taking applied music courses must appear for a jury examination at the end of each semester. The examining committee will decide whether the student is to be advanced to a higher classification or retained (asked to repeat the same course) in the event that he is not ready to proceed to the next higher level.

If a student repeats a course, only the credit earned in the repetition of the course will be counted toward degree requirements. Specific examination requirements for each classification are determined by the faculty of each Applied Music area, in consultation with the departmental chairman. These requirements are subject to periodic review.

Piano Requirements

Keyboard Majors and Concentrates

Keyboard concentrates must take private lessons in piano each semester during the freshman and sophomore years. All keyboard concentrates must take piano sight-reading and accompanying studies for four semesters, participate in one performance group per semester, and participate as needed for student recital accompanying as determined by the music faculty.

Instrumental and Voice Concentrates

Instrumental and voice concentrates must take four semesters of secondary piano. The primary instruction in applied music would be either voice or an orchestral instrument for the student in this area. As a secondary piano student, each music student must prepare to pass a piano proficiency barrier upon acceptance in a senior college. Specific requirements for meeting the piano proficiency barrier may be obtained from the music faculty at Howard College.

Individual instruction is available on brass, guitar, percussion, voice, keyboard and woodwinds through individual private lessons. Weekly lessons are one-hour. There is a fee required. One semester hour each (0-1) (5009035426)
MUAP 1103, 1203, 1104, 1204, 2103, 2203, 2104, 2204-Keyboard
MUAP 1105, 1205, 1106, 1206, 2105, 2205, 2106, 2206-Woodwind
MUAP 1107, 1207, 1108, 1208, 2107, 2207, 2108, 2208-Brass
MUAP 1101, 1201, 1102, 1202, 2101, 2201, 2102, 2202-Voice
MUAP 1109, 1209, 1110, 1210, 2109, 2209, 2110, 2210-Percussion
MUAP 1111, 1211, 1112, 1212, 2111, 2211, 2112, 2212-Guitar

MUEN 1131, 1132, 2131, 2132 Chamber (Small) Instrumental Ensemble

One semester hour each(1-2)

Modern as well as contemporary and standard band music will be studied and performed with frequent public appearances. The Howard College Band and the Howard College Choir perform together as *Hawk Jam*. Enrollment is at the discretion of the director.(5009035626)

MUEN 1151, 1152, 2151, 2152 Chamber (Small) Vocal Ensemble

One semester hour each(1-2)

Ensemble of mixed voices dedicated to performance of lighter contemporary music. The Howard College Band and the Howard College Choir perform together as *Hawk Jam*. Enrollment by audition. (5009035826)

MUSI 1116, 1117 Sight Singing and Ear Training I and II

One semester hour(0-2)

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including diction, rhythm, melody, and diatonic harmony. (5009045626)

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

One semester hour each(1-0)

Class instruction in the fundamentals of singing, including breathing, tone production and diction. Designed for students with little or no previous voice training. These are co-enrollment courses with Music 1111, 1112, 2111, 2112 and require enrollment by audition. (5009085126)

MUSI 1163, 1164, 2163, 2164 Jazz Improvisation I, II, III, IV

One semester hour each(1-2)

Materials and practices for improvisation or extemporaneous performance in the jazz idiom. (5009036526)

MUSI 1303 Fundamentals of Music

Three semester hours(3-0)

Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm (*Does not apply to a music major degree.*) (5009045526)

MUSI 1304 Foundations of Music

Three semester hours(3-0)

Study of the basic fundamentals of music for prospective classroom teachers with an introduction to melodic, rhythmic, and harmonic instruments. Emphasis on singing and reading music. (5009045426)

MUSI 1306 Music Appreciation

Three semester hours(3-0)

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances (*Does not apply to a music major degree.*) (5009025126)

MUSI 1308 Music Literature

Three semester hours(2-3)

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. (5009025226)

MUSI 1310 American Music

Three semester hours(3-0)

General survey of various styles of music in America. Topics may include jazz, folk, rock, and contemporary art music. (5009025326)

MUSI 1311 Music Theory I

Three semester hours(3-0)

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. Companion course with Music 1116. (5009045126)

MUSI 1312 Music Theory II

Three semester hours(3-0)

Continuation of MUSI 1311. (5009045126)

MUSI 2116, 2117 Sight Singing and Ear-Training I and II

One semester hour(0-2)

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. (5009045726)

MUSI 2311 Music Theory III

Three semester hours(3-0)

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. Prerequisite: Completion of MUSI 1312. Companion course with MUSI 2116. (5009045226)

MUSI 2312 Music Theory IV

Three semester hours(3-0)

Continuation of MUSI 2311. Study of mixed chords, ninths, elevenths, etc. Original compositions in two and three-part song forms are required. Survey of harmonic techniques of the nineteenth and twentieth centuries. Continued study of keyboard harmony. Prerequisite: Completion of MUSI 2311. Companion course with MUSI 2118. (5009045226)

OSHT 1305 OSHA Regulations - Construction Industry

Three semester hours(3-0)

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry.

OSHT 2401 OSHA Regulations - General Industry

Four semester hours(3-2)

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry.

PFPB 1325 Mechanics of Plumbing

Three semester hours(3-1)

An introduction to the principles of physical science and the mechanics used in the plumbing industry that includes basic principles of physics, matter, liquids, and hydraulics.

