

2011  
2012



# HOWARD COLLEGE

## CATALOG & STUDENT HANDBOOK

BIG SPRING ♦ LAMESA ♦ SAN ANGELO ♦ SWCID





## **CATALOG AND STUDENT HANDBOOK 2011-2012**

The combined catalog and student handbook 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 and Handbook changes at [www.howardcollege.edu](http://www.howardcollege.edu).

The Howard College Catalog and Handbook was designed to help you find out more about Howard College/SWCID. It is intended to provide you essential facts about many aspects of college life. It contains important rules and procedures, academic and general information, details on student services and facilities, activities, organizations, and educational support services.

### **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 Provost 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 Director 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 <a href="http://www.coarc.com">www.coarc.com</a>
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 <a href="mailto:mail@nbstsa.org">mail@nbstsa.org</a>

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

<b>About Howard College and SWCID</b> Vision, Mission, Motto, and Values History of the Howard County Junior College District Academic Calendar Board of Trustees, Administration and Faculty	8
<b>Admission to Howard College and SWCID</b> 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	22
<b>Tuition and Fees</b> Tuition and Fixed Fees Student Refund Policy General Financial Information Residence Hall Cost	34
<b>Financial Aid</b> Satisfactory Academic Progress Standards Ability to Benefit Grants, Scholarships, Work Study, Loans Other Financial Aid Sources Tuition Rebates	44
<b>Academic Information</b> 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	52
<b>Special Programs</b> Adult Education Continuing Education: Community Education/Workforce Training English Language Program (ELP)	70

<b>Academic Associate Degree Programs</b> Associate of Arts, Associate of Arts in Teaching, Associate of Science Core Curriculum Field of Study Curriculum	74
<b>Howard College Career Technical Education and Health Professions</b>	84
<b>SWCID Career Technical Education &amp; Health Professions</b>	152
<b>Course Descriptions</b>	172
<b>Student Handbook- Foreword</b> Disciplinary Authority Policy on Non-Discrimination College Name, Document, and Records Crime Awareness and Campus Security Threats	274
<b>Rights, Privileges and Responsibilities of Students in the Academic Community</b> Citizenship Academic Integrity Disruption or Obstruction of College Activities or Functions Affiliation Student Publication Student Identification Solicitation and Advertisement Financial Responsibility Children of Adult Students Orientation Student Absences on Religious Holy Days Intellectual Property Student Complaint Procedures	276
<b>Student Records</b> Notification of Privacy Rights to Student Address of Record Student Access to Educational Records Definition of Educational Records Custodian of Student Records Fee Schedule Records Not Accessible to Students Student Record Release Policy Student's Right to Challenge Content of Records Directory Information Creation, Permanence, and Destruction of Records Complaint Procedures	281
<b>Student Services</b> Admissions, Financial Aid, Counseling, Outreach and Career Services Tutorial Centers Special Services Student Insurance Libraries E Learning WINGS Network, Computer Services Cosmetology, Dental Hygiene, Health, and Food Services Residence Halls SWCID Special Services	286

<b>Student Life</b>	293
Scholastic Honorary Societies	
Interest Area Organizations	
Religious Organizations	
Publications	
<b>Student Housing Requirements and Policies</b>	298
General Policies on the Big Spring and SWCID Campuses	
Housing and Food Service Information	
Residency Requirements and Exceptions	
Board Requirements and Exceptions	
Contract and Residency Information	
Reservation Information	
Room Assignments	
Residence Hall Cost	
Consolidation Process	
General Housing Policies	
<b>Student Organization Guidelines</b>	302
Categories and Definitions	
Conditions for Registration	
Registration of New and/or Reforming Groups	
Privileges of Chartered Organizations	
Faculty or Staff Advisor	
Conditions for Maintaining Registration	
Denial of Registration	
Withdrawal of Registration	
Nondiscrimination Registration	
<b>Use of College Space, Vehicles, Facilities and Amplification Equipment</b>	306
General Policy	
Facilities Reservations Requirements for the Community	
Use of Facilities by Student Organizations	
Procedures and Priorities for Designated Facilities	
Campus Grounds Use	
Freedom of Expression Activities and Forum Areas	
Appeals of Grounds Use Request Denials	
Use of Amplification Equipment	
Use of College Vehicles	
<b>Solicitations, Advertisements, and Printed Materials</b>	312
<b>Code of Student Conduct and Discipline</b>	315
Responsibility for Knowledge of Policies, Rules and Regulations	
Student Misconduct	
Administration of Disciplinary Procedures	
Student Disciplinary Hearings	
Penalties That May Be Imposed	

<b>Student Grievance Procedures</b> General Grievance Policy Student Disciplinary Hearing Appeal Student Disciplinary Hearing Grounds for Appeal Review of Disciplinary Appeals Committee and the President Interim Disciplinary Action Recoding of Disciplinary Action Personal Records Employment Grades Students with Disabilities Race, Color, National Origin, Age, Religion, Veteran Status Discrimination Sex Discrimination Sexual Harassment and Sexual Violence Traffic and Parking Citations Admissions	326
<b>College Substance Abuse Program</b> Purpose of Program Implementation of Program	329
<b>Appendices</b> Grievance Procedure of a Student by Another Student Grievance Procedure of a Student by an Employee or College Trustee Student Academic Grade Grievance Procedures Acceptable Use of State/District – Owned Information Resources Services for Students with Disabilities General Intramural Regulations Charges for Public Records	331
<b>Definition of Terms</b>	351

## 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. Cornell Corrections, 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 2011-2012

### Fall Semester: August 29, 2011 - December 29, 2011

August 15 (M)	Faculty return
August 15-19 (M-F)	Faculty and staff meetings
August 26 (F)	Last day to drop and receive 100% of refundable fees ( <i>see refund policy</i> )
August 29 (M)	Classes begin and late registration begins (late fee charged)
September 2 (F)	Last day for late registration
September 5 (M)	Labor Day Holiday – no classes
September 14 (W)	Census day (16 week term)
October 14 (F)	Mid-semester break – no classes
November 11 (F)	Last day to apply for fall graduation
November 18 (F)	Last day to drop a course (16 week term)
November 23-25 (W-F)	Thanksgiving Holiday – no classes
December 12-15 (M-Th)	Final exams
December 16 (F)	Semester ends
December 21 (W) -January 3 (T)	Offices closed

### December Mini Term: December 16, 2011 - January 5, 2012

December 16 (F)	Last day to drop and receive 100% of refundable fees ( <i>see refund policy</i> )
December 19 (M)	Classes begin; Last day to register for Mini
December 20 (T)	Census day
January 2 (M)	New Year's Day Holiday observed-no classes
January 4 (W)	Last day to drop a course
January 5 (Th)	Final exams and semester ends

### Spring Semester: January 17, 2012 - May 11, 2012

January 4 (W)	Offices open
January 9-13 (M-F)	Faculty and staff meetings
January 16 (M)	Last day to drop and receive 100% of refundable fees ( <i>see refund policy</i> )
January 17 (T)	Classes begin and late registration begins (late fee charged)
January 20 (F)	Last day for late registration (16 week classes)
February 1 (W)	Census day (16 week term)
March 12-16 (M-F)	Spring Break
April 5 (Th)	Last day to apply for spring graduation
April 6 (F)	Holiday – no classes
April 13 (F)	Last day to drop a course (16 week term)
May 7-10 (M-Th)	Final exams
May 11 (F)	Semester ends; Big Spring Campus and SWCID Graduation
May 12 (S)	San Angelo Campus Graduation

### **Spring Mini Term: May 14 - May 31, 2012**

May 11 (F)	Last day to drop and receive 100% of refundable fees ( <i>see refund policy</i> )
May 14 (M)	Classes begin; Last day to register for mini (late fee charged)
May 15 (T)	Census day
May 28 (M)	Memorial Day Holiday – no classes
May 30 (W)	Last day to drop a course
May 31 (Th)	Final exams and semester ends

### **Summer I Term: June 4, 2012 - July 5, 2012**

May 31 (Th)	Last day to drop and receive 100% of refundable fees ( <i>see refund policy</i> )
June 4 (M)	Classes begin
June 5 (T)	Last day to register for Summer I (late fee charged)
June 7 (Th)	Census day
July 3 (T)	Last day to drop a course
July 4 (W)	Holiday – no classes
July 5 (Th)	Final exams and semester ends

### **Summer II Term: July 9, 2012 – August 8, 2012**

July 5 (Th)	Last day to drop and receive 100% of refundable fees ( <i>see refund policy</i> )
July 9 (M)	Classes begin
July 10 (T)	Last day to register for Summer II (late fee charged)
July 12 (Th)	Census day
August 2 (Th)	Last day to drop a course
August 8 (W)	Final exams and semester ends

### **August Mini Term: July 30, 2012 – August 16, 2012**

July 26 (Th)	Last day to drop and receive 100% of refundable fees ( <i>see refund policy</i> )
July 30 (M)	Classes begin; Last day to register for Mini term (late fee charged)
July 31 (T)	Census day
August 14 (T)	Last day to drop a course
August 15 (W)	Final exams and semester ends



## HCJCD Board of Trustees

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Mr. Michael Flores*	
Mr. Larry McLellan**	
Dr. Charles O. Warren***	

\*\*\*Term ends 2016

\*\*Term ends 2012

\*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
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
Javier Flores, B.A., M.A., Ed.D	Provost/Big Spring
Mark J. Myers, B.A., M.A., Ph.D.	Provost/SWCID

## Administrative Deans and Directors

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
Margaret Cervantes, A.S., B.B.A.	Assistant Controller/Student Accounting	District
Kym Clark	Director E Learning	District
Brenda Claxton, A.A, B.B.A.	Controller	District
Lewanda Diaz, A.A., B.F.A., M.A.	Title V/READE Grant Project Director	District
Jan Foresyth, A.A.	Director of Institutional Advancement	District
Deidra Fuller, B.A., M.Ed., L.P.C.	Campus Dean of Student Support Services	Big Spring
John Green, B.A., M.A.	Director of Outreach	SWCID
Carol Hanes, B.S., M.Ed.	Campus Dean of General Studies	Big Spring
Eric Hansen, B.B.A.	Research Analyst	District
Kinsey Hansen, B.B.A., M.B.A.	Campus Dean of Workforce	Big Spring
Terry Hanson, B.A.	Executive Director Correctional Studies	Big Spring
Rhonda Kernick, B.S.	Director of Human Resources	District
Luis Kincade, A.S., B.S., M.L.S.	Dean of Libraries	District
Jason Mims A.S., B.A., M.P.A.	Director of Business Services	District
John Parsons, B.A., M.S.	Campus Dean Student Services/WTTC Director	San Angelo
Joel Park	Director Lamesa Campus	Lamesa
Scott Raines, B.S.	Campus Dean Student Services	Big Spring
Ed Roberts, B.A.	Director of Computer Services	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
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 Financial Aid	District
Barbara Walker, B.B.A., M.B.A.	Director of Institutional Effectiveness	District
Jeff Ward, B.S.	Dean of Students	Big Spring
Robert Williams	Director of Physical Plant	District

Board of Trustees, Administration and Faculty

## Instructional Division Directors

Amber Buske, B.A.	Developmental/Preparatory Studies	Big Spring
Linda Conway, B.A., M.Ed.	English/Communications/Humanities	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
Richard Hickam, B.S., M.S.	Behavioral and Social Sciences	Big Spring
Travis Hunter, A.A.S, B.S.O.E., M.Ed.	Health Professions	San Angelo
Linda Keeney, B.S., M.S	Mathematics/Physical Education	Big Spring
Erin MacKenzie, B.S., M.S.	Science	Big Spring
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.	Math/Science	San Angelo
Eddie Vandewalker, B.M.E., M.M.	Fine Arts	Big Spring

## Faculty

Mark Adams	B.S., Texas Tech University; M.Ed., University of Texas of the Permian Basin	Assistant Professor/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	B.A., M.Ed., Ph.D., University of Texas	Professor/Biology/Activity Director Title V eSTART Grant	District
Hollie Alred	B.S., M.S., Angelo State University	Instructor/Learning Frameworks	Big Spring
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, DARS-DHHS BEI Level III – Intermediary and Court Certified Interpreter	Associate Professor/Program Director Paraprofessional in Deaf Education	SWCID
Mandy Anderson	R.N., Covenant School of Nursing; B.S.N., Texas Tech University	Instructor/Nursing	Big Spring
Vanissa Arista	LVN, A.A.S./RN, Howard College	Instructor/Program Director/Nursing/CNA	Big Spring
Adrian Ayala	Texas State Tech Instructor Certification	Instructor/High Reliability Soldering	FCI
Greg Barnhill	B.S., Angelo State University; M.S., University of Texas Tyler	Assistant Professor/Biology	San Angelo
Cash Berry	B.S., M.S., Texas Tech University	Assistant Professor/Agriculture	Big Spring
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/Program Director Automotive Maintenance Technician	SWCID
Mark Burgess	A.S., Howard College	Instructor/Brick Masonry	FCI
Mike Burrow	B.S., Texas Tech University	Instructor/Executive	Cornell

		Housekeeping	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/Preparatory Studies	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
Adrian Calvio	B.S.A.S., Texas State University; M.A., Texas Tech University	Instructor/Sociology	Big Spring
Daniel Campbell	B.S., M.S., New Mexico State University; M.T. (ASCP)	Associate Professor/Interpreter Training Program	SWCID
Nancy Chavez-Coleman	R.N., A.A.S., Howard College	Instructor/Vocational Nursing	San Angelo
Peggy Cheney	B.S., University of Wyoming; M.S., University of North Texas	Instructor/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
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## 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.
- Ability to benefit: Students who are beyond the traditional age of high school enrollment (over 18) and can demonstrate skill proficiencies that support an ability to benefit from college-level instruction. Note: “Ability to benefit” applicants must submit a waiver obtained from the Admissions Office on any Howard College/SWCID campus. Designated campus officials will review requests and make recommendations to the Campus Provost for final approval. (Federal legislation requires that a student admitted under provisions such as these pass a designated “Ability to Benefit” exam to be eligible to receive financial aid.)
- 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. Before you will be allowed to register for classes, Howard College/SWCID must receive a completed, notarized Texas Department of State Health Services(TDSHS) Vaccine Exemption Affidavit Form. Visit the TDSHS webpage at <http://webds.dshs.state.tx.us/immco/affidavit.shtm> for instructions on requesting an exemption. **BE AWARE:** This form is the only form of acceptable documentation for this exemption and this process takes a significant amount of time. Please begin well in advance of your intended registration date.
- 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.

## **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**

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 developmental program 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 pre-requisite 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 English and math developmental course work in which they are found deficient. Part-time students (students enrolled in less than 12 hours) must enroll in at least one developmental course in deficient areas until college readiness has been met. Full-time students attending classes for the first time who have NOT taken an assessment test or the results are not available to the college at the time of enrollment must enroll in developmental course work in writing, reading, and mathematics. In subsequent semesters, full-time students must enroll in at least one developmental course in a deficient area until college readiness has been met. Course availability, sequencing, and placement may vary at

each campus. Students must follow the developmental plan and sequence as advised by developmental faculty at each campus.

**Restrictions**

Students may be restricted from enrolling in certain courses until college readiness has been determined. Some courses may have pre-requisite 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 developmental 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. Instructors have the option to drop students for lack of attendance, or the instructor may choose to give the grade they earn. 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 Developmental Courses**

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

**Developmental Courses**

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

**\*Math Courses**

MATH 0330, Math Essentials MATH 0331, Beginning Algebra MATH 0332, Intermediate Algebra MATH 0333, College Prep Algebra MATH 0101, College Prep Math	MATH 0301, Developmental Math (SWCID) MATH 0302, Math Skills (SWCID) MATH 0311, Elementary Algebra (SWCID) MATH 0312, Intermediate Algebra (SWCID)
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### \*Reading Courses

ENGL 0301, Success in College Reading I	ENGL 0310, Developmental ESOL Reading (SWCID)
ENGL 0302, Success in College Reading II	ENGL 0311, Developmental Reading I (SWCID)
ENGL 0101, College Prep Reading	ENGL 0312, Developmental Reading II (SWCID)
	ENGL 0313, Developmental Reading III (SWCID)

### Writing Courses

ENGL 0320, Success in Grammar/Writing	ENGL 0320, Developmental ESOL, Writing and Grammar (SWCID)
ENGL 0321, College Composition Prep I	ENGL 0321, Developmental Writing I (SWCID)
ENGL 0323, Developmental Writing II	ENGL 0322, Developmental Writing II (SWCID)
ENGL 0121, College Prep Writing	

\*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 developmental education, or the student may retest at any time to place out of the college developmental program. 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.

### Evaluation of Program

The purpose of the developmental education 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 developmental personnel on a yearly basis. Mid-course changes in developmental 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 developmental 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.

## 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](http://www.howardcollege.edu) – look for the section “Come to HC – How to Apply” to find the link for international students. Contact the International Student Advisor at [ldunnam@howardcollege.edu](mailto:ldunnam@howardcollege.edu) for further questions.

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](http://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)**

\$50 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)**

\$79 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 - \$124 per semester hour with a base amount of \$200  
SWCID - \$363 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**

## 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 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 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/Medical Transcription HITT 1249, HITT 1253, HITT 1255, HITT 1301, HITT 1311, HITT 1345, HITT 1441, HITT 2239, HITT 2343, HITT 2435, MRMT 1307, MRMT 2333, POFM 1309	20.00
Industrial Production Technology, all courses with labs CETT, ELPT, ENTC, HYDR, INMT, INTC, OSHT, PTAC	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, 2404	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 1405, 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	
Automotive Maintenance Technology Tool Kit (one-time cost) SWCID students	800.00
Building Construction Technology, Carpentry Tool Kit (one-time cost) SWCID Students	700.00
Building Construction Technology, Woodworking Tool Kit (one-time cost) SWCID Students	700.00
Business POFT 1325	10.00
Business ACNT 1313	20.00
Child and Family Development Liability Insurance (per course) CDEC 2386, GERS 2360	10.00
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) CJSA 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 Typhon Tracking Fee (DHYG 1331)	75.00
Dental Hygiene ADAH dues, per course (DHYG 1331, DHYG 2361)	65.00
Dental Laboratory Technology Kit (one time cost) SWCID students	700.00
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
GED Testing	80.00
Health Information Technology Liability Insurance (per course) HITT 1161, 2260, 2261; MRMT 1162, 2162	10.00
Health Information Technology Clinical Fee (per course) HITT 1161, 2160, 2161; MRMT 1162, 2162	15.00
Graphic Arts Technology Kit (one-time cost) SWCID students	130.00
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
Medical Assistant Liability Insurance (per semester)	10.00
Medical Assistant Clinical Fee (per semester)	15.00
Music or Private Instruction Fee, all individual instruction one-hour courses	80.00
New Student Orientation (SWCID)	
Early Registration (If paid by August 15)	250.00
Late Registration (after August 15)	300.00

Cost



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, 2404	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 2404	349.00
Nursing (LVN) Liability Insurance (per semester)	10.00
Nursing (LVN) Clinical Fee (per semester)	15.00
Nursing (LVN) Fundamentals of Nursing Testing Fee (Fall semester)	23.00
Nursing (LVN) Care of Adult Patient Testing Fee (Spring semester)	28.00
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
Paraprofessional in Deaf Education, CDEC 1313	20.00
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 or Fetal Monitoring (as needed)	Current Price + expedited s/h
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	75.00
Respiratory Care Secure RRT Exam, RSPT 2230	40.00
Simulation Clinical Exam, RSPT 2230	60.00
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
Welding Kit (one-time cost) SWCID students	750.00

## 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 fifteen 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 meeting .....100%

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

Cost

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, or money order.

## 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)	\$1280.00
Tax on Board Charge	105.60
<b>Total Room and Board Charge (fall and spring semesters)</b>	<b>\$2035.60</b>

### 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**

1 <sup>st</sup> payment	Due at Registration or move-in (whichever comes first)	\$1017.80
2 <sup>nd</sup> payment	Due dates included on installment contract	\$508.90
3 <sup>rd</sup> payment	Due dates included on installment contract	\$508.90

#### **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 payment 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
Board Charge(not available during summer)	\$1563.56
Tax on Board Charge	128.99
<b>Total Room and Board Charge (fall and spring semesters)</b>	<b>\$2342.56</b>

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**

1 <sup>st</sup> payment	Due at Registration	\$1171.28
2 <sup>nd</sup> payment	Due October 5 in Fall March 5 in Spring	\$585.64
3 <sup>rd</sup> payment	Due November 5 in Fall Due April 5 in Spring	\$585.64

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, Federal Stafford 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, GED or passing test scores approved by the Department of Education (see "Ability to Benefit" information below) before eligibility can be determined.
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](http://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, and GED passing scores, or take a test approved by the Department of Education (see "Ability to Benefit" information below). 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/spouse and parents if dependent) most recent federal income tax



return (1040, 1040A, or 1040EZ) to the Financial Aid Office and 2) an Institutional Verification Form (IVF) which may be obtained from 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. 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. 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.

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

**Students who have earned 30 credits or more** may be asked to submit an updated degree plan to the financial aid office.

**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.

**STUDENTS NOT MEETING CONDITIONS LISTED ABOVE MAY BE PLACED ON FINANCIAL AID**

**WARNING.**

1. 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.
2. There may be occasions in which an exception to the definition of Satisfactory Academic Progress should be made. The Director of Financial Aid will review all pertinent information regarding the situation and may grant an exception to the standards. If a student feels that an exception should be made, he/she should submit a written explanation of the circumstances surrounding the semester in question to the Director of Financial Aid for consideration. If the student is dissatisfied with the decision of the 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.

**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.

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.

**Ability to Benefit**

Students who do not have a high school diploma or its recognized equivalent have the following options to become eligible for federal and state aid:

1. Student must pass a Department of Education approved exam administered by the college.
2. Student must complete 6 hours applicable to an eligible degree or certificate offered by Howard College.
  - Testing out does not satisfy completion of hours.

- No Title IV payment for the 6 hours will be paid retroactively.

## 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.

### 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](http://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.

### 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 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.**

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	59	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.

<b>Test</b>	<b>Minimum Score</b>	<b>Credit Hours</b>	<b>HC Course Equivalent</b>
American History	5 3	6 3	History 1301, 1302 History 1301
Biology	5 3	8 4	Biology 1406, 1407 Biology 1406
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.

<b>Subject Examination</b>	<b>Minimum Score</b>	<b>Credit Hours</b>	<b>HC Course Equivalent</b>
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.

<b>Subject Examination</b>	<b>Minimum Score</b>	<b>Credit Hours</b>	<b>HC Course Equivalent</b>
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](http://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.

<b>IB Exam</b>	<b>Minimum Score</b>	<b>Howard College Course</b>
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.

### **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.
3. 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 who earn a 2.0 GPA for the semester receive a congratulatory letter.
  - 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).
4. 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

Academic Information



- The student's semester load may be restricted.
5. 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.
6. 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. 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.

<b>Associate of Arts</b>		<b>Associate of Science</b>	
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:

- a. A student took and passed a high school computer course within three years of enrolling at Howard College.
- b. A student has documentation of computer proficiency from another college or institution.
- c. A student takes and passes a computer proficiency test prior to registration. Contact your advisor for testing times and places.

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

### **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:

<b>EC-Grade 6; 4-8, EC-12 Special Education</b>	
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

<b>8-12, EC-12 Other than Special Education</b>	
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.

<b>Associate of Applied Science</b>	
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 75<sup>th</sup> 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

### 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 pre-requisites 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 Degrees, Certificates, and Awards

### Marketable Skills Achievement Award-Energy Systems

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

### Marketable Skills Achievement Award-Welding Basics

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

### Marketable Skills Achievement Award-Advanced Welding

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

## English Language Program (ELP)

### Continuing Education (CEU)

SWCID is designed to provide full-time instruction in English as a Second Language to qualified Deaf and Hard of Hearing American and International students. With the comprehensive and intensive curriculum aimed at developing students abilities in and knowledge of English, Deaf Culture, American Culture and American Sign Language, they will gain the level of proficiency necessary for undergraduate and graduate level studies in the United States or enhance their employment possibilities.

### Objectives:

The primary objective of the ELP is to assist students who want to improve their English Language skills to the level whereby they can function in a rigorous academic environment. The ELP will provide instruction with the highest quality faculty. Our priorities include:

1. To provide the highest quality instruction
2. Enable students to enroll in academic programs within the shortest possible time
3. Instill confidence necessary for effective use of English in both academic and social settings.

The college employs professionally trained instructors and continually reviews and updates our curriculum to be congruent with the most effective methods in providing Deaf and Hard of Hearing students ESL instruction to ensure that they benefit exponentially.

The ELP strictly limits class size in order to maximize the impact of instruction and supervision of students. Class placements are determined based on an assessment of English language proficiency at the time of admission.

**Admissions:**

Applicants must have completed secondary school and be 18 years of age or older. An application must be completed and the following documentation provided:

- Copy of official high school and college transcripts, GED or equivalent
- Non-refundable \$100 application fee in U.S. currency
- Copy of most recent audiogram
- Two letters of character reference from a teacher and any other person except a relative
- Certificate of funds form and proof of funds in the form of a bank statement or letter, of scholars from their sponsoring agent.

**Note: Admission to the ELP does not constitute admission to SWCID.**



## 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
<b>TOTAL</b>	<b>60</b>
8-12, EC-12 Other than Special Education	
Core Curriculum	42
*EDUC 1301, *EDUC 2301	6
Content area teaching fields/ academic disciplines	12
<b>TOTAL</b>	<b>60</b>

\*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
	<b>TOTAL</b>	<b>60</b>

### 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	<b>TOTAL</b>	<b>60</b>

\*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 three years of enrollment
- b. A student has documentation of computer proficiency from another college or institution.

## 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. 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)**

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)

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 75<sup>th</sup> 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.theccb.state.tx.us](http://www.theccb.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  
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](http://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.thecb.state.tx.us](http://www.thecb.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.



<b>Area of Interest</b>	<b>Page</b>
Administrative Office Systems	86
Agriculture	88
Business	91
Child and Family Development Studies	98
Computer and Information Systems	101
Computer and Information Technology Administration and Management	107
Cosmetology	109
Criminal Justice Technology	113
Dental Hygiene	119
Drafting Technology	121
Emergency Medical Services	123
Health Information Technology	127
Industrial Production Technology	130
Medical Assistant	133
Nursing	135
Radiologic Technology	144
Respiratory Care	147
Surgical Technology	150

## 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
<b>TOTAL</b>		<b>12</b>

### Certificate Level I Office Systems Technology

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

### 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 <sup>2</sup>	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 <sup>1</sup>	Suggested electives listed below	3
<b>TOTAL</b>		<b>39</b>

Suggested Electives: ACNT 1313, POFI 2331<sup>1</sup>, IMED 1301<sup>1</sup>, IMED 1316<sup>1</sup>, CPMT 1311<sup>1</sup>, ITSC 1305<sup>1</sup>, BUSG 1304, BUSI 2301, BMGT 1327, ITSW 2334, ITSW 2337, ACCT 2302, ACNT 1329, BMGT 1301, ITNW 1325<sup>1</sup>, ITSC 1301<sup>1</sup>, MRKG 1311, POFL 1303, POFM 1309, POFM 1331

<sup>1</sup>Course work may be articulated through Tech Prep or Technical Dual Credit.

<sup>2</sup>Capstone Course

## Associate of Applied Science Office Administration

### First Semester

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

### 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 <sup>2</sup>	Administrative Office Procedures II	3
Elective <sup>1</sup>	Suggested electives listed below	3
<b>TOTAL</b>		<b>15</b>

### 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
<b>TOTAL</b>		<b>15</b>

### Fourth Semester

Course	Title	Credit Hours
POFT 2331	Administrative Systems	3
POFT 2388 <sup>1</sup>	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
<b>TOTAL</b>		<b>15-16</b>
<b>TOTAL HOURS IN AAS DEGREE</b>		<b>60-61</b>

Suggested Electives: ACNT 1313, POFI 2331<sup>1</sup>, IMED 1301<sup>1</sup>, IMED 1316<sup>1</sup>, CPMT 1311, ITSC 1305<sup>1</sup>, BUSG 1304, BUSI 2301, BMGT 1327, ITSW 2334, ITSW 2337, ACCT 2302, ACNT 1329, BMGT 1301, ITNW 1325<sup>1</sup>, ITSC 1301<sup>1</sup>, MRKG 1311, POFL 1303, POFM 1309, POFM 1331

<sup>1</sup>Course work may be articulated through Tech Prep or Technical Dual Credit.

<sup>2</sup>Capstone 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
	<b>TOTAL</b>	<b>13</b>

### 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 <sup>3</sup>	Introductory Animal Science OR Animal Science	4
AGRI 1325 <sup>1</sup>	Marketing of Agricultural Products	3
AGRI 2317	Introduction to Agricultural Economics	3
AGMG 1344 OR ACNT 1303 <sup>2</sup> OR ACCT 2301	Agricultural Records Management OR Introduction to Accounting I OR Principals of Accounting I-Financial	3
Ag Elective <sup>2</sup> 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 <sup>3</sup>	Livestock Business Management OR Principles of Management	3
AGMG 1311	Introduction to Agribusiness	3
	<b>TOTAL</b>	<b>26</b>

<sup>1</sup>Capstone course

<sup>2</sup>Choose 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.

<sup>3</sup>Course 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 <sup>3</sup> OR WLDG 1421 <sup>3</sup>	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 <sup>2</sup> 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 <sup>1</sup>	Marketing of Agricultural Products	3
	<b>TOTAL</b>	<b>27-28</b>

### 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 <sup>1</sup>	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 <sup>2</sup> OR SPNL 1342 OR PHED 1321	Choose from electives listed below OR Business Spanish OR Coaching/Sports/Athletics I	3
	<b>TOTAL</b>	<b>24-25</b>

<sup>1</sup>Capstone course

<sup>2</sup>Choose 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.

<sup>3</sup>Course 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 <sup>2</sup>	Choose from courses listed below.	3
<b>TOTAL</b>		<b>14</b>

**Second Semester**

Course	Title	Credit Hours
AGMG 1344 OR ACNT 1303 <sup>3</sup> 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 <sup>2</sup>	Choose from courses listed below.	3
<b>TOTAL</b>		<b>15</b>

**Third Semester**

Course	Title	Credit Hours
AGMG 2301 OR BMGT 1327 <sup>3</sup>	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 <sup>2</sup>	Choose from courses listed below.	3
<b>TOTAL</b>		<b>16</b>

**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 <sup>1</sup>	Internship	3
Agriculture Elective <sup>2</sup>	Choose from courses listed below.	3
<b>TOTAL</b>		<b>15</b>
<b>TOTAL HOURS IN AAS DEGREE</b>		<b>60</b>

<sup>1</sup> Capstone course

<sup>2</sup> 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.

<sup>3</sup> 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
<b>TOTAL</b>		<b>12</b>

### 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
<b>TOTAL</b>		<b>12</b>

### 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
<b>TOTAL</b>		<b>12</b>

### Certificate Level I Business

Course	Title	Credit Hours
POFI 2301 OR WECM Elective <sup>2</sup>	Word Processing OR Elective approved by advisor	3
ACNT 1303 <sup>3</sup> OR ACCT 2301	Introduction to Accounting I OR Principles of Accounting I-Financial	3
ITSC 1309 <sup>3</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
BUSI 2304 <sup>1</sup>	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 <sup>2</sup>	Elective approved by advisor	3
Speech Elective	Choose from Core Curriculum.	3
<b>TOTAL</b>		<b>30-31</b>

<sup>1</sup> Capstone course

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

<sup>3</sup> 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 <sup>2</sup> 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
<b>TOTAL</b>		<b>16</b>

### Certificate Level II Business, Specialization in Accounting

Texas Success Initiative requirements apply to Level II Certificates.

