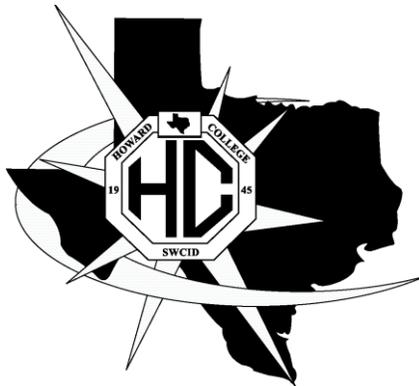


HOWARD COLLEGE CATALOG

2009 - 2010



The Catalog is subject to change as necessary and upon approval by the
HCJCD Board of Trustees.

It is the students' responsibility to know the contents of this catalog.

Check the Howard College website for the latest approved Catalog changes.
www.howardcollege.edu

05/14/10

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

1866 Southern Lane
Decatur, GA 30033-4097
404-679-4501

Other Accreditations:

The National League for Nursing Accrediting Commission
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326

and

The Commission on Dental Accreditation of the American Dental Association
and

The Commission on Accreditation of Allied Health Education Programs
and

The Commission on Accreditation for Health Informatics and Information Management Education
and

The Howard College Respiratory Care – Advanced Level program is accredited by
The Commission on Accreditation for Respiratory Care (www.coarc.com)

1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835

(Updated December 18, 2009 – Update 14)

Approved By

The Texas Higher Education Coordinating Board
and
The Texas Workforce Commission
for
Veteran’s Educational Training

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Vision

Education . . . For Learning, For Earning, For Life!

Mission Statement

To build our community through excellence in education for lifelong learning.

Objectives and Strategies

Provide excellence in education

- Focus on student success
- Provide early intervention
- Provide resources to achieve excellence
- Encourage excellence and growth in programs
- Improve efficiency and effectiveness

Foster life-long learning

- Provide comprehensive educational opportunities
- Grow and cultivate critical thinking skills

Be a partner in economic and community development

- Identify and focus on workforce needs
- Foster individual enrichment, community involvement, and cultural opportunities.

ABOUT HOWARD COLLEGE

The Howard County Junior College District was created by a county-wide vote on November 17, 1945. Seven citizens of Howard County were elected on that same ballot to serve as a Board of Trustees. Howard College was first housed two miles west of downtown Big Spring in the hospital area of the former Air Force Bombardier School. The first session began on September 30, 1946. On September 12, 1951, the college was moved to a one hundred acre campus located in southeast Big Spring. On November 6, 1979, the Board of Trustees unanimously voted to establish the SouthWest Collegiate Institute for the Deaf as a part of the Howard County Junior College District. The first classes offered through this program began on August 25, 1980.

Howard College Big Spring

The Howard College/Big Spring physical facilities are located on a spacious campus. The 120-acre campus contains an administration-classroom complex, a two-story science building, a 14,000 square foot library building, a fitness center, a student union building, a music building, a practical arts building, an applied science center, a 28,000 square foot occupational building, residence halls for men and women, a 90,000 square foot coliseum complex, a baseball park, a softball park, and a football stadium with a seating capacity of ten thousand, utilized and maintained by the Big Spring Independent School District. The Howard County Junior College District property includes 276 acres of land in Martin County, near Stanton, Texas, which is used as an agricultural research and demonstration center. The college also leases 20 acres three miles east of Big Spring that houses a rodeo arena and livestock pens.

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 workforce education courses. The building, owned by Dawson County, includes three large classrooms, a computer lab, office space, and a distance 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 San Angelo

The San Angelo campus of Howard College serves the citizens of the Concho Valley, including Tom Green County and surrounding communities, on the San Angelo Campus, at the West Texas Training Center and Goodfellow Air Force Base. The purpose of Howard College at San Angelo is to provide learning opportunities that challenge all persons to a commitment of self-growth, personal fulfillment, and preparation for their roles in society. Instruction on the San Angelo campus is predominantly in technical/occupational fields of study leading to certificates and/or associate in applied science degrees. Compensatory programs for adult learners, selected continuing education courses, and training programs leading directly to employment also are available.

SouthWest Collegiate Institute for the Deaf

SWCID is located at the site of the former Webb Air Force Base in Big Spring. The primary purpose of SWCID is to provide a comprehensive educational environment assisting deaf students in achieving their educational and career objectives. Courses in developmental/preparatory studies, college transfer programs, and vocational/technical training are available. Hearing individuals preparing for vocations in deafness-related fields may pursue their educational and career objectives at SWCID. In addition, professionals employed in the field of deafness are provided opportunities to upgrade their skills/knowledge through workshops and seminars sponsored by SWCID.

SWCID offers students several educational programming options:

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

Eden Detention Center

The 1,000-bed Eden Detention Center (EDC) is a medium-security detention facility operated by the Corrections Corporation of America. Located in Eden, Texas, 45 miles from the Howard College San Angelo (HCSA) campus, EDC houses prisoners for the Federal Bureau of Prisons. HCSA offers adult vocational courses in construction, masonry, ornamental horticulture, typing, bookkeeping, computer information, mathematics, and English.

Big Spring Federal Correctional Institute

The purpose of Howard College at the Big Spring Federal Correctional Institute (FCI) is to offer adult vocational courses. Classes in transfer courses are offered on an as-needed basis. For students who have not completed high school, Howard College offers Adult Basic Education (ABE), English as a Second Language, and GED classes at the FCI.

Cornell Correctional Centers

The purpose of Howard College at the Cornell Correctional Centers is to offer select adult vocational courses. For students who have not completed high school, Howard College offers Adult Basic Education, English as a Second Language, and GED classes at the centers.

Registration dates are published in the schedule and posted on the Howard College website at www.howardcollege.edu. Dates for flexible entry courses can be found in the schedule and on the website.