KINESIOLOGY/PHYSICAL EDUCATION (PHED)

FRESHMAN - Activity Classes

One semester hour each(0-3)

Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) (3601085123)

- 1103, 1123 Bowling
- 1104, 1124 Racquetball
- 1105, 1125 Weight Training
- 1106, 1126 Aerobics
- 1107, 1127 Badminton (SWCID courses)
- 1107, 1127 Varsity Trainers
- 1108, 1128 Running
- 1109, 1129 Men's Varsity Basketball
- 1110, 1130 Women's Varsity Basketball
- 1111, 1131 Men's Varsity Baseball
- 1112, 1132 Western Activities
- 1114, 1134 Tennis
- 1115, 1135 Golf
- 1118, 1138 Dance
- 1120, 1121 Karate
- 1140, 1141 Aqua Aerobics
- 1142, 1143 Lifetime Fitness
- 1150, 1151 Volleyball/Basketball
- 1152, 1153 Women's Varsity Softball
- 1172, 1173 Badminton
- 1182, 1183 Soccer

SOPHOMORE - Activity Classes

One semester hour each(0-3)

Instruction and participation in physical and recreational activities (Physical Fitness and Sport majors may have the option of eight credits) (3601085123)

- 2103, 2123 Bowling
- 2104, 2124 Racquetball
- 2105, 2125 Weight Training
- 2106, 2126 Aerobics
- 2107, 2127 Badminton (SWCID courses)
- 2107, 2127 Varsity Trainers
- 2108, 2128 Running
- 2109, 2129 Men's Varsity Basketball
- 2110, 2130 Women's Varsity Basketball
- 2111, 2131 Men's Varsity Baseball
- 2112, 2132 Western Activities
- 2114, 2134 Tennis
- 2115, 2135 Golf
- 2118, 2138 Dance
- 2120, 2121 Karate

2140, 2141 Aqua Aerobics
2142, 2143 Lifetime Fitness
2150, 2151 Volleyball/Basketball
2152, 2153 Women's Varsity Softball
2172, 2173 Badminton
2182, 2183 Soccer

PHED 1301 Introduction to Physical Fitness & Sport

Three semester hours(3-0)

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. (3105015223)

PHED 1304 Personal/Community Health I

Three semester hours(3-0)

Investigation of the principles and practices in relation to personal and community health. (5115045116)

PHED 1306 First Aid

Three semester hours(3-0)

Instruction in and practice of first aid techniques. (5115045316)

PHED 1308 Sports Officiating I

Three semester hours(3-0)

Instruction in rules, interpretation, and mechanics of officiating selected sports. (3101015123)

PHED 1309 Sports Officiating II

Three semester hours(3-0)

Instruction in rules, interpretation, and mechanics of officiating selected sports. (3101015123)

PHED 1321 Coaching/Sports/Athletics I

Three semester hours(3-0)

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques. (3105055123)

PHED 1322 Coaching/Sports/Athletics II

Three semester hours(3-0)

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques. (3105055123)

PHED 1336 Introduction To Recreation I

Three semester hours (3-0)

Fundamental theory and concepts of recreational activities with emphasis on programs, planning, and leadership. (3101015123)

PHED 1337 Introduction To Recreation II

Three semester hours(3-0)

Fundamental theory and concepts of recreational activities with emphasis on programs, planning, and leadership. (3101015123)

PHED 1338 Concepts of Physical Fitness

Three semester hours(3-0)

Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs. (3105035123)

PHED 2156 Taping and Bandaging

One semester hours(1-0)

This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries. (3105035123)

PHED 2356 Care and Prevention of Athletic Injuries

Three semester hours(3-0)

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training. (3105035223)

PHIL 1301 Introduction to Philosophy

Three semester hours(3-0)

Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning. (3801015112)

PHIL 1304 Introduction to World Religions

Three semester hours(3-0)

A comparative study of major religions of the world including Mohammedanism, Judaism, Buddhism, Hinduism and Christianity. (3802015212)

PHIL 1316 History of Religions I

Three semester hours(3-0)

A historical survey of major religions. (3802015212)

PHIL 2303 Introduction to Logic

Three semester hours(3-0)

Nature and methods of clear and critical thinking and correct reasoning such as deduction, induction, scientific reasoning, and fallacies. (3801015212)

PHIL 2306 Introduction to Ethics

Three semester hours(3-0)

Classical and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards. (3801015312)

PHIL 2321 Philosophy of Religion

Three semester hours(3-0)

A critical investigation of major religious ideas and experiences. (3802015312)

PHYS 1401 College Physics I

Four semester hours(3-3)

Algebra-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics Prerequisite: Completion of or registration for MATH 1316. (4008015303)

PHYS 1402 College Physics II

Four semester hours(3-3)

Continuation of Physics 1401. Algebra-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics. Prerequisite: PHYS 1401 or approval of the instructor. (4008015303)

PHYS 1403 Stars and Galaxies

Four semester hours(3-3)

Study of stars, galaxies, and the universe outside our solar system. Prerequisite: must be TSI complete in reading. (4002015103)

PHYS 1404 Solar System

Four semester hours(3-3)

Study of the sun and its solar system, including its origin. Prerequisite: must be TSI complete in reading. (4002015103)

PHYS 1410 Elementary Physics

Four semester hours(3-3)

Conceptual level survey of topics in physics intended for liberal art and other non-science majors. Prerequisite: Must be TSI complete in reading and math. (4008015103)

PHYS 1415 Physical Science I

Four semester hours(3-3)

Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. Prerequisite: Must be TSI complete in reading and math. (4001015103)

PHYS 1417 Physical Science II

Four semester hours(3-3)

Course designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. Prerequisite: Must be TSI complete in reading and math. (4001015103)

PHYS 2425 University Physics I

Four semester hours(3-3)

Lecture: Fundamental principles of physics, using calculus, for science, computer science, and engineering majors: the principals and applications of classical mechanics, including harmonic motion and physical systems; emphasis on problem solving.

Lab: Basic laboratory experiments supporting theoretical principals presented during the lecture component involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and presentation of laboratory reports.

Prerequisite: MATH 2413, Calculus I. (4008015403)

PHYS 2426 University Physics II

Four semester hours(3-3)

Lecture: Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics.

Lab: Laboratory experiments supporting theoretical principles presented in the lecture component involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and presentation of laboratory reports.

Prerequisites: PHYS 2425 and parallel enrollment in MATH 2314. (4008015403)

POFI 2301 Word Processing

Three semester hours(3-1)

In-depth coverage of word processing software application. Prerequisite/co-requisite: BCIS/COSC Elective or ITSC 1309.