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

### 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 <sup>1</sup>	Small Business Management/Entrepreneurship	3
ITSW 2334	Advanced Spreadsheets	3
<b>TOTAL</b>		<b>45-46</b>

<sup>1</sup> Capstone course

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

<sup>3</sup> 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 <sup>3</sup> OR ACCT 2301	Introduction to Accounting I OR Principles of Accounting I-Financial	3
BCIS 1305/1405 OR ITSC 1309 <sup>3</sup>	Business Computer Applications OR Integrated Software Applications I	3
English Elective	Choose from Core Curriculum.	3
ECON 2301	Principles of Macroeconomics	3
Elective <sup>2</sup>	Approved by advisor	3
<b>TOTAL</b>		<b>15</b>

### 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
<b>TOTAL</b>		<b>15-16</b>

### 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
<b>TOTAL</b>		<b>15</b>

### 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 <sup>1</sup>	Internship	3
<b>TOTAL</b>		<b>15</b>
<b>TOTAL HOURS IN AAS DEGREE</b>		<b>60-61</b>

<sup>1</sup> Capstone course

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

<sup>3</sup> 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 <sup>3</sup> 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
<b>TOTAL</b>		<b>15</b>

### Second Semester

Course	Title	Credit Hours
ITSC 1309 <sup>3</sup> 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
<b>TOTAL</b>		<b>15</b>

### Third Semester

Course	Title	Credit Hours
WECM Elective <sup>2</sup>	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 <sup>2</sup>	Business Math and Machine Applications OR Elective approved by advisor	3
ITSW 2334	Advanced Spreadsheets	3
<b>TOTAL</b>		<b>15</b>

### 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 <sup>1</sup>	Internship	3
English Elective	Choose from Core Curriculum.	3
<b>TOTAL</b>		<b>15-16</b>
<b>TOTAL HOURS IN AAS DEGREE</b>		<b>60-61</b>

<sup>1</sup> Capstone course

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

<sup>3</sup> 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 <sup>3</sup> 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 <sup>3</sup>	Business Computer Applications OR Integrated Software Applications I	3
English Elective	Approved by advisor	3
Economics Elective	Approved by advisor	3
<b>TOTAL</b>		<b>15</b>

### 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
<b>TOTAL</b>		<b>19</b>

### 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
<b>TOTAL</b>		<b>15</b>

### Fourth Semester

Course	Title	Credit Hours
HRPO 2388 <sup>1</sup>	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
<b>TOTAL</b>		<b>15-16</b>
<b>TOTAL HOURS IN AAS DEGREE</b>		<b>63-64</b>

<sup>1</sup> Capstone course

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

<sup>3</sup> 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 <sup>3</sup> OR ACCT 2301	Introduction to Accounting I OR Principles of Accounting I-Financial	3
POFI 2301 OR WECM Elective <sup>2</sup>	Word Processing OR Approved by advisor	3
English Elective	Approved by advisor	3
<b>TOTAL</b>		<b>15</b>

### Second Semester

Course	Title	Credit Hours
ITSC 1309 <sup>3</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
BUSI 2304 <sup>1</sup>	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 <sup>2</sup>	Principles of Accounting II-Managerial OR Approved by advisor	3
<b>TOTAL</b>		<b>18</b>

### Third Semester

Course	Title	Credit Hours
Humanities/Fine Arts	Choose from Core Curriculum.	3
BMGT 1327 <sup>3</sup>	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 <sup>2</sup>	Approved by advisor	3
<b>TOTAL</b>		<b>18</b>

### 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 <sup>3</sup>	Small Business Management/Entrepreneurship	3
BMGT 1341	Business Ethics	3
BMGT 2388 <sup>1</sup>	Internship	3
<b>TOTAL</b>		<b>15-16</b>
<b>TOTAL HOURS IN AAS DEGREE</b>		<b>66-67</b>

<sup>1</sup> Capstone course

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

<sup>3</sup> 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 <sup>3</sup>	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
<b>TOTAL</b>		<b>15</b>

### 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
<b>TOTAL</b>		<b>18-19</b>

### 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
<b>TOTAL</b>		<b>15</b>

### 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 <sup>1</sup>	Internship	3
<b>TOTAL</b>		<b>18</b>
<b>TOTAL HOURS IN AAS DEGREE</b>		<b>66-68</b>

<sup>1</sup> Capstone course

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

<sup>3</sup> 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
<b>TOTAL</b>		<b>12</b>

### Certificate Level I Child Care

#### First Semester

Course	Title	Credit Hours
CDEC 1321 <sup>3</sup>	The Infant and Toddler	3
PSYC 2314 OR TECA 1354 <sup>3</sup>	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 <sup>3</sup> OR BCIS/COSC	Integrated Software Applications I OR Computer Science Elective	3
<b>TOTAL</b>		<b>15</b>

#### Second Semester

Course	Title	Credit Hours
CDEC 1313 <sup>1</sup>	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
<b>TOTAL</b>		<b>15</b>
<b>TOTAL HOURS IN LEVEL I CERTIFICATE</b>		<b>30</b>

<sup>1</sup> Capstone course

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

<sup>3</sup> 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 <sup>3</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
FMLD 1301 <sup>3</sup>	Introduction to Intergenerational Professions	3
GERS 1301 <sup>3</sup>	Introduction to Gerontology	3
<b>TOTAL</b>		<b>12</b>

### Second Semester

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

<sup>1</sup> Capstone course

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

<sup>3</sup> 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 <sup>3</sup>	The Infant and Toddler	3
PSYC 2314 OR TECA 1354 <sup>3</sup>	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 <sup>3</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
<b>TOTAL</b>		<b>15</b>

### 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 <sup>2</sup>	Approved by program or division director.	3
TECA 1303	Families, School, and Community	3
CDEC 1358	Creative Arts for Early Childhood	3
<b>TOTAL</b>		<b>15</b>

### 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 <sup>2</sup>	Approved by advisor	3
<b>TOTAL</b>		<b>18</b>

### Fourth Semester

Course	Title	Credit Hours
CDEC 2386 <sup>1</sup>	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
<b>TOTAL</b>		<b>15-16</b>
<b>TOTAL HOURS IN AAS DEGREE</b>		<b>63-64</b>

<sup>1</sup> Capstone course

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

<sup>3</sup> 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
<b>TOTAL</b>		<b>12</b>

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

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

### 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 <sup>4</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
CPMT 1311 <sup>3</sup>	Introduction to Computer Maintenance	3
ITSC 1305 <sup>3</sup>	Introduction to PC Operating Systems	3
WECM Elective <sup>2,3</sup>	Approved by program/division director	3
ITNW 1325 <sup>3</sup>	Fundamentals of Networking Technologies	3
IMED 1316 <sup>3</sup>	Web Design I	3
ITSC 2339 <sup>1,3</sup>	Personal Computer Help Desk Support	3
Speech Elective	Approved by advisor	3
WECM Elective <sup>2,3</sup>	Approved by program/division director	3
<b>TOTAL</b>		<b>30</b>

<sup>1</sup> Capstone course

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

<sup>3</sup> 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 <sup>3</sup>	Introduction to Computer Maintenance	3
ITSC 1305 <sup>3</sup>	Introduction to PC Operating Systems	3
CPMT 1345 <sup>3</sup>	Computer Systems Maintenance	3
CPMT 2345 <sup>3</sup>	Computer System Troubleshooting	3
ITSY 1300 <sup>3</sup>	Fundamentals of Information Security	3
ITNW 1325 <sup>3</sup>	Fundamentals of Networking Technology	3
ITSC 1321 <sup>3</sup>	Intermediate PC Operating Systems	3
ITSC 2339 <sup>1,3</sup>	Personal Computer Help Desk Support	3
	<b>TOTAL</b>	<b>24</b>

**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 <sup>2-3</sup>	Approved by program/division director	3
WECM Elective <sup>2-3</sup>	Approved by program/division director	3
ITSC 2386 <sup>1</sup>	Internship	3
	<b>TOTAL</b>	<b>45</b>

**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 <sup>1</sup>	Internship	3
	<b>TOTAL</b>	<b>45</b>

<sup>1</sup> Capstone course

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

<sup>3</sup> 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 <sup>1</sup>	Internship	3
	<b>TOTAL</b>	<b>48</b>

<sup>1</sup> Capstone course

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

<sup>3</sup> 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 <sup>3</sup>	Introduction to PC Operating Systems	3
ITSC 1321 <sup>3</sup>	Intermediate PC Operating Systems	3
CPMT 1311 <sup>3</sup>	Introduction to Computer Maintenance	3
CPMT 1345 <sup>3</sup>	Computer Systems Maintenance	3
Speech Elective	Approved by advisor	3
	<b>TOTAL</b>	<b>15</b>

**Second Semester**

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

**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 <sup>2,3</sup>	Approved by division/program chair	3
	<b>TOTAL</b>	<b>15</b>

**Fourth Semester**

Course	Title	Credit Hours
WECM Elective <sup>2,3</sup>	Approved by division/program chair	3
ITSC 2386 <sup>1</sup>	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
	<b>TOTAL</b>	<b>15-16</b>
	<b>TOTAL HOURS IN AAS DEGREE</b>	<b>63-64</b>

<sup>1</sup> Capstone course

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

<sup>3</sup> 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 <sup>3</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
CPMT 1311 <sup>3</sup>	Introduction to Computer Maintenance	3
ITSC 1305 <sup>3</sup>	Introduction to PC Operating Systems	3
WECM Elective <sup>2,3</sup>	Approved by division/program chair	3
IMED 1316 <sup>3</sup>	Web Design I	3
<b>TOTAL</b>		<b>15</b>

**Second Semester**

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

**Third Semester**

Course	Title	Credit Hours
ITSE 2317	Java Programming	3
ITSC 2386 <sup>1</sup>	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
<b>TOTAL</b>		<b>15</b>

**Fourth Semester**

Course	Title	Credit Hours
WECM Elective <sup>2,3</sup>	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
<b>TOTAL</b>		<b>15-16</b>
<b>TOTAL HOURS IN AAS DEGREE</b>		<b>60-61</b>

<sup>1</sup> Capstone course

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

<sup>3</sup> 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 <sup>3</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
CPMT 1311 <sup>3</sup>	Introduction to Computer Maintenance	3
ITSC 1305 <sup>3</sup>	Introduction to PC Operating Systems	3
WECM Elective <sup>2,3</sup>	Approved by division/program chair	3
IMED 1316 <sup>3</sup>	Web Design I	3
	<b>TOTAL</b>	<b>15</b>

**Second Semester**

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

**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
	<b>TOTAL</b>	<b>15</b>

**Fourth Semester**

Course	Title	Credit Hours
ITSC 2386 <sup>1</sup>	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
	<b>TOTAL</b>	<b>15-16</b>
	<b>TOTAL HOURS IN AAS DEGREE</b>	<b>60-61</b>

<sup>1</sup> Capstone course

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

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

## Computer and Information Technology Administration and Management

### Certificate Level I Computer and Information Systems Security Specialization in Computer Forensics in Criminal Investigations

Course	Title	Credit Hours
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
ITSC 1305	Introduction to PC Operating Systems	3
ITSY 1300	Fundamentals of Information Security	3
ITSC 1309 <sup>3</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
HMSY 1337	Introduction to Homeland Security	3
ITDF 1300	Introduction to Digital Forensics	3
CRIJ 2314 <sup>1</sup>	Criminal Investigation	3
CRIJ 2323 OR CRIJ 2328	Legal Aspects of Law Enforcement OR Police Systems and Practices	3
Computer Elective	Approved by advisor	3
	<b>TOTAL</b>	<b>30</b>

### Certificate Level II Computer and Information Systems Security Specialization in Digital Forensics Investigations

Texas Success Initiative requirements apply to Level II Certificates.

Course	Title	Credit Hours
	Completion of courses for Level I Certificate	30
ITDF 2325	Digital Forensics Tools	3
ITDF 2320	Digital Forensics Collection	3
ITDF 2330	Digital Forensics Analysis	3
ITSY 2343 <sup>1</sup>	Computer System Forensics	3
SOCI 2336	Criminology	3
	<b>TOTAL</b>	<b>45</b>

<sup>1</sup> Capstone course

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

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

**Associate of Applied Science Computer and Information Systems Security  
Specialization in Computer Forensics Investigations**

**First Semester**

Course	Title	Credit Hours
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
ITSC 1305	Introduction to PC Operating Systems	3
ITSY 1300	Fundamentals of Information Security	3
ITSC 1309 <sup>3</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
	<b>TOTAL</b>	<b>15</b>

**Second Semester**

Course	Title	Credit Hours
ITDF 2325	Digital Forensics Tools	3
ITDF 2320	Digital Forensics Collection	3
CRIJ 2323 OR CRIJ 2328	Legal Aspects of Law Enforcement OR Police Systems and Practices	3
Natural Science/ Math Elective	Choose from core curriculum	3-4
SOCI 2336	Criminology	3
	<b>TOTAL</b>	<b>15-16</b>

**Third Semester**

Course	Title	Credit Hours
HMSY 1337	Introduction to Homeland Security	3
English Elective	Approved by advisor	3
Speech Elective	Approved by advisor	3
ITDF 1300	Introduction to Digital Forensics	3
CRIJ 2314 <sup>1</sup>	Criminal Investigation	3
	<b>TOTAL</b>	<b>15</b>

**Fourth Semester**

Course	Title	Credit Hours
ITDF 2335 <sup>1</sup>	Comprehensive Digital Forensics Project	3
ITSY 2343 <sup>1</sup>	Computer System Forensics	3
ITDF 2330	Digital Forensics Analysis	3
Computer Elective <sup>2</sup>	Approved by advisor	3
Humanities/Fine Arts Elective	Choose from core curriculum	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL HOURS IN AAS DEGREE</b>	<b>60-61</b>

<sup>1</sup> Capstone course

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

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



## 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
	<b>TOTAL</b>	<b>12</b>

### 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
	<b>TOTAL</b>	<b>13</b>

### 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.

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
	<b>TOTAL</b>	<b>16</b>	<b>512</b>

#### 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
	<b>TOTAL</b>	<b>14</b>	<b>560</b>

#### 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
	<b>TOTAL</b>	<b>12</b>	<b>448</b>
	<b>TOTAL FOR FIRST YEAR</b>	<b>42</b>	<b>1520</b>

\*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

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. To complete an Associate of Applied Science Degree, a **student must complete the Cosmetology Level I Certificate plus the second year requirements.**

#### 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 <sup>3</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
<b>TOTAL</b>		<b>12</b>

#### 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
<b>TOTAL</b>		<b>12-13</b>
<b>TOTAL HOURS FOR AAS DEGREE</b>		<b>66-68</b>

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. Pre-requisite: 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.

#### 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
	<b>TOTAL</b>	<b>12</b>	<b>384</b>

#### 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
	<b>TOTAL HOURS IN SPECIALIZATION</b>	<b>24</b>	<b>800</b>

### 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.

#### 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
		<b>9</b>	<b>304</b>

#### Second Semester

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

## 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.

### 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
<b>TOTAL</b>		<b>13</b>	<b>464</b>

### 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
<b>TOTAL HOURS IN SPECIALIZATION</b>		<b>22</b>	<b>800</b>

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
<b>TOTAL</b>		<b>12</b>

### 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 <sup>3</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
Elective <sup>2</sup>	Approved by program/division director	3
<b>TOTAL</b>		<b>30-32</b>

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

<sup>1</sup> Capstone course

<sup>2</sup> Must be approved by program or division director.

<sup>3</sup> 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. CVCOG 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 <sup>3</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
<b>TOTAL</b>		<b>15</b>

### 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
CRIJ 2314	Criminal Investigation	3
English Elective	Approved by advisor	3
<b>TOTAL</b>		<b>15</b>

### Third Semester

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

<sup>1</sup> Capstone course

<sup>2</sup> Must be approved by program or division director.

<sup>3</sup> Course may be articulated through an approved high school Tech Prep agreement.

<sup>4</sup> TPO Academy Courses

**Fourth Semester**

Course	Title	Credit Hours
CJSA 2334 <sup>1</sup>	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
	<b>TOTAL</b>	<b>12-13</b>
	<b>TOTAL HOURS IN AAS DEGREE</b>	<b>61-63</b>

<sup>1</sup> Capstone 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 <sup>3</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
<b>TOTAL</b>		<b>15</b>

**Second Semester**

Course	Title	Credit Hours
CRIJ 1313 OR SOC 2336 OR SOC 2339	Juvenile Justice System OR Criminology OR Juvenile Delinquency	3
CJSA 1351	Use of Force	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
<b>TOTAL</b>		<b>15-16</b>

**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
<b>TOTAL</b>		<b>15-16</b>

**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 <sup>1</sup>	Internship	3
<b>TOTAL</b>		<b>15-16</b>
<b>TOTAL HOURS IN AAS DEGREE</b>		<b>60-63</b>

<sup>1</sup> Capstone course

<sup>2</sup> Must be approved by program or division director.

<sup>3</sup> 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 <sup>3</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
<b>TOTAL</b>		<b>15</b>

**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
<b>TOTAL</b>		<b>15</b>

**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
<b>TOTAL</b>		<b>15-16</b>

**Fourth Semester**

Course	Title	Credit Hours
CJSA 1348 OR PHIL 2306	Ethics in Criminal Justice OR Introduction to Ethics	3
CJSA 2388 <sup>1</sup>	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
<b>TOTAL</b>		<b>15-16</b>
<b>TOTAL HOURS IN AAS DEGREE</b>		<b>60-62</b>

<sup>1</sup> Capstone course

<sup>2</sup> Must be approved by program or division director.

<sup>3</sup> 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 <sup>3</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
<b>TOTAL</b>		<b>15</b>

**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
<b>TOTAL</b>		<b>15</b>

**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 <sup>1,2</sup>	Practicum	3
Speech Elective	Approved by advisor	3
CJCR 2325	Legal Aspects of Corrections	3
<b>TOTAL</b>		<b>18</b>

**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
<b>TOTAL</b>		<b>15-16</b>
<b>TOTAL HOURS IN AAS DEGREE</b>		<b>63-64</b>

<sup>1</sup> Capstone course

<sup>2</sup> Must be approved by program or division director.

<sup>3</sup> 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](http://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 (Pre-requisite Courses)

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

#### Second Summer Session (Pre-requisite 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
	<b>TOTAL</b>	<b>12</b>

### First Year/Second Semester

Course	Title	Credit Hours
ITSC 1309 <sup>3</sup> 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 1235	Pharmacology for the Dental Hygienist	2
	<b>TOTAL</b>	<b>14</b>

### Summer Session

Course	Title	Credit Hours
ENGL 1301	Composition I	3
PSYC 2301	General Psychology	3
	<b>TOTAL</b>	<b>6</b>

### Second Year/Third Semester

Course	Title	Credit Hours
DHYG 1215	Community Dentistry	2
*DHYG 2201	Contemporary Dental Hygiene Care I	2
DHYG 1211	Periodontology	2
DHYG 1339	General and Oral Pathology	3
*DHYG 2361	Clinical	3
	<b>TOTAL</b>	<b>12</b>

### Second Year/Fourth Semester

Course	Title	Credit Hours
*DHYG 2231	Contemporary Dental Hygiene Care II	2
DHYG 1223	Dental Hygiene Practice	2
*DHYG 2362	Clinical	3
*DHYG 1291	Special Topics in Dental Hygiene	2
SOCI 1301	Introductory Sociology	3
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL HOURS IN AAS DEGREE (including pre-requisites)</b>	<b>72</b>

#### \*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 <sup>3</sup>	Technical Drafting	3
DFTG 1309 <sup>3</sup>	Basic Computer-Aided Drafting	3
DFTG 1317 <sup>3</sup>	Architectural Drafting-Residential	3
DFTG 2319	Intermediate Computer-Aided Drafting	3
DFTG 2302	Machine Drafting	3
WECM/DFTG <sup>2</sup> Elective	Approved by program or division director	3
DFTG 2332 <sup>1</sup>	Advanced Computer-Aided Drafting	3
ITSC 1309 <sup>3</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
MATH/Computer Science Elective	Approved by advisor	3
<b>TOTAL</b>		<b>30</b>

### Advanced Skills Certificate Computer Aided Drafting

Pre-requisite: AAS in Computer-Aided Drafting Technology

Course	Title	Credit Hours
DFTG 2340	Solid Modeling/Design	3
WECM Elective <sup>2</sup>	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
<b>TOTAL</b>		<b>12-13</b>

<sup>1</sup> Capstone course

<sup>2</sup> Must be approved by program or division director.

<sup>3</sup> 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 <sup>3</sup>	Technical Drafting	3
DFTG 1309 <sup>3</sup>	Basic Computer-Aided Drafting	3
English Elective	Approved by Advisor	3
ITSC 1309 <sup>3</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
MATH 1314 OR MATH 1348	College Algebra OR Analytic Geometry	3
<b>TOTAL</b>		<b>15</b>

### Second Semester

Course	Title	Credit Hours
DFTG 2319	Intermediate Computer-Aided Drafting	3
DFTG 1317 <sup>3</sup>	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
<b>TOTAL</b>		<b>16</b>

### Third Semester

Course	Title	Credit Hours
DFTG 2302	Machine Drafting	3
DFTG Elective <sup>2</sup>	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
<b>TOTAL</b>		<b>15</b>

### Fourth Semester

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

<sup>1</sup> Capstone course

<sup>2</sup> Must be approved by program or division director.

<sup>3</sup> 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, 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.**

### **Emergency Medical Technician**

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

### **Certificate Level I Advanced EMT**

Pre-requisite: Current Texas EMT Certification or current National Registry of Emergency Medical Technicians – Basic (NREMT-B) certification and AND college credit hours for EMT

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
	Credit hours for Emergency Medical Technician	6
*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
	<b>TOTAL</b>	<b>18</b>

\*Co-requisite courses.



### Certificate Level I Emergency Medical Services – Paramedic

Pre-requisite: 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
<b>TOTAL</b>		<b>11</b>

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

### Associate of Applied Science - Emergency Medical Services

#### 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
<b>TOTAL</b>		<b>13</b>

#### 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
<b>TOTAL</b>		<b>15</b>

**Summer Sessions**

Course	Title	Credit Hours
ITSC 1309 <sup>3</sup> 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
<b>TOTAL</b>		<b>12-13</b>

**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 <sup>2</sup>	Approved by advisor	3-4
<b>TOTAL</b>		<b>14-15</b>

**Fourth Semester**

Course	Title	Credit Hours
*EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Population	3
*EMSP 2243 <sup>1</sup>	Assessment Based Management	2
*EMSP 2261	Clinical	2
<b>TOTAL</b>		<b>11</b>
<b>TOTAL HOURS IN AAS DEGREE</b>		<b>65-68</b>

\*Co-requisite courses

<sup>1</sup>Capstone course.

<sup>2</sup>Recommended 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 432-264-5165 or Program Director 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.

Howard College offers these competency-based programs in Medical Transcription and Health Information Technology. Completion of the Medical Transcription Certificate Level I qualifies the student to take the written element of the two-part Certified Medical Transcriptionist (CMT) examination while 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.

### Pre-Requisite Courses for Certificate Level I

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	2
<b>TOTAL</b>		<b>16</b>

## Certificate Level I Medical Transcriptions

### First Semester

Course	Title	Credit Hours
HITT 1253	Legal & Ethical Aspects of Health Information	2
HITT 1301	Health Data Content and Structure	3
MRMT 1307	Medical Transcription I	3
POFM 1309	Medical Office Procedures	3
HPRS 2301	Pathophysiology	3
<b>TOTAL</b>		<b>14</b>

### Second Semester

Course	Title	Credit Hours
HITT 1249	Pharmacology	2
HITT 2231	Medical Terminology-Advanced	2
MRMT 2333 <sup>1</sup>	Medical Transcription II	3
MRMT 2162	Clinical	1
HITT 1311	Computers in Health Care	3
<b>TOTAL</b>		<b>11</b>
<b>TOTAL HOURS IN CERTIFICATE LEVEL I (INCLUDING PRE-REQUISITE COURSES)</b>		<b>41</b>

## Associate of Applied Science in Health Information Technology

### Pre-Requisite 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 <sup>1</sup>	2
<b>TOTAL</b>		<b>16</b>

### 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
<b>TOTAL</b>		<b>13</b>

<sup>1</sup>Capstone course

**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
<b>TOTAL</b>		<b>14</b>

**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
<b>TOTAL</b>		<b>12</b>

**Fourth Semester**

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

<sup>1</sup>Capstone 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
	<b>TOTAL</b>	<b>10</b>

### 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
	<b>TOTAL</b>	<b>14</b>

### 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
	<b>TOTAL</b>	<b>10</b>

### 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
	<b>TOTAL</b>	<b>10</b>

**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 <sup>1</sup>	Residential Wiring	3
HYDR 1305	Basic Fluid Power	3
WIND 1302	Wind Safety	3
	<b>TOTAL</b>	<b>19</b>

**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 <sup>1</sup>	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 1417	Introduction to Layout and Fabrication	4
	<b>TOTAL</b>	<b>19</b>

**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 <sup>1</sup>	Commercial Wiring	3
ELPT 1329	Residential Wiring	3
	<b>TOTAL</b>	<b>17</b>

<sup>1</sup> Capstone Course

## Associate of Applied Science Industrial Production Technology

### First Semester

Course	Title	Credit Hours
CNBT 1301	Introduction to Construction Industry	3
WLDG 1421	Welding Fundamentals	4
HYDR 1305	Basic Fluid Power	3
CETT 1402	Electricity Principles	4
WIND 1300 OR IPT Elective <sup>2</sup>	Introduction to Wind Energy OR Approved by advisor.	3
<b>TOTAL</b>		<b>17</b>

### Second Semester

Course	Title	Credit Hours
Speech Elective	Approved by advisor	3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
CETT 1409	DC-AC Circuits	4
WIND 1302 OR OSHT 1305	Wind Safety OR OSHA Regulations-Construction Industry	3
<b>TOTAL</b>		<b>14</b>

### Third Semester

Course	Title	Credit Hours
IPT Elective <sup>2</sup>	Approved by advisor	3-4
IPT Elective <sup>2</sup>	Approved by advisor	3-4
IPT Elective <sup>2</sup>	Approved by advisor	3-4
BCIS 1305 OR ITSC 1309	Business Computer Applications OR Integrated Software Applications I	3
Social/Behavioral Science Elective	Choose from core curriculum	3
<b>TOTAL</b>		<b>15-18</b>

### Fourth Semester

Course	Title	Credit Hours
Humanities/Fine Arts Elective	Choose from core curriculum	3
Natural Science/ Math Elective	Choose from core curriculum	3-4
INMT 2388 <sup>1</sup>	Internship	3
English Elective	Approved by advisor	3
IPT Elective <sup>2</sup>	Approved by advisor	3-4
<b>TOTAL</b>		<b>15-17</b>
<b>TOTAL HOURS IN AAS</b>		<b>61-66</b>

<sup>1</sup>Capstone Course

<sup>2</sup>Choose from courses with the following prefixes for the IPT electives: CETT, ELMT, ELPT, HEMR, WIND, or WLDG (IPT Elective)



## 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**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
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
	<b>TOTAL</b>	<b>14</b>

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
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
	<b>TOTAL</b>	<b>14</b>

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
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
	<b>TOTAL</b>	<b>14</b>
	<b>TOTAL HOURS IN CERTIFICATE</b>	<b>42</b>

## 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.

#### 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 pre-requisites.
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 pre-requisite 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, proof of enrollment in class, or course transcript.
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 pre-requisite 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.

**\*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.

#### **Level I – Fall Semester**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
*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
<b>TOTAL CREDIT HOURS</b>		<b>12</b>

#### **Level II – Spring Semester**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
*RNSG 1343	Concepts of Adult Health	3
*RNSG 1362	Clinical	3
BCIS 1305	Intro to Computer and Information Sciences	3
Elective	Humanities/Fine Arts	3
<b>TOTAL CREDIT HOURS</b>		<b>12</b>

#### **Level III – Summer Terms**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
*RNSG 2213	Mental Health Nursing	2
*RNSG 2261	Clinical Nursing (R.N. Training)	2
Math 1314	College Algebra	3
<b>TOTAL CREDIT HOURS</b>		<b>7</b>

#### **Level III – Fall Semester**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
*RNSG 2308	Maternal/Newborn Nursing and Women’s Health	3
*RNSG 2260	Clinical	2
*RNSG2201	Care of Children and Families	2
*RNSG 2361	Clinical	3
<b>TOTAL CREDIT HOURS</b>		<b>10</b>

#### **Level IV – Spring Semester**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
*RNSG 2404	Care of the Client with Common Health Care Needs	4
*RNSG 2460	Clinical	4
SPCH 1311 OR SPCH 1315	Introduction to Speech Communication OR Public Speaking	3
SOCI 1301	Introduction to Sociology	3
<b>TOTAL CREDIT HOURS</b>		<b>14</b>
<b>TOTAL HOURS IN AAS (including pre-requisites)</b>		<b>70</b>

## **Accelerated Program for Vocational Nurses**

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

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 pre-requisites.
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 pre-requisite 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 pre-requisite 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	Transition to Nursing Practice	3
*RNSG 2160	Clinical	1
ENGL 1301	Composition I	3
<b>TOTAL CREDIT HOURS</b>		<b>7</b>

### Summer Session II

Course	Title	Credit Hours
*RNSG 2213	Mental Health Nursing	2
*RNSG 2261	Clinical	2
Elective	Fine Arts/Humanities Elective	3
<b>TOTAL CREDIT HOURS</b>		<b>7</b>

### 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 1314	College Algebra	3
<b>TOTAL CREDIT HOURS</b>		<b>13</b>

### Spring Semester

Course	Title	Credit Hours
*RNSG 2404	Care of the Client with Common with Health Care Needs	4
*RNSG 2460	Clinical	4
SOCI 1301	Introductory Sociology	3
SPCH 1315	Public Speaking I	3
OR	Or	
SPCH 1311	Introduction to Speech Communication	
<b>TOTAL CREDIT HOURS</b>		<b>14</b>
<b>TOTAL CREDIT HOURS IN PROGRAM</b>		<b>41</b>



## Vocational Nursing (VN)

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

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 1322	Nutrition

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) exam (3<sup>rd</sup> Edition). The PSB exam can be taken once every 60 days. It may not be taken more than three times. 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 (3<sup>rd</sup> 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 pre-requisite academic courses.

### **Admission Requirements**

1. Attend a Howard College Health Professions Orientation.
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 pre-requisite 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 AEC (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.

<b>Fall Semester</b>		
<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
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
	<b>TOTAL CREDIT HOURS</b>	<b>18</b>
<b>Spring Semester</b>		
<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
*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
	<b>TOTAL CREDIT HOURS</b>	<b>16</b>
	<b>TOTAL HOURS IN CERTIFICATE (including pre-requisite courses)</b>	<b>48</b>

## **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 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).
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 (including Howard College, if attending, by the end of the first summer session).
8. Results of PSB 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 pre-requisites 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.

## **Associate of Applied Science Radiologic Technology**

### **Pre-requisite Courses**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
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
	<b>TOTAL</b>	<b>11</b>

### **First Semester**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
HPRS 1206 <sup>2</sup>	Essentials of Medical Terminology	2
HPRS 1101	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
	<b>TOTAL</b>	<b>13</b>

### **Second Semester**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
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
	<b>TOTAL</b>	<b>14</b>

**Summer Term**

Course	Title	Credit Hours
RADR 2331	Advanced Radiographic Procedures	3
RADR 1167	Practicum	1
Speech Elective	Approved by advisor	3
	<b>TOTAL</b>	<b>7</b>

**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
	<b>TOTAL</b>	<b>12</b>

**Fourth Semester**

Course	Title	Credit Hours
RADR 2217	Radiographic Pathology	2
RADR 2240	Sectional Anatomy for Medical Imaging	2
RADR 2335 <sup>1</sup>	Radiologic Technology Seminar	3
RADR 2367	Practicum	3
ITSC 1309 <sup>2</sup> OR BCIS/COSC Elective	Integrated Software Applications I OR Computer Science Elective	3
	<b>TOTAL</b>	<b>13</b>
	<b>TOTAL HOURS IN AAS (including pre-requisite courses)</b>	<b>70</b>

<sup>1</sup>Capstone course

<sup>2</sup>Course 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 PSB 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 pre-requisites 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 Pre-requisite Courses**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
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
	<b>TOTAL</b>	<b>11</b>



**First Semester**

Course	Title	Credit Hours
HPRS 1206 <sup>2</sup>	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
	<b>TOTAL</b>	<b>13</b>

**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
	<b>TOTAL</b>	<b>15</b>

**Summer Term**

Course	Title	Credit Hours
English 1301	Composition I	3
RSPT 2353	Neonatal/Pediatric Cardiopulmonary Care	3
	<b>TOTAL</b>	<b>6</b>

**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
	<b>TOTAL</b>	<b>13</b>

**Fourth Semester**

Course	Title	Credit Hours
RSPT 2166 <sup>1</sup>	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
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL HOURS IN AAS (including pre-requisites)</b>	<b>70</b>

<sup>1</sup>Capstone course

<sup>2</sup>Course 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 pre-requisite 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)

BIOK 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 pre-requisite 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 pre-requisite 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 pre-requisite 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. Successfully have completed 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, if not covered by a family member.

**Certificate Level I Surgical Technology  
Pre-requisite 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
HITT 1253 OR HPRS 1205	Legal & Ethical Aspects of Health Information OR Essentials of Medical Law/Ethics for Health Professions	2
	<b>TOTAL</b>	<b>16</b>

**First Semester**

Course	Title	Credit Hours
SRGT 1405	Introduction to Surgical Technology	4
SRGT 1409	Fundamentals of Perioperative Concepts & Techniques	4
SRGT 1441	Surgical Procedures I	4
SRGT 2461	Clinical	4
	<b>TOTAL</b>	<b>16</b>

**Second Semester**

Course	Title	Credit Hours
SRGT 1442	Surgical Procedures II	4
SRGT 2562	Clinical	5
SRGT 1144	Technological Sciences for the Surgical Technologist	1
	<b>TOTAL</b>	<b>10</b>
	<b>TOTAL HOURS IN CERTIFICATE</b>	<b>42</b>

## **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	153
Building Construction Technology	154
Computer and Information Systems	156
Dental Lab Technology	158
Digital Publishing	160
Graphic Arts Technology	162
Interpreter Training	163
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, suspension and steering, 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 at a cost of \$800 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 1316	Automotive Steering and Suspension	3
<b>TOTAL</b>		<b>9</b>

### Certificate Level I Automotive Maintenance Technology

#### First Semester

Course	Title	Credit Hours
AUMT 1305	Introduction to Automotive Technology	3
AUMT 1316	Suspension & Steering	3
AUMT 1309	Engine Repair	3
AUMT 2321	Electrical Lighting & Accessories	3
AUMT 2317	Engine Performance Analysis I	3
<b>TOTAL</b>		<b>15</b>

#### Second Semester

Course	Title	Credit Hours
AUMT 1307	Electrical Systems	3
AUMT 1345	Heating & Air Conditioning	3
AUMT 1310	Brake Systems	3
WLDG 1421	Introduction to Welding	4
AUMT 2388 <sup>1</sup>	Internship	3
<b>TOTAL</b>		<b>16</b>
<b>TOTAL HOURS IN CERTIFICATE</b>		<b>31</b>

<sup>1</sup> Capstone Course

## Building Construction Technology

The Building Trades Certificate Program (Carpentry and Woodworking Certificates) provide 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.

**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. Each program could be longer depending on the student’s high school background and basic skills.

**Tool Kits:** Required for both the Carpentry and Woodworking Certificate; \$700 due at the time of registration. Student is responsible for keeping tool kits.

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 1323	Floor Systems	3
CRPT 1415	Conventional Wall Systems	4
CRPT 1411	Conventional Roof Systems	4
<b>TOTAL</b>		<b>11</b>

### Certificate Level I Carpentry

**Pre-requisite:** 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 PSYC 0300.

#### First Semester

Course	Title	Credit Hours
PSYC 1100	Learning Framework	1
CNBT 1300	Residential and Light Commercial Blueprint Reading	3
CNBT 1311	Construction Methods and Materials I	3
<b>TOTAL</b>		<b>7</b>

#### Second Semester

Course	Title	Credit Hours
PHED 1306	First Aid	3
CRPT 1415	Conventional Wall Systems	4
CRPT 1411	Conventional Roof Systems	4
<b>TOTAL</b>		<b>11</b>

**Third Semester**

Course	Title	Credit Hours
DRFT Elective <sup>2</sup>	Approved by advisor	3
CRPT 1441	Conventional Exterior Finish Systems	4
CRPT 1445	Conventional Interior Finish Systems	4
	<b>TOTAL</b>	<b>11</b>

**Fourth Semester**

Course	Title	Credit Hours
CNBT 1281 <sup>1</sup>	Cooperative Education	2
	<b>TOTAL</b>	<b>2</b>
	<b>TOTAL HOURS IN CERTIFICATE</b>	<b>31</b>

**Certificate Level I Woodworking**

**Pre-requisite:** Program Entrance Test. Student must have third grade reading level or above or have passed ENGL 0310 and ENGL 0321 with a grade of "C" or above.

**Co-Requisites:** ENGL 0310, MATH 0321, and PSYC 0300.

**First Semester**

Course	Title	Credit Hours
PSYC 1100	Learning Framework	1
WDWK 1300	Beginning Woodworking	3
CNBT 1300	Residential and Light Commercial Blueprint Reading	3
	<b>TOTAL</b>	<b>7</b>

**Second Semester**

Course	Title	Credit Hours
PHED 1306	First Aid	3
WDWK 1413	Cabinet Making I	4
CBFM 1293	Special Topics in Painter and Wall Cover	2
WDWK 2405	Intermediate Woodworking	4
	<b>TOTAL</b>	<b>13</b>

**Third Semester**

Course	Title	Credit Hours
DRFT Elective <sup>2</sup>	Approved by advisor	3
WDWK 2451	Cabinet Making II	4
WDWK 2459	Advanced Woodworking	4
	<b>TOTAL</b>	<b>11</b>

**Fourth Semester**

Course	Title	Credit Hours
CNBT 1281 <sup>1</sup>	Cooperative Education	2
	<b>TOTAL</b>	<b>2</b>
	<b>TOTAL HOURS IN CERTIFICATE</b>	<b>33</b>

<sup>1</sup>Capstone course

<sup>2</sup>Electives: \*DFTG 1325, \*DFTG 1305, \*DFTG 1309, \*DFTG 1317, PFPB 1313, and WLDG 1421. Students must provide their own transportation to and from co-op sites.