FALL 2009

August 17 – 21 (M-F)
Faculty and staff meetings
August 25 (T)
Last day to drop and receive 100% of refundable fees (see refund policy)
August 26 (W)
Classes begin and late registration begins (late fee charged)
September 1 (T)
Last day to late register
September 7 (M)
Labor Day – no classes
October 16 (F)
Mid-semester break – no classes
November 13 (F)
Last day to apply for fall graduation
November 25-27 (W-F)
Thanksgiving Holiday – no classes
November 30 (M)
Last day to drop a course for fall semester
December 7-10 (M-Th)
Final exams
December 11 (F)
Semester ends
December 21-January 1
Offices closed for Winter Break

DECEMBER MINI 2009

December 18 (F)
Last day to drop and receive 100% of refundable fees (see refund policy)
December 21 (M)
Classes begin
Last day to register for mini (late fee charged)
January 6 (W)
Last day to drop a course
January 7 (Th)
Final exams and semester ends

SPRING 2010

January 4 (M)
Offices open
January 11-15 (M-F)
Faculty and staff meetings
January 18 (M)
Last day to drop and receive 100% of refundable fees (see refund policy)
January 19 (T)
Classes begin and late registration begins (late fee charged)
January 22 (F)
Last day to late register
March 15-19 (M-F)
Spring Break
April 2 (F)
Holiday – no classes

SPRING 2010 (continued)

April 9 (F)
Last day to apply for spring graduation
April 26 (M)
Last day to drop a course
May 10-13 (M-Th)
Final exams
May 14 (F)
Semester ends
Big Spring Campus and SWCID Graduation
May 15 (S)
San Angelo Campus Graduation

SPRING MINI 2010

May 14 (F)
Last day to drop and receive 100% of refundable fees (see refund policy)
May 17 (M)
Classes begin
Last day to register for mini (late fee charged)
May 31 (M)
Memorial Day Holiday – no classes
June 2 (W)
Last day to drop a course
June 3 (Th)
Final exams and semester ends

SUMMER I 2010

June 3 (Th)
Last day to drop and receive 100% of refundable fees (see refund policy)
June 7 (M)
Classes begin
June 8 (T)
Last day to register for Summer I (late fee charged)
July 1 (Th)
Last day to drop a course
July 5 (M)
Holiday-no classes
July 8 (Th)
Final exams and semester ends

SUMMER II 2010

July 8 (Th)
Last day to drop and receive 100% of refundable fees (see refund policy)
July 12 (M)
Classes begin
July 13 (T)
Last day to register for Summer II (late fee charged)
August 5 (Th)
Last day to drop a course
August 11 (W)
Final exams and semester ends

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EDDIE VANDEWALKER

Associate Professor/Music
B.M.E., East Central University, M.M., University of Texas at
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DEBBIE VAN PELT

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A.A.S., Howard College, Angelo State University

RHONDA WATSON

Instructor/Workforce Training/Nurse Aide, San Angelo
LVN, Howard College

MARK WEBB

Instructor/Ornamental Horticulture, Cornell

DONALD WEEKS

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Undergraduate study: East Texas State University

SUSAN WELCH

Assistant Professor/Biology, San Angelo
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JANICE GOTTSBALL WHIPPLE

Assistant Professor/College Preparatory Studies English, San Angelo
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State University

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B.B.A., Angelo State University

GAYLA WILLIAMS

Professor/Business and Office Administration
A.A., Howard College; B.B.E., M.B.E., West Texas State University.
Additional graduate study: Texas Tech University, Angelo State
University, North Texas University, and Adams State College

THOMAS WILLIS

Instructor/ESL, Eden
B.S., Texas Tech University

DANIEL WOOLEY

Assistant Professor/Agriculture/Judging Team
B.S., Texas A&M; M.S. Angelo State University

CECILIA WORDEN

Instructor/Eden
B.A., Southwest Texas State

RESPIRATORY CARE MEDICAL DIRECTORS**WALTER RUSTMANN, D.O., FCCP, FAASM**

Des Moines College of Medicine

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Admission To Howard College

Requirements
Admission Procedures
HC Success Initiative
Concurrent Enrollment
Early Admission
International Students
Veterans Education Training

ADMISSIONS

Admission Requirements

A student may be admitted to Howard College according to any one of the following conditions and in compliance with the criteria of the Commission on Colleges of the Southern Association of Colleges and Schools:

1. For admission to a standard academic-general curriculum, Howard College shall require that the applicant be a graduate of an accredited high school-meet the institutional requirements for transfer from another institution of higher education.
2. An applicant who has not graduated from high school and has no transferable credit from any institution of higher education:
 - A. must be admitted upon completion of the General Educational Development Testing Program;-
 - B. may be admitted on the basis of submission of a score of 18 on the American College Test (ACT)-800 on the Scholastic Aptitude Test (SAT)-upon the recommendation of the principal-superintendent of the last high school attended.
3. An applicant who has not been graduated from a high school, has no transferrable credit from any institution of higher education, and is under the age of 18 and who attended a non-accredited public-private high school,-who was schooled in a non-traditional setting:
 - A. may be admitted on the basis of submission of a score of 18 on the American College Test (ACT)-800 on the Scholastic Aptitude Test (SAT)-upon the recommendation of the principal-superintendent of the last high school attended;
 - B. must present a notarized record of the high school equivalent work completed and the date of successful completion; and
 - C. must agree to limitations-conditions of admissions established by the institution.
4. A person who is eighteen years of age-over and has no transferrable credit from any institution of higher education may be exempt from the admissions requirements of this section and admitted on "individual approval," provided the admitting officer is convinced that the applicant's record indicates the student would be competent to benefit from a program of the institution as demonstrated by a score equal to-above the 25th percentile on a placement test-the THEA test. Students admitted on individual approval shall be subject to the same policies and regulations as all other students. To be admitted on individual approval, the student must present his-her academic record to the Registrar for evaluation. If the Registrar denies admission, the student may appeal to the Admission and Standards Committee. To file an appeal with this committee, contact the Vice President for Educational Programs at Howard College in Big Spring.
5. Students enrolling in the terminal curriculum, including technical education courses, shall have the same entrance requirements as those listed in this section. A student not meeting the requirements for admission to a standard academic-general curriculum may be admitted to a terminal program on individual approval if the student is at least eighteen years of age.
6. A student who has completed the junior year of high school may be permitted to enroll in a community college upon recommendation of the high school principal. Normally,

the class load of such student shall not exceed two college credit courses per semester. However, under special circumstances that indicate a student with exceptional academic abilities is capable of college-level work, based on such factors as grade point average, ACT-SAT scores, and other assessment indicators, the chief instructional officer of Howard College may grant exceptions to the two requirements. The student must take the THEA test prior to enrolling in college-level work.