POFI 2331 Desktop Publishing for the Office

Three semester hours(3-1)

In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. Prerequisite/co-requisite: BCIS/COSC Elective or ITSC 1309.

POFI 2340 Advanced Word Processing

Three semester hours(3-1)

Instruction in advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications. Prerequisite: POFI 2301.

POFL 1303 Legal Office Procedures

Three semester hours(3-1)

Study of the administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems. This is a sophomore-level course. Prerequisites: POFI 2301 and POFT 1309.

POFL 2301 Legal Document Processing

Three semester hours(3-1)

Skill development in the production of legal documents used in the legal and court systems. Prerequisite: POFT 1349.

POFM 1309 Medical Office Procedures

Three semester hours(3-1)

Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. Emphasis on human relations and customer service skills.

POFM 1327 Medical Insurance

Three semester hours(3-0)

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues.

POFT 1127 Introduction to Keyboarding

One semester hour(1-1)

Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

POFT 1227 Introduction to Keyboarding

Two semester hours(1-2)

Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.

POFT 1301 Business English

Three semester hours(3-0)

Prerequisite: ENGL 0322 and ENGL 0312. Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Emphasis on applying the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilizing terminology applicable to technical and business

writing; developing proofreading and editing skills; and writing effective sentences and paragraphs for business applications.

POFT 1309 Administrative Office Procedures I

Three semester hours(3-1)

Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment

POFT 1319 Records and Information Management I

Three semester hours(3-1)

Introduction to basic records information management filing systems including manual and electronic filing.

POFT 1321 Business Math

Three semester hours(3-0)

Prerequisite or co-requisite: MATH 0302 and permission of instructor, ENGL 0322 or permission of instructor. Fundamentals of business mathematics including analytical and critical thinking skills.

POFT 1325 Business Math and Machine Applications

Three semester hours(3-0)

Business math problem-solving skills using office technology.

POFT 1349 Administrative Office Procedures II

Three semester hours(3-1)

In depth coverage of office applications with special emphasis on decision making, goal setting, management theories, and critical thinking. Prerequisites POFT 1309, POFI 2301, or permission of instructor.

POFT 2301 Document Formatting and Skill Building

Three semester hours(3-1)

Prerequisite: POFI 2301. A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents.

POFT 2331 Administrative Systems

Three semester hours(3-1)

Advance concepts of project management and office procedures utilizing integration of previously learned office skills. Prerequisite POFT 1349.

POFT 2382 Cooperative Education - General Office Occupations and Clerical Services

Three semester hours (1-20)

Prerequisite: This is a capstone course and should be taken in the student's last semester. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

POFT 2388 Internship – General Office Occupations and Clerical Services

Three semester hours(0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

POFT 2433 Advance Keyboarding

Four semester hours(3-2)

A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making.

PSYC/EDUC 0300 Career Planning

Three semester hours(1-2)

Prerequisite: NSO and PSYC 0200. (Transfer students who have passed the THEA or the Stanford Achievement Test, or an acceptable exam, completed nine or more college level hours and whose grade point average is 2.0 or better may be exempted from NSO and PSYC 0200, but are still required to enroll in PSYC 0300.) This course is designed to help students make the transition between college to the work force (School-to-Work [STW]). Student will learn attainable skills with resume, cover letter, and reference writings. Emphasis on success with obtaining a job through on-line search, participation with Texas Workforce Commission, knowing their different support services for obtaining a job, familiarization with the different laws as they apply to the workforce and other ongoing job searches. (3201015212)

PSYC 1100/EDUC 1100 Learning Framework

One semester hour(1-0)

A study of the 1) research and theory in the psychology of learning, cognition and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition and motivation serve as the conceptual basis of the introduction of college-level student academic strategies. Students use assessment instruments (e.g. learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and thus become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (4203015125)

PSYC 2301 General Psychology

Three semester hours(3-0)

Survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior. General topics include individual differences, intelligence, personality, heredity and environment, learning, memory, behavior disorders, psychotherapies, and group behavior. (4201015125)

PSYC 2302 Applied Psychology

Three semester hours(3-0)

Survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work, and government work. (4201015225)

PSYC 2314 Life Span Growth and Development

Three semester hours(3-0)

Study of the relationship of the physical, mental, social, and emotional factors of growth and development of children and throughout the lifespan. Methods for child study; native and learned behavior patterns; individual differences; signs of maladjustment in children; and problems in discipline. (4227035125)

PSYC 2315 Psychology of Adjustment

Three semester hours(3-0)

Study of the processes involved in adjustment of individuals to their personal and social environments. (4201015625)

PSYC 2319 Social Psychology

Three semester hours(3-0)

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Cross listed as SOCI 2326. (4216015125)

PTAC 2446 Process Troubleshooting

Four semester hours(3-3)

Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause or effect relationships, and reasoning.

QCTC 1301 Total Quality Management

Three semester hours(3-1)

The study of integrating work processes using team participation through employee empowerment and teamwork emphasizing the philosophy of customer service and satisfaction.

QCTC 1303 Quality Control

Three semester hours(3-0)

Information on quality control principles and applications. Designed to introduce the student to the quality control profession.

QCTC 1341 Statistical Process Control

Three semester hours(3-0)

Components of statistics including techniques of collection, presentation, analysis, and interpretation of numerical data as applied to statistical control. Stresses application of correlation methods, analysis of variance, dispersion, sampling quality control; collect and analyze data to calculate control limits; and identify out-of-control conditions. Prerequisite: Math elective.

QCTC 1448 Metrology

Four semester hours(3-2)

A study of the terminology, methodology, and practice of measurement systems and equipment in the calibration and use of basic measuring tools.

RADR 1167 Practicum - Radiologic Technology

One semester hour(0-8)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Practicum experiences are unpaid external learning experiences. Prerequisite: Successful completion of RADR 1266.

RADR 1213 Principles of Radiographic Imaging I

Two semester hours.....(2-1)

Radiographic image quality and the effects of exposure variables. Corequisite: RADR 1260. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: Admission into the Radiologic Technology Program.