\*These courses are taught at Howard College.

## 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 pre-requisite course(s) may be required depending on student's prior training and education.

**Pre-requisites:** 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 pre-requisites 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
	<b>TOTAL</b>	<b>13</b>



## 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
<b>TOTAL</b>		<b>17</b>

### Second Semester

COSC Elective <sup>2</sup>	Approved by advisor	3
COSC Elective <sup>2</sup>	Approved by advisor	3
ITSW 2334	Advanced Spreadsheets	3
ITSC 2380 <sup>1,3</sup>	Cooperative Education	3
CPMT 1311	Introduction to Computer Maintenance	3
ITSC 2339	Personal Computer Help Desk Support	3
<b>TOTAL</b>		<b>18</b>
<b>TOTAL HOURS IN LEVEL I CERTIFICATE</b>		<b>35</b>

<sup>1</sup> Must provide transportation to and from internship/co-op sites. Contact CIS/Business Coordinator for more information.

<sup>2</sup> Consult CIS/Business Coordinator for suggestions.

<sup>3</sup> 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.

**Pre-requisites:** Demonstration of aptitude and ability through manual dexterity tests given by the department and a Program Entrance Test.

**Program Duration:** Four or five semesters. Additional pre-requisite 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 (\$700) at the time of registration. It is the responsibility of the student to notify the DLT instructor of his/her intention to enter or reenter the DLBT program in order to have sufficient tool kits available for purchase prior to the beginning of each semester.

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.

Students will be required to complete the following pre-requisites: ENGL 0311, ENGL 0321, and MATH 0301, with a grade of "C" or better. If placement tests or instructor evaluations show competency in the above classes, students may be permitted to enter the DLBT program.

### 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 II	9
	<b>TOTAL</b>	<b>9</b>

## Certificate Level I Dental Laboratory Technology

### First Semester

Course	Title	Credit Hours
PSYC 1100	Learning Framework	1
DLBT 1301	Dental Anatomy and Tooth Morphology	3
DLBT 1305	Dental Materials	3
Elective	Approved by advisor	3
<b>TOTAL</b>		<b>10</b>

### Second Semester

Course	Title	Credit Hours
DLBT 1313	Complete Denture Techniques I	3
DLBT 1317	Fixed Restorative Techniques I	3
DLBT 2341	Dental Ceramics I	3
DLBT 2101	Introduction to Occlusion/Mandibular Motion	1
Elective	Approved by Advisor	1
<b>TOTAL</b>		<b>11</b>

### Summer

Course	Title	Credit Hours
DLBT 1364 <sup>1-2</sup>	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 2307	Complete Denture Techniques II	3
<b>TOTAL</b>		<b>12</b>

### Fourth Semester

Course	Title	Credit Hours
DLBT 1110	Practical Infection Control	1
<b>TOTAL</b>		<b>1</b>
<b>TOTAL HOURS IN CERTIFICATE</b>		<b>37</b>

<sup>1</sup>Capstone Course

<sup>2</sup>Internship 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.

## Digital Publishing

This program teaches design principles for the creation of advertising and publishing materials such as letterhead, business cards, ads, fliers, brochures, and manuals.

**Possible Employment Positions:** Graphic Design or Page Editor.

**Possible Employment Locations:** Government agency, state agency, business or industry.

**Pre-requisites:** ENGL 0323, ENGL 0313, MATH 0302, and PSYC 1100

**Program Duration:** Five semesters. An additional semester of basic skills courses may be required depending on student's prior training/education.

**Lab Kits:** \$130 to be paid at the time of registration.

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.

### Associate in Applied Science Digital Publishing

#### First Semester

Course	Title	Credit Hours
PHED 1142	Physical Fitness	1
Elective	Approved by advisor	3
GRPH 1305	Introduction to Graphic Arts and Printing	3
ARTC 1305	Basic Graphic Design	3
ENGL 1301	Composition I	3
ARTC 1302	Digital Imaging I	3
<b>TOTAL</b>		<b>16</b>

#### Second Semester

Course	Title	Credit Hours
Elective	Approved by advisor	3
PHED 2142	Physical Fitness	1
ARTC 1353	Computer Illustration	3
ARTC 1327	Typography	3
ARTC 2305	Digital Imaging II	3
SPCH 1315	Public Speaking	3
<b>TOTAL</b>		<b>16</b>

**Third Semester**

Course	Title	Credit Hours
Elective	Approved by advisor	3
ARTS 1316 <sup>1</sup>	Drawing I	3
MATH 1314	College Algebra	3
INDS 1341	Color Theory and Application	3
ARTC 1313	Digital Publishing I	3
<b>TOTAL</b>		<b>15</b>

**Fourth Semester**

Course	Title	Credit Hours
SOCI 1301 <sup>1</sup>	Introductory Sociology	3
ARTS 1317 <sup>1</sup>	Drawing II	3
ARTC 2335 <sup>2</sup>	Portfolio Development for Graphic Design	3
ARTC 2313	Digital Publishing II	3
HUMA 1301 <sup>1</sup>	Introduction to the Humanities I	3
<b>TOTAL</b>		<b>15</b>
<b>TOTAL HOURS IN AAS</b>		<b>62</b>

<sup>1</sup>Howard College Courses

<sup>2</sup>Capstone course-Students must provide their own transportation to and from internship sites.

**Grade Requirements**

In order for a student to advance to the next course within the DP course of study, the student must pass each of the courses with a grade of "C" or better. DP majors making a grade of "D" or below on any of these courses will be required to repeat the course.

## 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.

**Pre-requisites:** 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.

**Lab Kit:** \$130 to be paid at the time of registration.

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
<b>TOTAL</b>		<b>9</b>

### 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 <sup>1</sup>	Drawing I	3
ARTC 1302	Digital Imaging I	3
<b>TOTAL</b>		<b>12</b>

#### Second Semester

Course	Title	Credit Hours
ARTC 1327	Typography	3
ARTC 2313	Digital Publishing II	3
ARTS 1317 <sup>1</sup>	Drawing II	3
ARTC 1353	Computer Illustration	3
<b>TOTAL</b>		<b>12</b>

### Third Semester

Course	Title	Credit Hours
ARTC 2335	Portfolio Development for Graphic Design	3
GRPH 2388 <sup>2</sup>	Internship	3
Elective <sup>3</sup>	Approved by program director.	3
Elective <sup>3</sup>	Approved by program director.	3
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL HOURS IN LEVEL I CERTIFICATE</b>	<b>36</b>

<sup>1</sup>Howard College Courses

<sup>2</sup>Capstone course—Students must provide their own transportation to and from internship sites.

<sup>3</sup>Must 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.

**Pre-requisites:** Taking the sign language proficiency test determining appropriate placement in SGNL 1301, SGNL 1302, SNLG 2301 or SNLG 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 <sup>1-2</sup>	Intermediate American Sign Language I	3
SGNL 2302	Intermediate American Sign Language II	3
<b>TOTAL</b>		<b>9</b>

### 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 <sup>1-2</sup>	Beginning American Sign Language I	3
ENGL 1301	Composition I	3
SLNG 1215	Visual/Gestural Communication	2
<b>TOTAL</b>		<b>16</b>



**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
	<b>TOTAL</b>	<b>15</b>

**Third Semester**

Course	Title	Credit Hours
SLNG 2288 <sup>4</sup>	Internship	2
SLNG 2315	Interpreting in Educational Settings	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
	<b>TOTAL</b>	<b>16</b>

**Fourth Semester**

Course	Title	Credit Hours
SLNG 2289 <sup>3</sup>	Internship	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
	<b>TOTAL</b>	<b>17</b>
	<b>TOTAL HOURS IN AAS</b>	<b>65</b>

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.

<sup>1</sup>Indicates courses that can be articulated with high school

<sup>2</sup>A student who demonstrates competencies required for this course can substitute an approved elective.

<sup>3</sup>Capstone course

<sup>4</sup>Students 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 pre-requisite course(s) may be required depending on student's prior training/education.

**Pre-requisites:** 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 SLNG 1344 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
<b>TOTAL</b>		<b>12</b>

### 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	Administrative Office Procedures I	3
BCIS 1405	Business Computer Applications	4
HRPO 1311	Human Relations	3
POFT 1325	Business Math and Machine Applications	3
<b>TOTAL</b>		<b>19</b>

#### Second Semester

Course	Title	Credit Hours
BUSI/ACCT/CIS <sup>1</sup>	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 <sup>2-3</sup>	Cooperative Education	
<b>TOTAL</b>		<b>18</b>
<b>TOTAL HOURS IN LEVEL I CERTIFICATE</b>		<b>38</b>

<sup>1</sup> Suggested courses: BUSI 1307, ACNT 1303, BUSI 1304, or ACCT 2301. Consult the CIS/Business Coordinator.

<sup>2</sup> Students provide their own transportation. Consult the CIS/Business Coordinator for more information.

<sup>3</sup> 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 hard of hearing, dormitory facilities for the hard of hearing, recreational/physical education classes for the hard of hearing.

**Program Duration:** Two semesters. Additional semester(s) of basic skills courses may be required depending on student's prior training/education.

**Pre-requisite:** 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. Taking the Program Entrance Test determining qualification to enroll in the PDE major and appropriate placement in ENGL 0300 and/or ENGL 0303.

### 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
<b>TOTAL</b>		<b>12</b>

### 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
<b>TOTAL</b>		<b>16</b>

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 <sup>1</sup>	Internship	3
<b>TOTAL</b>		<b>17</b>
<b>TOTAL HOURS IN LEVEL I CERTIFICATE</b>		<b>33</b>

<sup>1</sup>Capstone 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 hard of hearing, dormitory facilities for the hard of hearing, recreational/physical education classes for the hard of hearing.

**Program Duration:** Two years. Additional pre-requisite course(s) may be required depending on student’s prior training/education.

**Pre-requisites:** Taking the Sign Language Proficiency test determining appropriate placement in SGNL 1301, SGNL 1302, SGNL 2301 or SGNL 2302. Taking the Program Entrance Test determining qualification to enroll in the PDE major and appropriate placement in ENGL 0300 and/or ENGL 0303.

\*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 <sup>1</sup>	Beginning American Sign Language I	3
PHED Elective	Physical Fitness	1
CDEC 1313	Curriculum Resources for Early Childhood Programs	3
<b>TOTAL</b>		<b>13</b>

**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
<b>TOTAL</b>		<b>16</b>

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 <sup>2</sup>	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
	<b>TOTAL</b>	<b>17</b>

**Fourth Semester**

Course	Title	Credit Hours
SLNG 1346	Working with Deaf-Blind Persons	3
CDEC 2341	The School Age Child	3
CDEC 2287 <sup>3-4</sup>	Internship	2
PSYC 2314	Lifespan Growth and Development	3
SLNG 1347	Deaf Culture	3
SGNL 2302	Intermediate American Sign Language II	3
	<b>TOTAL</b>	<b>17</b>
	<b>TOTAL HOURS IN AAS</b>	<b>64</b>

<sup>1</sup>Indicates courses that can be articulated with high school

<sup>2</sup>A student who demonstrates competencies required for this course can substitute an elective.

<sup>3</sup>CDEC 1321 and CDEC 1358 only offered at the Howard College main campus

<sup>4</sup>Capstone 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:** Weld flat and horizontal using stick and MIG wire; cutting with oxy-acetylene; reading weld symbols and basic blueprint; know all shop, welding, cutting, tools and safety.

**Possible Employee Positions:** Entry Level I Welder

**Possible Employment Locations:** Private and commercial business, municipal or other government agencies, and lead up to self-employment; jobs on land, at sea and under water, and fabrication shops.

**Co-Requisites:** ENGL 0311, Vocational MATH 0321, ENGL 0320, PSYC 1100 and PSYC 0300.

**Grade Requirements:** Students must complete all major (WLDG) courses with a grade of “C” or better to receive the Welding Certificate.

**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 basic registration.

**Welding Tool Kits:** Welding students are required to purchase a welding tool kit at the cost of \$750 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
	<b>TOTAL</b>	<b>11</b>

### 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
	<b>TOTAL</b>	<b>11</b>

### 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
	<b>TOTAL</b>	<b>12</b>

**Certificate Level I Welding  
First Semester**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
DFTG 1309	Basic Computer-Aided Drafting	3
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1421	Welding Fundamentals	4
WLDG 1323	Welding Safety, Tools, and Equipment	3
	<b>TOTAL</b>	<b>14</b>

**Second Semester**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
WLDG 1417	Introduction to Layout and Fabrication	4
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
WLDG 1413	Introduction to Blueprint Reading for Welders	4
	<b>TOTAL</b>	<b>20</b>

**Summer**

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
WLDG 2388 <sup>1</sup>	Internship	3
	<b>TOTAL HOURS IN LEVEL I CERTIFICATE</b>	<b>37</b>

<sup>1</sup>Capstone 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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 Pre-requisite: 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. Pre-requisite: BIOL 1411 or permission of the instructor. (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. Pre-requisites: 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. Pre-requisite: 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 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. Pre-requisite: 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)**

Pre-requisites: 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. Pre-requisite: 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)**

This is a continuation of ARTS 1316. Required of Art majors. (5007105126)

**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)**

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. Pre-requisite: 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. Pre-requisite: 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 form 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 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. Pre-requisite: 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)**

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 manufacturer specific.

**AUMT 1316 Automotive Suspension and Steering Systems**

**Three semester hours ..... (2-3)**

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. This class is recommended to be taken concurrently with AUMT 2328.

**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 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. Pre-requisite/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. Pre-requisite/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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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)**

Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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 1293 Special Topics in Painter and Wall Coverer**

**Two semester hours ..... (1-2)**

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. This course was designed to be repeated multiple times to improve student proficiency.

**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)**

Pre-requisites: (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)**

Pre-requisites: 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. Pre-requisite: 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 or physiological chemistry, and environmental/consumer chemistry. The laboratory will consist of inorganic preparation and qualitative analysis. Designed for non-science and Health Professions students. Pre-requisite: 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)**

Lecture: Fundamentals 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.

Lab: Basic laboratory experiments supporting theoretical principles presented during the lecture component; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

Pre-requisite: One year of high school chemistry or CHEM 1405 or equivalent and Math 1314, College Algebra, or equivalent academic preparation. (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.

Pre-requisite: 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. For students of agriculture, health professions sciences, and home economics. Basic principles, nomenclature, principal reactions, and methods of synthesis of major classes of organic compounds will be covered. Pre-requisite: Permission of instructor. Pre-requisite: 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. Aliphatic hydrocarbons and their derivatives (halides, alcohols, ethers, aldehydes, ketones, acids, esters, and other acid derivatives). Structure and nomenclature, reactions, and preparation of the various compounds. Structures and reactions studied in the light of the electron theory and energy relations. Pre-requisite: CHEM 1412. (4005045203) (Offered only fall of even-numbered years.)

**CHEM 2425 Organic Chemistry II**

**Four semester hours ..... (3-4)**

Continuation of CHEM 2423. Aliphatic amines, carbohydrates, and the aromatic hydrocarbons and their derivatives. Along with CHEM 2423, fulfills the organic chemistry requirement for students interested in medicine, pharmacy, and medical technology. Pre-requisite: 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. Pre-requisite: 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 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 1311 Construction Methods and Materials I**

**Three semester hours ..... (2-3)**

Pre-requisites: MATH 0321, CRPT 1329 or equivalent or permission of the instructor. Introduction to construction materials and methods and their applications.

**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. Pre-requisites: 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. Pre-requisite: 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. Pre-requisite: COMM 1130. (0904015406)

**COMM 2130 News Publications IV**

**One semester hour ..... (0-3)**

Further work on college publications with increased responsibility. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite/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. Pre-requisite: 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. Pre-requisite 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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 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.

**CRPT 1441 Conventional Exterior Finish Systems**

**Four semester hours ..... (3-2)**

Installation of exterior finish systems and components including the placement and installation of cornice, windows, doors, siding and flashing. Emphasis on safe work practices and the selection, use and maintenance of tools and equipment.

**CRPT 1445 Conventional Interior Finish Systems**

**Four semester hours ..... (3-2)**

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 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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 transgenerational 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. Pre-requisite: 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. Pre-requisites: 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 pre-requisite 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. The course emphasizes the 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. Pre-requisite: 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 1223 Dental Hygiene Practice**

**Two semester hours..... (2-0)**

Examination of the dental hygienist's role in practice settings including dental office management, employment consideration, résumé preparation, and job interviewing. Emphasis on the laws governing the practice of dentistry and dental hygiene and the ethical standards established by the dental hygiene profession.

**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. Pre-requisite: 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 ..... (2-3)**

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 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 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 hours ..... 2-4)**

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)**

History, development, and application of macroeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources, analysis of value and prices, national income analysis, fiscal policies, monetary and banking theory and policy, distribution of income, labor problems, international economics, and economics systems. Attention given to the application of economic principles to economic problems. (4506015125)

**ECON 2302 Principles of Microeconomics**

**Three semester hours ..... (3-0)**

History, development, and application of microeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources, analysis of value and prices, national income analysis, fiscal policies, monetary and banking theory and policy, distribution of income, labor problems, international economics, and economics systems. Attention given to the application of economic principles to economic problems. (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. Pre-requisite: 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. Pre-requisite: 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. 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, Pre-requisite: 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. 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. Pre-requisite: Successful completion of criminal background clearance.

**EMSP 1355 Trauma Management**

**Three semester hours ..... (2-2)**

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. Pre-requisite/co-requisite: EMSP 1438. Corequisite: EMSP 1162.

**EMSP 1356 Patient Assessment and Airway Management**

**Three semester hours ..... (2-2)**

A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. Pre-requisite/co-requisite: EMSP 1438. Corequisite: EMSP 1161.

**EMSP 1438 Introduction to Advanced Practice**

**Four semester hours ..... (3-2)**

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. Pre-requisite: EMSP 1501.

**EMSP 1501 Emergency Medical Technician - Basic**

**Five semester hours ..... (4-4)**

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. Pre-requisite: 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. 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. Pre-requisite: 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. 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. Pre-requisite: Successful completion of criminal background clearance.

**EMSP 2243 Assessment Based Management**

**Two semester hours..... (1-2)**

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)**

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)**

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)**

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 0101 College Prep Reading**

**One semester hour ..... (0-1)**

Designed for students scoring between 61-77 on ACCUPLACER. Students scoring in this range will take this one-hour course along with a reading restricted course. This supplemental course will provide students extra help in the reading restricted courses in which they are concurrently enrolled. A grade of C or better must be achieved to advance out of the preparatory sequence. This course does not transfer and does not apply towards graduation.

**ENGL 0121 College Prep Writing**

**One semester hour ..... (0-1)**

Designed for students scoring a 4 or 5 on the essay and below 80 on grammar on ACCUPLACER. Students scoring in this range will take this one-hour course along with English 1301. This class will provide students with extra help in the English 1301 course in which they are concurrently enrolled. A grade of C or better must be achieved to advance out of the preparatory sequence. This course does not transfer or apply towards graduation.

**ENGL 0301 Success in College Reading I**

**Three semester hours ..... (3-1)**

Practice in developing the skills necessary for competence in reading and study. Work in perceptual training, reading techniques, reading lessons, and vocabulary places primary emphasis on improved comprehension. Includes a one-hour weekly lab. (3201085212)

**ENGL 0302 Success in College Reading II**

**Three semester hours ..... (3-1)**

Extension of ENGL 0301, Success in College Reading I, for those students who need additional work in improving their reading skills. Includes a one-hour weekly lab. (3201085212)

**ENGL 0310 Developmental ESOL Reading**

**Three semester hours ..... (3-1)**

Develops reading fluency and vocabulary in speakers of languages other than English and prepares them to function in an English speaking society. (3201085612)

**ENGL 0311 Developmental Reading I**

**Three semester hours ..... (3-1)**

Pre-requisite: Placement by Reading Instructor or grade of "C" or better in ENGL 0310. This is a basic course in reading improvement which emphasizes vocabulary development, faster word recognition, perceptual training, thinking skills and comprehension of the written word. Instruction involves manipulatives and hands-on practice to develop reading competence necessary to proceed with academic course work. (3201085212)

**ENGL 0312 Developmental Reading II**

**Three semester hours ..... (3-1)**

Pre-requisite: Placement by Reading Instructor or grade of "C" or better in ENGL 0311. This is a continuation of Developmental Reading I. This is a fundamental course in reading skill development which uses a classroom and a laboratory setting to increase proficiency in comprehension and vocabulary usage as well as speed in obtaining information through reading. Emphasis will be placed on word relationships and understanding of organizational and thinking skills for increased understanding. (3201085212)

**ENGL 0313 Developmental Reading III**

**Three semester hours ..... (3-1)**

Pre-requisite: Placement by Reading Instructor or grade of "C" or better in ENGL 0312. The course work is designed to improve interpretive reading, including conclusions, inferences, figurative language, increased speed, improved decoding skills and comprehension utilizing more difficult reading materials.

**ENGL 0320 Success in Grammar/Writing**

**Three semester hours ..... (3-1)**

Review course with emphasis on identifying deficiencies and improving fundamental English grammar and language arts skills necessary for the student who intends to pursue college-level academic work. Includes a weekly one-hour lab. (3201085312)

**ENGL 0321 Developmental Writing I**

**Three semester hours ..... (3-1)**

Designed 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. (3201085312)

**ENGL 0322 Developmental Writing II**

**Three semester hours ..... (3-1)**

Pre-requisite: Placement by Writing Instructor or grade of "C" or better in ENGL 0321. This course is a continuation of Developmental Writing I. It is a developmental course designed to increase the student's ability to transfer thoughts and meaning to printed form. This course will provide additional practice in sentence construction, vocabulary development and paragraph organization to increase proficiency in basic writing skills which will enable students to proceed with additional academic course. (3201085312)

**ENGL 0323 Developmental Writing III**

**Three semester hours ..... (3-1)**

Pre-requisite: Placement by Writing Instructor or grade of "C" or better in ENGL 0322. This is a review course structured to prepare students for college level English. A variety of writing activities based upon readings and personal experience will constitute the nucleus of the course. Grammar principles and vocabulary development will also be stressed. The course uses individualized and group instruction in a lab setting. This course cannot be substituted for required college-level English courses. (3201085312)  
\*Students enrolled in Developmental Writing III classes must pass the class with a "B" or better.

**ENGL 1301 Composition I**

**Three semester hours ..... (3-0)**

Principles and techniques of written, expository, and persuasive composition; analysis of literary, expository and persuasive texts; and critical thinking. Designed to improve reading skills through the use of thought-provoking material on which to base training in expository writing. Study of grammar and sentence structure will be integrated with the student's needs as reading and writing skills improve. Outside reading devoted chiefly to nonfiction, especially material in which general information is stressed. Pre-requisite: Pass the reading and writing sections of the THEA or alternative test. (2313015112)

**ENGL 1302 Composition II**

**Three semester hours ..... (3-0)**

Principles and techniques of written, expository, and persuasive composition; analysis of literary, expository and persuasive texts; and critical thinking. Includes analysis of prose readings, expository writing and investigative methods of research. Readings will include the main literary types. A more intensive application of grammar will be required in an effort to improve the correctness and precision of the student's writing. Pre-requisite: 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, drama, or screenwriting. Pre-requisite: ENGL 1301 or permission of Instructor. (2305015112)

**ENGL 2311 Technical and Business Writing**

**Three semester hours ..... (3-0)**

Principles, techniques, and skills needed for college level scientific, technical, or business writing. This course is TSI reading and writing restricted. (2311015112)

**ENGL 2321 British Literature**

**Three semester hours ..... (3-0)**

Selected significant works of British literature. May include study of movements, schools, or periods. Pre-requisite: ENGL 1301 or permission of instructor. (2308015112)

**ENGL 2322 British Literature I**

**Three semester hours ..... (3-0)**

Selected significant works of British literature. May include study of movements, schools, or periods. Pre-requisite: ENGL 1301 or permission of instructor. (2314045112)

**ENGL 2323 British Literature II**

**Three semester hours ..... (3-0)**

Continuation of ENGL 2322. Selected significant works of British literature. May include study of movements, schools, or periods. Pre-requisite: ENGL 1301 or permission of instructor. (2314045112)

**ENGL 2326 American Literature**

**Three semester hours ..... (3-0)**

Selected significant works of American literature. May include study of movements, schools, or periods. Pre-requisite: ENGL 1301 or permission of instructor. (2307015112)

**ENGL 2327 American Literature I**

**Three semester hours ..... (3-0)**

Selected significant works of American literature. May include study of movements, schools, or periods. Pre-requisite: ENGL 1301 or permission of instructor. (2307015112)

**ENGL 2328 American Literature II**

**Three semester hours ..... (3-0)**

Continuation of ENGL 2327. Selected significant works of American literature. May include study of movements, schools, or periods. Pre-requisite: ENGL 1301 or permission of instructor. (2307015112)

**ENGL 2332 World Literature I**

**Three semester hours ..... (3-0)**

Selected significant works of world literature. May include study of movements, schools, or periods. Survey of the literary heritage, beginning with the Greek and Roman classics, tracing the contribution of European and English masterpieces through the seventeenth century. Pre-requisite: ENGL 1301 or permission of instructor. (1601045213)

**ENGL 2333 World Literature II**

**Three semester hours ..... (3-0)**

Selected significant works of world literature. May include study of movements, schools, or periods. Literature of the eighteenth century to the contemporary are examined for the contribution to ideas and ideals. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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 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.

**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)

**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)**

Introduction to the theory and practice of politics and government in America at the national, state, and local levels, with special attention to Texas. Topics include political theory, the American and Texas constitutions, federalism, political participation and elections, the institutions of government, and domestic and foreign policy. (4510025125)

**GOVT 2302 American Government II**

**Three semester hours ..... (3-0)**

Introduction to the theory and practice of politics and government in America at the national, state, and local levels, with special attention to Texas. Topics include political theory; functions performed in the American system of government, both national and state, with special reference to Texas; federalism; political participation and elections; the institutions of government; and domestic and foreign policy. (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)**

Pre-requisite: 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 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.

**HIST 1301 United States History I**

**Three semester hours ..... (3-0)**

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from the discovery of America (1492) to 1876. Special emphasis given to colonization, the American Revolution, the forming of the new nation, the launching of the government, geographic expansion, sectional friction, the Civil War, and Reconstruction. (5401025125)

**HIST 1302 United States History II**

**Three semester hours ..... (3-0)**

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from 1876 to the present. Includes the economic development, immigration, the Spanish American War,

the growth of the United States as a world power, the Progressive Movement, World Wars I and II, the Great Depression, and contemporary America. (5401025125)

**HIST 2311 Western Civilization I**

**Three semester hours ..... (3-0)**

Survey of the political, social, economic, military, cultural, and intellectual development of Europe from prehistory to the medieval period. (5401015425)

**HIST 2312 Western Civilization II**

**Three semester hours ..... (3-0)**

Survey of the political, social, economic, military, cultural, and intellectual development of Europe from the medieval period to the present including colonialism, the Industrial Revolution, the age of Enlightenment, the French Revolution, nationalism, and democracy. Emphasis on the rise of totalitarianism and the clashing ideologies of the Twentieth Century as causes of the present world situation. (5401015425)

**HITT 1161 Clinical - Health Information Technology/Technician**

**One semester hour ..... (1-3)**

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. Pre-requisites: HPRS 1206, HITT 1301, HITT 1253 and successfully complete a criminal background clearance.

**HITT 1249 Pharmacology**

**Two semester hours..... (1-2)**

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. Pre-requisite: 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. Pre-requisite: HITT 1301 for HITT students; pre-requisite 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.  
Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: HITT 1301.

**HITT 1441 Coding and Classification Systems**

**Four semester hours ..... (3-2)**

Application of basic coding rules, principles, guidelines, and conventions. Pre-requisites: 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. Pre-requisite: 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. Pre-requisites: 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. Pre-requisites: HITT 1161, 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. Pre-requisites/co-requisites: HITT 2160, 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. Pre-requisites: 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. Pre-requisite: 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. Pre-requisites: HITT 1441 and HPRS 2301.

**HMSY 1337 Introduction to Homeland Security**

**Three semester hours ..... (3-0)**

Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

**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. Pre-requisites: 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. Pre-requisite: 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)**

Pre-requisite: 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.

**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)**

Numerical controlled machine operations. Emphasis on standard and computer numerical controlled procedures for planning, preparing, and operating a computer-assisted program.

**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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: ITCC 1312

**ITDF 1300 Introduction to Digital Forensics**

**Three semester hours ..... (3-1)**

A study of the application of forensic science and technology to collect, analyze, document, and present after-the-fact digital information from digital sources while maintaining a documented chain of custody to determine exactly what happened on a digital device. Overview of ethics, white collar crime, HIPAA, SOX, GLBA, and other legal guidelines/regulations/laws. Includes overview of tools used for forensic analysis of digital devices seized in investigations. Also covers securing a search warrant, collecting digital evidence, protecting digital evidence, and obtaining information from offenders.

**ITDF 2320 Digital Forensics Collection**

**Three semester hours ..... (3-1)**

A study of acquiring digital evidence from devices, networks and logs while preserving the evidentiary chain. Includes the legal aspects of the search and seizure of computers and related equipment/information.

**ITDF 2325 Digital Forensics Tools**

**Three semester hours ..... (3-1)**

Skills-based course in the applications of major forensic hardware and software tools such as EnCase, ILook, Forensic Tool Kit, write blockers, StegAlyzerSS, "X-Ways" forensic software, ProDiscover Basic, and others.

**ITDF 2330 Digital Forensics Analysis**

**Three semester hours ..... (3-1)**

Digital forensic analysis, report preparation, and evidence presentation. Emphasizes balancing legal and technical aspects of cases where digital forensics is employed.

**ITDF 2335 Comprehensive Digital Forensics Project**

**Three semester hours ..... (3-1)**

Comprehensive application of skills learned in previous digital forensics courses in a simulated crime scene or workplace investigation. Includes collection, analysis, and presentation of digital data and evidence in a problem-based case study format. This course is used as a capstone course for a certificate or degree.

**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. Pre-requisite/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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: ITNW 1325.

**ITNW 2354 Internet/Intranet Server**

**Three semester hours ..... (3-1)**

Designing, installing, configuring, maintaining, and managing an Internet server. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite/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. Pre-requisites/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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: CPMT 1311 and ITSC 1305.

**ITSC 2380 Cooperative Education – Computer and Information Sciences, General**

**Three semester hours ..... (1-20)**

Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite/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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: ITSE 2309.

**ITSW 2334 Advanced Spreadsheets**

**Three semester hours ..... (3-1)**

Designed to provide an understanding of advanced functionality of electronic spreadsheets. Pre-requisite/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. Pre-requisite/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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: ITSC 1321.

**ITSY 2343 Computer System Forensics**

**Three semester hours ..... (3-1)**

In-depth study of system forensics including methodologies used for analysis of computer security breaches. Gather and evaluate evidence to perform postmortem analysis of a security breach.

**MATH 0101 College Math Prep**

**One semester hour ..... (1-0)**

Designed for students scoring 64-79 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.

**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 0302 Math Skills**

**Three semester hours ..... (3-1)**

Pre-requisite: MATH 0301 with a “C” or better or permission of instructor. This is a review course designed to identify deficiencies and provide a review of fundamental operations in mathematics and computational skills. A self-paced, individualized class, this course will provide the student with intensive work in arithmetic, fractions, decimals, percent, metrics, ratio and proportions. Emphasis placed on the use of computer of further practice outside the classroom. Students will also apply this mathematics to everyday life situations. (3201045119)

**MATH 0311 Elementary Algebra**

**Three semester hours ..... (3-1)**

Pre-requisite: MATH 0302 with a “C” or better or permission of instructor. For A.A.S. degree only. This course is for students who have had no prior algebraic work or who need a review of the basic algebraic skills. This course covers basic algebra, including operations of algebraic expressions, polynomial factoring, algebraic fractions, linear equations with one and two unknowns, inequalities and exponents. This course will prepare students for MATH 0312 (Intermediate Algebra) (3201045119)

**MATH 0312 Intermediate Algebra**

**Three semester hours ..... (3-1)**

Pre-requisite: MATH 0302 with a “C” or better or permission of instructor. For A.A. and A.S. degree only. A study of relations and functions, inequalities, factoring, polynomials, rational expressions, and quadratics with an introduction to complex numbers, exponential and logarithmic functions, determinants and matrices, and sequences and series. (3201045219)

**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. (3201045119)

**MATH 0330 Math Essentials**

**Three semester hours ..... (3-1)**

Designed for students requiring instruction in basic mathematical operations focusing in the development of Algebra 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, and geometry. 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)**

Designed for students requiring instruction in introductory Algebra concepts. The course 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 variable, coordinate graphing, and systems of equations and inequalities. 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)**

Designed for students requiring instruction in basic Algebra concepts and have had at least one year of high school Algebra. The course is a continuation of MATH 0331. Topics may include but are not limited to a review of the real number system, algebraic expressions, and graphing linear equations in one and two variables; exponents and polynomials; factoring, introduction to rational expression and equations, introduction to radicals, and quadratic equations. A grade of “C” or better must be achieved to advance to the next level, MATH 0333. This course does not transfer or apply towards graduation. (Accuplacer breakdown 53-63)

**MATH 0333 College Prep Algebra**

**Three semester hours ..... (3-1)**

Designed for students requiring review in basic Algebra concepts and have had two years of high school Algebra. The course is a continuation of MATH 0332. Topics may include but are not limited to a review of graphing linear equations in one and two variables, graphing inequalities in two variables, functions, systems of equations, factoring polynomials, rational expressions, roots and radicals, and quadratic equations. A grade of “C” or better must be achieved to advance to the next level, MATH 1314 or other college level math course. This course does not transfer or apply towards graduation. (Accuplacer breakdown 64-79)

**MATH 0399 College Prep Math**

**Three semester hours ..... (3-1)**

A flexible, non-traditional computer-based math course for the student who requires remediation/instruction based on their placement scores. The student will do all of their prescribed coursework in a computer lab setting with the assistance of a math instructor. Student will be placed in the appropriate level of math, once in the class, based on their placement test scores and will be given a grade based on their mastery (70% or better) of assigned course work. The student may finish their coursework at their own pace, but the student must complete the prescribed sections of study for their level. Students scoring between 0-62 on the Accuplacer may enroll in the course. This course does not transfer or apply towards graduation.

**MATH 1314 College Algebra**

**Three semester hours ..... (3-0)**

Study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants. Pre-requisite: 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)**

Trigonometric functions, identities, equations, and applications including study of the functions of angles; identities and graphs of trigonometric functions; solutions of right and oblique triangles; logarithms; functions of double and half angles; inverse trigonometric functions; and trigonometric equations. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: Math 1324, Math 1314, Math 1316 or approval of instructor.(2703015219)

**MATH 1332 Contemporary Mathematics I**

**Three semester hours ..... (3-0)**

Modern algebra and geometry. Topics may include sets, logic, number systems, number theory, functions, equivalence, congruence, measurement, other geometric concepts, and the introduction to probability and statistics. Pre-requisite: 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)**

Presentation and interpretation of data, probability, sampling, hypothesis testing, correlation and regression, analysis of variance, spreadsheets, and the use of statistical software. Pre-requisite: 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. Pre-requisites: 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. Pre-requisite: College Algebra or equivalent (2701015619)

**MATH 1351 Fundamentals of Mathematics II**

**Three semester hours ..... (3-0)**

Concepts of Euclidian 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 may also be appropriate for early childhood education majors. Pre-requisite: College Algebra or equivalent of MATH 1350. (2701015619)

**MATH 1442 Elementary Statistical Methods**

**Four semester hours ..... (3-4)**

Presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and the use of statistical software : Pre-requisite: 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)**

Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exceptional, logarithmic, and trigonometric functions. May include topics from analytical geometry. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite/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. Pre-requisites: 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. Pre-requisite: 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. Pre-requisite: This is a capstone course and should be taken in the student's last semester.