7. Residents of the state of Texas may seek admission without consideration of courses taken ten-more years prior to enrollment under Senate Bill 1321. Students have the option of electing to have course work taken ten-more years prior to the starting date of the semester in which the applicant seeks to enroll either counted as usual-ignored for admission purposes. Applicants who elect to apply for admission under this law and who are admitted as students may not receive any course credit for courses taken ten-more years prior to enrollment.
8. A student transferring from another accredited college-university is ordinarily eligible for admission if he-she is eligible for readmission to the institution that he-she previously attended. The following conditions apply:
 - A. A student on academic-disciplinary suspension from the last school attended will be considered for admission to Howard College on an individual basis only.
 - B. Credits for courses in which a passing grade ("D"-better if student's overall grade average is "C"-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. Preparatory-any other non-degree credit courses cannot be used for transfer-in determining the 2.0 ("C") transfer average. Howard College awards transfer credit for credit by examination if the credit is included on a transcript from an accredited college-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).
 - C. For students who have a declared major and who are seeking a degree, a course-by-course evaluation of a transferred transcript will be completed by an advisor, program director,-other appropriate personnel as needed for a degree plan-program plan.
 - D. Course work completed at colleges outside the United States will be considered for transfer on an individual basis. See the International Student Policy.
 - E. Students must comply with THEA guidelines prior to enrolling in college-level courses. Students who are unable to meet this requirement may enroll in only preparatory (precollegiate)-non-credit courses until the test is taken.
9. Satisfying these admission requirements does not guarantee admission/acceptance into certain programs. Some programs have additional procedures, standards, and/or requirements that must be met in order to be accepted into the program. Some programs also require specific performance standards to be maintained in order to continue enrollment in the program. Please see specific program descriptions for these requirements.

Admission Procedure

The steps for entering Howard College are as follows:

1. Obtain the following forms from the Admissions Office. Complete, and return each to the same office.
 - A. Application for Admission - This is submitted only for the original admission. When completing the oath of residency portion of the application for admission, the student is responsible for registering under the proper residence classification and for providing documentation as required by the college (driver's license, voter registration, etc.). Students classified as Texas residents must affirm the correctness of that classification as part of the admissions procedure. If the student's classification as a resident becomes incorrect/changes for any reason, it is the responsibility of the student to notify the Registrar.

Failure to notify the institution constitutes a violation of the oath of residency and will result in disciplinary action. (See number 6 in this section for more information.)
 - B. Transcript Request Form - This form is completed in order that the college may obtain an official transcript from the high school—from other colleges if the student is a college transfer. (GED scores may be submitted in lieu of high school completion.) Students must submit an official transcript from all previous schools attended to be approved for admission.
2. Take the Texas Higher Education Assessment (THEA) test. Students who are exempt from the THEA test are not required to take and pass the THEA. Some courses may require placement testing prior to enrolling.
 - A. Students should submit these test scores to be used for placement and guidance purposes only. The scores do not determine general admission to college.
 - B. Applications for THEA may be made through the high school-college guidance offices. The college placement exam and the THEA are given at Howard College at designated times. Call the guidance and counseling office for more information.
 - C. Requests for exemptions will be handled on an individual basis.
3. Notification of Admission - The Admissions Office will notify students of their acceptance for admission after the above information is received.
4. Registration for classes will follow the dates of official registration as announced. Payment of tuition and fees will complete the process of becoming a student.
5. Students must visit with an advisor prior to enrolling each semester. Advisors will assist the student in program planning and selecting appropriate courses. An advisor will be available throughout the student's attendance for advice and assistance. Each student is responsible for progress accounting, including cumulative grade point averages, courses failed, courses repeated, and graduation requirements.
6. 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 a 16-week course, the census date is the twelfth class day. For a six-week course, the census date is the fourth class day. For a three-week course, the census date is the second class day. For more information about residence status, please contact the Registrar's Office.
7. Falsification of admission records will result in permanent suspension from the college.

Howard College Success Initiative

Purpose (Updated June 8, 2009 – Update 8)

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, math, as determined by initial testing, will be placed in a college preparatory program to improve any skill areas that are found deficient. As allowed by law, Howard College 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-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 Process

Howard College students are required to see an advisor-counselor prior to registration. At this time students determine their intentions: non-degree seeking, Certificate Level I, Certificate Level II-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-changing information needed to properly advise students.

Eligibility, Exemptions/Exceptions

Each undergraduate student entering Howard College, unless exempt-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), TAAS (no longer used),-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. TAAS and TAKS scores are valid for a three-year period after initial test date;
2. A student who has graduated with an associate-baccalaureate degree from an institution of high education;
3. A student who transfers from a private-independent institution of higher education-an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework with a C-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-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-after August 1, 1990, was honorably discharged, retired-released from:
 - a. active duty as a member of the armed forces of the United States-the Texas National Guard,-
 - 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 may recommend additional preparatory coursework if a student's additional assessment-performance at Howard College 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-degree may take six (6) hours-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 exceptions. The following categories require compliance:

Associate Degree/Level Two Certificate

Students enrolled in programs leading to a level two certificate-associate degree are liable under the Success Initiative and must meet the criteria for their plan.

The concurrent enrollment program allows high school students to enroll in college courses while still attending high school. Courses are taken in place of-in addition to the normal course load at high school. Students must have permission in writing from their high school principals-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 college preparatory course work in which they are found deficient. Part-time students (students enrolled in less than 12 hours) must enroll in at least one college preparatory course in deficient areas until college readiness has been met.

Full-time students attending classes for the first time who have NOT taken an assessment test-the results are not available to the college at the time of enrollment must enroll in college preparatory course work in writing, reading, and mathematics. In subsequent semesters, full-time students must enroll in at least one college preparatory course in a deficient area until college readiness has been met. Course availability, sequencing, and placement may vary at each campus. Students must follow the preparatory plan and sequence as advised by preparatory faculty at each campus.

Restrictions

Students may be restricted from enrolling in certain courses until college readiness has been determined. Some courses may have 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 course areas. English 1301 will be considered a reading and writing restricted course. All college-level mathematics courses will be considered restricted courses. Students should consult the preparatory department and/or the guidance and counseling office for specific campus and course restrictions.

Required Attendance and Participation

Students enrolled in college preparatory course work due to the Success Initiative policy are required to regularly attend and participate in class activities. Students who miss six (6) hours-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,-the instructor may choose to give the

grade they earn. The instructor will state his-her attendance policy in the course syllabus. Students are responsible for keeping track of their attendance and, if needed, checking with their instructors to see if absences threaten the successful completion of a course.