RADR 1260 Clinical - Radiologic Technology

Two semester hour (0-8)

A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinic experiences are unpaid external learning experiences. Prerequisite: Admission into the Radiologic Technology Program.

RADR 1266 Practicum - Radiologic Technology

Two semester hours.....(0-16)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Practicum experiences are unpaid external learning experiences. Prerequisite: RADR 1260.

RADR 1309 Introduction to Radiography and Patient Care

Three semester hours(3-1)

An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included. Corequisite: RADR 1260. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: Admission into the Radiologic Technology Program.

RADR 1311 Basic Radiographic Procedures

Three semester hours (2-3)

An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy. Corequisite: RADR 1260. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: Admission into the Radiologic Technology Program.

RADR 2217 Radiographic Pathology

Two semester hours.....(2-0)

Disease processes and their appearance on radiographic images. Corequisite: RADR 2367. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: RADR 2313.

RADR 2240 Sectional Anatomy for Medical Imaging

Two semester hours.....(2-0)

Anatomic relationships that are present under various sectional orientations as depicted by computed tomography or magnetic resonance imaging. Corequisite: RADR 2367. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: RADR 2313.

RADR 2301 Intermediate Radiographic Procedures

Three semester hours(2-3)

A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy. Corequisite: RADR 1266. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: RADR 1311.

RADR 2305 Principals of Radiographic Imaging II

Three semester hours(3-1)

Radiographic imaging technique formulation. Includes equipment quality control, image quality assurance, and the synthesis of all variables in image production. Corequisite: RADR 1266. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: Successful completion of RADR 1213, RADR 1309.

RADR 2309 Radiographic Imaging Equipment

Three semester hours(3-1)

Equipment and physics of x-ray production Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process. Corequisite: RADR 1266. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: Successful completion of RADR 1213, RADR 1309.

RADR 2313 Radiation Biology and Protection

Three semester hours(3-0)

Effects of radiation exposure on biological systems Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. Corequisite: RADR 2366. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: RADR 2331.

RADR 2331 Advanced Radiographic Procedures

Three semester hours(2-2)

Continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. Corequisite: RADR 1167. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: RADR 2301, RADR 2305, RADR 2309.

RADR 2335 Radiologic Technology Seminar

Three semester hours(2-2)

A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. Corequisite: RADR 2367. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: RADR 2313

RADR 2366 Practicum - Radiologic Technology

Three semester hours(0-24)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Practicum experiences are unpaid learning experiences. Prerequisite: RADR 1167.

RADR 2367 Practicum - Radiologic Technology

Three semester hours(0-24)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Practicum experiences are unpaid learning experiences. Prerequisite: RADR 2366.

RBTC 1301 Programmable Logic Controllers

Three semester hours.....(2-2)

A study in programmable logic controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming.

RNSG 1115 Health Assessment

One semester hour(1-1)

Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework. (5116016914)

RNSG 1261 - Clinical - Nursing (RN Training)

Intro to Nursing

Two semester hours.....(0-6)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Co-requisite RNSG 1309. (5116016914)

RNSG 1309 Introduction to Nursing

Three semester hours(3-3)

Overview of nursing and the role of the associate degree nurse as a provider of care, coordinator of care, and member of a profession. Topics include knowledge, judgment, skills, and professional values with a legal/ethical framework.

Prerequisite: 14 hours of required support courses, including a minimum of BIOL 2402 and one other science course. Co-requisite RNSG 1261. (5116015414)

RNSG 1343 Complex Concepts of Adult Health

Three semester hours(3-0)

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession in the care of adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system. Emphasis on knowledge, judgments, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. (This course is included in the Field of Study Curriculum for Nursing.)

Prerequisite: RNSG 1309, RNSG 1261, and a minimum of 26 hours of required support courses including all science courses. Co-requisite

. (5116016414) 5138016414

RNSG 1362 Clinical - Nursing (RN Training)

Concepts of Adult Health

Three semester hours(0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Co-requisite RNSG 1343. (5116016914)

RNSG 2160 Clinical - Nursing (RN Training)

Adaption to Role of Professional Nurse

One semester hours(0-3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Co-requisite RNSG 2307. (5116016914) 5138016914

RNSG 2201 Care of Children and Families

Two semester hours.....(1-2)

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework. Prerequisites: RNSG 1309, RNSG 1261, RNSG 1343, RNSG 1362, Computer Science elective. Co-requisite RNSG 2361. (5116015814)

RNSG 2213 Mental Health Nursing

Two semester hours.....(2-0)

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. Prerequisites: RNSG 1309, RNSG 1261, RNSG 1343, RNSG 1362, RNSG 2307, COSC 1401 Computer Science elective). Co-requisite RNSG 2261. (5116016914)

RNSG 2260 Clinical - Nursing (RN Training)

Maternal/Newborn Nursing and Women's Health

Two semester hours.....(0-6)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Focus is on mothers and neonates. Co-requisite RNSG 2308. (5116016914)

RNSG 2261 Clinical - Nursing (RN Training)

Mental Health Nursing

Two semester hours.....(0-6)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. The focus is on the mentally ill client. Co-requisite RNSG 2213. (5116016914)

RNSG 2307 Adaptation to Role of Professional Nurse

Three semester hours(3-0)

Selected concepts related to the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Content includes knowledge, judgment, skill, and professional values within a legal/ethical framework. Co-requisite RNSG 2160.