**MRMT 1162 Clinical - Medical Transcription**

**One semester hour ..... (1-3)**

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. Pre-requisites: HPRS 1206, POFM 1309, MRMT 1307 and successfully complete a criminal background clearance.

**MRMT 1307 Medical Transcription Fundamentals**

**Three semester hours ..... (2-4)**

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Pre-requisite/co-requisite: HPRS 1206.

**MRMT 2162 Clinical - Medical Transcription**

**One semester hour ..... (1-4)**

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. Pre-requisites-co-requisites: HITT 2231, MRMT 2333 and successfully complete a criminal background clearance.

### **MRMT 2333 Advanced Medical Transcription**

**Three semester hours ..... (2-4)**

Production of advanced reports of physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Pre-requisite: MRMT 1307.

## **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, 1104, 2103, 2104-Keyboard

MUAP 1105, 1106, 2105, 2106-Woodwind

MUAP 1107, 1108, 2107, 2108-Brass

MUAP 1101, 1102, 2101, 2102 Voice

MUAP 1109, 1110, 2109, 2110-Percussion

MUAP 1111, 1112, 2111, 2112-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. Pre-requisite: 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. Pre-requisite: 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 Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: Must be TSI complete in reading and math. (4001015103)

**PHYS 2425 University Physics I**

**Four semester hours ..... (3-3)**

Lecture: Fundamental principals 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.

Pre-requisite: 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.

Pre-requisites: 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. Pre-requisite/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. Pre-requisite/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. Pre-requisite: 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. Pre-requisites: 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. Pre-requisite: 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)**

Pre-requisite: 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)**

Pre-requisite 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. Pre-requisites POFT 1309, POFI 2301, or permission of instructor.

**POFT 2301 Document Formatting and Skill Building**

**Three semester hours ..... (3-1)**

Pre-requisite: 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. Pre-requisite POFT 1349.

**POFT 2382 Cooperative Education - General Office Occupations and Clerical Services**

**Three semester hours ..... (1-20)**

Pre-requisite: 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)**

Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: RADR 2366.

**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. Pre-requisite: 14 hours of required support courses, including a minimum of BIOL 2402 and one other science course. Co-requisite RNSG 1261. (5116015414)

**RNSG 1343 Concepts of Adult Health**

**Three semester hours ..... (3-0)**

Integration of previous knowledge and skills into the continued development of the associate degree 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 Incorporates judgments, skills, and professional values within a legal/ethical framework. Pre-requisite: RNSG 1309, RNSG 1261, and a minimum of 26 hours of required support courses including all science courses. Co-requisite RNSG 1362. (5116016414)

**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)**

**Transition to Nursing Practice**

**One semester hours..... (0-3)**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Co-requisite RNSG 2307. (5116016914)

**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. Pre-requisites: 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. Pre-requisites: 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 Transition to Nursing Practice**

**Three semester hours ..... (3-0)**

Introduction to selected concepts related to the role of the associate degree nurse as a provider of care, coordinator of care, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Topics include 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. Pre-requisites: 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 2404 Care of the Client with Common Health Care Needs**

**Four semester hours ..... (4-0)**

Application of a systematic problem-solving process and critical-thinking skills to provide nursing care to diverse clients/families across the life span with common health care needs. Opportunities for collaboration with members of the multidisciplinary health care team. Content includes applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Pre-requisites: RNSG 1309, RNSG 1261, RNSG 1343, RNSG 1362, COSC 1401, Computer Science elective. Co-requisite RNSG 2460. (5116016814)

**RNSG 2460 - Clinical - Nursing (RN Training)**

**Care of the Client with Common Health Care Needs**

**Four semester hours ..... (0-12)**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Focus is on the ill adult population. Co-requisite RNSG 2404. (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. Pre-requisite: 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). Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisites: 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. Pre-requisite: 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. Pre-requisites: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisites: 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. Pre-requisite: ENGL 0312 and ENGL 0322 with a grade of "C" or better. (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. Pre-requisite: SGNL 1301 or the equivalent as demonstrated by performance on the ASL evaluation and ENGL 0312 & ENGL 0322 with a grade of "C" or better. (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. Pre-requisite: SGNL 1302 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)

**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. Pre-requisite: SGNL 2301 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: SLNG 1305.

**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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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. Pre-requisite: 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 1405 Introduction to Surgical Technology**

**Four semester hours ..... (3-3)**

Orientation to surgical technology theory, surgical pharmacology and anesthesia, 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. Pre-requisite: 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. Pre-requisites: 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. Pre-requisites: 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. Pre-requisites: 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. Pre-requisites: 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. Pre-requisites 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. Pre-requisites: 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. Pre-requisites: 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. Pre-requisites: 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. Pre-requisites: 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. Pre-requisites: 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 1300 Beginning Woodworking**

**Three semester hours ..... (2-3)**

The first course in a logical sequence of courses in which students learn to build wood projects using dados, rabbets, and tongue and groove joints.

**WDWK 1413 Cabinet Making I**

**Four semester hours ..... (3-2)**

Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools.

**WDWK 2405 Intermediate Woodworking**

**Four semester hours ..... (3-2)**

The second course in a sequence of courses that allows students to refine skills required to build quality furniture.

**WDWK 2451 Cabinet Making II**

**Four semester hours ..... (3-2)**

Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate installation.

**WDWK 2459 Advanced Woodworking**

**Four semester hours ..... (3-2)**

The third course in a sequence of courses in which students develop skills of building fine furniture. Emphasizes design and function. Students will build a quality piece of furniture.

**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 ..... (2-2)**

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 Introduction to 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**

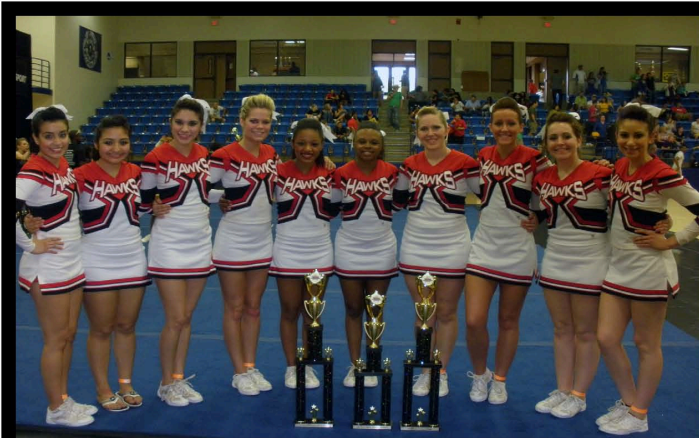
**Four semester hours ..... (3-1)**

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 ..... (3-1)**

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.



## Foreword

### General Policy

A college, like any community, must have regulations by which its members abide and procedures by which its organizations function. The standards should provide order and an atmosphere conducive to intellectual and personal development. This *Student Handbook* and the “Code of Student Conduct” contained within are intended to serve these purposes in the interest of all segments of Howard College.

The college has a responsibility to maintain order within the college community and to discipline those who violate its rules and policies. Enrollment requires students to share this responsibility. Students agree to abide by the standards, rules and/or policies set forth in this handbook, the HC Catalog and other official college publications, as well as Texas Education Code. Registered campus organizations also agree to follow all these rules and regulations. The college or its representative may amend this document at anytime without notice.

Updates may be viewed at

<http://www.howardcollege.edu/publications/studenthandbook/studenthandbook.pdf>

### Disciplinary Authority

The authority to enact and enforce regulations of the college is vested in the Board of Trustees. The responsibility for enforcing regulations and imposing penalties is delegated to the President and any college officials the President may designate. The office of the Vice President Academic and Student Affairs is the principle agency for the administration of student discipline and the Student Services offices on the Big Spring, San Angelo, Lamesa, and SWCID campuses shall implement the student discipline procedures. All references to the President of the college, the Vice President Academic and Student Affairs, or the administrator of the Student Services Department on each campus shall also be interpreted to include persons designated to act in behalf of these officials.

### Policy on Non-Discrimination

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.

### College Name, Document, and Records

The use of the college's name by any person or organization in connection with any program or activity or any unauthorized use of college documents, records, or seal is prohibited without the prior written permission from the office of the Vice President Academic and Student Affairs.

# Student Handbook

## **Crime Awareness and Campus Security**

Howard College/SWCID strives to maintain a safe and secure environment in which to work and study. Howard College/SWCID is concerned about the protection of persons and property. The institution cannot, however, guarantee the absolute safety of any one individual. Personal safety must begin with the individual. Howard College/SWCID provides a number of safety services, programs, and policies (see appendix for safety awards program). Employees, students, and visitors can create a safe environment for the entire campus by working together.

Howard College/SWCID strongly encourages employees, students, and others to report criminal actions and emergencies that occur on campus. Reports should be made to security personnel and to the appropriate administrative office (Provost, Big Spring; Provost, SWCID; Provost, San Angelo; Director, Lamesa). Persons who are victims of crimes, as well as persons who are witnesses to crimes, will greatly enhance the success of the institution's actions by reporting incidents promptly.

Howard College/SWCID campuses are monitored by both commissioned police officers (Big Spring) and by security personnel (all campuses) who are not commissioned as peace officers. The security department has working relationships with local law enforcement agencies whereby all disturbances, criminal activities, and suspicious activities are reported to local law enforcement authorities.

## **Threats**

Howard College recognizes the high cost of violent incidents and the disruptive effect they have on employees and productivity. Personal harassment (including stalking), abusive behavior, and violence are not tolerated in this workplace/educational setting.

- A. Threats (including those made by mail, over the telephone, texting, by fax, cyber social networks, or by email), intimidation, and acts of violence, with or without the presence of a weapon, will not be tolerated at Howard College. Reported violations of this policy will be investigated, documented, and may result in disciplinary actions up to and including immediate suspension and/or dismissal, and the filing of appropriate criminal charges.
- B. All employees and/or students, regardless of position and/or enrollment status, are responsible for the immediate reporting of any threats received, witnessed, or communicated to them. Employees and/or students should also report unusual or threatening behavior, even though it may not be in the form of a direct threat, when such behavior makes the employee(s) and/or student(s) fearful for their continued safety or the safety of others. Reportable threats include those made by co-workers, students, or outsiders entering the workplace/campus - such as spouse, job applicants, etc. Employees/students must make such reports regardless of the relationship of the employee to the person who initiated the threat or behavior. Reports should be made immediately, without fear of retaliation, to a supervisor, personnel management, or to any member of Howard College management. Howard College management must immediately report all incidents of threatening behavior to the Executive Vice President for Howard College or designee.
- C. Nothing in this policy relieves a supervisor or manager from taking immediate action when the safety or security of employees and/or students is threatened and time is crucial. Such action may include a call to the Police, suspension, or the temporary separation of employees in the workplace. This policy does not replace routine management actions such as counseling, reprimands, or changes in work assignments, as applicable. This policy is intended for those cases of immediate and/or continuing inappropriate action(s) or threat(s) including those where normal management and personnel actions have been ineffective and the possibility of violence is such that the local Police and others need to be involved.



- D. Following a serious threat or an act of violence in the workplace, employees, witnesses, and families often suffer from stress-related ailments such as depression, anger, headaches, and continued fear. Howard College, through a group of administrators identified as the Crisis Management Team, will provide debriefing teams, counseling, and support as needed to those affected. These actions, provided within a 24 to 72 hour period following the traumatic event, will help to minimize the impact of an incident and prevent further violence.

Brochures are published and made available, via the Howard College web page and by hard copy. In compliance with the Campus Crime Awareness and Campus Security Act of 1990, Howard College/SWCID makes descriptions of policies related to campus security and statistics concerning specific types of crimes accessible to all current students and employees and to applicants for enrollment and employment through its website. Additionally, sex offender information is available on the [https://records.txdps.state.tx.us/DPS\\_WEB/Portal/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx) web site. This website is the official Internet source for Sex Offender Registration information. The Sex Offender Registration open record information is extracted from the DPS Sex Offender Registration Database. The DPS maintains files based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required by law to register. For additional information on Sex Offenders please contact the Student Services Office.

## **Rights, Privileges, and Responsibilities of Students in the Academic Community**

### **Expectation of Good Citizenship**

The college's primary function is to provide education for those persons who enroll within the system. The goal of the college is to provide an educational environment which will include the opportunity for academic, social, and personal growth. Enrollment in a tax-supported educational institution of higher learning is not compulsory. It is optional and voluntary. The voluntary entrance of a student in such institutions is an entrance into the academic community by individual volition. By such voluntary entrance, the student assumes obligations of performance and behavior reasonably imposed by the institution of choice relevant to its lawful missions, processes, and functions. These obligations are generally much higher than those imposed on all citizens by the civil and criminal law.

Freedom of discussion, inquiry, and expression is protected and nurtured in the classroom as the safeguard of the freedom to learn. Students are expected to exercise their freedom to learn in a manner consistent with the maintenance of good order. Responsibility for good order in the classroom is vested in the instructor, and responsibility for maintaining order elsewhere is set forth in the "Code of Student Conduct and Discipline."

The college assumes that the student has earnest educational purpose and maturity of reasonable behavior. This assumption continues until the student demonstrates otherwise. Every student is subject to federal, state, and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, despite any action taken by civil authorities on account of the violation. The privilege of exercising rights of citizenship under the Constitution of the United States is reaffirmed by the college to each student. The college strives to assure due process and to outline specific ways of appeal in case of disagreement with administered discipline.



## **Academic Integrity**

The instructor assigned to a course has the responsibility for the determining a grade and for judging the quality of academic performance. A grade can be formally appealed only where there is demonstrable evidence that prejudice, arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade.

### **1. Student's Responsibilities**

- a) It is the responsibility of the complaining student to comply with each step set out in Appendix C. Failure of the student to continue his/her appeals at the appropriate level will result in a dismissal of the student's complaint.
- b) The student may be represented at any level of the complaint.
- c) If the complaint involves a problem with an instructor, the student must discuss the matter with the instructor within three college working days of the incident.

NOTE: The Student Academic Grade Grievance Procedures/Student Complaints Related to Instruction is found in Appendix C of this handbook.

### **2. Instructor's Responsibilities**

The instructor of a course is responsible for initiating action in cases where there is an admitted act or substantial evidence of academic misconduct. Before taking such action, the instructor should attempt to discuss the matter with the student(s). If the suspected misconduct involves a final exam, the instructor should withhold the course grade until an attempt can be made to contact the student(s) as soon as reasonably possible.

### **3. Instructor Sanctions**

If it is determined by the instructor that academic misconduct has occurred, a failing grade will be assigned for either the assignment or the course grade. When a student is given a failing course grade in a course as a result of academic misconduct, the instructor must report the facts of the case in writing to the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Support Services/WTTC Director on the San Angelo campus, or the Campus Director on the Lamesa campus. A disciplinary penalty of a grade of "F" shall not be implemented until either the instructor or the chief campus Student Services/Student Affairs administrator has met with the student.

### **4. Repeated Academic Misconduct**

In cases of repeated violations, either the instructor or the division director may refer the case to the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, or the Campus Director on the Lamesa campus for further disciplinary proceedings.

### **5. Referrals to Dean of Student Services-Big Spring, Dean of Student Affairs-SWCID, Campus Dean of Student Services/WTTC Director or the Campus Director. Academic misconduct is entitled to all substantive and procedural guarantees provided in the Code of Student Conduct.**

### **6. Disposition by the Dean of Student Services-Big Spring, Dean of Student Affairs-SWCID, Campus Dean of Student Services/WTTC Director, or the Campus Director. The decision made by the chief campus Student Services/Student Affairs administrator will be sent to the appropriate Program Director or Division Chair and to the student.**

## **Disruption or Obstruction of College Activities or Functions**

College officials are charged with the responsibility for maintaining law and order on college-owned or college-controlled property and at college sponsored events. Examples of actions for which disciplinary action may be found in the “Code of Student Conduct and Discipline” section of this Handbook:

### **Affiliation**

The Student Government Association is recognized as the official organization representing students. Students are free to identify with off-campus programs and activities as individuals but not as representatives of the college.

### **Student Publications**

The college supports the concept of a student press that adheres to the principles of responsible journalism.

### **Student Identification**

1. The student identification/My HC card is issued in the first semester of enrollment. Students are encouraged to obtain an ID/My HC Card prior to the first day of classes. Please see the campus Student Services/Student Affairs office for campus procedures in obtaining your Student ID/My HC Card.
2. The student identification/My HC card is the property of Herring Bank. The ID/My HC card is linked to a checking account at Herring Bank and thus regulated by state and federal laws.
3. Students shall not allow their student identification/My HC card to be used by other persons and students shall not alter their student identification/My HC card in any way.
4. Upon request, students are required to present their student identification/My HC card to any member of the college faculty, staff, or administration.
5. The student identification/My HC card entitles you to free admission to most student activities including athletic events, dances, movies and much more.
6. The I.D. card provides identification at the library for checking out materials.
7. The I.D. card provides residence hall students access to the cafeteria.
8. The I.D. card will be the primary tool the college will use to deliver remaining financial aid funds, student loans, and other funds to students.
9. Lost I.D. cards may be replaced for a \$25.00 charge payable to the HC Business Office.
10. The I.D. card is void upon termination or interruption of enrollment and when not properly validated three years from date of issuance.
11. For more information on the My HC Card please visit the website at [www.myHCcard.com](http://www.myHCcard.com) or contact the Campus Student Services office.

### **Solicitation and Advertisement**

Without prior written approval from the Student Services/Student Affairs office, solicitation and sales on college premises or in college-owned or college-controlled buildings, including but not limited to residence halls, the bookstore, or student union building, and/or via the HC email/web systems is prohibited. The distribution of advertising leaflets or handbills or the use of sound trucks and equipment to promote sales on college premises without prior written approval from the Student Services/Student Affairs office is also prohibited. The solicitation and sales policy is set forth in the Solicitations, Advertisement, and Printed Materials portion of this Handbook.

## Financial Responsibility

Students are to meet all financial responsibilities due the college. The writing of checks on accounts with insufficient funds, the non-payment or delinquent payment of outstanding loans, and the failure to meet any other financial obligations to the college are considered a lack of financial responsibility. Such financial irresponsibility can subject the student to fines, suspension of check writing privileges, denial of registration, withholding of transcripts, and other disciplinary sanctions outlined in the “Code of Student Conduct and Discipline.” Generally, failure to meet financial obligations to the college will result in the following actions:

1. Cancellation of the student’s registration if tuition and registration fees are not paid by the due date as indicated by the HC Business Office or if a returned check given in payment of tuition and fees is not redeemed by that time. Unpaid financial obligations may result in dismissal from the college.
2. A processing fee will be assessed to any person who writes a check to the college that will not clear the payee’s bank for any reason other than bank error. The college will not accept checks from anyone who has written more than two returned checks.
3. Loss of college check writing privileges and possible criminal prosecution for writing insufficient fund checks and for failure to pick up a returned check.
4. A hold preventing future registration placed on student’s academic records.
5. A hold on sending of official college transcript until the obligation is paid in full.
6. Non-payment of room and board installment contracts can result in suspension from the Residence Hall.

Please see the Howard College ~~and/or~~ SWCID Catalog for additional identification requirements for writing a check and the HCJCD returned check policy. Additionally, students are encouraged to check their student accounts at least once or twice a semester.

## Children of Adult Students

Students should not bring children to the campus and then leave them unattended while involved in class, studying, or campus business. Children should not attend class with their parents. Information regarding available childcare services in the area is available in the Student Services office.

## Orientation

Students enrolling at Howard College for the first time should attend orientation. Orientation information can be obtained by contacting the Student Services/Student Affairs office. You can also find orientation information on the HC website under future students. Students entering SWCID for the first time are required to attend New Student Orientation and should contact the SWCID Counseling Office for information.

Cost for SWCID New Student Orientation: Early Registration	\$250 (if paid by August 15)
Late Registration	\$300 (After August 15)

## Student Absences on Religious Holy Days

A student shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under the provisions of Section 51.911 of the *Texas Education Code* may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within one week after the absence. Student must notify their instructor(s) in writing prior to 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. Forms are available in the Student Services/Student Affairs office. In case of conflict, students may appeal through the academic appeals process.

### **Intellectual Property**

Students of Howard College are encouraged to publish, copyright, invent, and/or patent materials and objects of their own creation which will contribute to the advancement of knowledge. The college encourages and protects this interest and its students in relation to disclosure of scientific and technological developments including inventions, discoveries, trade secrets, computer software, and original works and ideas which may have monetary value. It is also the responsibility of the college to ensure that public funds and property are not used for personal gain. The author, creator, or inventor is free to benefit from royalties and monies accruing from such publication or invention, subject to the following guidelines:

1. All classes of intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas, created on the student's own time, and without the use of college facilities, equipment, materials, or support shall be the sole property of the creator.
2. All classes of intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas, created by students at college expense or on college time or by using college facilities or equipment shall be the property of the college. The college, in return for unrestricted license to use and reproduce original work without royalty payment, shall transfer to the creator of that work full ownership of any present or subsequent copyright/patent in accordance with that which follows.
3. In the event that intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas, are sold to entities outside the college, all income will go to the college for that project, including stipends paid to the developer (over and above contract salary), prorated support staff salaries, supplies and other expenses related to the intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas.
4. The college will ensure equity and management participation on the part of the inventor or inventors in business entities that utilize technology created at the institution.
5. No college student shall realize a profit from intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas sold exclusively to Howard College students.
6. When instructional material developed by a student is sold in the Bookstore for profit, the publisher of the materials must be approved by the instructional administrator.

Any college student who intends to create any intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas developed wholly or partially using college time, equipment, materials, facilities, and/or personnel who intends to copyright, patent, or otherwise merchandise those intellectual property, scientific, and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas will inform the president of the college of his/her intent through the instructional administrator. The president will

have final approval. At that time the college will initiate a review of scientific and technological disclosures, including consideration of ownership and appropriate legal protection.

It is the responsibility of the party(ies) having ownership of the intellectual property, scientific and technological developments, materials, or objects, including inventions, discoveries, trade secrets, computer software, and original works and ideas, to secure any licenses, copyrights, or patents. These licenses, copyrights, or patents are secured at the expense of the party(ies) having ownership.

Personnel of college units whose function is to produce educational materials may not realize a profit from the sale of those materials. In the case of any materials produced exclusively by these units, copyright will be held by Howard College. Materials produced under an externally funded grant will be guided by the terms of the grant.

### **Student Complaint Procedures**

All students have the right to inquire about, criticize, or propose improvement to college policies, procedures, and regulations. Channels of expression include bringing the concern to the attention of the Student Government Association, an appropriate college committee, or an appropriate college official. Every effort will be made to resolve the problem.

All student complaints should be communicated to the Student Services/Student Affairs personnel on their respective campuses: Big Spring – Dean of Student Services; SWCID – Dean of Student Affairs; San Angelo – Campus Dean of Student Services/WTTC Director; Lamesa – Campus Director; Prison Education – Executive Director of Correctional Studies. The Student Services personnel will attempt to resolve the matter and will provide a written response to the student.

Complaints may be submitted anonymously. However, in order to resolve a complaint in some cases, the complaint may not be able to remain anonymous. Permission to reveal the sources of the complaint will be obtained from the source before being revealed. If the student chooses to remain anonymous, the ability to fully resolve a complaint may be compromised, but every effort will be made to resolve the complaint.

If the student is not satisfied with the efforts or response of the Student Services personnel to resolve the complaint, the student may appeal his/her complaint to an Administrator appointed by the President. This administrative officer will call a committee of two faculty, one staff, and two students to review the complaint and the proposed solution. The decision of this committee is final.

This policy does not apply to complaints regarding student discipline, grade appeals, sexual harassment or discrimination. Grievance procedures for these matters are outlined in Appendix A, B and C of this handbook.

In cases of complaints regarding academic concerns, students should first try to resolve matters directly with the instructor. If unable to resolve the matter satisfactorily, the student should consult the instructor's supervisor. The matter can be advanced through all supervisory levels with final consideration at the highest level of instructional administrator on each campus.

If a grievance matter is not resolved to the student's satisfaction through the Howard College's internal procedures, prospective and current students who live within the State of Texas may then file their complaint with the Texas Higher Education Coordinating Board at [www.theccb.state.tx.us](http://www.theccb.state.tx.us). Out of state students may refer to the [student grievance contact information for individual states](#) which provides contact information for state education agencies.

## **Student Records**

### **Notification of Privacy Rights to Students**

As established in the Family Educational Rights and Privacy Act of 1974, Section 438, commonly known as "The Buckley Amendment," Howard College provides students with access to their official educational records and provides an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The college will obtain written consent, via the Student Records Release Request Form, from the student before releasing personally identifiable data from these records except for items classified as directory information. However, the college is allowed to contact the student's parents and/or legal guardians when the student is found to be in violation of *Code of Student Conduct* for alcohol and/or drugs. Students may request that all or part of their directory information be withheld from the public by filing a Directory Information Restriction Request Form with the Admissions and Registrars Office.

A part of this policy includes the intent to make the contents of the policy known to students on at least an annual basis. This will be done by announcing and publishing the policy in the *College Catalog and Student Handbook* that the policy exists, and by having copies of the policy available in the administrative offices on all campuses. The *College Catalog and Student Handbook* are available on the college website ([www.howardcollege.edu](http://www.howardcollege.edu)).

### **Address of Record**

Students must maintain an accurate permanent address with the Office of the Registrar. The address is used for official notifications.

### **Student Access to Educational Records**

Students and former students have the right to inspect, review, receive an explanation and interpretation of, and (at their own expense) obtain copies of their education records except as excluded below. This right may be exercised by filing a Request to Review Educational Records Form with the custodian of the records to which access is desired. Such requests will be honored within forty-five (45) days after the request is submitted.

### **Definition of Educational Records**

Educational records include those records, files, documents and other materials which contain information directly related to a student and are maintained by the college or any person acting for the college except as excluded as follows:

1. Records of instructional, supervisory, administrative, and educational personnel of the college which are in the sole possession of the maker thereof and which are not accessible or revealed to any person other than a substitute.
2. Employment records of persons employed by the college but who are not in attendance in the college. Records made and maintained in the normal course of business which relate exclusively to persons in their capacity as employees are not available for use for any other purpose.
3. Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional capacity, providing such records are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment. Such records may be personally reviewed by a physician or other appropriate professional of the student's choice.
4. Alumni records which contain information about a student after he/she is no longer in attendance at the college and the records do not relate to the person as a student.

### **Custodian of Student Records**

Howard College/SWCID maintains records on students in various academic and administrative offices on the campuses. The Registrar is the custodian of the official educational records of each student. The Registrar is responsible for the proposal, interpretation, enforcement, and publication of general policies and procedures consistent with State and Federal Laws as they relate to student records. The chief administrative officer in each office which maintains student records of any type is responsible for the student records in that office and for the release of such information in those records.

### **Fee Schedule**

The reproduction of records for students will be at their own expense according to the Charges for Public Records located in Appendix G. The charge is based on the fee schedule in the Policy Governing Public Request for College Documents.

### **Records Not Accessible to Students**

1. If any record of a student includes information on more than one student, the student shall have the right to inspect and review only the part which pertains to him/her.
2. Students will not be granted access to the financial records of their parents or any information contained therein.
3. Students will not be granted access to confidential letters and statements of recommendation which were placed in a student's record prior to January 1, 1975, providing that such letters and statements are used solely for the purpose for which they were intended.
4. Students will not be granted access to records connected with an application to attend the college or a component of the college if that application was denied.
5. If the student has voluntarily signed a Waiver of Right of Access Form, and providing the student upon request is notified of the names of all persons making confidential recommendations and such recommendations are used solely for the purpose for which they were specifically intended, students will not be granted access to the following recommendations: (1) recommendations for admission to any educational institution, (2) recommendations for applications for employment, and (3) recommendations for receipt of an honor or honorary recognition. (Although students are not required to sign a general waiver form to protect the confidentiality of recommendations submitted in their behalf, each recommendation form contains a blank for a student signature waiving access to that recommendation.) The general Waiver of Right to Access Forms are available and on file in the office of the registrar on each campus. A student may cancel the general waiver of right of access to recommendations by submitting written notice to the custodian of records; however, if a student chooses to revoke his waiver, he will not become entitled to access to recommendations prepared and included in his records during the time the waiver was in effect.
6. Specific policies regarding medical and counseling records are available upon request in the office of the registrar on each campus.

### **Student Record Release Policy**

Howard College/SWCID will not permit access to or release education records or personally identifiable information (other than directory information) without the written consent of the student to anyone other than those listed below and then only upon the conditions listed. Students who wish to have information released from their records should file a Student Records Release Request Form with the Office of the Registrar.

**Parties To Whom Educational Records May Be Released Without the Student's Written Consent:**

1. Officials of Howard College/SWCID who have legitimate educational interests. A college official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement/security); a person or company with whom the university has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student/employee serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
2. Officials of other institutions in which the student seeks to enroll, upon the condition that the student be notified of the release, receive a copy of the record if desired, and have an opportunity to challenge the content of the record.
3. Authorized representatives of the following in connection with the audit and evaluation of federally supported education programs or in connection with the enforcement of federal requirements of such programs, provided that data collected shall be protected so as not to permit personal identification of students and such information will be destroyed when no longer needed for audit, evaluation, or enforcement purposes:  
The Comptroller General of the United States  
The Secretary of the H.H.S.  
An administrative head of an education agency  
State educational authorities
4. State and local officials or authorities to whom such information is required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. In connection with a student's application for or receipt of financial aid, such as D.V.R., D.A.R.S., V.R., V.A. and other state or federal financial assistance offices.
6. Organizations conducting studies for educational agencies for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, providing such studies do not permit the personal identification of students and the information is destroyed when no longer needed.
7. Parents of a student under the age of 21 when the student is found in violation of the Code of Student Conduct for either alcohol and/or drugs.
8. Parents of a dependent student as defined by the Internal Revenue Service. The college assumes that a student is independent unless proof to the contrary is presented. Requests for the release of information to the parents of a dependent student can be honored only in the event of specific requests for information each time information is desired, with the exception that standing requests will be honored for the release or receipt of a students' grades and bills for semester tuition and fees to be sent to the student's parents rather than the student. Copies of grades and bills will not be sent to both the student and the parent.
9. Accrediting organizations in order to carry out their functions.
10. To appropriate persons in connection with an emergency if, in the opinion of the president, a vice president, or a dean, such information is necessary to protect the health or safety of the student or other persons and is in accordance with federal guidelines regarding the release of information for health or safety emergencies.
11. Information is furnished in compliance with a judicial order, or pursuant to any lawfully issued subpoena, upon condition that the Howard College/SWCID will notify the student of all such orders in advance of the compliance therewith.



12. Information that results from a disciplinary hearing where the student is the perpetrator of a crime of violence or a non-forcible sex offense. Under this exception, the information may be released to anyone, including the media. No information on the victim or witnesses may be released.

### **Student's Right to Challenge Content of Records**

Students have the right to challenge the content of their educational records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. They have the right to have corrected or deleted any such inappropriate data contained therein, and to insert into such records a written explanation respecting the content of such records. Students who wish to exercise these rights should file a Student Record Challenge Request form with the custodian of the record(s) in question.

The custodian of the record may attempt to settle the dispute over the contents of the records with the student through informal meetings and discussions which will be held within a reasonable period of time after the request is submitted.

Formal hearing procedures may only be necessary when informal means are not satisfactory to the student or the custodian of the record in question. If a formal hearing is requested, the President or his/her designate shall conduct the hearing and render a decision within a reasonable period of time following the request. The student and the custodian of the record shall be afforded full and fair opportunity to present evidence relevant to the issue raised. The decision of the President or his/her designate is final and shall be presented in writing, to all interested parties.

### **Directory Information**

Information in the following categories may be routinely made public by the college unless the student informs the college that any or all of the information designated should not be released without the student's prior consent. Requests for the restricted release of directory information should be filed in the office of the campus registrar. Directory information is:

1. Student's name, address, telephone listing (both local and permanent)
2. Date and place of birth
3. Major field of study
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Classification and enrollment status (full-time or part-time)
8. Degrees, honors and awards received
9. Most recent previous educational agency or institution attended
10. Photograph
11. E-mail address

Students will be notified upon admission of their right to request that any and all directory information not be released publicly to anyone other than persons authorized by the college's student record release policy without their written consent. Such requests will be made on the Directory Information Restriction Request form to be obtained and filed at the Registrar's office. The Registrar's office will immediately notify designated offices of the student's request. No other office should issue directory information unless they have first checked with the Registrar.

### **Creation, Permanence and Destruction of Records**

The custodian of each record will abide by policies for reviewing and destroying records. These recommendations will be reviewed by the President and appropriate administrators. This review will insure compliance with Federal and/or State Records Management Policies and the following recommended guidelines:

1. Only such records as are demonstrably and substantially relevant to the educational purposes of the institutions or department shall be generated or maintained.
2. Permanent retention of student records is limited to those records which are of long range value to the individual and/or to the college.

All duplicate copies of permanent records, other than those maintained by the custodian of the permanent record, and all non-permanent student records shall be maintained only for the minimum period of time required to serve the basic official functions of the individual or department generating or maintaining them. Such records shall be destroyed as soon as they are no longer needed and, unless an exception is permitted by the President or administrator, may not be retained for more than seven years after a student departs from the college. If a student has requested access to his records, such access must be granted prior to the destruction of any materials contained in his record.

### **Complaint Procedures**

The college intends to comply fully with the requirements of state and federal laws as they relate to student records. Students who feel that their rights have been abridged are encouraged to attempt to resolve the matter with the college district.

If the student's concerns are not satisfied by the college, he/she may file a complaint or report a violation of the rights afforded by federal law by contacting:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

Such complaints must be received within 180 days from the date of the alleged violation, unless the time is extended by the governing department.

### **Student Services**

Howard College is a great place to begin a rich personal and intellectual life. The classrooms and the library are focal points of academic life; however, there is much more, including a wide variety of student life activities.

### **Admissions/Records Office**

The Admissions/Records office is opened to prospective, current, and transfer students. The staff provides information about the admission application process, enrollment verification, registering for classes, requesting transcripts, transfer of credits, changing pass/fail status, adding a course, dropping a course, withdrawing from the college, changing biographical data, removing incomplete (I) grades, and information relative to FERPA guidelines. In addition, students may obtain admissions applications as well as program information. Campus tours may be scheduled year round. The registration process begins in the Admissions Office as well as change of registration (add/drop).

### **Student Financial Aid**

General Information: Howard College 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. Students requesting financial aid must have their eligibility established each year. Financial aid files received before April 1 for the fall semester or October 1 for the spring semester will receive priority. Files received after July 1 for the fall semester or December 1 for the spring semester may not be processed in time for registration. Students needing assistance in completing the financial aid application should see their campus financial aid representative.