Withdrawal from College Preparatory Courses

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

College Preparatory Courses

Students in preparatory 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

*** Reading Courses:**

ENGL 0301 - Success in College Reading I
 ENGL 0302 - Success in College Reading II
 ENGL 0101 – College Prep Reading

*** Writing Courses:**

ENGL 0320 - Success in Grammar/Writing
 ENGL 0321 - College Composition Prep I
 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.

Evaluation of Programs

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

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

Student tracking will be accomplished through the Howard College Office of Institutional Research to determine student success in passing the prescribed assessment test and passing each level of college preparatory classes. This information will be evaluated and goals will be established based on this information.

ACCUPLACER

Howard College administers the Accuplacer Assessment, a state-approved alternative exam for meeting the Howard College 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.

CONCURRENT ENROLLMENT (DUAL-CREDIT)

Concurrent enrollment 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 principals-counselors, permission of the student's parent/guardian, and must present an official high school transcript. Students must satisfy THEA requirements prior to enrolling in college-level course work.

With the appropriate permission and assessment, a student may be concurrently enrolled. Students may take no more than six semester hours per semester unless approved by the instructional administrator and high school principal. Some fees may be waived for concurrent students.

EARLY ADMISSION STUDENT ENTRANCE INFORMATION PURPOSE

The Early Admission Program at Howard College offers an opportunity for high school juniors and seniors to progress and earn college credits toward the associate-bachelor's degree while completing requirements for high school graduation. The program is not in competition with, -in lieu of, high school required-elective credits, but is designed to permit selected students to make more constructive use of their time where, due to class scheduling-high learning capacities, seniors may have free time to enroll in college courses.

ELIGIBILITY

The program is available to high school juniors and seniors subject to the following: (1) student must have written approval by the high school principal; (2) student must be classified as a junior-senior in high school and satisfy the average daily attendance policy of the high school; (3) student will be limited to two courses per semester at Howard College; (4) upon acceptance by the college admissions officer, the student will be admitted conditionally, which means that college credit will not be granted until the student gives evidence of high school graduation with an official transcript from the school; (5) the enrolled student will be subject to the rules and regulations of the college; and (6) the student will be required to take the THEA test prior to enrollment. Under special circumstances that indicate a student with exceptional academic abilities is capable of college-level work based on such factors as grade point average, ACT-SAT scores,-other assessment indicators, the chief instructional officer of Howard College may grant exceptions to numbers two and/or three above.

APPLICATION

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-brought to the admissions office of Howard College for complete information on registration procedures and for necessary forms.

International Student Policy

(Updated June 8, 2009 – See Update 7)

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.

International Student Admissions

Howard College is authorized under Federal law to enroll international students.

Students should follow the admission procedures detailed in the International Student Admissions Packet which can be found on the Howard College web site at 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 lcurie@howardcollege.edu for further questions.

A student from a foreign country will be eligible for admission to Howard College, 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-higher in the English section of the American College Test (ACT); 3) submit a score report of 430-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 minim passing score. Information about the TOEFL exam may be obtained from the Educational Testing Service, Box 899, Princeton, NJ 08540, U.S.A. The website address is www.toefl.com

Howard College 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 International Student Coordinator. The Howard College scholarship must be an award of \$500-more a semester/\$1000 for the academic term. All other scholarships limits apply.

4. **Financial information**

The prospect 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 encourage 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.

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.

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.

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.

VETERAN STUDENT ENTRANCE INFORMATION

Howard College 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-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 - VA Form 22-1990; (2) Separation papers - DD214; 4.

Tuition and Fees

Tuition and Fixed Fees
Additional Fees
Refund Policy
General Financial Information
Residence Hall Cost

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 RESIDENCY): \$40 per semester hour with a minimum base amount of \$150

OUT-OF-DISTRICT (TEXAS RESIDENTS): \$52 per semester hour with a base amount of \$180

NON-RESIDENT (OUT OF STATE AND

INTERNATIONAL): \$74 per semester hour with a base amount of \$200

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.

HIGH SCHOOL/OTHER STUDENTS:

1. Certain fees-costs may be reduced for concurrently enrolled high school students. 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.

2. The tuition rate for students concurrently enrolled in Workforce Education courses is \$0. Students may be responsible for certain course-program costs such as insurance, licensure requirements, testing, certification, equipment, etc.

3. Certain fees-other costs may be reduced for students who are enrolled in classes taken in facilities that are provided for the purpose of instruction when these locations have been approved by the Board of Trustees.

4. The tuition rate for students concurrently enrolled in the pilot TxVSN community college courses is \$0. Fees are also waived. (Updated August 24, 2009 – See Update 11)

Laboratory Fees

(Updated April 27, 2009 – See Update 5)

All biology, chemistry, geology, and physics courses with laboratory sections.....	20.00
Agriculture 1311, 1407, 1413, 1415, 1419, 2321, 2322 ...	28.00
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
Business POFT 1127.....	15.00
Business POFI 2301, POFI 2331, POFI 2340, POFL 1303, POFL 2301, POFT 1349, POFT 2301, POFT 2433.....	20.00
Child Development TECA 1303, 1311, 1318.....	15.00
Communication 1316, 1317.....	20.00
Computer and Information Sciences, all courses.....	20.00
Cosmetology, all courses.....	20.00
Criminal Justice CJLE 2522.....	20.00
Dental Hygiene labs, per hour.....	15.00
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
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, MRMT1307, MRMT 2333, POFM 1309.....	20.00
Industrial Production Technology, all courses with labs with CETT, ELPT, ENTC, HYDR, INMT, INTC, OSHT, PTAC.....	20.00
Medical Assistant, all courses with labs.....	20.00
Nursing RNSG 2307.....	10.00
Nursing RNSG 1309, 2213, 2308, 2201.....	15.00
Nursing RNSG 1343, 2404.....	24.00
Physical Education 1306.....	5.00
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 IN CERTAIN COURSES