RNSG 2308 Maternal/Newborn Nursing and Women's Health

Three semester hours(3-0)

Study of concepts related to the provision of nursing care for normal childbearing families and those at risk as well as women's health issues; competency in knowledge, judgment, skill, and professional values within a legal/ethical framework, including a focus on normal and high-risk needs for the childbearing family during the preconception, prenatal, intrapartum, neonatal, and postpartum periods; and consideration of selected issues in women's health. Prerequisites: RNSG 1309, RNSG 1261, RNSG 1343, RNSG 1362, Computer Science elective. Co-requisite RNSG 2260. (5116015914)

RNSG 2361 - Clinical - Nursing (RN Training)

Care of the Children and Families

Three semester hours(0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. The focus is on the pediatric population 28 days to 18 years old. Co-requisite RNSG 2201. (5116016914)

RNSG 2432 Enhanced Concepts of Adult Health

Four semester hours(4-0)

Enhanced concepts and skills for developing professional competencies in complicated nursing care situations involving adult patients and families with multiple body system problems. Emphasizes critical thinking, clinical reasoning, and determining legal/ethical values for optimization of patient care in intermediate and acute care settings. This course lends itself to a blocked approach.

Prerequisites: RNSG 1309, RNSG 1261, RNSG 1343, RNSG 1362, COSC 1401, Computer Science elective. Co-requisite RNSG 2460.

RNSG 2460 - Clinical - Nursing (RN Training)/

Care of the Client with Common Health Care Needs

Four semester hours(0-12)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Co-requisite RNSG 2432. (5116016914)

RSPT 1160 Clinical - Respiratory Care

One semester hour(0-5)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: RSPT 1213.

RSPT 1101 Introduction to Respiratory Care

One semester hours(0-3)

An introduction to the field of respiratory care. Topics include the history of respiratory care, hospital organization, medical malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment, infection control, and cardiopulmonary resuscitation (CPR). Prerequisite: Admission into the Respiratory Care program.

RSPT 1213 Basic Respiratory Care Pharmacology

Two semester hours.....(2-1)

A study of basic pharmacological principles/practices of respiratory care drugs. Emphasis on classification, routes of administration, dosages/calculations, and physiological interaction.

RSPT 1266 Practicum - Respiratory Care

Two semester hours..... (0-16)

Practical general workplace training supported by an individualized learning plan developed by the employer, college, and student. Corequisite: RSPT 1331, RSPT 2310. Prerequisite: RSPT 1101, RSPT 1160, RSPT 1213, RSPT 1327, RSPT 1329.

RSPT 1327 Applied Physics for Respiratory Care

Three semester hours(3-0)

Review of the theoretical and practical applications of mathematics and physics with a focus on the applicability and clinical utility of the modalities, techniques, procedures, equipment, and diagnostic tests utilized in respiratory care. Prerequisite: Admission into the Respiratory Care program.

RSPT 1329 Respiratory Care Fundamentals I

Three semester hours(2-3)

Provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, chest x-ray interpretation, medical gas therapy, oxygen analyzers, and humidity/aerosol therapy. Corequisite: RSPT 1160. Prerequisite: RSPT 1101, RSPT 1213.

RSPT 1331 Respiratory Care Fundamentals II

Three semester hours(2-3)

Provides a foundation for the development of knowledge and skills for respiratory care including lung expansion therapy, postural drainage and percussion, artificial airways, manual resuscitation devices, suctioning, pulse oximetry, bedside spirometry, arterial sampling techniques and blood gas analysis and interpretation. Corequisite: RSPT 1266, RSPT 2310. Prerequisite: RSPT 1101, RSPT 1160, RSPT 1213, RSPT 1327, RSPT 1329.

RSPT 1335 Cardiopulmonary Testing

Three semester hours(2-2)

A comprehensive study of pulmonary testing of lung function, dysrhythmia interpretation, and 12-lead electrocardiogram (EKG) interpretation. Prerequisites: RSPT 1331, RSPT 2310, RSPT 1266.

RSPT 2160 Clinical - Respiratory Care

One semester hour(0-5)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: All core and RSPT courses.

RSPT 2166 Practicum - Respiratory Care*

One semester hour(0-8)

Practical general workplace training supported by an individualized learning plan developed by the employer, college, and student. Corequisite: RSPT 2267, RSPT 2230. Prerequisites: RSPT 2314, RSPT 2266, RSPT 2255, RSPT 1335. Capstone experience for Respiratory Care program.

RSPT 2230 Examination Preparation

Two semester hours.....(0-5)

Comprehensive review for selected respiratory care credentialing examinations. Test matrices and exam content areas for selected exams will be presented. Prerequisite: RSPT 2314, RSPT 2266, RSPT 2255, RSPT 1335. Corequisite: RSPT 2166, RSPT 2267.

RSPT 2255 Critical Care Monitoring

Two semester hours.....(2-0)

Advanced monitoring techniques used clinically to assess a patient in the critical care setting. Corequisite: RSPT 2314, 2266, 1335. Prerequisite: RSPT 1266, 1331, 2310.

RSPT 2266 Practicum - Respiratory Care

Two semester hours..... (0-16)

Practical general workplace training supported by an individualized learning plan developed by employer, college, and student. Corequisite: RSPT 2314, 2255, 1335. Prerequisite: RSPT 1266, 1331, 2310.

RSPT 2267 Practicum - Respiratory Care

Two semester hours.....(0-16)

Practical general workplace training supported by an individualized learning plan developed by employer, college, and student. Prerequisite: RSPT 2314, RSPT 2266, 2255, 1335. Corequisite: RSPT 2230 & 2166.

RSPT 2310 Cardiopulmonary Disease

Three semester hours(3-0)

A discussion of pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. Prerequisite: RSPT 1327, 1329, 1213, 1160, 1101. Corequisite: RSPT 1266, 1331.

RSPT 2314 Mechanical Ventilation

Three semester hours(2-2)

In-depth coverage and application of therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Also included are the indications, complications, and physiologic effects/principles of mechanical ventilation. Emphasizes initiation, management of ventilation support. Prerequisites: RSPT 1331, 1266, 2310. Corequisite: RSPT 2266.

RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care

Three semester hours(3-0)

A study of acute care, monitoring, and management as applied to the neonatal and pediatric patient.

RSTO 1325 Purchasing for Hospitality Operations

Three semester hours(3-0)

Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal & informal price comparisons, proper receiving procedures, storage management, and record keeping at each stage of the purchasing cycle.