Students are strongly encouraged to review the terms and conditions of financial aid and to direct questions to the Financial Aid Office concerning eligibility criteria, terms, rights, privileges, cost of attendance, refund policy for aid recipients, method of financial aid payment, satisfactory academic progress, and other questions related to the financial aid process.

U.S. Department of Education  
School Participation Team  
1999 Bryan Street Suite 1410  
Dallas, TX 75201

### **Outreach and Career Services Counseling - SWCID**

Outreach and Career Services/Counseling, housed in the Diagnostic Center Building offers a range of services to SWCID students. A multidisciplinary team steeped in Deaf culture and fluent in American Sign Language (ASL) provides the following services:

- Audiology services
- Personal Counseling services
- Career Counseling services

Our audiology services may be covered by health insurance, the Veterans' Administration Hospital, and the Department of Assistive Rehabilitation (DARS) and Vocational Rehabilitation Services (VR). The Center also offers a payment plan. Some services covered by the student services fees are provided at no direct cost to SWCID students.

### **Counseling Services - SWCID**

The Counseling Department provides assistance to SWCID students in reaching their career and personal/social goals. To help students reach these goals, the Counseling Department offers these services.

- Career Counseling
- Personal and Social Skills Developmental Counseling
- Internship and job placement Services
- Personal growth workshops
- Placement tests administration

### **Counseling and Guidance Services**

The college Counseling Centers provide professional psychological services to students, and in some instances to non-students of the community. These services include individual and group counseling for personal, educational, occupational, and emotional development. The centers maintain testing services which include the administration and interpretation of appropriate aptitude, interest, and personality tests to assist students in making personal, educational and career decisions. Special services are provided for students desiring assistance in reading and tutorial help.

### **Tutorial Center (TC) – SWCID**

The Tutorial Center (TC) is a support service available for students at SWCID for the purpose of receiving tutoring, accessing computer for academic purposes, using reference books, attending workshops, and taking tests/surveys.

The TC provides students with assistance in most academic areas, especially math and English. Scheduled appointments are preferred. However, students who need assistance may come into the TC during hours of operation when a full-time TC Coordinator and/or Tutorial Assistant will be available to help.

Several computers and various software programs are available for student use. Educational programs are available to aid students in math and English, along with additional programs related to other SWCID and Howard College courses i.e. word processing programs and math.

### **S.T.E.P.S. Lab (Student Tutors Enhancing Program Success) Big Spring and San Angelo Campuses**

The S.T.E.P.S. lab houses instructional equipment with tutorial software and materials. All of the equipment is available on a first-come-first-serve basis to any currently enrolled Howard College student who presents a valid student ID card upon entrance. Lab hours are posted. In addition, group and individual tutoring is available through the lab. Contact the Director of the lab for more information.

The Howard College Counseling Center is an approved location for the American College Testing Program, the College Entrance Examination Board Testing Program, the General Educational Development Test, the College Level Examination Program, the Dental Hygiene Aptitude Test, and the Texas Success Initiative Program. The Counseling Center also offers career development services. Local employment opportunities are on file in the Counseling Center.

### **Special Services**

The Counseling Office on the Big Spring and San Angelo campuses and the SWCID Tutorial Center (TC) provide programs and support services to assist students who are Career Technical Education majors in overcoming obstacles to education. Lamesa students receive services via the Howard College Big Spring Counseling Office.

1. Populations served include:
  - a) Adult Students - Career Technical Education Majors
  - b) Students with disabilities
  - c) Students who need remediation
  - d) Students who need financial assistance
  - e) Single parents
  - f) Displaced Homemakers
  - g) Students who have limited English proficiency
2. Services provided:
  - a) Textbook assistance via a textbook loan program
  - b) Tutoring (Big Spring/SWCID only)
  - c) Childcare assistance
  - d) Life skills workshops

### **Student Insurance**

The college has elected to make available to students a sickness and accident insurance program. This coverage is available to all students and their dependents who may not have other insurance

coverage. (This insurance is required for all international students unless they prove that they already have sufficient coverage).

A description of the benefits, costs, and enrollment process is included in a brochure, which may be obtained at registration or in the Student Services/Student Affairs office.

### **Libraries of Howard College**

As an integral support service for the programs and purpose of Howard College, the libraries of Howard College exist

- To provide the primary and secondary materials needed to support all aspects of the educational enterprise, including university parallel curricula, occupational education programs, and continuing education/community service programs;
- To serve as a resource for the cultural, recreational, and intellectual development of their communities;
- To be responsive to the needs and aspirations of the communities they serve.

The libraries shall seek to deliver their services through a variety of delivery systems and shall strive to facilitate maximum access to information as appropriate to user needs.

The College maintains libraries at the Big Spring, San Angelo, and SWCID campuses. The college libraries provide traditional print and non-print resources consistent with the purpose of a comprehensive community college. Free access to external electronic resources as well as cooperative agreements with other libraries and agencies, greatly extends the information available to the student. Personal assistance and instruction are available at all hours the libraries are open.

### **E Learning – WINGS Network**

#### **Howard College Big Spring Campus**

The mission of the E Learning (WINGS) Network is to provide Howard College/SWCID and its public with quality educational experiences at a distance for academic credit, personal enrichment, and/or professional development. Students may take courses from Howard College/SWCID through a combination of face-to-face courses, live/interactive video, and online classes. Corporate sites and independent school districts may join Howard College's WINGS network to become receiver sites for credit and non-credit courses. The WINGS network increases opportunities for high school students to participate in concurrent enrollment and early admissions with Howard College. Selected junior, senior, and graduate level college courses are taught from educational consortia and then sent live to selected sites with two-way audio, increasing opportunities to participate in upper level and graduate degree programs while on the Howard College campus.

E Learning may take the form of instruction offered at distant sites: out-of-district, out-of-state, or out-of-country or instruction delivered primarily by telecommunications technology.

Howard College/SWCID faculty members teaching over distance participate in special training programs and ongoing assessment. All courses include ongoing interaction with faculty. All degree program requirements, course work, and pre-requisites are the same as for on-campus students. All credit courses run according to the regular academic calendar. Students may complete degrees in selected program areas and register for Distance Learning classes at the same time and in the same way as for on-campus classes.

To enroll in any Howard College/SWCID credit course, students must first be admitted to Howard College/SWCID. For online classes students must be able to access the Internet.

Howard College is an institutional member of several educational consortia dedicated to the delivery of instruction by distance. These consortia include the Regional Electronic Academic

Communication Highway (REACH) with the University of Texas of the Permian Basin, Midland College, and Odessa College; the Southwest Consortium for Advancement of Technological Education (SCATE); the Virtual College of Texas, and the Texas Consortium for Educational Telecommunications.

### **Computer Services**

Howard College will provide to all students computer access for academic purposes. This access is to aid the students' performance in the classroom. Priority in some computer labs and/or computer access will be given to students currently enrolled in subjects requiring computer access, for example, Computer Science, Developmental Programs, etc. Availability to all enrolled students will be on a space-available basis.

### **Cosmetology Services**

Cosmetology services, including hair cut and styling, hair color, and nail and skin care are available to students at a reduced cost. Contact the Cosmetology Department on the Big Spring campus to make an appointment.

### **Dental Hygiene Services – Big Spring**

Dental Hygiene services, including teeth cleaning, are available to students at a reduced cost. Contact the Dental Hygiene Department on the Big Spring campus to make an appointment.

### **Food Service**

Three meals are served Monday thru Friday, and two meals are served on Saturday and Sunday on the Howard College Big Spring/SWCID campuses in the fall and spring semesters. The cafeteria is located in the Howard College, Big Spring Dora Roberts Student Union Building/SWCID Maddux Student Center. Residents must present his/her Student I.D. at each meal. Individuals not living in the residence halls may purchase meals. A Café serving breakfast and lunch items is located in the West Texas Training Center in San Angelo.

### **Health Services**

Due to the residence hall population, a partnership between Howard College and the Big Spring Family Medical Center provides HCBS and SWCID students access to quality healthcare. For those students who do not have health insurance, a \$30 physician fee per visit will be charged (x-ray, laboratory and other ancillary testing fees will be extra). The student will have to pay the physician fee and any applicable fees at the time of the visit. Students who have health insurance will be required to pay the co-pay payment as specified by their respective insurance company.

### **Residence Halls**

Residence Halls are available on the Howard College Big Spring and SWCID campus. Please see the Student Housing Requirements and Policies section of this Catalog and Student Handbook for more information.

### **Special Services**

#### **Interpreter Services**

Interpreting services may be requested for both Howard College and SWCID classes. All requests for interpreting services are honored. Manual as well as oral students may utilize this service. In some

instances, the college provides interpreters for extracurricular activities, for example, special events, school-sponsored plays, etc.

### **Note taker Services**

Qualified students are assisted in securing note-takers for their classes. For more information, contact your campus ADA Coordinator.

### **Audiology**

Students needing Audiological Evaluations, hearing aid evaluations, ear molds, hearing aid checks or cleaning, hearing aid repairs, batteries, and related accessories and services may receive these services at the Department of Audiology on the SWCID Campus. Audiological evaluations (air conduction, bone conduction, and speech discrimination) are included in the student service fee, but there may be charges for other services. The Audiology Department works closely with DARS/VR and other state agencies in providing services to SWCID students.

### **Telephone Service**

Any phone messages between the hours of 8:00 a.m. and 6:00 p.m., Monday through Thursday, and 8:00 a.m. and 3:00 p.m. Friday, will be taken by the SWCID switchboard operator and an email message will be sent to the student. Night telephone service is scheduled during certain hours every semester.

### **Transportation**

Since many students take classes at both Howard College Big Spring and SWCID, transportation between these two campuses is provided through a shuttle service. For a nominal fee SWCID can provide transportation for SWCID students to and from the Midland-Odessa airport at the beginning and end of the semester.

### **General Communications**

#### **Sign Language Requirement**

All students who enter SWCID are expected to have or acquire expressive and receptive sign language skills during their time at the college. Students who do not have signing skills when they enter SWCID will be asked to register for an appropriate level sign language course even though sign language courses may or may not be a required course in the student's declared major.

#### **Interpreting Services**

Interpreting services are provided for any student needing either sign language, oral or voice interpreting. Services may be requested for classes at Howard College and SWCID campuses. Interpreting services are also provided for extracurricular activities (i.e. field trips, plays, etc.) and other school related needs. All requests for services are honored whenever possible.

#### **Notetaking Services**

SWCID students attending classes at Howard College are assisted in securing notetakers for their classes. Special notetaking paper is provided on request through Student Services. This is a paid position.

#### **VP/VRS (Video Phones/Video Relay Services)**

All SWCID dorm rooms now have high speed internet and a Video Phone. Video Phones are also located in the SWCID Maddux Center, Burke/Mehan Residence Halls, the Doug Burke Administration Building, and the Howard College Big Spring Anthony Hunt Library.

### **Audiology Department**

Audiology services are available through the Outreach and Career Services in the Diagnostic Center Building on the SWCID campus. Students and others who need audiology evaluations, fitting and dispensing of hearing aids, ear molds, hearing aid checks, cleaning, repairs, batteries and related accessories may receive these services at the Audiology Department in the Diagnostic Center at SWCID. Basic audiology evaluations are covered in the student service fee. Charges for other services may be assessed. The Audiology Department works closely with the Department of Rehabilitative Services and other State agencies in providing services to SWCID students.

### **ADA Accommodations**

Howard College/SWCID, pursuant to section 504 and ADA, will make every effort to provide “reasonable accommodations” to qualified individuals with disabilities, as long as doing so does not impose an undue financial or administrative burden (or if the accommodation fundamentally does not change the academic program). Accommodations allow individuals with disabilities to participate and compete on an equal basis with non-disabled colleagues, students or other beneficiaries of programs. There is no “universal accommodation” for any particular disability nor will any one accommodation meet the needs of all persons with disabilities. The college is not required to make all accommodations that an individual with disabilities requests. If the college determines the request is not reasonable or causes undue hardship for the college, the request may be denied. All accommodations determinations will require input from the person making the request.

Accommodations can take many different forms, and can be placed into five categories:

- Input aids – to assist those whose functional limitation may make it difficult for them to record, retain or enter necessary information.
- Output aids – to assist those whose functional limitation may make disseminating information difficult.
- Alternative forms – so that all may understand pertinent material no matter what the functional limitation.
- Telecommunications aids – to facilitate communications without barriers.
- Alternative training and education methods – which can help individuals operate around a functional limitation that would normally preclude them from activities such as performing a job or participating in a classroom setting.

Students may request accommodations by completing a special services form which is available with each campus ADA Coordinator. It is in the student’s best interest to request ADA Accommodations prior to registration.

In considering an accommodation, the following is suggested:

1. The student discloses the liability.
2. The student provides documentation on letterhead from a licensed physician, psychologist or diagnostician with proper diagnosis of the disability.



3. The student requesting the special accommodation and a representative from the college meets to discuss the accommodations requested through an intake interview with the campus ADA Coordinator.

Identifying appropriate accommodations is best done on a case-by-case basis. It is important to recognize that individuals with disabilities have different capabilities and varying degrees of disabling conditions.

Although an accommodation that would cause an undue hardship to the college is not a reasonable accommodation, an individual with a disability could be given the option of providing the accommodation or paying that portion of the cost that would constitute an undue hardship.

## **Community Resources**

### **Highland Council for the Deaf (HCD)**

HCD is an agency in Big Spring that provides interpreting services, message relay services, information and referral. These services are available to students residing in the Big Spring community.

### **Communication Access Ability Group (CAAG)**

Serving the communication access needs of people who are deaf or hard of hearing, working in partnership with Texas DARS-Office for Deaf and Hard of Hearing Services

### **Texas Department of Assistive and Rehabilitative Services (DARS)**

The DARS, Division for Rehabilitative Services, Office for Deaf and Hard of Hearing Services (DHHS) works in partnership with people who are deaf or hard of hearing to eliminate societal and communication barriers to improve equal access for people who are deaf or hard of hearing.

## **Student Life**

The college offers many opportunities to participate in on-campus activities. Participants in the various activities usually find that not only have they profited from the entertainment value, but more importantly, they have gained from the renewal of old acquaintances and the meeting of new friends. The Activity Calendar and various campus bulletin boards should be consulted as to the dates and times of various activities.

## **Special Events**

During the school year, students have many opportunities to attend or participate in various special events. SGA (Student Government Association) plans most of the programs and activities on campus. SGA collaborates with the Student Services/Student Affairs, Intramural and Instructional departments to host cultural, social, recreational, and educational activities while providing an environment in which students may get involved and develop their leadership skills. Each campus recognizes the outstanding students and faculty members within the college at their respective annual Awards Convocation. Lamesa students are recognized in the Big Spring ceremony.

## **Student Role and Participation in Institutional Decision-making**

Students are encouraged to become involved with institutional governance by expressing their thoughts and feelings about college policies, procedures, and activities. This is accomplished through participation in the Continuous Quality Improvement (CQI) process or by participation in the Student Government Association.

## **Continuous Quality Improvement (CQI)**

The CQI philosophy encompasses the principle that quality improvement is intensely focused on the needs and expectations of the customers (students). Students may make suggestions for quality improvement by submitting CQI Enhancement Requests either written or via the HC web site. Written enhancement requests should be forwarded to the CQI Coordinator at 3501 N. US Hwy 67, San Angelo, TX 76905. Enhancement requests are reviewed and the Administrative Cabinet discusses possible solutions. Requests, which require more extensive study to find a solution, are assigned to a Process Team. Students interested in serving on Process Teams should indicate this to the CQI Coordinator. The CQI process has enabled Howard College to become aware of problems and to address them openly and effectively and has given Howard College students a vehicle to become more knowledgeable and involved in the college, evaluating and improving the institution on a continuing basis.

## **Student Organizations**

A varied and wholesome program of student activities is provided through student organizations. The college feels that the student should have the opportunity to supplement classroom work by choosing activities which meet needs for recognition or growth, desires for companionship, spiritual growth, and creative effort. Student activities afford recreation, opportunity for leadership development and effective group participation. The various student organizations are sponsored by full-time faculty or staff members and are responsible to the administration. Please see the Student Organization Guidelines section of the College Catalog and Student Handbook for more information.

## **Student Government Association**

Students are encouraged to become involved with institutional governance by expressing their thoughts and feelings about college policies, procedures, and activities. This is accomplished by participation in the Student Government Association (SGA).

The Student Government Association consists of all presently enrolled students of Howard College/SWCID. While all students are invited to attend SGA meetings, the representative voting bodies of the Student Government Association are the Student Senates: one at Big Spring, one at San Angelo, and one at SWCID. Each Student Senate consists of the following members:

- Four officers elected by members of the Student Government Association on respective campuses;
- Eight freshmen representatives elected by members of the Student Government Association on respective campuses; and
- Eight sophomore representatives elected by members of the Student Government Association on respective campuses.

Through this Senate, students are given an opportunity to promote student government and to develop and manage a well-rounded program of student activities. The Senate also acts as an intermediary between students, the faculty, and the administration. The President of each Senate, or their designee, serves on the President's Council, the Special Events Committee, and the Commencement Committee.

## **Residence Hall Association**

The council is an independent organization, which aims to make residence hall environments a safe, comfortable, and enjoyable place to live by having the cooperative effort of both the staff and students. The council participates in the affairs that affect the student by sharing ideas, concerns, and constructive criticism. A council exists on campuses with residence halls.

### **Intramural Programs**

The Howard College Harold Davis Fitness Center on the Big Spring Campus and the SWCID Student Activity Center strive to promote and advance healthy lifestyles through participation opportunities, educational experiences, and supportive services. The goal of these departments is to offer comprehensive, quality programs and services that enhance wellness through the promotion of healthy lifestyles. To meet the students' diverse physical activity needs, the concept of "involvement through participation" is encouraged. Through recreational and sports competition, the Fitness Center staff strives to provide a safe environment while enhancing sportsmanship, leadership, and lifelong skills for the College community. Please refer to Appendix F for Intramural policies and procedures.

### **Student Life - Howard College**

#### **Intercollegiate Athletics**

Howard College Big Spring and the community of Big Spring are extremely proud of the highly successful athletic program. The winning tradition is firmly entrenched through the efforts of our outstanding male and female student athletes. All students are urged to support these outstanding athletic programs by attending as many of the sporting events as possible. Schedules can be found on the Howard College website.

#### **Cheerleaders – Big Spring**

Boosting "Hawk Spirit" are the cheerleaders who lead cheers at athletic events and perform at area Elementary, Jr. High, and High Schools and other community events. The cheerleading squad strives to encourage all HC students to actively and enthusiastically support the team sports. A member of the cheerleading squad is "Howie the Hawk." "Howie" appears with the cheerleaders at athletic events and special activities.

#### **Diplomats – Big Spring**

Established in 1977 and originally called the Howard College Classics, the Diplomats serve as official hosts and hostesses at various institutional functions and represent the college at many community events. Selection to this prestigious group of young women and men is based on high school and/or college records in both academic areas and extra-curricular activities. Recommendation by a high school administrator or counselor is required.

Students on the Big Spring campus interested in becoming Diplomats should contact the Director of Institutional Advancement at Howard College.

### **Student Life - SWCID**

#### **Extramural Programs**

As part of the overall student activities program, both men and women participate in basketball, volleyball, softball, and soccer in the Community League and local tournaments.

#### **SWCID Diplomats**

Established in 1983, the SWCID Diplomats serve as official hostesses at various institutional functions and represent the college at many community events. Selection to this prestigious group is based on high school and college records in both academic areas and extra-curricular activities. Recommendation by a high school administrator or counselor is required.

Students interested in becoming a SWCID Diplomat should contact Student Services at SWCID.

## **Scholastic and Honorary Societies**

### **Phi Theta Kappa**

This is a national junior college honorary society. Iota Beta, the Big Spring chapter, was organized during the 1956-57 school year and was granted a charter at the 1957 national convention in Lawton, Oklahoma. To be eligible for membership, a student must have completed 15 semester hours at Howard College, must be at least a half-time student, cannot be enrolled in any preparatory courses during the semester they are inducted, and maintain a 3.25 grade point average.

Alpha Tau Theta, the San Angelo chapter, was organized in the Fall 1990 and chartered April 11, 1991. To be eligible for membership, a student must have completed 15 hours at Howard College, must be at least a half-time student; cannot be enrolled in any preparatory courses during the semester they are inducted, and maintain a 3.25 grade point average.

The purpose of Phi Theta Kappa is to promote scholarship, to provide recognition for scholarship, and to cultivate fellowship among top-ranked scholastic students of the junior colleges of the United States.

## **Interest Area Organizations**

### **American Association for Medical Transcription (AAMT)**

Any student accepted into the Health Information Technology program pursuing a certificate in medical transcription is invited to join. This provides them an opportunity to network within their chosen profession. For more information visit [www.aamt.org](http://www.aamt.org).

### **American Association for Respiratory Care**

This national professional organization supports Respiratory Care Practitioners with educational opportunities, legislative assistance, employment opportunities, and more. Students enrolled in the respiratory care program are eligible to join at reduced rates. For more information visit [www.aarc.org](http://www.aarc.org).

### **American Health Information Management Association (AHIMA)**

Any student accepted into the Health Information Technology program has the opportunity to join this national professional association, which automatically makes them a member of the state component association, Texas Health Information Management Association, TxHIMA. For more information visit [www.ahima.org](http://www.ahima.org).

### **Criminal Justice Students Association**

Membership in the CJSA is open to any student on campus who is interested in criminal justice. The purpose of the association is to promote participation in social, civic, and like-minded interests through scheduled activities of enjoyment, education, and personal reward.

### **Concho Valley Health Information Management Association (CVHIMA)**

Any student accepted into the Health Information Technology program in San Angelo has the opportunity to join this local association of health information professionals. This provides them a chance to network and work together on committees with local health information professionals.

### **Health Information Technology Student Association (HITSA)**

Membership is open to all students enrolled in Health Information Technology or persons interested in the field of Health Information Technology, including those students in the medical transcription field.

### **Howard College Respiratory Care Students Association**

This organization's purpose includes increasing awareness in the community of the importance of respiratory care education in the region and the role of respiratory care practitioners in the provision of health care. The association also functions to make additional educational opportunities available to respiratory care students.

### **Howard College Student Chapter of the Association of Information Technology Professionals (AITP)**

AITP offers opportunities for Information Technology (IT) leadership and education through Partnerships with industry, government and Academia. AITP provides quality IT-related education, information on relevant IT issues and forums for networking with experienced peers and IT professionals.

### **Human Resource Management (HRM) Club (San Angelo)**

The Howard College HRM Club is associated with the local Society for Human Resource Management. Students meet regularly to gain career exposure, information, and experience as they consider entering the field of human resources. Students who have chosen HRM as a career focus, and those who simply want to explore and learn more are welcome.

### **Mexican American Student Organization (MASA)**

Membership in this organization is open to any student on campus who is interested. The purpose of the club is to promote cultural awareness. The club sponsors and participates in various student activities.

### **Student American Dental Hygienists Association (SADHA)**

SADHA is the student affiliate of the American Dental Hygienists' Association. The goal of the organization is to improve the public's total health by increasing the awareness of and access to quality oral health care and to position the Dental Hygienist as the preventive oral health professional. The organization was chartered at Howard College in September 1983.

### **Texas Health Information Management Association (TxHIMA)**

Any student accepted into the Health Information Technology program has the opportunity to join this state professional association. For more information visit [www.txhima.org](http://www.txhima.org).

### **Texas Nursing Students Association**

TNSA, the Texas Nursing Students Association, is the professional association for students preparing to become Registered Nurses. TNSA is jointly sponsored by the Texas Nursing Association and the American Nursing Association.

### **Texas Society for Respiratory Care**

This state-based organization allows Texas RCPs to share information and obtain continuing education units required by the Texas Department of Health. Students enrolled in the Respiratory Care Program are eligible to join at reduced rates. For more information visit [www.tsrc.org](http://www.tsrc.org).

## **Religious Organizations**

### **Baptist Student Ministries**

The Baptist Student Ministries is organized to encourage spiritual and Christian citizenship among Howard College/SWCID students and faculty members. Biweekly meetings of an inspirational nature, early morning preparatory periods, and monthly social gatherings make up the chief activities of the BSM. Students who are members of local Baptist churches are considered members of the organization. Other students of all denominations are invited to join.

### **Publications**

*The SWCID E-Newsletter*, is published once per semester by the Outreach Department. The Rattler Gazeteer includes general articles, advertisements and photos of SWCID campus life. All students, faculty and staff are invited to submit articles and announcements to the Campus Dean of Outreach/Career Services.

## **Student Housing Requirements and Policies**

### **General Policies on the Big Spring and SWCID Campuses**

Residence hall living provides the student the opportunity to further individual educational development through social interaction with fellow students. The college maintains its residence halls in the belief that the experience in group living and self-discipline which they afford is wholesome, contributes to academic achievement, and helps materially in the development of a mature responsible person. Additionally, the HCJCD reserves the right to refuse, change, or cancel housing assignments in the interest of order, health, safety, or discipline.

The welfare of all students living in the residence halls makes it necessary for each individual to observe those principles generally accepted as proper for group living. The Dean of Student Service Big Spring and Dean of Student Affairs SWCID coordinates the college residence hall program with the assistance of the Residence Hall Directors. Questions concerning residence hall policy will be answered by the Dean of Student Services Big Spring and the Dean of Student Affairs SWCID each of whom is authorized to administer residence hall policies and procedures. All residents are encouraged to bring suggestions to the attention of those in authority, whose desire is to create and maintain in the college residence facilities, the best possible conditions for the optimum development of individual personality with a minimum of artificial restriction on individual freedom. The Residence Hall Supplement to the Student Handbook outlines specific residence hall procedures.

### **Housing and Food Service Information – Big Spring**

#### **Housing Policy**

All Howard College, Big Spring students enrolled in 12 hours or more are required to live in the residence halls with the following exceptions:

1. students living with relatives
2. married students
3. 21 years of age or older
4. completed 30 or more semester hours of post secondary education
5. college housing is filled

The Dean of Student Services Big Spring Campus must approve all exceptions.

#### **Housing Facilities – Big Spring**

Howard College Big Spring has two residence halls. Although each residence hall varies slightly in physical design, basic services offered include recreation/meeting space, study rooms/computer labs,

coin operated laundry facilities, and TV viewing areas. Basic furnishings include extra-long twin beds (mattress size 39" x 80"), study space and desk chairs. Extended basic cable television service and one hard wire drop in each room. Each Howard College Residence Hall Complex is equipped with wifi.

Turner Hall can accommodate 100 residents in two different style rooms. Accommodations in the south wing are quadruple occupancy rooms (4 beds in a room) with each room having a private bathroom. All rooms in the north wing of Turner Hall and in the Men's Residence Hall are double occupancy rooms in a suite style arrangement (two rooms share a bathroom). The Men's Hall can accommodate 152 men.

### **Housing Facilities – SWCID**

SWCID Residential Complex has two residence halls joined together by a dorm lobby at one corner. Each residence hall is similar in physical design, basic services offered include recreation/meeting space, computer lab, coin operated laundry facilities, and TV viewing areas. Basic furnishings include extra-long twin beds (mattress size 39" x 80"), study space and desk chairs. Extended basic cable television service and one hard wire drop in each room. Dorm lobby area is equipped with wifi.

Mehan (boys) Hall and Burke (girls) Hall together can accommodate 92 residents . Each room accommodates up to 2 people. A shared bathroom is situated between two rooms in each suite. There are 22 suites in each hall. Each hall has one handicapped room with a private bathroom. Accommodations for lighted fire alarms and lighted doorbells are built in each room.

There are 6 apartments for married couples, parents with children, and special needs students on campus next to the residential complex.

### **Food Service**

Students living in the residence halls are provided with a 19 meal plan (breakfast, lunch and dinner are served Monday - Friday and brunch and dinner are served on Saturday and Sunday).

### **Housing and Food Service Information - SWCID**

#### **Residence Hall Information**

At SWCID, residence halls are an integral part of the college life. All full-time freshman students are required to live in the residence halls. The following exceptions to this policy shall apply:

1. students living at home or with relatives
2. married students
3. college housing is filled.

Exceptions to this policy must be approved through the Dean of Student Affairs Office.

Residence Hall costs are listed in the Admissions Information section of this Bulletin. To apply for housing:

1. Request a Residence Hall Application from the Dean of Student Affairs Office.
2. Complete the application and return it to the Dean of Student Affairs Office with a \$100 reservation deposit.

The last date for a reservation deposit refund is July 15 for the fall semester, December 15 for the spring semester, and May 1 for the mini and summer semesters. After these dates, cancellation of a room will result in forfeiture of the deposit. Reservations will be accepted after the refund date with the understanding that the reservation deposit is forfeited. All unclaimed spaces will be declared vacant at 8:00 A.M. on the first day of classes.

At the close of registration, reservation deposits automatically become property deposits which are refunded when the student leaves the college, provided:

3. The resident involuntarily withdraws from the college for reasons of health or circumstances beyond his/her control;
4. The resident officially checks out of the residence hall with the Residence Hall Supervisors. To obtain the deposit, the student must contact the Business Office.

### **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 room 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.

### **Furnishings**

Residence halls and annex apartments are equipped with computer labs, a pay telephone, video phones (SWCID), televisions, and captioning decoders in the lobby area. Residence halls are also equipped with visual, as well as audio, alarm signals. Individual rooms have beds, mattresses, desks, and chairs. Students are expected to furnish their own personal effects, including sheets, pillows, pillow cases, blankets and bed spreads (extra large), towels and soap. Automatic washers and dryers are available in all residence halls. TV, computer, and cable service hookup is provided in each room.

### **Schedule**

Residence halls will may close during Thanksgiving and Winter holidays and Spring Break. Please contact a Residence Hall Director for closure details and dates.

### **Holidays**

Residence halls are closed during the Winter Break and Spring Break and residents are expected to vacate the residence halls. The college is not responsible for any personal belongings which are left in rooms.

### **Residency Requirements and Exceptions**

1. All non-Howard County students enrolled at Howard College Big Spring or SWCID in 12 hours or more are required to live in college residence halls unless they meet one of the exemptions established. Release from living in the Residence Halls is not automatic. All students meeting one of the exemptions and wishing to live off campus must submit a completed Request for Exemption Form to the Dean Student Services (on the Big Spring campus) or the SWCID Dean of Student Affairs (on the SWCID campus) prior to making arrangements to live off campus:
  - a) Completed 30 or more semester hours of postsecondary education;
  - b) Living with blood relative;



- c) Married;
  - d) Job requires them to live at the place of their employment;
  - e) Health or emotional reasons;
  - f) Housing is filled;
  - g) 21 years of age or older;
  - h) Extenuating circumstances which would result in extreme hardship for the student to live in a residence hall.
2. Students enrolled in less than 12 hours who wish to live in the residence halls must gain approval from the Dean of Student Services at Howard College Big Spring or from the Dean of Student Affairs at SWCID.
  3. Permission from the SWCID Dean of Student Affairs is required for students who want to reside in the residence halls for the third year to complete their studies.

### **Board Requirements and Exceptions**

Students living in the residence halls are required to purchase a meal plan. Students requiring a special diet must take a physician-prescribed food list to the Director of Food Service to determine if the cafeteria can provide meals within the diet. Approved diets are provided for students at no extra charge. Those residents with special religious dietary requirements are given as much consideration as possible. Students requesting a Board Exemption should submit a written request to the Dean of Student Services (on the Howard College Big Spring campus) or the SWCID Dean of Student Affairs (on the SWCID campus). A doctor's excuse and a physician-prescribed food list must be turned in with the request.

### **Contract and Residency Information**

The student leases a space in the residence hall for the academic year (9 months) and may extend the contract to include either each or all of the summer sessions. Residence hall rent does not include intervals between spring and summer semesters, summer sessions, summer and fall semesters, and fall and spring semesters. The residence halls are closed and may not be occupied during these intervals.

The contract period for students entering the college after the beginning of a semester will be for the remainder of the nine months (academic year) or contracted summer session(s). Once a student has checked into his/her assigned room, and later moves out of the residence hall the room rent is not refundable.

Any student wishing to move from the residence halls should consult the Residence Hall Contract for the provisions applicable to cancellation of the contract. Authorization for residency exemption does not relieve the student of contractual obligations, which may have been assumed with the college for housing in the residence halls. If a student wishes to be released from the Residence Hall Contract, the following procedures apply:

1. Students must complete the cancellation request form at the Student Services/Student Affairs Office located in the HC Dora Roberts Student Union Building and the SWCID Maddux Student Center.
2. Cancellation of the contract may result in additional charges and/or forfeiture of the advance payment. Specific cancellations dates and charges are listed in the Residence Hall Contract.

### **Reservation Information**

An application for a room reservation may be secured by sending a request to the Dean of Student Services/Student Affairs Office. Upon completion of the application, the student must return the application with a \$100.00 room deposit. Students are encouraged to reserve a room as early as

possible since space is limited. If the student does not claim the assigned housing accommodation by 8:00 AM on the first day of class of each semester, the contract will be voided and the deposit will be forfeited.

### **Room Assignments**

College officials will assign roommates once the application and deposit have been received in the Dean of Student Services Office Big Spring or Dean of Student Affairs Office SWCID. The college will make every effort to honor the student's request with regard to preference of roommate, room and wing but does not guarantee assignments to types of accommodations, specific rooms, roommates or single rooms.

### **Residence Hall Cost**

The charges for room and board are issued per semester and based on approximately four months (fall and spring) double occupancy and quadruple occupancy in the south wing of the Turner Hall and do not cover official holidays as shown on the college calendar. Private rooms are available (except in the Quads of Turner Hall), during the first six weeks of each long semester, for an additional fee and are subject to availability. This fee will be charged per semester and must be paid in full upon accepting the private room assignment. Once a student accepts the private room, the student is obligated for the additional fee for that semester even though the student may later decide to accept a roommate or moves to another room. Refunds for Board charges will not be issued after the last day to drop a course.

A Howard College Residence Hall Application along with a \$100 room deposit must be submitted to the Student Services office before a room reservation is made. All fees are subject to change without notice.

### **Consolidation Process**

The housing contract is for a space in our facilities; it is not for a specific room. We sometimes find that we have a number of rooms, where for various reasons only one resident is occupying the double occupancy room. To best utilize our space, we implement a consolidation process during the first six weeks of each long semester. Students who lose a roommate must either consolidate with another student or pay the single room fee.

### **General Housing Policies**

General Housing Procedures are detailed in the Howard College and SWCID Student Residence Hall Supplement. The Residence Hall Supplement is available in the Howard College and SWCID Student Services Office or online at [www.howardcollege.edu](http://www.howardcollege.edu).

### **Student Organization Guidelines**

A varied and wholesome program of student activities is provided through student organizations. The college feels that the student should have the opportunity to supplement classroom work by choosing activities that meet needs for recognition or growth, desire for companionship, spiritual growth, and creative effort. Student activities afford recreation, opportunity for leadership development, and effective group participation. The various student organizations are sponsored by faculty and staff members and are responsible to the administration.