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

Agriculture 2301, 2303.....	15.00
Athletic Trainer Liability Insurance (per semester)* SEE KINESIOLOGY	
Business POFT 1325.....	10.00
Business ACNT 1313.....	20.00
Child and Family Development Liability Insurance (per course)	
CDEC 2386, GERS 2360.....	10.00
Clinical/Practicum - Courses that have a clinical-practicum will be assessed a \$15.00 fee for these activities.	
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
Clinical Fee (per semester).....	15.00
Board Review Fee, per course (DHYG 2361, 2362).....	200.00
Typhon tracking fee (DHYG 1331).....	75.00
ADHA dues, per course (DHYG 1331, DHYG 2361).....	45.00
Emergency Medical Technology	
Clinical Fee (per semester).....	15.00
Liability Insurance (per semester).....	32.50
San Angelo students: Ride out fee (EMSP 1160).....	10.00
San Angelo students: Ride out fee (EMSP 1161).....	15.00
GED Testing.....	70.00
Health Information Technology	
Liability Insurance HITT 1161, HITT 2160, HITT 2161, MRMT 1162, MRMT 2162 (per course).....	10.00
Clinical Fee HITT 1161, HITT 2160, HITT 2161, MRMT1 162, MRMT 2162(per course).....	15.00
Interpreter Training SLNG 1321.....	10.00
Kinesiology/Physical Education (Lamesa campus) 1104,1124, 2104, 2124.....	10.00

Kinesiology/Trainer Liability Insurance (per course) 1101, 1102, 2101, 2102	10.00
Medical Assistant	
Liability Insurance (per semester).....	10.00
Clinical Fee (per semester)	15.00
Music-Private Instruction Fee, all individual instruction	
one-hour courses.....	80.00
Nursing (ADN)	
Liability Insurance (per semester).....	10.00
Testing Fees	
RNSG 1309.....	85.00
RNSG1343.....	60.00
RNSG 2201, 2308, 2213, 2404	70.00
RNSG 2307.....	100.00
Clinical Fee (per semester)	15.00
TNSA-NSNA membership (optional).....	20.00
NLCLEX (per course - RNSG 2404).....	349.00
Nursing - Vocational	
Liability Insurance (per semester).....	10.00
Clinical Fee (per semester)	15.00
Fundamentals of Nursing Testing Fee (Fall semester)	
.....	20.00
Care of Adult Patient Testing Fee (Spring semester)	25.00
VN Review (per course - VNSG 1510.....	135.00
VNSG 1230, 1234, 1323 Syllabus Fee	10.00
VNSG 1509 Syllabus Fee	10.00
VNSG 1510 Syllabus Fee	10.00
VNSG 2461 Exit Exam Fee	40.00
Physical Education bowling classes/Facility Fee	25.00
Physical Education, San Angelo/Facility Fee	25.00
Radiologic Technology	
Liability Insurance (per semester).....	10.00
Clinical Fee RADA 1260.....	15.00
Practicum Fee RADR 1167, 1266, 2366, 2367	15.00
Simulated Registry Exam Testing Fee RADR 2366,	
RADR 2367	18.00
Radiation Monitoring Badge RADR 1260.....	55.00
Radiation Monitoring Badge RADR 1266.....	63.00
Radiation Monitoring Badge RADR 2366.....	45.00
Radiation Monitoring Badge RADR 2367	36.00
Respiratory Care	
Liability Insurance (per course) 1160, 1266, 2166, 2260,	
2266, 2267	10.00
Practicum Fee (per course) 1266, 2166, 2266, 2267	15.00
Clinical Fee (per course) RSPT 1160, 2160.....	15.00
Respiratory Care Technology Kit RSPT 1101	80.00
Persing Review Course Fee 2166	150.00
NRP Course Fee (RSPT 2353).....	75.00
Simulation Clinical Exam, 2230	60.00
Secure RRT Exam, 2230.....	40.00
Surgical/Operating Room Technician	
Liability Insurance SRGT 2461, 2562	10.00
Clinical Fee SRGT 2461, 2562	15.00
Exit Exam (PAE and SAE) Fee SRGT 2562	70.00
Virtual College of Texas (VCT) Course Fee	50.00

STUDENT REFUND POLICY

Students who officially drop a course(s)-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%
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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 with a census date other than the twelfth class day (fourth class day for a six-week summer semester)(Includes Cosmetology) Prior to the first class day*

100%
*The first class day is the official first day of classes of the semester. Class days are based on the college calendar.

After first day of the semester begins, see following:

Length of Class

Term in Weeks	Last Day for 70% Refund	Last Day for 25% Refund
2-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-longer	15	20

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

TRANSCRIPT: Transcript requests should be made in writing. The college can send transcripts only to another college-university if the transcript request is made by phone. 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-university with a written request. A transcript will not be released if a "hold" has been placed on the file. Contact the Registrar's office for information on transcripts.

FINANCIAL OBLIGATIONS: Students will not receive an official transcript at Howard College until they have discharged all financial obligations to the college. Registration is not complete until all accounts for the semester are paid-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 a local business-industry. In these cases transcripts will not be issued to the student and evidence of completion of the course will be provided to the employer.

REGISTRATION: A period will be set aside each term-semester to permit students to register. All tuition and fees will be paid at this time unless the student is a financial aid recipient.

LATE REGISTRATION: A late registration charge of \$10.00 is required of all students enrolling after the regular announced day-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-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-arrangements for payment have been made with the Business Office.

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

CHECK IDENTIFICATION REQUIREMENT: Personal checks submitted to Howard College will have the student ID-social security number written on them. The college staff will write the student ID-social security number on checks if the student has not already done so. If the student prefers not to have the student ID-social security number on the check, then the student must submit payment by cash, money order,-cashier's check. A driver's license number is required on all checks.

RETURNED CHECKS: A processing fee will be assessed 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 fee amount will be equal to that charged by the county attorney's office for returned checks. If the check was given as payment toward a student's account, that student will have a hold placed on all records until the financial obligation to the college is cleared. The writer of the check will be notified in writing of the insufficient status. Failure to comply within specified time limit will result in the check being turned over to the appropriate outside agency for collection and additional fines. The college will not accept checks from any one that has written more than two returned checks.

INSTALLMENT PAYMENT PLAN: Howard College 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 monthly payments remaining.
- An enrollment fee of \$25.00 will be charged per agreement period (semester).
- Contracts that extend past the number of payments on the semester agreement-delinquent accounts will be assessed a \$45.00 fee.
- 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-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

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

Refundable room deposit

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

Room and Board charges

\$ 525.00 Room

1,233.54 Board

\$ 1,758.54 Total before tax

101.77 Tax

\$ 1,860.31 Total R & B

New wing \$ 600.00 Room

1,233.54 Board

\$1,833.54 Total before tax

101.77 Tax

\$ 1,935.31 Total R & B

Private Room Charge

Private rooms are an additional \$525.00 old wing and \$600.00 new wing 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

Students electing an installment plan will pay a down payment of \$930.15 old wing, \$1,018.54 new wing, due upon moving into the residence halls-at registration, whichever comes first. Two additional payments of \$465.08 old wing, \$483.83 new wing. Each will be due on dates as indicted by the Business Office on the installment contract.