RSTO 2301 Principles of Food & Beverage Controls

Three semester hours(3-0)

A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures.

SGNL 1301 Beginning American Sign Language I

Three semester hours(3-1)

Introduction to American Sign Language covers fingerspelling, vocabulary and basic sentence structure. Prerequisite: ENGL 0312 and ENGL 0322 with a grade of "C" or better or with permission from instructor. (1616035113)

SGNL 1302 Beginning American Sign Language II

Three semester hours(3-1)

This course is a continuation of SGNL 1301. Develops receptive and expressive ability and allows recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL). Increases fluency and accuracy in finger spelling and numbers. Prerequisite: SGNL 1301 with a grade of "B" or better or the equivalent as demonstrated by performance on the ASL evaluation and ENGL 0312 & ENGL 0322 with a grade of "C" or better or with permission from instructor. (1616035113)

SGNL 2301 Intermediate American Sign Language I

Three semester hours(3-1)

Integrates and refines expressive and receptive skills in American Sign Language (ASL), including recognition of sociolinguistic variation. A practice-oriented approach to language acquisition, including the use of multimedia. Review and application of conversational skills in American Sign Language. Introduction to American Sign Language literature and folklore. Prerequisite: SGNL 1302 with a grade of "B" or better or the equivalent as demonstrated by performance on the ASL evaluation and ENGL 0312 and ENGL 0322 with a grade of "C" or better or with permission from instructor. (1616035213)

SGNL 2302 Intermediate American Sign Language II

Three semester hours(3-1)

Continues Intermediate American Sign Language I. Review and application of conversational skills in American Sign Language. Introduction to American Sign Language literature and folklore. An integration of expressive and receptive skills with emphasis on literature, discourse styles, and contextualization at an intermediate level. Provides students with information on colloquial usage for signs and grammatical structures for complex sentences. Prerequisite: SGNL 2301 with a grade of "B" or better or the equivalent as demonstrated by performance on the ASL evaluation and ENGL 0312 and ENGL 0322 with a grade of "C" or better. (1616035213)

SLNG 1106 Interpreting Artistic Texts I

One semester hour(1-1)

Introduces the art of interpretation of artistic texts, including music, poetry, and drama. Emphasis on incorporating the rhythm, fluidity and beauty of American Sign Language production while maintaining conceptual accuracy and clarity.

SLNG 1140 Interpreting Artistic Texts II

One semester hour..... (1-1)

Continuation of Interpreting Artistic Texts I. More advanced analysis of artistic texts and their interpretation.

SLNG 1211 Fingerspelling and Numbers

Two semester hours(1-3)

Development of expressive and receptive skills in fingerspelling and numbers. Receptive skills focus on whole word phrase recognition and fingerspelling/number comprehension in context. Expressive skills focus on the development of speed, clarity and fluency.

SLNG 1215 Visual/Gestural Communication

Two semester hours(2-1)

A course in the development of skills in non-verbal communications. Emphasizes the use and understanding of facial expression, gestures, pantomime, and body language. Create and perform stories using these elements.

SLNG 1317 Introduction to the Deaf Community

Three semester hours(3-0)

An overview of the physical, educational, social and cultural implications within the context of a deaf or hard of hearing individual's personal life, family and community in today's multicultural world. Emphasis on current educational and vocational programs, legislation, technology, oppression and other issues.

SLNG 1321 Introduction to the Interpreting Profession

Three semester hours(3-0)

An overview of the field of American Sign Language (ASL)/English Interpretation. Provides an historical framework for the current principles, ethics, roles, responsibilities, and standard practices of the interpreting profession.

SLNG 1346 Working with Deaf-Blind Persons

Three semester hours(3-0)

Instruction in the skills necessary to work with people who are deaf-blind, including deaf-blind children, in educational and residential settings. Includes skills for working as a Support Service Provider (SSP) for a deaf-blind person. May include outside activities. Prerequisite: ENGL 0322 and ENGL 0312 with a grade of "C" or better or permission of instructor.

SLNG 1347 Deaf Culture

Three semester hours(3-0)

Provides a historical and contemporary perspective of American Deaf culture using a socio-cultural model. Includes cultural identity, values, group norms, communication, language, and significant contributions made by Deaf people to the world. Prerequisite: ENGL 0322 and ENGL 0312 with a grade of "C" or better.

SLNG 1348 Vocabulary Development for Interpreters

Three semester hours(3-0)

A course in vocabulary building in English and American Sign Language for interpreters. Prerequisite: SLNG 1305.

SLNG 1350 Sign-to-Voice

Three semester hours.....(2-3)

Skill development in interpreting and transliterating from American Sign Language and other modes of communication to English and analysis of increasingly complex tasks utilizing simulated interpreting experiences including skills analysis and peer evaluation.

SLNG 2288 Internship I-Sign Language Interpreter

Two semester hours(0-8)

An experience external to the college for an advanced student in specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics or learning

outcomes vary. Students must provide their own transportation to and from off campus sites. Prerequisite: SLNG 1211 and SLNG 1305 or permission of instructor.

SLNG 2289 Internship II-Sign Language Interpreter

Two semester hours(0-8)

An experience external to the college for an advanced student in specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics or learning outcomes vary. Students must provide their own transportation to and from off campus sites. This is a capstone course for ITP and should be taken in the student's last semester. Prerequisite: SLNG 1211 and SLNG 1305 or permission of instructor.

SLNG 2302 Interpreting II

Three semester hours(2-3)

Continued development of discourse analysis and interpreting skills for increasingly complex tasks. Utilization of consecutive and simultaneous interpreting scenarios including monologues and dialogues. Emphasizes skill development, self-analysis, and peer evaluation. Prerequisite: SLNG 1211, SLNG 1321 and SLNG 1305 or permission of instructor.

SLNG 2311 Interpreting in Specialized Settings

Three semester hours(3-0)

Overview of interpreting/transliterating with special populations (e.g. deaf/blind, high visual, oral) and/or special settings (e.g. religious, artistic, medical, legal, mental health). Reinforce interpreting theories and techniques in relation to special population(s) and/or setting(s).