Clubs vary from year to year in name, kind, etc. Please contact Campus Student Services/Student Affairs office. For more information, please contact the campus Student Services office.

Howard College/SWCID is not responsible for debts contracted by individual students or by student organizations.

### **Categories and Definitions**

A registered student organization is a group of no less than six students enrolled at Howard College or SWCID who voluntarily come together under a common purpose. The purposes and activities of the organization shall be lawful and not in conflict with the policies, rules, regulations and standards of the college and/or federal, state and/or local statutes. Generally, student clubs fall under one of the following categories: Academic/Professional, Honorary, Multicultural, Religious, Residence Hall, Service, Recreational, and/or Special Interest.

### **Conditions for Registration**

1. Membership in the organization shall be open only to students of the college. 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.
2. Student organizations wishing to register with the college must file an application with the Student Services office. This application shall contain, but not be limited to, the following information:
  - a. A statement of the organization's purpose.
  - b. Any present or intended relation the organization may have to any other local, state, or national organization.
  - c. The organization's proposed activities.
  - d. A list of the organization's officers.
  - e. A copy of the organization's constitution and bylaws, if any.
  - f. A copy of the constitution and bylaws of any related organization, if any.
  - g. The signature, title, and campus address of a member of the faculty or staff indicating his or her willingness to serve as the advisor to the organization.
  - h. Upon approval by the Senate and filing by the Student Services office, the organization will be chartered and recognized.
3. The purpose and activities of the organization shall be lawful and not in conflict with college regulations as published by the college.
4. The organization shall not duplicate the purposes and functions of a previously registered organization unless need for such duplication is substantiated.
5. All funds must be maintained in a college account and expended according to institutional guidelines.
6. The organization shall show promise of effectively meeting its stated objectives, be free from control by any other organization, and be lawful and peaceful in its activities.
7. The organization shall not use the name of the college or an abbreviation of the name of the college, as part of its name, nor advertise or promote events or activities in a manner which suggests that the function is sponsored by the college.
8. Meetings must be held on campus.
9. The organization shall agree to adhere to the policies, rules, and regulations of the college.

10. Registration of an organization does not imply college approval of either the organization or its activities.
11. Existing and/or Perspective Organizations should obtain a copy of the **Club Guide**, in the Student Services Office, for additional information.

### **Registration of New and/or Reforming Groups**

1. New and/or reforming groups that desire the benefits of a registered club should discuss their intent with the Student Services office.
2. Find six students who are interested in forming the new club. Petitioners must have a 2.0 GPA over the last semester of work.
3. Complete a Student Organization Declaration of Intent Form. This petition should state the name of the club and should be signed by the students wanting the club.
4. Submit the form to the Student Services offices for review.
5. Proceed to the registration procedures.
6. New Clubs/Organizations may receive a small start-up fund of \$100 by submitting a request to the Student Senate or the Student Services office. Clubs should contact the Student Service Department for more information.

### **Privileges of Chartered Organizations**

Recognized student organizations have the privileges of:

1. Holding meetings and other functions on campus.
2. Recruiting new members on campus.
3. Using the facilities of the college.
4. Using the name of the college and logo.
5. Being present at and represented before the Student Senate.
6. Publicizing activities on campus through posters, bulletin boards, campus publications.
7. Raising funds on campus.
8. Utilizing fiscal services via the college business office.
9. Having approved activities entered on the official calendar of the college.

### **Faculty or Staff Advisor**

1. Each registered organization shall have a full-time college faculty or staff advisor available to the officers and members for consultation regarding the affairs of the organization. The advisor should certify the organization's expenditures by submitting the "Purchase Requisition" to the Student Services/Student Affairs Office.
2. Attendance of organizational meetings and/or functions is required of at least one advisor.
3. The Advisor offers suggestions regarding the operation of the organization and ensures the group adheres to college regulations and the organization's constitution and bylaws.
4. Registered student organizations may have additional advisors to the extent permitted by their constitution and by-laws; however, one advisor must be a full-time Howard College/SWCID faculty or staff member.
5. Certain organizations do not choose their advisor(s), rather they are assigned a full-time faculty or staff person by the college.

6. Established full-time faculty or staff members who reduce employment hours below full-time status and maintain an office on-campus may continue to function as an advisor of a student organization with the approval of the Student Services Office.

### **Conditions for Maintaining Registration**

In order to maintain its registration, a student organization shall comply with the following requirements:

1. The organization shall file a list of its current officers and advisor within one (1) month of the first day of classes of the fall semester each year to the Student Services/Student Affairs office. The current president of the organization or his or her designated representative shall file notification of subsequent changes, when such changes occur.
2. The organization shall submit to the Student Services/Student Affairs Office for approval, all changes in documents on file in that office relating to the organization, such as revisions in its constitution, changes in its statement of purpose, changes in procedures for handling organization funds, or changes in membership requirements.
3. The organization shall maintain all funds in a college account in the business office and expended according to institutional guidelines.
4. The organization shall demonstrate by its activities that it is working to achieve its purpose as stated on the application.
5. The organization shall conduct its affairs in a lawful manner, in accordance with the constitution and bylaws it has on file, and in accordance with applicable college regulations and state statutes.
6. The organization must clear the organization's program of activities with the Student Services Office two weeks in advance of the time of the activity by requesting that this activity be placed on the college calendar.
7. Members must meet the academic eligibility requirements established by the college for holding office and participating in organizations.
8. The organization shall be responsible for the observance of all applicable college regulations by off-campus individuals or organizations whose appearance on campus is sponsored by the organization.

### **Denial of Registration**

1. No student organization will be officially registered with the college if the Student Services Office determines that the organization's actions or activities are detrimental to the educational purposes of the college.
2. If registration is denied, the designated president and advisor of the applying organization shall be notified of the decision in writing. The applying organization may appeal in writing to an Administrator appointed by the College President within five (5) college working days from the date of the denial letter. The decision of the appointed administrator is final.

### **Withdrawal of Registration**

The registration of an organization may be withdrawn by the Student Services Office for non-compliance with the rules as set forth. The procedure for such withdrawal shall be as follows:

1. The president of the organization and its faculty or staff advisor shall be notified in writing of the proposed action to withdraw registration and of the reason for the proposed withdrawal.

2. The organization will be given five (5) college working days to show cause why registration should not be withdrawn.
3. If the Student Services Office determines that cause for maintaining registration is inadequate, the president and the advisor of that organization will be notified in writing of the actual withdrawal of registration, the reason for this action, and the effective date of the withdrawal of registration.
4. The decision of the Student Services Office to withdraw registration from an organization may be appealed by the organization in writing to an Administrator appointed by the College President within five (5) college working days from the date of notification of withdrawal of registration. If no appeal is filed within the time limit, the decision of the Student Services Office will be final.
5. The decision of an Administrator appointed by the President is final concerning the appeal of a student organization which has had its registration withdrawn by the Student Services Office.

### **Nondiscrimination Requirement**

All registered student organizations shall affirm to the College that their membership selection policies and procedures are in compliance with this policy. In the case of regional, national or internationally affiliated groups, 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.

## **Use of the College Space, Vehicles, Facilities, and Amplification Equipment**

### **General Policy**

1. The facilities, space, and vehicles of the college are intended primarily for the support of the ongoing instructional programs of the institution.
2. Second priority is given to programs sponsored and conducted by college academic and administrative departments or organizations which are affiliated with such departments.
3. Beyond these two priorities, use of campus space, vehicles, and facilities is permitted and encouraged for activities which are intended to serve or benefit the Howard College/SWCID communities and which are sponsored by registered student organizations.
4. The use of buildings and grounds must at all times conform to these regulations and to local, state, and federal law.

### **Facilities Reservations Requirements for the Community**

Reservations must be made for the use of buildings and grounds under the control of the college. Requests for reservations will be granted according to the priorities of the designated area. Request must be made to the appropriate office for assistance and/or for scheduling information.

1. Howard College Big Spring campus, contact the Provost office.
2. San Angelo campus, contact the Provost office.
3. SWCID campus, contact the Student Services office.
4. Lamesa campus, contact the campus director.

A department, student, registered organization, or community member may not reserve space or facilities on campus and then permit it to be used by another organization or person.

Payment for the facilities and for special services will be arranged when the reservation is confirmed. The prepayment is refundable if notice of cancellation is received in writing 48 hours before the scheduled use.

### **Use of Facilities by Student Organizations**

1. Student organizations are required to be registered with the Student Services/Student Affairs Office in order to use college facilities or grounds.
2. A student organization, which has petitioned the Student Services/Student Affairs Office for registration status may hold up to three meetings in the Dora Roberts Student Union Building or Recreation Hall pending action on its petition by the Student Services Office. However, no other campus facilities or space may be reserved by "petitioning" student organizations.
3. Howard College/SWCID student organizations must first file a written request, signed by the president of the club and the faculty advisor, with the Student Services/Student Affairs Office. Upon approval of the request, the club must then take a copy of the request to the appropriate office. If there are no conflicts, the event will then be placed on the official college calendar.

### **Procedures and Priorities for Designated Facilities**

#### **1. Dora Roberts Student Union Building/Student Center**

Priority for use of space in the Dora Robert Student Union Building/MSB is given to the general student needs of the college. Secondary priority is given to registered organizations. Reservations must be made with the Howard College Big Spring Dean of Student Services, SWCID Dean of Student Affairs and the Campus Dean of Student Services/Director of the West Texas Training Center (WTTC) San Angelo.

#### **2. Academic Buildings**

- a. Any registered student organization affiliated with, and sponsored by, an academic department may request the use of space in academic buildings for specific purposes. These purposes may include, but are not limited to, regular meetings of honorary or professional organizations; lectures, seminars, or workshops; and special programs and functions. The space must be reserved through the Provost of Howard College Big Spring campus, the Provost of the San Angelo campus, the SWCID Provost, or the Lamesa Campus Director. No recurring space assignments will be made. All space assignments are made on the basis of use consistent with the purposes of the college and of available space. No space assignments will be made during final examination periods. Academic use by departments has priority over other uses, and organizational assignments may be changed or canceled if conflicts with regular academic programs develop.
- b. Registered student organizations not affiliated with, or sponsored by, an academic department may request the use of space in academic facilities. This space will be assigned on a "limited" basis under the following conditions:
  - 1) No suitable space is available in the SUB.
  - 2) The intended use is in keeping with the educational purposes of the college.
  - 3) The intended use does not conflict with use by academic programs or academic organizations.
  - 4) The intended use does not conflict with normal security and maintenance schedules.

#### **3. Residence Hall**

Residents of the halls have priority for all residence hall facilities. Regularly enrolled students and registered student organizations have second priority for all residence hall facilities.

Facilities may also be provided for individuals or groups whose activities are sponsored by, or affiliated with, a college organization. College departments or registered student organizations are permitted to use residence hall facilities during the summer for workshops, institutes, short courses, and conferences. Requests for the use of residence hall space must be made to the Student Services Office.

4. **Intercollegiate Athletic Facilities in Big Spring**

The Dorothy Garrett Coliseum, the baseball field, softball field and athletic practice fields are maintained by the college for the primary use, and benefit of, the intercollegiate and intramural athletic programs of the college, of allied non-college athletic activities consistent with such programs, and of official academic events of the college. The use of these facilities shall be limited to these purposes unless otherwise authorized by the Coliseum Director or Athletic Director. Requests for use of all intercollegiate athletic facilities must be made to the Coliseum Director or Athletic Director.

5. **Recreation Facilities**

In Big Spring the Harold Davis Fitness Center, Memorial Stadium, recreational fields, and racquetball courts are intended primarily for student instructional and recreational use on an organized group and individual basis. The athletic department is responsible for scheduling the use of the recreational fields, tennis courts, and racquetball court. Racquetball courts may be reserved by contacting the athletic department. The Memorial Stadium is scheduled by the Big Spring Independent School District. The Harold Davis Fitness Center is scheduled by the Director of the center.

The SWCID Student Center is intended primarily for student recreational use. The Student Life Coordinator is responsible for scheduling this facility.

### **Campus Grounds Use**

1. Selected grounds areas (other than those described above) are available for activities which are sponsored and approved by college departments, registered student organizations, or individual students and employees. Academic use by departments has priority, and assignments may be changed or canceled if conflicts with regular academic programs develop.
2. Students or organizations desiring to use campus grounds must register for grounds use in the Student Services Office. No recurring use assignments shall be made.
3. Registration for use of a designated campus grounds area must be made in the Student Services Office at least two (2) college working days prior to the intended use.
4. Dean of Student Services, Big Spring; the Dean of Students, SWCID; the Campus Dean of Support Services/WTTC Director, Student Services, San Angelo; or the Campus Coordinator at other sites are responsible for certifying the registered use of campus grounds. Student Services will review the registration, and, if necessary, meet with the individual or a representative of the organization requesting the use to resolve questions concerning the request.
5. Upon review of the registration request, the Student Services/Student Affairs office shall only grant grounds-use requests which are consistent with all applicable college regulations as well as with local, state, and federal law.
6. A permit granting grounds use shall specify the boundaries of the area to be used, the date for which the use is approved, the time at which the reservation for the use expires, and any special provisions concerning the use of the space.
7. Students or organizations using a designated area are subject to the following requirements:



- a. Use of amplification equipment must be in accordance with regulations (see Use of Amplification Equipment portion of this College Catalog and Student Handbook).
  - b. No structure may be erected on campus grounds without prior written approval. The approval must be secured at the time the activity is registered.
8. The failure of a student or organization to provide the Student Services/Student Affairs Office with notice of cancellation of a proposed activity or event at least two (2) college working days prior to the scheduled activity or event, may result in the denial of a future permit for that student organization. Denials of permit pursuant to this provision may be appealed in accordance with the procedures. (See Appeals of Grounds Use Request Denials in portion of this College Catalog and Handbook).
  9. Violations of these campus grounds-use regulations are subject to the disciplinary penalties and procedures outlined in the Code of Student Conduct and Discipline.

### **Freedom of Expression Activities and Forum Areas**

In accordance with law and policy, Howard College recognizes a student's right to freedom of speech, peaceful assembly, petition and association, which are subject to college requirements for the maintenance and order and the protection of rights and privileges of other members in the college community. Students and others must exercise their rights by lawful means subject to college rules and regulations regarding time, location, method, and duration. Students may not disrupt the operations of the college or interfere with the rights of others to exercise their constitutional freedoms.

Howard College will not control the content of the speech unless the content fits into one of the following categories:

1. Speech which is determined to constitute a clear and present danger. Examples of such dangers include, but are not limited to, the advocacy or cause of the following actions:
  - a. The willful damage or destruction, or seizure and subversion of the institution's buildings or other property;
  - b. The forcible impairment of, or interference with, the institution's regularly scheduled classes or other educational functions;
  - c. The physical harm, coercion, intimidation or other invasion of the lawful rights of the institution's officials, faculty members, students, and others;
  - d. Other campus or civil disorder of a violent nature;
  - e. Imminent lawless action; or
  - f. Physical abuse and/or other conduct, which threatens or endangers the health or safety of any person.
2. Obscene language which is defined as material or a performance that the average person, applying community standards, would find inappropriate.
3. Defamatory language, defined as injuring a person's character, name or reputation by false or malicious statements.
4. Words that by their very utterance inflict injury or tend to incite an immediate breach of the peace.

Each Howard College campus and SWCID have designated "forum" areas that are subject to reasonable time, place and manner. For use of this space, a student must contact the Dean of Student Services, Big Spring; the Dean of Student Affairs, SWCID; the Campus Dean of Student Services/WTTC Director, San Angelo; or the Campus Coordinator at other sites.

1. The following are the Forum Areas as currently defined at Howard College and SWCID. Each location may be used on a first-come, first-served basis. Additional areas and scheduling

guidelines are currently being developed. Contact the Student Services Office for the latest policy.

- a.) Howard College Big Spring - Dora Roberts Student Union Building – The grassy area in front of the Student Union Building.
  - b.) Howard College West Texas Training Center – The outdoor patio located in the northeast entrance of the building.
  - c.) SWCID – The pedestrian mall.
  - d.) Howard College Lamesa – The corner of the northeast parking lot.
2. Students engaged in freedom of expression activities on campus may be required to relocate under the following circumstances:
- a.) The location selected for the activity is inadequate for the purpose for which it will be used (either too close to buildings, not big enough for event, etc.);
  - b.) The activity substantially interferes with either vehicular or pedestrian traffic;
  - c.) The activity blocks the ingress or egress to buildings;
  - d.) The space is not available due to a prior reservation;
  - e.) The activity conflicts with a previously planned college activity;
  - f.) The activity creates a sustained or repeated noise.
  - g.) The activity presents an unreasonable danger to the health or safety of the applicant or other individuals.
  - h.) The activity is prohibited by local, state, or federal law; or
  - i.) The activity prevents fire protection, law enforcement, or emergency medical service providers from access to areas on campus.
3. Students engaged in freedom of expression activities may be subject to discipline under the Code of Student Conduct for the following actions:
- a.) Activities that are illegal.
  - b.) Activities that deny the rights of other students, faculty, and staff of the college.
  - c.) Activities that substantially obstruct or restrict the free movement of persons on any part of the college campus, including the free entry or exit from college facilities.
  - d.) Activities that deny the use of office or other facilities to students, faculty, staff or guests of the college.
  - e.) Activities that threaten or endanger the health or safety of any person on the college campus.
  - f.) Activities that include the use of obscenities, libelous statements, or “fighting words” as defined by law;
  - g.) Activities that result in damage to or destruction of college property; and
  - h.) Activities that attempt to prevent a college event or other lawful assembly by the threat of use of force or violence.

### **Appeals of Grounds Use Request Denials**

1. Students or organizations whose requests for the use of campus grounds or non-academic facilities are denied, may appeal to the college administrator appointed by the President in accordance with the following procedures:
  - a. The student or organization must file a written appeal describing the objection to the denial in the Office after receiving notice of the denial from the Dean of Student Services, Big Spring; the Dean of Student Affairs, SWCID; the Campus Dean of Student Services/WTTC Director, San Angelo; or the Campus Coordinator at other sites.

- b. The college administrator appointed by the College President shall convey the appeal decision, in writing, to the student or organization and to the Dean of Student Services, Big Spring; the Dean of Student Affairs, SWCID; the Campus Dean of Student Services/WTTC Director, San Angelo; or the Campus Coordinator at other sites within a reasonable time after receiving the appeal, but not later than ten (10) college working days from the receipt of the written appeal.
2. Appeals of denials of the use of space in academic buildings should be filed with the college administrator appointed by the College President.
  - a. Appeals should be filed in writing with the college administrator appointed by the College President within five (5) college working days after receipt of notice of the denial.
  - b. The college administrator appointed by the College President shall convey the appeal decision in writing to the student or organization and the appropriate academic department within ten (10) college working days.
3. At the Vice President's level, the student or organization shall have exhausted the right of appeal within the college.

### **Use of Amplification Equipment**

#### 1. Permission for Use

The use of loudspeakers or any other type of amplification equipment or amplified musical instruments on the college grounds is by permission only.

#### 2. Procedure

- a. Applications for permission to use amplification equipment must be made in the Student Services Office on forms provided by the office.
- b. Applications must be completed within two (2) college working days before the intended use in order to receive full consideration.

#### 3. Restrictions

- a. The use of amplification equipment for solicitation purposes must conform to all campus grounds-use provisions specified in this part.
- b. Sound equipment must not disrupt activities in the residence halls.
- c. Outdoor dances may be held in approved locations only with prior approval by the Student Services Department and must terminate no later than 12:00 a.m. Bands may use their own sound equipment for such dances. Other special events such as pep rallies, ceremonies, or recreational activities which include the use of bands and/or amplification equipment may be held in approved locations only with prior approval of the Student Services Office.

#### 4. Academic Use

The appropriate use of loudspeakers for official activities inside academic buildings, or on the campus as part of the academic instructional program, is determined and approved by the Provost on the Big Spring Campus ; San Angelo Provost in San Angelo; SWCID Provost; or the Campus Coordinator at other sites.

### **Use of College Vehicles**

1. The use of vehicles is by permission only.
2. Procedure
  - a. Applications for permission to use college vehicles must be made in the Executive Vice President office in Big Spring; the Provost Office in San Angelo; the Provost office at SWCID

- or the Campus Coordinator at other sites. The appropriate forms are provided by these offices.
- b. Applications should be made by the club sponsor as soon as possible since there are a limited number of vehicles.
  - c. Liability release forms for each student traveler must be completed. These forms are available in the Student Services office. The college will assume no legal responsibility for students or groups using their own or any other transportation.
3. Restrictions
- a. Sponsors are requested to drive vehicles being used for student travel.
  - b. In those rare cases where it is necessary for students to drive college vehicles, the following procedures must be followed:
    - 1) The sponsor must submit the name(s), driver's license number, birth date, and specific driving task of those students who will be driving a college vehicle to the Executive Vice President's office three weeks in advance of the planned activity for verification of the driving record.
    - 2) The information will be submitted to the state motor vehicle department. The appropriate department or organization will be billed at the current rate for the cost of this investigation.
    - 3) If approved, the student's name will be filed with the appropriate information. If disapproved, the student will not be allowed to drive a college vehicle.

Students who leave the campus on a college-sponsored trip in a college vehicle are expected to return with the traveling group.

College liability insurance does not extend to the use of any private vehicle. When a private vehicle is utilized the liability is owned by the vehicle owner and/or driver.

Before being authorized to drive a fifteen (15) passenger van drivers must attend training that is provided by the college.

All passengers in college vehicles must utilize seat belts when the vehicle is moving.

## **Solicitations, Advertisements, and Printed Materials**

### **General Policy**

The primary mission of the college is educational. The college is responsible for promoting and protecting the intellectual and cultural growth and development of the institution and the members of its community. Therefore, no solicitations or advertisements, and no sales, displays, or distributions of publications on the campus are permissible except as provided for below.

### **Definitions**

1. Solicitation is defined as requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets, and/or offering any other comparable materials and privileges, in person, or by handbills, posters, or similar materials, to promote sales.
2. Advertisements are the displays of any items which have, as an integral part of their design, the identification of a consumer product or service.
3. Printed materials are publications, handbills, posters, leaflets, and other written matter intended for public distribution, sale or display on campus.

## Solicitations

1. Jurisdiction
  - a. All regulations pertaining to on-campus and off-campus solicitations by students and student organizations shall be administered by the Student Services Office.
  - b. All regulations pertaining to on-campus and off-campus solicitations by college departments shall be administered by the Dean of Student Services, Big Spring; the Dean of Student Affairs, SWCID; the Campus Dean of Student Services/WTTC Director, San Angelo; or the Campus Coordinator at other sites.
  - c. All regulations pertaining to the off-campus solicitations of ex-students and friends of the college shall be administered by the Director of Institutional Advancement in conjunction with the Alumni Association.
2. Solicitations are prohibited on the campus except for the following events and organizations:
  - a. Altruistic or charitable projects.
  - b. Scholarship fund drives.
  - c. Service projects.
  - d. Educational or cultural projects having community-wide benefits.
  - e. Membership drives, fund raising projects, and canvassing by campus student organizations.
  - f. Governmental agencies.
    - 1) U.S. Postal Service.
    - 2) Armed Services.
  - g. College departments.
  - h. Alumni Association.
  - i. Contract vending machine companies.
  - j. Local newspapers and periodicals.
    - k. Demonstrations of educational, instructional, or office equipment.
3. The regulating offices may grant special permission for solicitation purposes or places not listed above if exceptional circumstances justify such approval. Permission will not be granted for a request which violates any local, state, or federal law.
4. Solicitations, if authorized, are generally prohibited in college buildings with the following exceptions:
  - a. The SUB/Student Centers, wherein merchandise is sold in accordance with the regulations established by the management of those facilities.
  - b. The residence halls, as long as the solicitation is either conducted entirely within a student's room with the consent of the roommate(s), or in assigned public areas. Sales parties and group demonstrations advertising projects are not allowed in lounges, meeting rooms, or other public areas.
5. Requests for permission to solicit are granted for a specified period of time. In order to be eligible to solicit, an individual must present current student, faculty, staff or vendor identification and complete the request form provided by the authorizing office. A permit to solicit may be revoked by the authorizing office before the expiration of the specified time period, if the solicitation violates any of the regulations pertaining to solicitations and advertising or sale, display, or distribution of printed materials.
6. Decisions by the Student Services/Student Affairs Office rejecting or revoking permission for students or a student organization to solicit may be appealed to a college administrator appointed by the President.

- a. A person or organization desiring to appeal must file a written appeal with the college administrator appointed by the President, which describes the objections to the decision of the Student Services Office.
- b. After receiving the appeal, the college administrator appointed by the President shall notify the person or organization and the Student Services/Student Affairs Office of the appeal decision within five (5) college working days.
- c. At the Provost level the person or organization will have exhausted the right of appeal within the college.

### **Advertisements**

1. No advertisements by commercial organizations, either as groups or through student representatives, are allowed on the campus except through established advertising policies of the athletic departments, or official college organizations in approved commercial publications, programs, or brochures.
2. Individuals and commercial organizations attempting to display or distribute unauthorized materials on campus or use campus facilities for such activity will be escorted from the campus and will be subject to appropriate legal action.
3. No advertisement is permitted on the exterior side of residence hall room doors or within public areas of the residence halls.
4. Amplification equipment may not be used to advertise or promote sales in conjunction with any approved solicitation activity unless authorized in advance.

### **Printed Materials**

1. Only individuals affiliated with the college (i.e., students, faculty, or staff) may distribute handbills, leaflets, or any other type of printed materials on the campus.
2. Students and student organizations are not required to secure prior approval concerning the content or distribution of such materials as leaflets and handbills. The materials, however, may not conflict with the provisions of the Code of Student Conduct and Discipline and must be in accordance with all applicable local, state, and federal laws. Solicitation materials must conform with the provisions stated in Section C of this part.
3. Printed materials may not be placed on the windshields of cars parked in college parking lots without permission of the vehicle owners.
4. Specific permission for distribution of printed materials must be obtained from the Student Services Office.
5. Posters, signs, and announcements are to be displayed only on college announcement bulletin boards provided for that purpose. The college announcement bulletin boards are restricted for use by registered student organizations, academic departments, and administrative units of the college. Commercial signs or announcements are prohibited.
6. Bulletin boards belonging to academic and administrative departments are for official college use only. Students are required to gain consent of the Student Services/Student Affairs Office prior to displaying and/or posting signs, announcements, or posters. Because of space limitations, posters may not exceed a maximum size of 22" by 17". Posters may not be displayed earlier than two (2) weeks prior to the specified event. Posters should not be posted on glass doors because of the danger involved to those who use the passageway and should be hung in accordance with the instructions provided by the Student Services. Posters should be removed immediately following the event.

7. Posters, announcements, banners, cards, or other campaign material for any individuals seeking public office may not be posted or displayed on, or in, any academic or administrative buildings, campus grounds, or parking lots. Such campaign material for individual's seeking public office may be posted only in an individual's assigned residence hall room or in the SUB or Recreation Hall.
8. Publications may be sold in the SUB, Recreation Hall, and the Bookstore in accordance with the regulations established by the management of these agencies.

## **Violations**

A student or registered student organization found violating regulations governing solicitations, advertising, and printed materials is subject to the disciplinary penalties and procedures outlined in the Code of Student Conduct and Discipline.

## **Code of Student Conduct and Discipline**

### **Responsibility for Knowledge of Policies, Rules, and Regulations**

The Code of Student Conduct is subject to change by action of the Board of Trustees. Each student should be familiar with all published policies, rules and regulations of the college. Copies of such documents will be available to the student for inspection in the Student Services offices. The student is responsible for obtaining published materials to update the items in this code. Each student is expected to comply with the college's established policies, rules and regulations as well as federal, state, and local laws. This principle extends to conduct off campus which is likely to have adverse effect on the college, or on the educational process, or which characterizes the offender as an unfit associate for the other students.

### **Student Misconduct**

Each student is expected to act in a manner consistent with the college's functions as an educational institution. Any individual or student organization found to have committed the following misconduct while classified as a student or as a registered student organization is subject to disciplinary sanction(s), condition(s) and/or restriction(s). Misconduct or prohibited behavior includes, but is not limited to:

- 1. Alcohol**
  - a. Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages and/or containers, except as expressly permitted by college policy.
  - b. Being under the influence of alcohol and/or intoxication as defined by federal, state, and/or local law.
- 2. Narcotics or Drugs**
  - a. Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance, except as permitted by federal, state, and/or local law.
  - b. Possession of drug-related paraphernalia, except as expressly permitted by federal, state, and/or local law.
  - c. Being under the influence of narcotics, drugs, medicine prescribed to someone else, chemical compound or other controlled substance, except as permitted by federal, state, and/or local law.
- 3. Academic Dishonesty**

“Academic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts and any act designed to give unfair academic advantage to the student.

- a. Cheating on academic work includes:
  - 1 Copying another student's test paper in academic work;
  - 2 During a test, using materials that are not authorized by the test administrator;
  - 3 Failing to comply with instructions given by the person administering the test.
  - 4 Possession during a test of materials that are not authorized by the person giving the test, such as class notes, specifically designed “crib” notes, and/or the utilization of electronic devices to deliver and/or receive answers. The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test.
  - 5 Using, buying, selling, stealing, transporting, or soliciting the contents of an un-administered test, test key, homework, solution or computer program.
  - 6 Collaborating with, seeking aid or receiving assistance from, another student or individual during a test or in conjunction with other assignment without authority.
  - 7 Discussing the contents of an examination with another student who will take the examination.
  - 8 Divulging the contents of an examination for the purpose of preserving questions for use by another when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student.
  - 9 Substituting for another person, or permitting another person to substitute for oneself to take a course, a test or any course-related assignment.
  - 10 Having another person obtain an un-administered test, test key, homework solution or computer program, or information about an un-administered test, test key, homework solution or computer program.
  - 11 Falsifying research data, laboratory reports, class observations verification forms and/or other academic work offered for credit.
  - 12 Taking, keeping, misplacing or damaging the property of the college, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
  - 13 Possession at any time of current or previous test materials without the instructor’s permission.
- b. **“Plagiarism”** includes, but is not limited to, the appropriation of buying, receiving as a gift or obtaining by any means, material that is attributable in whole, or in part, to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting the material as one’s own academic work being offered for credit.
- c. **“Collusion”** is defined as the unauthorized collaboration with another person in preparing written work for credit.
- d. **“Falsifying academic records”** includes, but is not limited to, altering or assisting in the altering, of any official record of the college and/or submitting false information or omitting requested information that is required or related to, any academic record of the college. Academic records include, but are not limited to, applications for admission, the awarding of a degree and/or certificate, grade reports, test papers, registration materials, grade change forms, grade check forms, and reporting forms used by the Office of the Registrar.



- e. **“Misrepresenting facts”** to the college or an agent of the college includes, but is not limited to, providing false grades or resumes; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual; or providing false or misleading information in an effort to injure another student academically or financially.
- f. All questions of academic dishonesty are first considered and reviewed by the faculty member. If the student does not accept the decision of the faculty member, the next step will be to appeal to the division chair. If the student disagrees with the decision of the division chair, the student's case may then be referred to the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies for normal disciplinary procedures as outlined in Section F. The student will be allowed to remain in class until the process is exhausted, except as provided under Section K.

#### 4. **Inappropriate Behavior**

The college provides evaluation, referral, and appropriate treatment (within the parameters of available college resources) for students displaying inappropriate behavior. In some instances, a student's behavior may be beyond the scope of these services and require consideration of termination of enrollment for medical reasons.

##### a) Definitions

1. Inappropriate behaviors are overt actions, omissions to act, or verbal or written statements that would not be consistent with the actions or statements of a reasonable, prudent person under similar circumstances.
2. Inappropriate problems include, but are not limited to, behaviors resulting from possible physical, drug related, or psychological disorders which may pose a potential harm to the physical well-being of the student or others, and/or cause significant disruptive activity to the normal functions of the college.
3. An inappropriate behaving student is interpreted to include, but not be limited to, a student exhibiting any of the behaviors described above.

b) In any instance where the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies, in consultation with other college officials, determines that a student's behavior is disruptive to normal college functions, and/or presents a threat of harm or bodily injury to himself or herself or others, the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies may recommend to the Big Spring Provost, the SWCID Provost, or the San Angelo Provost that the student be temporarily suspended from the college.

c) If the Big Spring Provost, SWCID Provost, or San Angelo Provost concurs with this recommendation, the student will be temporarily suspended until a hearing can be held to determine whether the suspension should be made permanent or until certain medical conditions for reinstatement are met.

- d) When a student is suspended or withdrawn for health reasons, a registration hold will be placed on the student's readmission to the college. This registration hold will remain in the student's records until the Big Spring Provost, SWCID Provost, or San Angelo Provost approves the student's request for readmission.
- e) Readmission Procedures and Appeals
  1. A student who has had a registration hold placed on his or her readmission for health reasons must request readmission clearance from the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Support Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies at least three (3) weeks prior to the first day of classes of the semester or summer session in which the student wishes to re-enroll. The student may be required by that office to submit medical evidence supportive of his or her present health and emotional stability to function properly in a college environment. The Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies, in consultation with other college officials, shall evaluate the student's request and supporting evidence. Primary consideration will be given to the satisfying of all conditions specified at the time of suspension or withdrawal for the readmission of the student to the college. If approval is granted for the removal of the registration hold, the student must then complete the regular readmission procedures required by the Registrar's Office.
  2. If approval for readmission is not granted, the student may appeal that decision to the Big Spring Provost, SWCID Provost or the San Angelo Provost. The appeal must be made in writing, within five (5) college working days of the date the student was notified by the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies that his or her request for readmission was denied.
  3. The Big Spring Provost, SWCID Provost, or San Angelo Provost will inform the student that he or she is entitled to a hearing. This hearing shall be held within five (5) college working days if at all possible. The Big Spring Provost, SWCID Provost, or San Angelo Provost or his or her designated representative will conduct the hearing. Following the hearing, the Big Spring Provost, SWCID Provost, or San Angelo Provost shall either sustain the decision of the Student Services Administrator, or shall overrule the decision and allow the student to re-enroll in the college. The Big Spring Provost, SWCID Provost, or San Angelo Provost shall notify all parties of this decision, in writing, within three (3) college working days following the completion of the hearing.
- 5. Firearms, Weapons and Explosives**
  - a) Unauthorized use or possession of ammunition, firearms, or other illegal weapons on college property.
  - b) Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid or flammable object which could cause damage by fire or explosion to persons or property on college property.
- 6. Flammable Materials/Arson**

- a) Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used for fire.
- b) Attempting to ignite and/or the action of igniting college and/or personal property on fire either by intent or as a result of reckless behavior which results in damage of college premises/property.

**7. Theft, Damage or Unauthorized Use**

- a) Attempted or actual theft of property or services of the college, of other college students or other members of the college community or of the campus visitors.
- b) Possession of property known to be stolen or belonging to another person without the owner's permission.
- c) Attempted or actual damage to property owned or leased by the college, of other college students, of other members of the college community or of campus visitors.
- d) Attempt of actual unauthorized use of credit card, debit card, student identification card, cell phone, personal identification number, test number, campus connect account and/or personal check.
- e) Alteration, forgery or misrepresentation of any form of identification.
- f) Possession or use of any form of false identification.