Summer School Housing Charges

\$125.00 for the Mini Session and \$250.00 for each long summer session (Summer I and Summer II.) A Board/Meal Plan is NOT offered during the sessions.

Financial Aid/Scholarship Recipients

Room and Board payments due at Registration (financial aid and/or scholarship funds can be applied if the student has returned a signed Award Letter to the Student Assistance Center.)

Non-Financial Aid/Scholarship Recipients

Room and Board payment due upon moving into the Residence Halls-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-circumstances beyond his/her control.
3. The resident officially checks out of the residence hall with the Residence Hall Supervisors.

Any damage-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.

Financial Aid

Academic Progress Standards

Grants

Scholarships

Work Study

Loans

Financial Aid Sources

Tuition Rebates

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. 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 are:

1. Be in financial need (financial need is the difference between what college costs and what your family can pay according to federal guidelines).
2. Make satisfactory academic progress.
3. Be a national-permanent resident of the U.S.
4. Be pursuing a degree-certificate in an eligible program from Howard College. Only course work **REQUIRED** by your chosen degree plan can be used to determine financial aid eligibility.

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, through FAFSA on the Internet (www.fafsa.ed.gov). Title IV Code Number for Howard College 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 the Howard College Application for Financial Aid. **NOTE: A separate scholarship 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, -take a test approved by the Department of Education (see "Ability to Benefit" information below). A copy of the transcript-GED must be provided to the Financial Aid Office in addition to any other H.C. 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, -1040EZ) to the Financial Aid Office (all schedules and W2 information must be included); and 2) an Institutional Verification Form (IVF) which may be obtained from the Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Students who receive federal financial assistance must maintain satisfactory academic progress (SAP) as described below.

1. All students attending Howard College and receiving federal-state financial aid funds will have a time frame in which to complete their degree requirements. Students are expected to complete their degree-educational objectives within a reasonable number of semesters. This time frame is the equivalent of **150 percent of the published length of the individual program.**

(For example, if a certificate program requires 30 hours, a student will be paid up to 45 hours to complete the program-if an associate degree program requires 64 hours then a percent will be paid up to 96 hours to complete their degree.) 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. (Students that have earned 30 credits-more may be kept to keep an updated degree plan at 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.

2. Students who have previously attended Howard College are making Satisfactory Academic Progress if the following conditions are met. If **any-all** are not met, the student will be on financial aid probation.

A. Full-time Students Semester/Credit Hours: A full-time student will be expected to complete one-sixth (10 hours) of the work required for his/her degree each semester. Grades of "I", "W", and "F" will not satisfy the course completion requirements.

Clock Hour Programs: To remain eligible for financial assistance, students pursuing certification in clock hour programs (i.e. Cosmetology) will be allowed a time frame to complete the program that is the equivalent of 150% of the published length of the program.

B. Part-time Students Semester/Credit Hours: Part-time students will be expected to complete nine hours for three-quarter time, six hours for half-time attendance, and all courses originally enrolled in for less than half-time each semester. Grades of "I", "W", "F" will not satisfy the course completion requirements.

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.

C. 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.

D. A **course previously completed** with a grade of "D"-above cannot be used when determining financial aid eligibility, enrollment status, -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.

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

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

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

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

3. Students who do not meet the above requirements during the next semester of attendance following their financial aid probation will be placed on financial aid **suspension**. This suspension 23

will last during the next semester of enrollment and no federal-state awards will be made. After the student has achieved satisfactory academic progress, the student will be placed on financial aid probation for the semester immediately following suspension.

4. 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 Financial Aid Director, the case may be referred to the Financial Aid Committee for a decision. Final decision will then be left to the Financial Aid Committee.

5. 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-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-its recognized equivalent must pass a Department of Education approved exam administered by the college.

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 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 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 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-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-assistance, maintains satisfactory academic progress, and has not been convicted of a felony-crime involving a controlled substance.

For students graduating with a recommended-advanced high school diploma:

To be eligible for the Texas Grant program, a student must have graduated from a public-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-advanced high school curriculum-its equivalent, and enrolls at least 3/4 time in an undergraduate degree-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,-upon completion of a bachelor's degree, whichever comes first.

1. For students receiving an Associate's Degree in May

2001-later: A student who receives an Associate's Degree in May 2001-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,-upon completion of a bachelor's degree, whichever comes first.

2. Texas Grant II Program: This program is for students that do not qualify under the Texas Grant program and are attending a public community college, technical college,-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-

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,-upon completion of an associate's degree, whichever comes first.

SCHOLARSHIPS

The following is a partial list of scholarships available for Howard College 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 require that a student must have potential to achieve as evidenced by scholastic standing of acceptable grades on high school records and on a national standardized college entrance exam such as the ACT-SAT examinations. Most scholarship programs also require a student to be attending college on a full-time basis. Some of the aid is based on financial need criteria. Use the Howard County Junior College District Application for Scholarship to apply for all scholarships listed with the exception of those indicated with an asterisk (*).

ADAM ANDREWS MEMORIAL SCHOLARSHIP

Awarded to a deserving Forsan High School graduate who demonstrates outstanding leadership and good moral character.

ATHLETIC SCHOLARSHIPS

Scholarships are available in men's and women's basketball, baseball, softball, rodeo and athletic trainer. The student must complete the HC Scholarship Application and contact the coach in the individual athletic area for tryout information.

***ATMOS SCHOLARSHIP**

This scholarship is available to ATMOS customers who wish to pursue a career in culinary-fine arts, agriculture, geology, engineering, business,-drafting. Applicants must reside in Howard, Glasscock, Martin, Scurry, Dawson, Gaines, Terry, Yoakum, Midland,-Ector counties. Recipient must maintain a minimum 2.5 GPA. A separate application is required and available in the Howard College Student Assistance Center.

SHERRIE BAIRD MEMORIAL SCHOLARSHIP - SWCID

Awarded to a deserving full-time SWCID student with good moral character and a desire to succeed in college. Student must be a Texas resident with preference given to a Howard County resident.