SLNG 2315 Interpreting in Educational Settings

Three semester hours(3-0)

Overview of education programs (K-12 and post-secondary), focusing on the roles and skills of the interpreter as a member of the educational team. Includes current practices, communication methods, legislation, trends, and ethical issues. Introduces resources for content-specific vocabulary.

SLNG 2331 Interpreting III

Three semester hours(2-3)

A practice-oriented course to strengthen skills in the integration and application of interpreting using complex source materials. Continued exposure to simulated interpreting/transliterating experiences. Prerequisite: SLNG 1211, SLNG 1321 and SLNG 1305 or permission of instructor.

SOCI 1301 Introductory Sociology

Three semester hours(3-0)

Introduction to the concepts and principles used in the study of group life, social institutions, and social processes. Socialization, development of human personality, integration, and current trends in family and community life are also discussed. (4511015125)

SOCI 1306 Contemporary Social Problems

Three semester hours(3-0)

This is a study of the current social problems among individuals, families, and institutions; and their treatment and prevention through social planning and action. Prerequisite: SOCI 1301 or permission of instructor. (4511015225)

SOCI 2301 Marriage and the Family

Three semester hours(3-0)

Characteristics of and problems within courtship, marriage, and family in American society with special emphasis on parent or child relationships are covered. (4511015425)

SOCI 2319 Minority Studies

Three semester hours(3-0)

This course covers the study of cultural, religious, ethnic and racial groups and the treatment accorded them in society. Prejudice, discrimination and the outcomes of discrimination in relation to both dominant and subordinate groups are considered. The status of racial, ethnic and other minority groups such as black, American Indians, and Hispanics in the economic, legal and social system of the United States are covered. (4511015325)

SOCI 2336 Criminology

Three semester hours(3-0)

Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation. (4504015125)

SOCI 2339 Juvenile Delinquency

Three semester hours(3-0)

Study of nature, extent, and causes of juvenile delinquency; youthful offenders and their career patterns; institutional controls and correctional programs. 4216015125)

SOCW 2361 Introduction to Social Work

Three semester hours(3-0)

Development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work. (4407015124)

SOCW 2362 Social Welfare as a Social Institution

Three semester hours(3-0)

Introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives. (4407015224)

SPAN 1411 Beginning Spanish I

Four semester hours(3-2)

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. (1609055113)

SPAN 1412 Beginning Spanish II

Four semester hours(3-2)

Continuation of Spanish 1411. Fundamental skills in listening comprehension, speaking, reading, and writing Includes basic vocabulary, grammatical structures, and culture. Prerequisite: Spanish 1411. (1609055113)

SPAN 2311 Intermediate Spanish I

Three semester hours(3-0)

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Spanish 1412. (1609055213)

SPAN 2312 Intermediate Spanish II

Three semester hours(3-0)

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Spanish 2311. (1609055213)

SPCH 1144, 1145, 2144, 2145 Forensic Activities

One semester hour(0-3)

Laboratory experience for students who participate in forensic activities. (2310016012)

SPCH 1311 Introduction to Speech Communication

Three semester hours(3-0)

Theories and practice of communication in interpersonal, small group, and public speech. A minimum of four public speaking assignments are required. (2310015112)

SPCH 1315 Public Speaking I

Three semester hours(3-0)

Research, composition, organization, delivery, and analysis of speeches for various purposes and occasion. (2313045312)

SPCH 1318 Interpersonal Communication

Three semester hours(3-0)

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships Effective one-to-one communication, communication theory, nonverbal communication, and assertiveness are emphasized in this course. (2310015412)

SPCH 1321 Business and Professional Communication

Three semester hours(3-0)

Theories and practice of speech communication as applied to business and professional situations. Designed to introduce the fundamentals of speech communication in situations such as interpersonal communication, interviews, group discussions, and public speaking. (2310015212)

SPCH 2316 Interviewing

Three semester hours(3-0)

Application of communication concepts in selected interview settings with emphasis on dyadic communication, questioning techniques, interview structure, and persuasion. (Cross listed as COMM 2316)

SPCH 2333 Discussion and Small Group Communication

Three semester hours(3-0)

Discussion and small group theories and techniques as they relate to group process and interaction. Examines discussion, small group, and leadership theories and techniques as they relate to group process and interaction. (2310015612)

SPCH 2341 Oral Interpretation

Three semester hours(3-0)

Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms. (2310015712)

SRGT 1144 Technological Sciences for the Surgical Technologist

One semester hours(2-0)

In-depth coverage of specialized surgical modalities. Areas covered include endoscopy, microsurgery, therapeutic surgical energies, and other integrated science technologies.

SRGT 1505 Introduction to Surgical Technology

Five semester hours(3-4)

Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient care concepts.

SRGT 1409 Fundamentals of Perioperative Concepts and Techniques

Four semester hours(3-3)

In-depth coverage of aseptic technique principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. Continuation of surgical anesthesia and pharmacology concepts.

SRGT 1441 Surgical Procedures I

Four semester hours(3-3)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

SRGT 1442 Surgical Procedures II

Four semester hours(3-3)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

SRGT 2461 Clinical

Four semester hours(0-24)

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Students may not be substituted for staff personnel while performing clinical program requirements. Students and faculty provided by the institution are not and will not be acting as servant agent or employee of medical facility during program clinical rotations.

SRGT 2562 Clinical

Five semester hours(0-30)

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Students may not be substituted for staff personnel while performing clinical program requirements. Students and faculty provided by the institution are not and will not be acting as servant agent or employee of medical facility during program clinical rotations. Course may be repeated if topics and learning outcomes vary. Prerequisite: Successful completion of SRGT 1405, SRGT 1409, SRGT 1441, and SRGT 2461.