**8. Actions Against Members of the College Community**

- a) Physical harm or threat of harm to self or others.
- b) Intentional or reckless conduct which endangers the health or safety of self or others.
- c) Behavior that disrupts the normal operation of the college including its students, faculty and staff.
- d) Sexual misconduct that involves, but not limited to:
  1. Deliberate touching of another's sexual parts without consent.
  2. Deliberate sexual invasion of another without consent.
  3. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of/or sexual injury.
  4. Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's (1) academic pursuits, college employment, participation in activities sponsored by the college or organizations or groups related to the college or opportunities to benefit from other aspects of college life.
- e) Excessive pressure, threats or any form of conduct, coercive tactics or unwanted mental coercion techniques used to retain or recruit a student for membership in an organization/club.

**9. Gambling, Wagering, Gaming or Bookmaking**

Gambling, wagering, gaming or bookmaking on college premises or with college equipment as defined by federal, state and/or local law is prohibited.

**10. Hazing**

- a) Engaging in hazing or submitting to hazing by volition. Hazing is considered an act that endangers the mental or physical health or safety of a student for the purpose of getting into or staying in an organization including physical brutality, physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, etc., any activity involving consumption of a food, liquid, alcoholic beverage, drug or other substance that subjects the student to an unreasonable risk of harm, any activity that intimidates or

threatens with ostracism, subjects to extreme mental stress, shame or humiliation and/or any activity that induces, causes or requires a student to perform a duty or task that involves a violation of the Penal Code. Hazing is a Class B misdemeanor (fine not to exceed \$1500, jail term not to exceed 180 days or both) if a person participates, permits hazing to occur or knows of a plan and fails to report. If hazing causes serious bodily injury, the offense is a Class A misdemeanor (fine not to exceed \$3000, confinement in jail not to exceed one year or both). If an offense causes death, it is a state jail felony (confinement in community correctional facility for any term of not more than 1 year; possibility of community service under community supervision in lieu of confinement in county jail; and possibility of fine not to exceed \$10,000 in addition to confinement). An organization can be fined.

- b) Initiation by an organization which includes any harmful, dangerous, or degrading act to a student.

#### **11. False Alarms or Terroristic Threats**

Intentional sounding of a false fire alarm, falsely reporting an emergency or terroristic threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction or activation of fire sprinklers/hydrants, filing false police reports, improperly possessing tampering with or destroying fire equipment or emergency signs on college premises.

#### **12. Financial Irresponsibility**

Failure to meet financial obligations owed to the college, or components owned operated by the college, including, but not limited to, the writing of checks on accounts with insufficient funds.

#### **13. Unauthorized Entry, Possession or Use**

- a. Unauthorized entry into or use of college premises or equipment.
- b. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, college identification card or access code for use in college premises or equipment.
- c. Unauthorized use of the college name, logotype, symbols of the college; however, registered student organizations are permitted to use the work "Howard College" or "HC" as part of their organizational name or to use the complete statement "a student organization at Howard College."
- d. Unauthorized use of the college's name to advertise or promote events or activities in a manner which suggests sponsorship and/or recognition by the college.

#### **14. Traffic & Parking**

- a. Violation of college Traffic and Parking regulations.
- b. Obstruction of the free flow of pedestrian traffic on college premises.

**NOTE: The Big Spring Student Services Office has a Parking Brochure outlining traffic and parking procedures for the Big Spring campus.**

#### **15. Housing Regulations**

Violation of rules that govern behavior in the Residence Halls and/or dining halls are stated in the Residence Hall Supplement.

#### **16. Student Recreation and Intramural Regulations**

- a. Violations of rules that govern behavior in the HC/SWCID Recreation Centers, including the Dorothy Garrett Coliseum.
- b. Please see Appendix F for specific procedures and policies governing Intramurals.

#### **17. Failure to Comply**

- a. Oral or written avocation or recommendation of conscious and deliberate violation of any federal, state, or local law.
- b. Failure to abide with a college or campus official's directive that is given within the official's acting capacity.
- c. Failure to notify the Registrar's office of change in official mailing address or giving false or fictitious address to such office.
- d. Failure to present student identification on request to any college official and/or identify himself/herself to any college official acting in the performance of his/her duties.

**18. Providing False Information or Misuse of Records**

Knowingly furnishing false information to the college, or to a college official in the performance of his/her duties, either verbally or through forgery, alteration or misuse of any college document, record or instrument of identification.

**19. Skateboards, Rollerblades, Scooters, Bicycles or Similar Devices**

Use of skateboards, rollerblades, scooters, bicycles or other similar devices in college buildings. The use of these items on college premises in such a manner as to constitute a safety hazard or cause damage to college or personal property.

**20. Violation of Published College Policies, Rules and Regulations**

Violation of any published college policies, rules or regulations that govern student or student organization behavior, including, but not limited to, violations of College Operating Policy and Board of Trustees Policy and Procedures and College Rules.

**21. Violations of Federal, State and/or Local Laws**

- a. Misconduct which constitutes a violation of any provisions of federal, state, and /or local laws.
- b. Conviction of Misdemeanor or Felony - Obedience to the law being a primary duty of the citizen, the conviction of a student for violation of law renders the student also subject to disciplinary action on the part of the college. Institutional authority will not be used to duplicate the function of general laws. Students who have been convicted of misdemeanors that come to the official attention of the college can expect to have their status within Howard College/SWCID reviewed if their behavior has brought discredit upon themselves, fellow students, or the college. Publicity of the behavior and association of the name of the college with the act or the student involved enhances the possibility of college disciplinary action. A student who endangers one's life or the lives of others while violating the law will be subject to disciplinary action from the college. If a student pleads guilty to a charge or is convicted of a felony offense, the student will automatically be subject to having one's status at the college reviewed and may face disciplinary action in the process.
- c) Students who are under indictment by a grand jury and have posted an appeal bond may remain in the college pending the verdict of the trial. If the college has an interest in the case, action taken by the college will be delayed until after the trial has been held. When a student's situation warrants special consideration, one's status will be reviewed as to the appropriateness of remaining on campus as a member of the student body.

**22. Abuse of the Discipline System**

- a) Failure to respond to an administrative official's summons within the designated time.
- b) Falsification, distortion or misrepresentation of information in disciplinary proceedings.
- c) Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d) Filing an allegation known to be without merit.

- e) Discouraging or attempting to discourage an individual's proper participation in or use of the discipline system.
- f) Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding.
- g) Harm, threat of harm or intimidation either verbally, physically or written, of a member of a disciplinary body prior to, during and/or after disciplinary proceeding.
- h) Influencing or attempting to influence another person to commit an abuse of the discipline system.
- i) Retaliation against any person or group who files grievances or provides evidence, testimony or allegations in accordance with the Student Handbook.
- j) Failure to comply with the sanction(s), condition(s) and/or restriction(s) imposed under the *Code of Student Conduct*.
- k) No student suspended from the college shall be permitted on a college campus during the entire period of the suspension, except when summoned by an administrative official of the college or by previously arranged official appointment.

### **23. Citizenship**

- a) **Bad Checks and Unpaid Bills** - Each student should be honorable in all financial dealings with businesses and individuals off campus. The college views financial dealings between students and businesses as a private transaction between the two parties. The college will not collect bad checks or bad debts that students have incurred for businesses or individuals; however, businesses will be provided with the names and addresses of students upon written request according to District Policies.
- b) **Representing Howard College/SWCID** - Students of Howard College/SWCID should remember that when groups of individuals are off campus, one's acts are viewed as the acts of Howard College/SWCID students and not as the act of private individuals. Students who come to the official attention of the college as a result of misbehavior may be subject to disciplinary action. Students come to the official attention of the college in several ways. Most often, outraged citizens call a member of the administrative staff and complain about something students have done. Sometimes newspapers publish accounts of the misdeeds of Howard College/SWCID students.
- c) **Students Visiting Other Campuses** - Students who visit other campuses are expected to be circumspect in their behavior. When it becomes necessary for an official of another school to register a complaint about the behavior of a Howard College/SWCID student, that student can expect to become involved in disciplinary proceedings.
- d) **Campus Visitors** - Non-members of the college community, who have not been duly invited nor authorized to use college facilities, who repeatedly visit or spend a large portion of their time on the college campus, are not welcome and will be asked to leave. Loitering, by non-members of the college community, in the facilities of the college or on the college campus, substantially interferes with the normal activities of the college.
  - 1. Non-members of the college community are required while on the campus to observe and comply with the rules and regulations adopted by the college and/or Board of Trustees. Non-members of the college community are also required while on the campus to identify themselves upon the request of a college official or security officer or other law enforcement officer in the performance of his or her duty.

2. The college campus is not a sanctuary and any person who violates any state law shall not be protected nor given any preferred status in the eyes of the law by reason of the fact that the violator is a member of the college community.
3. When it appears to the President, or any college official who has been authorized and designated by the President to maintain order, that any non-member of the college campus has violated, on the campus, any state or federal law or any college rule or regulation, such person or persons may be ordered by such official to leave the college campus, and should the college see fit, charges may be filed against such person or persons. The President may make due application to any court for injunction or other judicial relief in regard to the threatened or actual violation of any of the above mentioned rules and regulations.

**24. Smoking**

Smoking or other use of tobacco products is prohibited in all Howard College/SWCID entrances/door ways, facilities and vehicles.

**25. Animals on Campus**

Animals on campus must be on a leash or be otherwise under the direct and positive control of the owner. Animals are not allowed in the residence halls without approval of the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, or the Campus Dean of Student Services/WTTC Director on the San Angelo campus.

**Administration of Disciplinary Procedures**

The Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa or their appointed official shall have primary authority and responsibility for the administration of student discipline. The Bureau Prison disciplinary procedures will be enforced with students at Correctional Facilities. Investigations or allegations that a student has violated Board policy, college rules or regulations, or administrative official's specific orders and instructions issued in the course of official duties will be the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies responsibility or a designated appointee's responsibility.

Upon receipt of a report alleging misconduct, the student may be summoned by the Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies or designated appointee. A second summons will be sent if necessary. If a student fails to report after two notices, the result may be suspension from the college.

The Dean of Student Services on the Big Spring campus, the SWCID Dean of Student Affairs, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies or designated appointee shall determine if reported allegations are founded. If after discussion with the student and determination that the charges are founded, and if the accused student does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedures, the Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), or appointee shall assess the penalty appropriate to the charges and inform the student of such action in writing. The decision of the administrative official as to a particular penalty may be reviewed.

If the student disputes the facts upon which the charges are founded and does not waive the right to a hearing or appeals the administrative decision, the student must request in writing on or before the third day following administrative disposition the desire for a hearing. The administrative official shall prepare a written statement, which shall include:

1. The alleged violation and charges against the student;
2. Any information or evidence that will be used in the disciplinary hearing;
3. A statement of penalties which may be imposed if the charge is proven;
4. The fact that the student may be accompanied by a representative at the hearing;
5. The fact that evidence may be presented in the student's behalf;
6. The time, date, and meeting place of the hearing.

The written statement shall be sent to the accused student by certified mail, return receipt requested, addressed to the address appearing in the Registrar's records, or shall be hand delivered with the student signing a receipt.

### **Student Disciplinary Hearings**

If the accused student disputes the facts upon which the charges are founded or disputes the penalty while accepting the facts, the student shall have the opportunity, if the student so desires, and provided the following procedures are followed, to have the charges or penalty heard and determined by the Student Discipline Committee:

1. The composition of the Student Discipline Committee shall be a member of the administration as appointed by the President, two faculty members, two students, and one administrator. The Student Discipline Committee will be subdivided into three committees: Big Spring, SWCID, and San Angelo.
  - a. The member of the administration as appointed by the President will be the chairman or administrative purposes. (The Chairman will vote only in case of a tie.)
  - b. Faculty members and administrative members are appointed by the Chairperson.
  - c. Student participants will be appointed by the Chair Person.
  - d. For a given case, the campus hearing committee of the student involved will hear the case. If necessary, a Student Discipline Committee member can replace a hearing subcommittee member on any campus.
2. Prior to making a formal request to the Student Discipline Committee for a hearing on the charges or penalty, and as a condition for such hearing, the student shall have had a pre-hearing conference with the Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), the Director of the Lamesa Campus or the appointed administrative official. Upon completion of the pre-hearing conference, the administrative official will inform the student that if the student wishes to have a hearing, the student must, within 72 hours, complete and submit to the Student Discipline Committee a written request for review.
3. Except in those cases where immediate interim disciplinary action has been taken under authority of the Student Grievance Procedures the accused student shall be given at least five (5) class days written notice by the Director Student Services on the Big Spring campus, the SWCID Dean of Students, the Campus Dean of Student Services/WTTC Director on the San Angelo campus, the Campus Director on the Lamesa; or the Executive Director of Correctional Studies of date, time, and place for the hearing. Hearings held under the Student Grievance Procedures will be held under the same procedures set below, but will be held as soon as



practical within ten (10) class days after the disciplinary action has been taken unless otherwise agreed to by the student.

4. The student discipline committee has the authority to summon witnesses. Refusal to obey the summons may subject the student witness, if so recommended by the committee, to disciplinary action by the Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo) or the Director of the Lamesa Campus.
5. In cases where the student disputes the facts, previous disciplinary records of a student may not be used in the hearing until after determination of guilt has been made. However, if the hearing committee finds the student guilty, the previous record may then be introduced to be considered in assessing penalties. In cases where the student appeals the penalty, previous disciplinary records may be introduced and considered at any time during the hearing.
6. Both parties (Dean of Student Services - Big Spring, Dean of Student Service Affairs- SWCID, Campus Dean of Student Services/WTTC Director-San Angelo, the Director of the Lamesa Campus, or designated appointee and the accused student) will exchange lists of witnesses, expected testimony, and copies of documents to be introduced at least two (2) class days prior to the hearing.
7. Each party may be accompanied by a representative at the hearing for advisory purposes only. The student's representative/advisor may be a legal counselor only if the student has pending criminal charges against him/her on the same fact. If the institution uses a legal counselor, the student will be afforded the same right. The student will be notified of this intent at the time the student is notified of the hearing.
8. The hearing shall be closed to the public.
9. The accused student must attend the hearing if the student desires to present evidence in his/her behalf.
10. The following general procedures shall be observed:
  - a. The chairman shall outline the hearing procedure, advises the student of the right to make a statement, the right to call and question witnesses, and the right to have a chosen advisor present. The chairman will read the charges.
  - b. The chairman shall review the allegations that were the basis of the disciplinary action.
  - c. The Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), the Director of the Lamesa Campus, or designated appointee will make a formal statement and may be asked questions by the committee and the student.
  - d. The student will make a formal statement and may be asked questions by the committee and the Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), the Director of the Lamesa Campus, or appointed official.
  - e. The Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), or the Director of the Lamesa Campus will introduce witnesses who may be questioned by the Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), accused student, or committee. Upon the conclusion of questioning, each witness shall leave the meeting room. In like manner, the student may present witnesses and the same procedure shall be followed.

- f. After hearing all witnesses, the Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), or the Director of the Lamesa Campus along with the student may make concluding statements.
- g. The chairman shall invite the Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), or the Director of the Lamesa Campus and the student to leave the room. The committee shall deliberate and voice opinions. Student members' opinions shall be heard prior to those of administrative faculty committee members.
- h. A secret ballot will then be taken deciding (a) that the student has violated standards of acceptable conduct, as charged, or (b) that the student has not violated standards of acceptable conduct, as charged. A majority vote will control. If the committee finds that the student has violated standards of acceptable conduct, as charged, it shall assess a penalty or penalties, as prescribed in Section E.
- i. In cases of Academic Dishonesty where the committee finds the student violated the standards of acceptable conduct, the committee shall accept the recommended penalty of the faculty member in whose class the offense occurred unless the committee finds, by a majority vote, that such recommended penalty is unfair in the light of the evidence. It shall then assess a penalty or penalties as prescribed in Section E.
- j. The hearing will be recorded. If either party desires to appeal the finding, the record will be transcribed or summarized and both parties will be furnished a copy of the transcript or summary.

#### **Penalties That May Be Imposed**

- 1. Verbal or written warning.
- 2. Completion of a special project which may include, but is not limited to, writing an essay, attending a special class or lecture, attending counseling sessions, or studying in the library. The special project may be imposed only for a definite time.
- 3. Notify parents of students who are 21 years of age or under when the student is found in violation of the Code of Student Conduct due to alcohol and/or drugs.
- 4. Cancellation of residence hall or apartment contract.
- 5. Ineligibility for election to student office for a specified period of time.
- 6. Removal from student or organization office for a specified period of time.
- 7. Prohibition from representing the college in any special honorary role.
- 8. Restitution whether monetary or by specific duties or reimbursement for damage to or misappropriations of college, student, or employee property (see fine list).
- 9. Suspension of rights and privileges, including participation in athletic, extracurricular, or other student activities, for a specified period of time.
- 10. Withdrawing from a course with a grade of "W" (recorded on the permanent transcript).
- 11. Failing or reduction of a grade in test, course, or other academic work and/or retaking of test, course, or other academic work and/or performing additional academic work not required of other students in the course (course action recorded on permanent transcript).
- 12. Loss of or ineligibility for student grant or loan.
- 13. Disciplinary probation imposed for a definite period of time, which stipulates that future violations may result in disciplinary suspension.
- 14. Withholding of official transcript or degree.

15. Bar against readmission.
16. Denial or non-recognition of degree.
17. Blocking a student from enrolling until the student performs a specific act.
18. Suspension from the college for a specified period of time. During suspension, a student shall not attend classes or participate in any college campus activities (recorded on the permanent transcript).
19. Expulsion from the college (recorded on the permanent transcript).

## **Student Grievance Procedures**

### **General Grievance Policy**

Prior to filing a formal grievance, students are encouraged to attempt to resolve the concern directly with the individual(s) involved. Students will find that most situations can be effectively addressed in this manner. In general, students wishing to review the action of an individual or departments should direct their questions to the persons responsible for the individual or department. Procedures for handling specific concerns are outlined below.

### **Student Disciplinary Hearing Appeal**

Within five class days after the decision has been made by the Hearing Committee, either or both parties may give notice of appeal to the President.

### **Student Disciplinary Hearing Grounds for Appeal**

1. In general, appeals must be based on the issue of substantive or procedural errors which are prejudicial and which were committed during the disciplinary process.
2. The specific questions for the review, which should be addressed in any written appeal, are the following:
  - a. Were the procedures of this Code of Student Conduct followed?
  - b. If a procedural error was committed, were the rights of the accused materially violated?
  - c. Was the hearing (if requested by the accused) conducted in a way that permitted the accused an adequate opportunity to present a defense?
  - d. Was the evidence presented at the hearing substantial enough to justify the decision reached?

The decision will be reviewed upon the basis of the transcript or summary of the hearing. Both parties may, at the discretion of the committee, submit oral or written arguments to support their positions. In order for the appeal to be considered, all the necessary documentation to be filed by the appealing party, including written arguments, when appropriate, must be filed with the committee within ten (10) class days after notice of appeal is given.

### **Review by Disciplinary Appeals Committee and the President**

The Disciplinary Appeals Committee may approve, reject, or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. Either or both parties may then give notice of appeal of any decision other than a disciplinary warning or probation to the President within five (5) class days after the decision has been rendered by the Disciplinary Appeals Committee. The President may approve, reject,

or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision.

### **Interim Disciplinary Action**

The Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), the Big Spring Provost, SWCID Provost, San Angelo Provost, Lamesa Campus Director, Prison Education -Executive Director Correctional Studies or the President of the college may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule or regulation of the college when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process. In such cases, the Dean of Student Services (Big Spring), the Dean of Student Affairs (SWCID), the Campus Dean of Student Services/WTTC Director (San Angelo), the Director of the Lamesa Campus or his/her designated representative shall, if possible, meet with the student prior to suspension, discuss the reasons for interim suspension and allow the student to explain his reasons for not being suspended pending a full hearing.

Immediate interim disciplinary action, including blocking of a student from re-enrollment and/or official transcripts, may be taken against any student who has outstanding financial obligations to the college. The student has the right to immediately discuss the blocking for re-enrollment and/or official transcripts with the Registrar who will immediately refer the student to the appropriate blocking department for a discussion of the reason or reasons for the block. The student may thereafter request the case be reviewed pursuant to the normal disciplinary procedures in Section D.

### **Recording of Disciplinary Action**

The college shall maintain confidential records of all disciplinary actions. The college may expunge those records within five (5) years after the student ceases to be enrolled.

### **Personal Records**

Guidelines governing student access to personal records and the procedures for challenging information in these records are contained in the student records policy which is detailed in Part III, I, of this handbook.

### **Employment**

A student wishing to pursue a grievance concerning employment with the college and who has not found satisfaction or resolution with his or her immediate supervisor or the person in charge of that department may contact the Personnel Office within 30 days of the alleged violation.

### **Grades**

The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance. A grade can be formally appealed only when there is demonstrable evidence that prejudice, arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who

appeals the grade. Grades may be formally appealed according to the Academic Hearing procedures, found in Appendix C of the Student Handbook.

### **Students with Disabilities**

Students with grievances related to discrimination on the basis of a qualified disability related to instructional issues may contact the Dean of Student Services (Big Spring), Dean of Student Affairs (SWCID), Campus Dean of Student Services/WTTC Director (San Angelo), Campus Director (Lamesa), Executive Director Correctional Studies. The procedures for addressing these complaints are in Appendix A & B of this document.

### **Race, Color, National Origin, Age Religion, Veteran Status Discrimination**

Grievances related to discrimination on the basis of race, color, national origin, age, religion, veteran status or other legally protected status should be pursued through the Dean of Student Services (Big Spring), Dean of Student Affairs (SWCID), Campus Dean of Student Services/WTTC Director (San Angelo), Campus Director (Lamesa), Executive Director Correctional Studies. The procedures for addressing these complaints are in Appendix A & B of this document.

### **Sex Discrimination**

Discrimination on the basis of sex in college programs, activities or employment, respectively, are prohibited under Title IX of the Higher Education Amendment of 1972, Title VII of the Civil Rights Act and the Texas Human Rights Act. Complaints concerning the violation of these acts should be directed to the Dean of Student Services (Big Spring), Dean of Student Affairs (SWCID), Campus Dean of Student Services/WTTC Director (San Angelo), Campus Director (Lamesa), Executive Director Correctional Studies. Employment complaints on the basis of sex should be pursued through the Director of Human Resources. The procedures for addressing these complaints are in Appendix A & B of this document.

### **Sexual Harassment and Sexual Violence**

Use of the term “sexual harassment” includes sexual violence unless otherwise noted. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment and are covered under Title IX of the Education Amendments of 1972.

The College encourages students who believe they have been sexually harassed by other students or employees to come forward with allegations of sexual harassment or misconduct, regardless of where the conduct may have occurred. College officials or their agents shall investigate promptly all allegations of sexual harassment of students by other students or employees, and officials shall take prompt and appropriate disciplinary actions against students and employees found to have engaged in conduct constituting sexual harassment of students. The College shall exercise reasonable care to prevent and correct promptly any sexually harassing behavior and develop preventive or corrective measures to address sexually harassing behavior.

Student concerns about sexual harassment which include faculty, staff or students should be direct to the in Dean Student Services (Big Spring), Dean of Student Affairs (SWCID), Campus Dean of Student Services/WTTC Director (San Angelo), Campus Director (Lamesa), Executive Director Correctional Studies accordance to College Policy. The procedures for addressing complaints of sexual harassment are in Appendix A & B of this document.

### **Traffic and Parking Citations**

Students may appeal a campus parking and/or traffic citation to the Dean of Student Services office for violations on the Big Spring campus or the SWCID Student Affairs for violations on the SWCID campus.

### **Admissions**

A student wishing to pursue a grievance concerning admissions with the college and who has not found satisfaction or resolution with the Registrar may contact the Dean Student Services (Big Spring), Dean of Student Affairs (SWCID), Campus Dean of Student Services/WTTC Director (San Angelo), Campus Director (Lamesa), Executive Director Correctional Studies to submit a grievance with the Admission and Standards Committee Chairperson within 30 days of alleged violation.

## **College Substance Abuse Program**

The administration of Howard College/SWCID strongly believes that the abuse of alcohol and the use of illegal drugs and abuse of other drugs by faculty, staff, and students have serious effects on their ability to meet the educational goals of the college. Therefore, Howard College/SWCID has implemented a program of drug education/prevention and assistance that is available to faculty, staff, and students.

### **Purpose of Program**

The purpose of the Substance Abuse Program is to directly aid faculty, staff, and students. The program will focus primarily on education as a means of prevention. However, there must be adequate assistance available for those individuals seeking help with their abuse problems as well as clear consequences for unacceptable substance abuse behavior.

The three different areas that will be emphasized are as follows:

1. **Education Information**

Primary emphasis will be directed at the non-user or the early abuser in order to prevent them from either starting to use drugs, to abuse alcohol, or to accelerate their current use.

2. **Intervention**

Provide early intervention counseling and other support to individuals with minor problems with alcohol and/or drugs.

3. **Referral**

Identify those individuals who need referral and provide recommendations regarding the best plan for the individual.

### **Implementation of the Program**

Specific proposals for implementation are as follows:

1. That this program coordinates all college alcohol and drug programs. Exceptions would be classes or programs conducted by an academic department as part of their curriculum.
2. That the Wellness Committee be given the charge for developing and implementing this program.
3. That the committee consider an outside consultant from one of the major service providers in alcohol and drug treatment be brought on campus for consultation.
4. That an initial target population be identified through a college-wide "needs assessment" survey to assess education/intervention program would be helpful.

5. That the program have a strong disciplinary component to it, for example, Student Services Administration, Security, Housing, Athletics.
6. That adequate funding and resources be available. Possible sources for funding are from Student Service fees, Housing, Personnel, and matching fund grants from the Federal Government. Students majoring in related areas such as psychology, counseling, and health education may be utilized as well as interested volunteers from various student groups.

## Appendices

### Appendix A

#### **GRIEVANCE PROCEDURE DISCRIMINATION ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, AGE, RELIGION, VETERAN STATUS, OR ANY OTHER LEGALLY PROTECTED STATUS/SEXUAL HARASSMENT OF A STUDENT BY ANOTHER STUDENT**

- (a) The conduct which is discrimination, disparaging conduct, or other educationally or socially inappropriate conduct on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status related shall be given the broadest definition allowed by laws; both as to the type of conduct meeting these definitions and the settings in which the conduct occurs. In addition, sexual harassment or inappropriate social or sexual conduct shall be given the broadest definition allowed by law both as to the type of conduct meeting these definition and the settings in which the conduct occurs.
- (b) Such conduct in any education-related or social setting shall be grounds for disciplinary action if in the opinion of the Board of Trustees the misconduct warrants such action.
- (c) This college has zero tolerance for discrimination, disparaging conduct, or other education or socially inappropriate conduct on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status by one student towards another individual in any educational setting, including any job-related, professional, or social setting. In addition, the college has zero tolerance for sexual harassment and any socially or sexually inappropriate conduct of one student, employee, official, or trustee towards another in work settings, including any job-related, professional, or social setting.
- (d) Any student experiencing misconduct, sexual harassment, or inappropriate sexual conduct by another student in any education setting, including any job-related or social setting, shall immediately report the inappropriate conduct to the appropriate coordinator:
1. Campus Dean of Student Services (Big Spring) – serves as Coordinator for all student discrimination complaints on the Big Spring campus.
  2. Campus Dean of Student Affairs (SWCID) – serves as Coordinator for all student discrimination complaints at SWCID.
  3. Campus Dean of Student Services (San Angelo) – serves as Coordinator for all student discrimination complaints at the San Angelo campus.
  4. Campus Director (Lamesa) – serves as Coordinator for all student discrimination complaints on the Lamesa campus.
  5. Executive Director Correctional Studies – serves as Coordinator for all student discrimination complaints at correctional studies sites.
- The appropriate campus coordinator shall immediately refer the matter to the student services cabinet member and the cabinet member responsible for the campus. The cabinet member shall inform the Director of Human Resources who shall be kept involved as appropriate in the process.



The campus coordinator for the prison programs shall immediately report the issue to the appropriate correctional official. The matter will be handled according to correctional procedures and will be subject to the rules of the correctional facility.

- (e) The President or the Executive Vice President if the President is unavailable shall be informed within one working day of the reported conduct. The President or Executive Vice President of the College shall decide whether the best interests of the student complaining and the college warrant placing any student involved in a precautionary status, for example, not required to attend class, live in the dorm, etc. pending investigation.
- (f) The President may, where appropriate, remove the student(s) from the dorm with appropriate accommodations being provided stating simply that it is "in the best interest of the college" pending investigation and final action.
- (g) The campus coordinator should investigate at once and, where possible, use an investigator of the same protected category as the student reporting objectionable conduct with specific training in discrimination. In the event of sexual harassment, an investigator of same sex as the individual reporting objectionable conduct with specific training in sexual harassment should be used if possible.
- (h) All students or others interviewed should be advised that written statements either submitted by the individual or transcribed by a college employee will be requested under oath and that during the process honesty as if one were in a court of law is expected.
- (i) If a student under the age of 18 is necessary as a witness, the student should not be interviewed until written consent is secured from the parent, court-ordered guardian, or other with lawful control of the student.
- (j) The campus coordinator shall review all information and decide upon appropriate action. Within five work days, a decision regarding whether inappropriate conduct has occurred and what action should be taken shall be made by the campus coordinator, unless exceptional circumstances such as unavailability of key witnesses for interviews suggests a longer period of time is necessary to fully and fairly investigate.
- (k) Any authorized action, including expulsion, may be recommended. The procedures of the college and state and federal laws shall then apply, such as right of grievance, right of appeal and hearing, etc. The President may then elect to continue one or more students in a precautionary status so long as necessary to serve the best interests of the college.
- (l) If the report of inappropriate conduct by a student is determined to be valid, but the student accused of inappropriate conduct is allowed to continue as a student with the college, the student should be informed in writing that the next instance of inappropriate conduct may result in immediate suspension or expulsion. The student should sign the letter, review this procedure, and sign both documents. Both documents shall then be maintained in the student's disciplinary file.

- (m) If the report of inappropriate conduct by a student is determined to be a blatant false accusation, the reporting student can be subject to disciplinary action.
- (n) Every student has an active duty to report sexual harassment, discrimination, and disparaging or other socially inappropriate conduct, whether it involves the student, another student, an employee, or other. Failure of the student to promptly report shall subject the student failing to report disciplinary action, including, if appropriate, suspension.
- (o) The President, each campus administrator, and other appropriate administrators responsible for students shall post a non-discriminatory notice in locations where readable by students. If a majority of the students are primarily fluent in another language, the notice shall be posted in the second language. The Title IX coordinator who shall oversee certain aspects of this policy will also be appointed by the president.

Appendix B

**GRIEVANCE PROCEDURE  
DISCRIMINATION ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN,  
SEX, DISABILITY, AGE, RELIGION, VETERAN STATUS,  
OR ANY OTHER LEGALLY PROTECTED STATUS/SEXUAL HARASSMENT  
OF A STUDENT BY AN EMPLOYEE OR COLLEGE TRUSTEE**

- (a) The conduct which is discrimination, disparaging conduct, or other professionally or socially inappropriate conduct on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status related shall be given the broadest definition allowed by laws; both as to the type of conduct meeting these definitions and the settings in which the conduct occurs. In addition, sexual harassment or inappropriate social or sexual conduct shall be given the broadest definition allowed by law both as to the type of conduct meeting these definition and the settings in which the conduct occurs.
- (b) Such conduct in any education-related professional or social setting shall be grounds for termination if in the opinion of the Board of Trustees the misconduct warrants such action.
- (c) This college has zero tolerance for discrimination, disparaging conduct, or other professional or socially inappropriate conduct on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status by one student, employee, official, or trustee towards another individual in any educational setting, including any job-related, professional, or social setting. In addition, the college has zero tolerance for sexual harassment and any socially or sexually inappropriate conduct of one student, employee, official, or trustee towards another in work settings, including any job-related, professional, or social setting.
- (d) Any student experiencing misconduct, sexual harassment, or inappropriate sexual conduct by an employee, official or trustee in any educational setting, including any job-related professional or social setting, shall immediately report the inappropriate conduct to the appropriate coordinator:
1. Campus Dean of Student Services (Big Spring) – serves as Coordinator for all student discrimination complaints on the Big Spring campus.
  2. Campus Dean of Student Affairs (SWCID) – serves as Coordinator for all student discrimination complaints at SWCID.
  3. Campus Dean of Student Services (San Angelo) – serves as Coordinator for all student discrimination complaints at the San Angelo campus.
  4. Campus Director (Lamesa) – serves as Coordinator for all student discrimination complaints on the Lamesa campus.
  5. Executive Director Correctional Studies – serves as Coordinator for all student discrimination complaints at correctional studies sites.

The appropriate campus coordinator shall immediately refer the matter to the cabinet member of the employee accused of misconduct.. The cabinet member will then inform all supervisors in the chain of command. The cabinet member shall also inform the Director of Human Resources who shall be kept involved as appropriate in the process. In the event that the complaint

involves physical facilities, the Director of Business Services will also be notified. If the objectionable conduct involves the student's campus coordinator, the report of sexual harassment, discrimination, disparaging conduct or other professionally or socially inappropriate conduct by the employee shall be to the aforementioned cabinet member. If the conduct of the Campus Coordinator's Cabinet member are objectionable, the student should report the concern to the Executive Vice President. The Executive Director Correctional Studies/Executive Vice President shall immediately report the issue to the appropriate correctional officials. The matter will be handled according to correctional procedures and will be subject to the rules of the correctional facility.

- (e) The President or the Executive Vice President if the President is unavailable shall be informed within one working day of the reported conduct. The President or Executive Vice President of the College shall decide whether the best interests of the student complaining and the college warrant placing any student involved in a precautionary status, for example, not required to attend class, live in the dorm, etc.) pending investigation.
- (f) The President may, where appropriate, remove the student(s) from the dorm with appropriate accommodations being provided stating simply that it is "in the best interest of the college pending investigation and final action. The employee may also be placed on a leave with pay status pending investigation and final action if the President decides it is in the best interest of the student, employee, and/or college.
- (g) The campus coordinator and respective cabinet member or the President/Executive Vice President of the college should investigate at once and, where possible, use an investigator of the same protected category as the student reporting objectionable conduct with specific training in discrimination. In the event of sexual harassment, an investigator of same sex as the student reporting objectionable conduct with specific training in sexual harassment should be used if possible.
- (h) All employees or others interviewed should be advised that written statements either submitted by the individual or transcribed by a college employee will be requested under oath and that during the process honesty as if one were in a court of law is expected.
- (i) If a student under the age of 18 is necessary as a witness, the student should not be interviewed until written consent is secured from the parent, court-ordered guardian, or other with lawful control of the student.
- (j) The cabinet member shall review all information and decide upon appropriate action. Within five working days, a decision regarding whether inappropriate conduct has occurred and what action should be taken shall be made by the cabinet member, unless exceptional circumstances such as unavailability of key witnesses for interviews suggests a longer period of time is necessary to fully and fairly investigate.