JACK BARBER MEMORIAL SCHOLARSHIP

Established to aid worthy and needy baseball athletes with outstanding leadership and academic ability.

JOHN BAYNE MEMORIAL SCHOLARSHIP

Established to assist worthy students majoring in the field of psychology.

BIG SPRING ATHLETIC ASSOCIATION

Scholarships are available to Big Spring area graduates interested in the field of athletic training.

***BIG SPRING CHICANO GOLF ASSOCIATION**

Awarded to assist needy and deserving Howard County residents with the desire to achieve academically and professionally. Applications may be obtained from the high school counselors offices, the Student Assistance Center at HC,- from any association member.

BIG SPRING HIGH SCHOOL CLASS OF '65 MEMORIAL SCHOLARSHIP

Awarded annually to a graduating senior at Big Spring High School. Preference is given to students whose relative is a member of the BSHS Class of 1965.

EVERETT BLACKBURN ATHLETIC TRAINER

SCHOLARSHIP - Scholarships are awarded annually to aid a student interested in athletic training-sports medicine.

CARRIE CARNAHAN MEMORIAL SCHOLARSHIP

Established to assist a deserving graduating senior of Coahoma High School majoring in nursing at Howard College.

J.T. AND DOROTHY CLEMENTS SCHOLARSHIP

Student must be enrolled full-time on the HC campus majoring in an academic degree plan and maintain a 2.5 GPA.

***COAHOMA LIONS CLUB SCHOLARSHIP**

Awarded to a graduating senior at Coahoma High School. Applications are available from the counselor's office at Coahoma High School.

TATIA COLVIN MEMORIAL SCHOLARSHIP

Established to assist a worthy student graduating from Big Spring High School to study theater at Howard College.

DAVID COUNTS HONORARY SCHOLARSHIP - Criteria pending.

***MARILYN CRADDOCK SCHOLARSHIP – SAN ANGELO**

National competition to be awarded to Medical Transcription students sponsored by the American Association for Medical Transcriptionists (AAMT). Contact the Health Information Technology Program Director on the Howard College-San Angelo campus for an application and additional information.

ROBERT DUNCAN HONORARY SCHOLARSHIP - Criteria pending.

ETLD SCHOLARSHIP

Established to assist a deserving student who demonstrates the potential to achieve college and career goals. Preference is given to applicants who are graduates of Big Spring High School-Forsan High School, majoring in English, History,-Political Science.

FORE SCHOLARSHIP - SAN ANGELO

National competition to be awarded to Health Information Technology and Administration students sponsored by the American Health Information Management Association (AHIMA). Contact the Health Information Technology Program Director on the Howard College-San Angelo campus for an application and additional information.

SCOTT AND GINGER GRIFFIN MEMORIAL SCHOLARSHIP

Student must be enrolled full-time on the HC campus and maintain a 2.0 GPA. Student must be disabled-the parent of a disabled child as defined in the Americans with Disabilities Act (ADA).

***MARIE HALL SCHOLARSHIP**

Awarded to students who demonstrate financial need and who have graduated from-maintained residence in Howard-surrounding counties. Detailed eligibility criteria are included on the application that may be obtained from the Howard College Student Assistance Center.

W.B. HARDY MEMORIAL SCHOLARSHIP

Awarded annually to a deserving vocational/technical degree student with good moral character and ability to achieve college and career goals.

***DR. PRESTON AND ELIZABETH BADGETT HARRISON ROTARY SCHOLARSHIP**

Awarded to Howard County resident who plans to enroll-is enrolled full-time at Howard College Big Spring. Application may be obtained from the Howard College Student Assistance Center.

ALICE HAYNES BIG SPRING ROTARY CLUB DENTAL HYGIENE SCHOLARSHIP

Established to aid worthy students who demonstrate financial need. Must be a second year Dental Hygiene student.

ALICE B. HAYNES MEMORIAL SCHOLARSHIP

Established to assist students enrolled (or accepted) in the Dental Hygiene program.

TROY M. HOGUE LAW ENFORCEMENT SCHOLARSHIP

Established to aid students majoring in law enforcement. Must demonstrate good academic achievement and good moral character.

HONORS SCHOLARSHIP PROGRAM

Given annually to the top 10% scholastic graduates in the area high schools as certified by the high school principals. These awards are to be used for the first two semesters immediately after high school graduation. Presentation of scholarships is made at end-of-year high school assemblies and graduation exercises.

***HOWARD COLLEGE CHEERLEADERS**

Given to selected students based on grade point average and audition. Students must complete the HCJCD Scholarship Application and contact the Director of Student Activities for a separate application and tryout information.

HOWARD COLLEGE/SWCID DIPLOMATS – BIG SPRING, SAN ANGELO, SWCID

Given to selected students based on interview and participation in academic and extra-curricular activities.

***HOWARD COLLEGE INTRAMURALS**

Given to selected students based on interview and application. Students must complete the HC Application and contact the Director of Student Activities for a separate application.

HOWARD COUNTY GRADUATES SCHOLARSHIP

Awarded annually to a Howard County graduating senior in the top 10% of their class.

JOHNNY JOHANSEN MEMORIAL SCHOLARSHIP

Sponsored by the Big Spring Council of Garden Clubs to be awarded to an Agriculture/Plant Science major.

MARY JOHNSON SCHOLARSHIP

Students must demonstrate good moral character, must be enrolled full-time on the Howard College Big Spring campus, and maintain a 2.5 GPA. Preference will be given to graduates from a Mitchell County High School (Colorado City, Loraine, Westbrook).

FRANK JUNELL HEALTH SCIENCE SCHOLARSHIP - SAN ANGELO

A merit scholarship awarded to a full-time Health Professions student on the San Angelo campus. Must have a minimum 3.0 GPA.

KEATING MEMORIAL SCHOLARSHIP

Awarded to Howard County high school seniors selected by faculty and administration at each school.

KIWANIS CLUB OF BIG SPRING SCHOLARSHIP

Awarded annually to a Big Spring High School Key Club member who plans to enroll at Howard College. Applications are available from the BSHS Key Club Sponsor.

WENDELL LAWRENCE MEMORIAL SCHOLARSHIP

Established to aid worthy and needy Howard County students with outstanding leadership and academic ability. Must be a full-time student.

RED AND ROBBIE LEWIS MEMORIAL SCHOLARSHIP FUND

Established to aid students with high potential in the field of math/science. Must be a full-time student to be eligible for consideration.