**TECA 1303 Family, School, and Community
(CDEC 1303)**

Three semester hours(3-1)

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. This course requires students to participate in field experiences (minimum of 16 hours) with children from infancy through age 12 in a variety of settings with varied and diverse populations. (1301015209)

**TECA 1311 Educating Young Children
(CDEC 1311)**

Three semester hours(3-1)

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. This course requires students to participate in field experiences (minimum of 16 hours) with children from infancy through age 12 in a variety of settings with varied and diverse populations. (1312025109)

**TECA 1318 Wellness of the Young Child
(CDEC 1318)**

Three semester hours(3-1)

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standard and legal implications of relevant policies and regulations. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. This course requires students to participate in field experiences (minimum of 16 hours) with children from infancy through age 12 in a variety of settings with varied and diverse populations. (1301015309)

**TECA 1354 Child Growth and Development
(CDEC 1354)**

Three semester hours(3-0)

A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. (1312025209)

TECM 1303 Technical Mathematics

Three semester hours(3-1)

A review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance.

VNSG 1230 Maternal-Neonatal Nursing

Two semester hours.....(2-1)

Assessment and management of the childbearing family. Emphasis on the bio-psycho or socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Prerequisites: VNSG 1304, VNSG 1323, VNSG 1509, VNSG 1360, and BIOL 2420. Co-requisites: VNSG 1234 and VNSG 1261.

VNSG 1234 Pediatrics

Two semester hours.....(1-2)

Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process and includes health promotion, growth and development, and immunizations. Prerequisites: VNSG 1304, VNSG 1323, VNSG 1509, VNSG 1360, and BIOL 2420. Co-requisites: VNSG 1230 and VNSG 1261.

VNSG 1261 Clinical II**Two semester hours.....(0-7)**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Focus is on mothers and neonates. Co-requisites: VNSG 1234 and VNSG 1230. Prerequisites: VNSG 1304, VNSG 1323, VNSG 1509, VNSG 1360, BIOL 2420, and successful clearance of a criminal background check and 10 panel drug screening.

VNSG 1304 Foundations of Nursing**Three semester hours(3-0)**

Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Prerequisites: BIOL 2401, BIOL 2402, BIOL 1322, and PSYC 2314. Co-requisites: VNSG 1509 and VNSG 1360.

VNSG 1323 Basic Nursing Skills**Three semester hours(1-4)**

Mastery of entry level nursing skills, medical terminology, and competencies for a variety of health care settings. VNSG 1323 must be completed with a grade of "C" or better in order to proceed to the next level. Prerequisites BIOL 2401, 2402, 1322, and PSYC 2314.

VNSG 1360 Clinical I**Three semester hours(0-9)**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Co-requisites: VNSG 1304, VNSG 1509. Prerequisites: BIOL 2401, BIOL 2402, BIOL 1322, PSYC 2314 and successful completion of criminal background clearance, and successful clearance of a criminal background check and 10 panel drug screening.

VNSG 1509 Nursing in Health and Illness II**Five semester hours(3-6)**

Introduction to common health problems of the adult and ill child requiring medical and surgical interventions. Prerequisites: BIOL 2401, BIOL 2402, BIOL 1322, and PSYC 2314. Co-requisites: VNSG 1304 and VNSG 1360

VNSG 1510 Nursing in Health and Illness III**Five semester hours (3-6)**

Continuation of Nursing in Health and Illness II. Further study of common medical or surgical health problems of the adult and ill child, including concepts of mental illness Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Prerequisites: VNSG 1323, VNSG 1304, VNSG 1509, VNSG 1360, BIOL 2420. Corequisite: VNSG 2461

VNSG 2161 Clinical IV**One semester hour(0-5)**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. This is a capstone course and should be taken in the student's last semester. Prerequisites: VNSG 1234, VNSG 1230, VNSG 1261, VNSG 1510, VNSG 2461, and successful clearance of a criminal background check and 10 panel drug screening.

VNSG 2461 Clinical III**Four semester hours(0-16)**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Corequisite: VNSG 1510. Prerequisites: VNSG 1304, VNSG 1323, BIOL 2420, VNSG 1509, VNSG 1360 PSYC 2314, and successful clearance of a criminal background check and 10 panel drug screening.

WDWK 1313 Cabinet Making I

Three semester hours.....(2-3)

Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools.

WIND 1300 Introduction to Wind Energy

Three semester hours(2-2)

Introduction of the evolution of wind technology, wind farm design, and characteristics of energy sources.

WIND 1302 Wind Safety

Three semester hours(2-2)

Introduction to safety procedures and practices relating to turbine towers. Includes first aid training and CPR certifications

WLDG 1206 Introduction to Gas Tungsten Arc Metal (GTAW)

Three semester hours(1-2)

Fundamentals of Gas Tungsten Arc Welding (GTAW). Includes setup and safe use of GTAW equipment as well as instruction in flat positions on joint designs.

WLDG 1323 Welding Safety, Tools and Equipment

Three semester hours(2-3)

An introduction to welding careers and safety practice, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols and blueprints.

WLDG 1412 Introduction to Flux Cored Arc Welding (FCAW)

Four semester hours(3-2)

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes.

WLDG 1413 Introduction to Blueprint Reading for Welders

Four semester hours(3-2)

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

WLDG 1417 Introduction to Layout and Fabrication

Four semester hours(3-2)

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

WLDG 1421 Welding Fundamentals

Four semester hours(3-2)

Introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes, and basic metallurgy.

WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting

Four semester hours(3-2)

An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.

WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)

Four semester hours(3-2)

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)

Four semester hours(3-2)

A study of the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction on various joint designs.

WLDG 1440 AWS Level I Certification Review

Four semester hours(3-2)

A review of various welding processes, welding terminology, and welding technology curriculum in preparation for taking the American Welding Society Level One Certification written test.

WLDG 2388 Internship – Welding Technology/Welder

Three semester hours(0-10)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and employer.

WLDG 2432 Welding Automation

Four semester hours(3-1)

Overview of automated welding and cutting applications. Special emphasis on safe use and operation of equipment.

WLDG 2443 Advanced Shielded Metal Arc Welding

Four semester hours(3-2)

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.