- (k) If the individuals involved are not satisfied with the decision of the cabinet member, one or both can appeal that decision in writing to the President within five working days. Within ten work days, the President will issue the final decision after reviewing all pertinent information.
- (l) In the case of an employee, any authorized action, including termination of employment, may be recommended. The procedures of the college and state and federal employment laws shall then apply, such as right of grievance, right of appeal and hearing, etc. The President may then elect to continue the employee on a leave with pay status or the student in a precautionary status so long as necessary to serve the best interests of the college.
- (m) If the inappropriate conduct involves the President, the same procedures regarding investigation shall apply but the Executive Vice President will conduct the investigation. The results of the investigation shall be reviewed by the Chairman of the Board of Trustees. In either a specially called or regular Board meeting, after proper placement on the agenda, the Chairman shall recommend such action as deemed appropriate to all members of the Board of Trustees.
- (n) If the inappropriate conduct involves a member of the Board of Trustees, the same procedures regarding investigation shall apply but the Chairman of the Board of Trustees, or in the case the Chairman of the Board of Trustees is accused the Vice Chairman of the Board of Trustees, shall review the results of the investigation conducted by the President. In either a special called regular Board meeting, after proper placement on the agenda, the Chairman of the Board of Trustees or the Vice Chairman of the Board of Trustees where the Chairman of the Board of Trustees is accused, shall recommend such action as deemed appropriate to all members of the Board of Trustees.
- (o) If the report of inappropriate conduct by an employee is determined to be valid, but the employee accused of inappropriate conduct is allowed to continue employment with the college, the employee should be informed in writing that the next instance of inappropriate conduct may result in immediate termination of employment. The employee should sign the letter, review this procedure, and sign both documents. Both documents shall then be maintained in the employee personnel file.
- (p) If the report of inappropriate conduct by a student is determined to be a blatant false accusation, the reporting student can be subject to disciplinary action.
- (q) Every student has an active duty to report sexual harassment, discrimination, and disparaging or other socially inappropriate conduct, whether it involves the student, another student, an employee, or other. Failure of the student to promptly report shall subject the student failing to report disciplinary action, including, if appropriate, suspension.
- (r) The President, each campus administrator, and other appropriate administrators shall post a non-discriminatory notice in locations where readable by employees. If a majority of the employees are primarily fluent in another language, the notice shall be posted in the second language. A Title IX coordinator who shall oversee certain aspects of this policy will also be appointed by the president.

## Appendix C

### **STUDENT ACADEMIC GRADE GRIEVANCE PROCEDURES GRADE APPEALS**

<b>EXCLUSIONS</b>	Student complaints regarding discipline can be found in the Student Complaint Procedures portion of the <i>Howard College Catalog and Student Handbook</i> . Student complaints regarding other matters can be found in Student Grievance procedures portion of the <i>Howard College Catalog and Student Handbook</i> .
<b>PURPOSE</b>	The purpose of this policy is to secure at the first possible level a prompt and equitable resolution of student complaints relating to a grade. It is the responsibility of the complaining student to comply with each step. Failure of the student to continue his/her appeals at the appropriate level will result in a dismissal of the student's complaint.
<b>REPRESENTATION</b>	The student may be represented at any level of the complaint.
<b>LEVEL ONE</b>	<p>If the complaint involves a problem with an instructor, the student must discuss the matter with the instructor within three college working days of the incident (excluding college holidays).</p> <p>If the outcome of the discussion with the instructor is not to the student's satisfaction, the student must request a conference with the instructor's supervisor who must schedule and hold a conference with the student within five college working days (excluding college holidays). The supervisor will inform the campus instructional chain of command for consultation.</p>
<b>LEVEL TWO</b>	If the outcome of the conference with the supervisor is not to the student's satisfaction, the student has five college working days to request a conference with the Student Academic Hearing Committee who must schedule and hold a conference within seven college working days of the request. Prior to the conference, the student must submit, in writing, a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the dates of the conferences with the supervisor and the instructor.

#### **Hearings shall be held according to the following:**

1. The appropriate campus Provost shall serve as chairman of the Student Academic Hearing Committee. The committee shall consist of two faculty members, two students, and one administrator.
2. The hearing shall be informal and the hearing committee shall provide reasonable opportunities for witnesses to be heard. The hearing shall be closed, unless the student requests an open hearing.

3. The hearing shall proceed as follows:
  - a. The plaintiff shall present the complaint (20 minutes).
  - b. The defendant shall present their defense (20 minutes).
  - c. The plaintiff shall present rebuttal evidence (10 minutes).
  - d. The defendant shall have an opportunity for rebuttal argument (10 minutes).
  - e. The hearing committee shall enter executive session and take the matter under advisement for twenty-four hours before rendering a decision.
  - f. The hearing committee shall decide by majority vote with all members having an equal vote.
  - g. The hearing committee shall inform the instructor and the student in writing of the decision.
  - h. If less than a majority finds for the student, the complaint shall be dismissed with no further action taken against the student.

### **EVIDENCE**

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply in a hearing under this policy and the hearing officer may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The chairperson shall exclude irrelevant, immaterial, and unduly repetitious evidence. The chairperson shall give effect to the rules of privilege recognized by law and custom.
2. At the hearing the plaintiff shall prove that the evidence supports the charges.
3. A defendant may not be compelled to testify.
4. The hearing committee shall decide the issue and an appropriate recommendation solely on the basis of admitted evidence.
5. A tape recording shall be made of the hearing under supervision of the appropriate instructional administrator. A stenographer digest of the recording shall be made if needed for an appeal. The student may have a stenographer present at the hearing to make a stenographic transcript of the hearing at the student's expense.

### **TYPES OF RECOMMENDATIONS**

The committee may impose one or more of the following recommendations.

1. Reevaluation of the complaint by the instructor.
2. Specific change to be implemented by the instructor.
3. Status quo.

### **LEVEL THREE**

If the outcome of the conference with the Student Academic Hearing Committee is not to the student's or instructor's satisfaction, the dissatisfied party (appellant) has five college working days to request, in writing, a conference with the Academic Appeals Committee, who must schedule and hold a conference within seven college working days of the request. Prior to the conference, the appellant must submit a written statement outlining the justification for an appeal.

The Academic Appeals Committee's consideration must be based on the information developed by the Student Academic Hearing Committee, and no new evidence shall be received by the committee. The appellant shall be

entitled to make oral arguments based on the information recorded and within the time restrictions established by the committee.

**LEVEL FOUR**

If the outcome of the conference with the Academic Appeals Committee is not to the appellant's satisfaction, the appellant has three college working days to request, in writing, a review by the college president, who will render a final opinion within five college working days.



## Appendix D

### ACCEPTABLE USE OF STATE/DISTRICT-OWNED INFORMATION RESOURCES

#### A. Definitions

Information resources are defined for the purposes of the Acceptable Use Policy as any district-owned computer, video, data communication, or network facilities.

#### B. Objectives

This Acceptable Use Statement establishes usage guidelines for the utilization of district-owned information resources of Howard College. These restrictions support State law, Department of Information Resources (DIR) requirements, University of Texas system requirements, and policies of the district.

1. Any use of Howard College information resources for illegal purposes, or in support of illegal activities, is prohibited.
2. Violation of copyright and/or licensing restrictions is illegal.
3. All use of Howard College information resources must be in support of education and research in the State of Texas and consistent with the purpose of the institution.
4. Any use of Howard College information resources for commercial purposes is prohibited.
5. Any use of Howard College information resources for product advertisement or political lobbying is prohibited.
6. Any use of Howard College information resources for the production, duplication, distribution, receipt, and/or transmission of any pornographic and/or obscene material is prohibited.
7. No use of Howard College information resources shall serve to disrupt the resources by other users of the local or other systems.
8. All access accounts for Howard College information resources will be used only by the authorized owner of the account for the authorized purpose and in compliance with established computer security policies.
9. All communications and information accessible via Howard College information resources should be assumed to be private property.
10. This policy is subject to change.
11. Failure to comply with Acceptable Use Policy will be cause for termination of resource access and further disciplinary and/or legal action.

#### C. RESOURCE ALLOCATION GUIDELINES

Access to computer information resources will be granted to those individuals who are faculty, full-time staff, and students of Howard College and have bona-fide need for such services.

#### D. STUDENT COMPUTER USAGE

1. Stand Alone Personal Computers. Any student who is doing bona-fide class work for a course taken at Howard College is eligible to use computer made available for such use.
2. Network Access. Student enrolled in 3 or more credit hours will be given access after approval through the course instructor and the Department of Computer Services.

#### E. NOTICE

All users of information resources must follow the Acceptable Use Statement. It is the intent of Howard College to provide robust information services to the users for bona-fide educational and administrative needs. Any usage for entertainment and/or hobby purposes does not support the goals of the college district and those users should use commercial providers for those purposes.

## Appendix E

### SERVICES FOR STUDENTS WITH DISABILITIES

#### CAMPUS OFFICES ASSISTING STUDENTS WITH DISABILITIES

The SWCID Provost serves as District ADA Academic Coordinator for student academic issues. The Director of Business Services serves as District ADA Facilities Coordinator for employee and student issues dealing with physical facilities. The Director of Human Resources serves as District ADA Coordinator for employees. Each campus has a Campus ADA Academic Coordinator for student academic issues:

- Big Spring – Director of Preparatory Studies
- SWCID – Dean of Student Affairs
- San Angelo – Counselor/Career Tech Advisor
- Lamesa – Campus Director

**All requests for accommodation must be made in writing to the Campus ADA Academic Coordinator and/or to the District ADA Facilities Coordinator (please refer to Student Responsibilities section).**

#### SPECIAL ACCOMMODATIONS

Students needing special accommodation i.e. large print, tactile interpreting, special lighting, etc., must make the request known to the Campus Dean of Student Services Big Spring, the Campus Dean of Student Affairs SWCID or appropriate academic advisor.

#### DISABILITIES AND THE LAW

The Rehabilitation Act of 1973, Section 504, states “no otherwise qualified disabled individual in the United States shall solely by reason of disability be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The Americans with Disabilities Act (ADA) of 1990 extends Section 504 nondiscrimination mandates regarding persons with disabilities to both private and public sector, regardless of whether or not they receive federal financial assistance.

Persons with disabilities are defined as those who have handicaps as well as persons who have a history of a handicapping condition and persons perceived by others to have a handicap. An individual with handicap(s) is anyone with a physical or mental impairment that substantially impairs or restricts one or more major life activities, such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. The term physical or mental impairment includes, but is not limited to, speech, hearing, visual and orthopedic impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, diabetes, heart disease, mental retardation, emotional illness, and specific learning disabilities such as perceptual handicaps, brain injury, dyslexia, minimal brain dysfunction and developmental aphasia.

Colleges and universities must assure that the same educational programs and services offered to other students be available to students with disabilities who are otherwise qualified. Students admitted to Howard College with disabilities are assumed to be “otherwise qualified.” By this it is meant that they have the academic and non-academic capabilities to complete the desired degree and the limitations imposed by their disability does not prevent them from meeting standard requirements. It is the institution’s responsibility, however, not to deny a qualified disabled student the opportunity to full and

equal participation and benefit when auxiliary aids and classroom accommodation can enable him/her to illustrate competency and meet expectation.

#### **WHEN ACCOMODATIONS NEED NOT BE PROVIDED**

There are times and circumstances when the institution is not obligated to provide academic adjustments and auxiliary aids. Federal rules and regulations provide guidance in this area. For example, a post-secondary institution is not expected to waive course requirements or any academic or non-academic standards that can be shown to be essential to the program of study. In general, where a disability directly relates to and limits essential skills and abilities, the disabled student will not be considered qualified. However, where auxiliary aids and academic adjustments will facilitate learning and not relieve the student of developing the essential skills and abilities, the student will be considered qualified. The focus of such services is to afford the disabled student with equal opportunity to obtain the same results or achievements required of non disabled students. Regardless of disability, the primary goal is that a disabled student must master the essential education material or physical skills required and not supplant such mastery by academic adjustments, auxiliary aids, or some form of discrimination.

#### **STUDENT RESPONSIBILITIES**

It is the responsibility of the student to inform the institution of a disability, in writing, utilizing the **Academic Accommodation Request** form if she/he desires accommodation(s). These forms are available in the offices of the Campus ADA Academic Coordinator or the District ADA Facilities Coordinator. The law further obligates the student to provide a recent evaluation of the disability conducted sometime within the preceding three years by a qualified professional. Information should be included that describes the disability and, most importantly, specifies the accommodation(s) needed to facilitate learning. Without documentation, it cannot be adequately determined whether existing resources adequately address needs. In addition, proper documentation protects the rights of students with special needs as well as the integrity of the institution.

#### **AN ACCOMODATION SYSTEM FOR STUDENTS WITH DISABILITIES**

There are handouts that provide students with information regarding the process and procedures for accommodation(s) available in the counseling offices of all campuses. **All request for accommodation must be made in writing to the Campus ADA Coordinator and/or to the District ADA Facilities Coordinator (please refer to Student Responsibilities section).**

#### **WHEN STUDENTS SHOULD SUBMIT DOCUMENTATION**

Students are not required to inform the institution of a disability when they apply for admission, though many do. However, the sooner a student discloses in the pre or post enrollment process the better since it enables advisors, faculty, and student affairs professionals to respond appropriately to needs and helps the student make a smooth transition to the institution.

Students right out of high school often do not understand that, unlike high school where they may have had the help of resource teachers, in college they are expected to advocate more assertively on their own behalf. College life fosters independence, which means students should take ownership for managing their disability and initiate appropriate action to attain the services and support they need. For some students, particularly learning disabled, this means fully understanding the scope of their

disability and compensatory strategies. With intervention early on, The Howard College District can assist students with making important decisions regarding their educational plan.

### **WHERE STUDENTS BRING THEIR DOCUMENTATION**

Students with legal disabilities seeking accommodation must contact the appropriate ADA Coordinator.

### **HOW DOCUMENTATION IS MAINTAINED**

The ADA Coordinator(s) will maintain the files of students who provide information. Files are strictly confidential and their contents inaccessible unless a student gives permission for disclosure. When asked, the ADA Coordinator will only verify that a file exists and that the accommodations sought are supported by the documentation.

### **AFTER DOCUMENTATION IS IN PLACE**

Once a student is registered with the appropriate ADA Coordinator, he/she is required to complete an Academic Accommodation Request Form each semester he/she is in attendance at school. This helps the student determine the accommodation(s) needed (based on the professional report) for each class taken. The request is then reviewed and matched with the professional evaluation for accuracy. The Campus ADA Coordinator arranges a meeting with each professor to review the requested accommodation and determine an agreed educational plan based on the disability. It is expected that the student will use this meeting as an introduction and as a way to initiate a meaningful dialogue with their instructor(s).

### **WHAT TO DO WHEN THERE IS A DISAGREEMENT**

While in most cases things generally run smoothly, there will be very rare times when the students or an instructor will not feel comfortable with what is required or want more specific information. In almost all cases, disputes are best resolved between student and professor. When the situation is not easily resolved, the District ADA Coordinator should be contacted. The preferred outcome is to seek options or alternative strategies that are acceptable to both the faculty member and the student. If and when a decision cannot be reached, the Vice President or the Executive Vice President will help to settle the dispute. Grievance Procedures are described in Appendix C.

### **SERVICE ANIMAL POLICY AND GUIDELINES**

This policy applies to students, employees and visitors in all offices and divisions of the Howard County Junior College District. HCJCD seeks to accommodate persons with disabilities who demonstrate the necessity of a service animal. The college is simultaneously mindful of the health and safety interests of its general community. The Service Animal Guidelines are aimed at accomplishing these objectives.

Pets are not permitted in any buildings on campus. Only qualified service animals from legally certified training programs are allowed in buildings along with a documented and proven disability need. SWCID is a fully accessible campus for deaf and hard of hearing students. SWCID implemented many technological enhancements to facilitate a fully accessible, barrier-free environment for its constituents. Upon request, attempts to make other reasonable accommodations wherever appropriate on SWCID campus will be explored.

### **Definition**

Service animal means any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The

service animal's training must be directly related to the handler's disability. An animal used for therapy, emotional support, comfort, companionship, etc. does not constitute a service animal and may not be used as such.

### **Types of Service Dogs**

It is important to note that a service animal does not necessarily have to be a dog. However, dogs are the type of animal most commonly trained to serve individuals with disabilities. Below are definitions of the different types of service dogs.

**Guide Dogs** – a carefully trained dog that serves as a travel tool by persons with severe visual impairments or who are blind.

**Hearing Dogs**- A dog that has been trained to alert a person who is deaf or hard of hearing when a sound occurs, such as a knock on the door, a fire alarm, phone ringing, etc. SWCID already has technological enhancements to serve deaf or hard of hearing students.

**Service Dogs** – A dog that has been trained to assist a person who has a mobility or health impairment. Type of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person to get up after a fall, etc.

**Sensory signal (Sign) Dog:** A dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement, such as hand flapping. A person with autism may have problems with sensory input and may need the same support services from a dog that a dog might give to a person who is blind and/ or deaf.

**Seizure Response Dog:** A dog trained to assist a person with a seizure disorder; how the dog serves the person depends on the individual's needs. The dog may guard over the person during a seizure, or the dog may go for help. A few dogs have learned to predict a seizure and warn the person in advance.

### **Requirements for Students and Employees**

Owners of service animals must formally register the animal with a Service Animal Evaluator at least thirty (30) days prior to arriving on campus to allow for processing and clearance. This registration must be done annually. To register service animals on campus, owners are required to: 1) submit disability determination documentation that supports a service animal as an appropriate accommodation for the individual seeking to register the animal; 2) provide evidence of up-to-date vaccinations and compliance with local law that is common for the type of animal at the time of registration; and 3) provide evidence that a Service Animal License has been obtained. Once all documentation has been received, the Campus ADA Coordinator will review records and determine if the animal meets the college's service animal definition and to ensure that the animal has been appropriately trained at the time of registration. The Campus ADA Coordinator will issue a service animal tag that must be attached to the service animal's collar at all times.

Owners of approved service animals are also required to enter into a behavioral contract for the animal. Accordingly, owners of service animals are required to review, sign, and comply with a behavior contract.

### **Faculty and Students' approach to Service animals:**

1. Do not pet a service animal unless given permission by the handler.
2. Do not feed a service animal. Do not deliberately startle a service animal.
3. Do not separate a handler from his or her service animal.
4. Allow service animal to accompany the handler at all times and everywhere on campus except where service animals are specifically prohibited.

## Appendix F

### GENERAL INTRAMURAL REGULATIONS

#### A. ELIGIBILITY

1. A student currently enrolled for three or more semester hours in Howard College/SWCID is automatically eligible to participate in the intramural program providing that he complies with the specific eligibility rules stated elsewhere in these regulations. An eligible student shall retain that status until he withdraws from the college, is dropped from the rolls of the college or fails to register for a succeeding semester.
2. A student who, on the advice of a doctor, is forbidden to participate in the regular physical education program is ineligible for intramural participation.
3. A student assigned to a modified program of physical education may participate only in those intramural activities meeting the restrictions of the modified program.
4. Students who are members of Howard College intercollegiate squads will be eligible for intramural competition in sports other than the intercollegiate sport in which the student participates. Example: Members of the Howard College basketball teams cannot participate in intramural basketball, but the students can participate in all other intramural activities.
5. A student who has participated in a professional sport is not eligible to participate in that intramural sport.
6. A student listed as a member on a team roster is ineligible to participate in a play-off unless he participated in league play.
7. A student who participates in an intramural contest under an assumed name will become ineligible for all intramural competition for the remainder of the year.
8. The Intramural Director is responsible for checking and verifying the eligibility of intramural participants, if a question should arise.

#### B. SCHEDULING

1. The Intramural Director is responsible for the scheduling of all activities.
2. The Director shall be the judge of factors leading to the postponement of a contest.
  - a. Inclement weather conditions and conflicts with major college functions are examples of causes for postponement of intramural contests.
  - b. A scheduled contest may not be postponed merely by the mutual agreement of the contestants.
  - c. The absence of a team player or players is not an acceptable cause for postponement of a scheduled contest.

#### C. FORFEITS

1. Each intramural activity will have a starting time deadline stated in the rules. Any individual (in an individual sport) or team failing to meet this deadline will be charged with a forfeit.
2. Forfeited contests will not be rescheduled.
3. Teams that forfeit two contests will be dropped from play.
4. Any team using an ineligible player will forfeit all contests in which that player participated.

#### D. PROTESTS

1. Protests shall be judged by an intramural council.

2. Protests regarding problems of player eligibility must be made in writing and submitted to the Intramural Director within 24 hours after the contest in question.
3. A protest arising out of the interpretation of the game rules must first be stated on the field of play, during the game. A formal protest must be made to the Intramural Director within 24 hours of the conclusion of the contest in question.
4. Under no circumstances shall an official's judgment call be grounds for protest.

**E. INTRAMURAL COUNCIL**

1. The membership of the Intramural Council shall consist of three students from the Student Senate, three faculty members, and the Intramural Director as chairman. Each campus will have a council.
2. The function of the Council is to resolve protest cases and assist in formulating intramural policies.

**F. CODE OF CONDUCT**

1. The regulations relating to the intramural program are made with the view of protecting not only the best interests of the individual but also the general welfare of all participants. Students are expected to take part in the program under a code of good sportsmanship and mature conduct that is in harmony with the standards of the college.
2. A student participant who is ejected from a game for misconduct will go before the Intramural Council, and may face probation or suspension in that and/or other sports.
3. Participants involved in fights, which cause them to be ejected from a contest, will go before the Intramural Council. The students may also be referred to the Dean of Students Services (Big Spring), the Dean of Student Affairs (SWCID), or the Campus Dean of Student Services/WTTC Director (San Angelo) for disciplinary action.

**Appendix G**

**CHARGES FOR PUBLIC RECORDS  
Effective 12-19-05**

1. Paper Copy
  - A. Standard Size (up to 8 ½ x 14) .....\$ .10 per page
  - B. Nonstandard-size (larger than 8 ½ x 14).....\$ .50 per page
  - C. Specialty Paper ..... Actual Cost
2. Fax Charge
  - A. Local.....\$ .10 per page
  - B. Long Distance .....\$ .50 per page
3. Nonstandard Copy
  - A. Diskette.....\$ 1.00 each
  - B. Magnetic tape..... Actual Cost
  - C. VHS video cassette.....\$ 2.50
  - D. Audio cassette .....\$ 1.00
  - E. Rewritable CD (CD-RW) .....\$ 1.00
  - F. Digital Video (DVD) .....\$ 3.00
  - G. JAZ Drive ..... Actual Cost
  - H. Other..... Actual Cost
4. Personnel charge .....\$15.00 per hour
5. Overhead charge ..... 20% of personnel charge – Govt Code Chapter 552.261(a)
6. Microfiche or microfilm charge
  - A. Paper copy .....\$ .10 per page
  - B. Fiche or film copy..... Actual Cost
7. Remote document retrieval charge..... Actual Cost
8. Computer resource charge
  - A. Mainframe .....\$10.00 per CPU minute
  - B. Midsize.....\$ 1.50 per CPU minute
  - C. PC.....\$ 1.00 per clock hour
  - D. Client/Services .....\$ 2.20 per clock hour



- 9. Programming time charge ..... \$28.50 per hour - Govt Code Chapter 552.231
- 10. Miscellaneous supplies ..... Actual Cost
- 11. Postage and shipping charge ..... Actual Cost
- 12. Processing a Request for Public Information..... \$15.00 per hour
- 13. Other Costs ..... Actual Cost

Charges are based on the adopted rules for charges for public records of the General Services Commission, entered into the Texas Register issue of April 8, 1994.

Appendix H

**HOWARD COLLEGE/SWCID RESIDENCE HALLS FINE AND REPLACEMENT COST LIST**

**RESIDENCE HALL FINE LIST:**

Inappropriate use of keys .....	\$40.00
Fire Extinguisher .....	\$250.00
Failure to evacuate the residence halls due to a sounding alarm .....	\$50.00
False Fire Alarm .....	\$400.00
Tobacco (cigarettes, chewing tobacco, etc.) .....	\$50.00
Change Room w/o permission.....	\$30.00
Dirty Room/Floor/Wall(s) .....	\$50.00
Dirty Bathroom .....	\$100.00
Dirty Door (remove graffiti, sticky residue, etc.) .....	\$35.00
Dirty Mattress.....	\$35.00
Improper Check-out Fee .....	\$100.00
Visitation Violation(s) .....	\$100.00
Destroying/Abusing Furniture .....	Actual Replacement/Repair Cost
Quiet Hours Violation .....	\$100.00
Animals in Residence Halls .....	\$100.00
Mandatory meeting(s) unexcused absence (per meeting).....	\$25.00
Improper disposal of trash .....	\$25.00
Improper activation of fire sprinkler system .....	\$250.00

**RESIDENCE HALL REPLACEMENT COST LIST:**

Replace door (room).....	\$350.00
Repair door (room) .....	Actual Cost
Replace door (bathroom) .....	\$200.00
Repair door (bathroom).....	Actual Cost
Replace key core (resulting from a lost key or other).....	\$50.00
Replace door knob (room and/or bathroom .....	\$50.00
Replace window (glass large).....	\$200.00
Replacement of window glass (small) .....	\$225.00
Replace window blinds/shades .....	\$35.00
Replace floor tile(s) (\$6.00 per square foot).....	\$6.00
Fill and paint nail holes (per wall).....	\$20.00
Repair and paint wall/ceiling .....	Actual Cost
Replace fire sprinkler head .....	\$75.00
Replace smoke detector .....	Actual Cost
Repair/replace bed frame.....	Actual Cost
Repair/replace mattress .....	Actual Cost
Repair/replace drawers/shelves.....	Actual Cost
Repair/replace desk top .....	Actual Cost
Replace desk chair .....	\$60.00
Replace trash can.....	\$10.00
Repair/replace lounge chair .....	Actual Cost

Repair/replace lounge sofa.....	Actual Cost
Replace overhead light covers.....	\$30.00
Replace bathroom light covers.....	\$25.00
Replace desk light covers.....	\$20.00
Replace light fixtures (room, bathroom, desk).....	Actual Cost
Replace thermostat.....	Actual Cost
Replace electrical outlet.....	Actual Cost
Replace electrical outlet cover.....	\$15.00
Replace electrical switch.....	Actual Cost
Replace electrical switch cover.....	\$15.00
Replace Video Relay phone box.....	Actual Cost
Repair/replace sink and/or counter/vanity.....	Actual Cost
Replace closet clothes rod/brackets.....	\$20.00
Replace shower curtain.....	\$10.00
Replace shower curtain rod.....	\$20.00
Replace shower fixtures.....	\$160.00
Replace toilet paper dispenser.....	\$20.00
Replace vent grill.....	\$45.00
Replace vanity mirror.....	Actual Cost
Replace damage/missing towel rack/ring.....	\$30.00

## **DEFINITION OF TERMS**

The following terms are used throughout the catalog. A brief explanation follows each term.

### **Associate Degree (A.A., A.S., A.A.S., A.T.T.)**

A degree granted by a junior college which recognized a student's satisfactory completion of an organized program of study. In many colleges, the degree will require 60 or more semester hours.

A.A.	Associate of Arts
A.S.	Associate of Science
A.A.S.	Associate of Applied Science
A.A.T.	Associate of Arts in Teaching

### **Audit**

Attending a class in order to observe and learn the information without taking part in the discussion or completing the other course requirements. No credit or grade is earned for auditing a class. The same fees are charged if the course is taken for credit or audit.

### **Capstone**

The capstone is a learning experience which results in a consolidation of a student's educational experience and certifies mastery of entry-level workplace competencies. The capstone experience must occur during the last semester of the student's educational program.

### **Career/Degree Plan**

Once a student decides upon a college major, the student works out a program of studies with help from his or her academic advisor. This career plan contains the course work which the student must successfully complete in order to earn his or her certificate or associate degree.

### **Career Technical Education**

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.

### **Certificate (Program)**

A certificate granted by a college which recognizes a student's satisfactory completion of an organized program of study. The difference between an associate degree and a certificate is the length of the program. Certificate programs are normally one year or less and require 15 to 42 semester hours for completion. Certificate programs are also referred to as "short term training programs".

### **Class Load**

Number of credit hours carried by a student during a semester. An average (normal) load would be 15 to 17 credits. Developmental students are encouraged to take 12-15 hours. TRC/VR clients are encouraged to take 12-15 hours.

### **College**

Howard College and the SouthWest Collegiate Institute for the Deaf.

### **College Official**

Includes any person employed by the college while performing assigned administrative or professional responsibilities.

### **College Premises**

Includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college.

**Concurrent Enrollment**

- (a) Enrollment by the same student in two different colleges at the same time, or
- (b) enrollment by a high school student in high school and college at the same time, or
- (c) enrollment by a student in two related courses in the same semester.

**Contact Hours**

The number of clock hours a student spends in a given course during the semester.

**Course of Study**

Students may take one or more courses in designated Workforce Education content areas. A course of study may not include a total of more than 359 clock hours in the area of concentration.

**Credit Hours**

College work is measured in units called credit hours. A credit hour value is assigned to each course and is normally equal to the number of hours the course meets each week. Credit hours are sometimes referred to as semester hours.

**Developmental/Preparatory Studies**

A comprehensive program to assist students in developing basic academic skills: reading, writing, study skills and math.

**Disciplinary Good Standing**

Is defined as a student not currently on disciplinary probation or any level of disciplinary suspension/expulsion who has fulfilled in a timely manner, if any, sanctions, conditions and/or restrictions imposed.

**Drop/Add**

A revision in the courses which a student had registered to take during the semester. A student is usually permitted to add courses or drop courses with permission of his or her advisor and the classroom instructor. There is always a stated deadline after which no additional courses can be dropped or added by a student. Any courses dropped after the twelfth class day will be recorded on the student's transcript as a withdrawal.

**Electives**

A course chosen by the student that is not required for a certificate or degree.

**Flexible Entry Course**

A course that permits beginning or ending dates other than the beginning or ending of the semester.

**Full-Time Student**

Any student who is carrying 12 or more credit hours in a regular semester, six to eight credit hours during a summer session.

**General Academic Elective**

An appropriate general education course approved as an elective for certificate and degree programs.

**General Studies**

A comprehensive academic program that provides university-parallel curricula at Freshman and Sophomore levels. This program prepares the student for transfer to a four-year or senior college/university of choice.

**Grade Points**

The numerical value given to a letter grade earned in a college course: A=4, B=3, C=2, D=1, F=0

**GPA (Grade Point Average)**

This figure is obtained by dividing the total grade points earned by the number of credit hours attempted.

**Hold**

Refers to the indicator placed on a student's official record preventing registration and/or the issuance of a transcript until the student meets the requirements of the college office placing the indicator as described in the Howard College/SWCID Catalog and Student Handbook.

**Laboratory Hours (Lab)**

The number of clock hours in a semester the student spends each week in the laboratory or other learning environment.

**Lecture Hours**

The number of clock hours in a semester the student spends each week in a classroom.

**Major**

The student's main emphasis of study.

**Member of the College Community**

Includes any person who is a student, faculty, or staff member, college official or any other person employed by the college or campus visitors.

**Mini-Semester**

A condensed, extensive three week long semester generally offered in May at the end of the academic year.

**Mirror Course**

A course being offered for both credit and non-credit. Example, a computer class for credit is on the fall schedule and Continuing Ed might have the same class on the schedule but it is for non-credit. The students in the class are mixed—some credit—some non-credit.

**Non-Resident**

A student who has not lived continuously in Texas for one full year prior to enrollment.

**Part-Time Student**

A student enrolled for eleven or less credit hours in a single semester, five or less credit hours during a summer session.

**Placement Tests**

Program Entrance Tests. Tests given to students prior to enrollment in a program of studies to determine if the student is capable of doing coursework /tasks involved in the training for the certificate or college degree. The Program Entrance Tests are used in conjunction with counseling and other forms of assessment to help the student select the most appropriate type of college major or training program.

**Performance Grades**

Grades assigned point values, including A, B, C, D, and F.

**Policy**

Is defined as the written regulations, standards and/or rules of the college as found in, but not limited to the Howard College/SWCID Catalog and Student Handbook.

**Pre-requisite**

A course that must be successfully completed or a requirement such as related life experiences that must be met before enrolling in another course.

**Probation**

A trial period (often a semester in length) in which a student must improve his or her scholastic achievement or be dismissed from college.

**Program**

A specified course of study leading to a degree or certificate in a technical/vocational major.

**Religious Holy Day**

A holy day is observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Vernon's Texas Codes Annotated, Tax Code.

**Registration**

The process of providing information about one's self, signing up for classes for a semester and paying the tuition charges and other fees.

**Resident**

A student living continuously for one full year in Texas prior to enrolling and who meets other residency requirements for eligibility. This is an important factor for determining who pays out-of-state tuition costs.

**Schedule of Courses**

A listing of all the courses to be offered during a semester. This schedule is used for registration. It lists the subject title, course number, course title, units of credit, instructor, time of instruction and location of all classes offered during the semester.

**Semester**

Fall and spring terms of 16 weeks each.

**Semester Hour**

An hour that presents the work accomplishment by a class meeting one hour a week for 16 weeks. Most classes meet three hours a week; consequently, most courses will carry three semester hours of credit.

**Sponsorship and/or Co-sponsorship**

Is defined as minimally including, but not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organization.

**Stanford Achievement Test with Deaf Norms**

Achievement test taken by deaf students. Students who pursue a degree or certificate with nine or more semester hours of general education courses beginning September 1, 1995 must take and pass this test before graduating. Students who do not pass the test will be required to participate in remediation until the test is passed.

**Student**

Includes all persons taking courses at the college, either full-time or part time. Individuals who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students."

**Student Clubs**

Refers to a college recognized body of students that work towards a common goal and purpose.

**Summer Session**

Summer term of 10 weeks with classes meeting the equivalent number of credit hours as that of a semester.

**TASP**

(Texas Academic Skills Program) Test mandated in the spring of 1989 by the Texas Education Code (TEC) 15.306 provides information about the reading, mathematics and writing skills of students entering Texas public colleges and universities.

**TBA**

To be announced. Found on the listings in the schedule of courses. It means that the class time, place and/or the name of the instructor has not been determined at the time the schedule was printed.

**Texas Success Initiative**

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 a developmental program 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.

**THEA**

Texas Higher Education Assessment Test. THEA replaced TASP.

**Transfer Courses**

Courses designed to match lower division courses of a four year college or university and for which credit may be transferred to said institution. Under each course description in the catalog is a group of numbers in a bracket ( ) which indicates Coordinating Board classification. This number indicates that other Texas colleges and universities have a similar course and may accept the course for transfer to their college or university.

**Transfer Student**

Person who changes from one college to another after having met the requirements for admission at the second college or university.

**Transferable**

College credit earned through satisfactory completion of a course which has been accepted by another college institution, usually an upper division college or university.

**Transcript**

An official record of all the courses taken at a college or university. It contains the final grade and credit earned for every course taken at the college level.

**Unique Course**

A general academic course which is not part of the approved Texas Higher Education Coordinating Board course inventory which must be submitted and approved by the Coordinating Board each year and which will count towards the major requirements.

**Workforce Education (WFE)**

Formerly called Vocational or Occupational Education; includes programs designed to prepare students to enter the job market immediately upon completion of program requirements.