ANN MADDOX MEMORIAL SCHOLARSHIP - SAN ANGELO

Awarded to Howard College San Angelo Campus Health Information Technology students by Concho Valley Health Information Management Association (CVHIMA). Please contact the Program Director of Health Information Technology on the Howard College San Angelo campus for application and additional information.

P. W. MALONE MEMORIAL SCHOLARSHIP - BIG SPRING, SWCID

Student must be enrolled full-time on the HC-SWCID campuses and must maintain a 2.5 GPA. Student will be supported for two years if all criteria are met.

***POLLY MAYS MEMORIAL SCHOLARSHIP**

Established to recognize and award annually to a deserving Howard County resident majoring in history. Scholarships are available for full-time-part-time students. A separate application and essay are required.

ALBERT AND KATHERINE McNALLEN SCHOLARSHIP

Awarded annually to a student graduating from a high school in Howard County and interested in the performing arts.

J.D. AND MATTIE MILLER MEMORIAL SCHOLARSHIP

Established to assist deserving Howard County high school graduates who demonstrate academic achievement and good moral character. Students must have graduated within the past two years. Preference is given to Coahoma High School graduates.

DIANA CURRIE NICHOLS MEMORIAL SCHOLARSHIP

Awarded annually to assist a deserving student accepted into the nursing program at Howard College Big Spring campus.

PERMIAN HONOR SCHOLARSHIP FUND

Awarded annually to area high school graduates who are in the top percentile of their graduating class and who have scored highest on the ACT-SAT. These scholarships are made for up to four years if satisfactory progress is maintained and if the student remains in a college in the Permian Basin. Applications are available only through the Permian Honor Scholarship Foundation.

ADRIAN AND MARY RANDLE SCHOLARSHIP FUND

Established to aid students with outstanding leadership and academic ability. Must be a full-time student.

FLORENCE READ MEMORIAL SCHOLARSHIP

Established to assist worthy Howard County students with an interest in agriculture.

MOVELDA RHINE MEMORIAL SCHOLARSHIP

Awarded annually to a Big Spring campus student pursuing an Associate Degree in Business.

ZULA RHODES 4-H AND AG SCHOLARSHIP

Awarded annually to deserving students majoring in agriculture.

DORA ROBERTS DEPARTMENTAL SCHOLARSHIPS

Scholarships are available to aid students interested in completing a certificate-an associate degree at Howard College-Big Spring. Students must have and maintain a 2.5 GPA.

DORA ROBERTS PERFORMANCE SCHOLARSHIP

Scholarships are available to students who wish to participate in various performing groups. These scholarships include band/choir, art, theater, and Livestock Judging Team. Students must indicate which scholarship they are applying for on the application.

***CHARLES, LELA AND MARY SLOUGH SCHOLARSHIP**

Applications for this scholarship are available in the Student Assistance Center and must be submitted to the donor. Specific criteria and eligibility are detailed on the application.

***SONIC SCHOLARSHIP**

Awarded annually to Howard County graduating seniors. A separate application and essay are required. Applications for this scholarship are available in the Student Assistance Center-high school counselor offices.

SWCID FEST SCHOLARSHIP - SWCID

Awarded annually to a new full-time SWCID freshman exhibiting good moral character and motivation to complete college and career goals. Student must have limited financial support.

JOHN STOWERS MEMORIAL SCHOLARSHIP

Awarded to a deserving Howard County resident majoring in Law Enforcement at Howard College, Big Spring campus.

TEXAS HEALTH INFORMATION MANAGEMENT ASSOCIATION SCHOLARSHIP - SAN ANGELO

Statewide competition to be awarded to one Health Information Technology and one Health Information Administration student within the State of Texas sponsored by the Texas Health Information Management Association (TxHIMA). Contact the Health Information Technology Program Director on the Howard College-San Angelo campus for an application and additional information.

TEXAS NURSING SCHOLARSHIPS

A limited number of scholarships are available each year through the State of Texas. The Dean of Nursing makes nominations for nursing students in July each year.

ANN GARRETT TURNER SCHOLARSHIP

Established to assist students with the cost of residential hall living.

C.D. AND RUBY TURNER MEMORIAL FUND

Student must be enrolled at least part-time on the HC campus and maintain 2.0 GPA. Preference will be given to HC service area students.

UNITED TRANSPORTATION UNION SCHOLARSHIP

Awarded to a deserving Howard County high school graduating senior. Must be enrolled at Howard College, Big Spring campus and maintain a 3.0 GPA. Preference is given to Transportation Union and Auxiliary dependents.

VALEDICTORIAN/SALUTATORIAN SCHOLARSHIP

The HCJCD Board of Trustees offers 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.

WOLSLAGER FOUNDATION SCHOLARSHIP - SAN ANGELO

The scholarship is awarded to more than one full-time student at Howard College attending the San Angelo campus. Student must have and maintain a 2.5 GPA; must be a graduate of a high school within Tom Green, Concho, Irion, Sterling, Runnels, Brown, McCulloch, Coke, Mills, Crockett,-Schleicher county;- have been a resident of one of these counties for a minimum of five years.

WOODMEN OF THE WORLD SCHOLARSHIP

Established to assist deserving students attending the Big Spring campus. Preference is given to students whose relative(s) is a member of the fraternal organization.

JEB WORTHY SCHOLARSHIP

Awarded annually to a deserving student majoring in nursing.

LOUISE WORTHY, MD CHILD CARE SCHOLARSHIP

Established to assist Howard College students with child care at Howard Cottage.

MARTHA SLAGLE YOUNGMAN SCHOLARSHIP IN NURSING-BIG SPRING

Awarded annually to a student accepted-enrolled in the accelerated RN program.

WORK

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 Student Assistance Center.

Loans

FEDERAL FAMILY EDUCATION LOAN PROGRAMS (FFELP)

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 Stafford Loan.

FEDERAL STAFFORD LOANS - SUBSIDIZED AND UNSUBSIDIZED

These are low-interest loans available through private-state lenders. 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-she is enrolled at least half-time. Those who do not qualify for the subsidized loan (in whole-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.

FEDERAL PLUS

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 Stafford Loan are \$3,500 for freshman students, \$4,500 for sophomore students. Independent students may be eligible to borrow up to \$4,000 through the Unsubsidized Stafford Loan Program. The Howard College aggregate limit is \$23,000. This includes loans received at other institutions. Howard College will not certify a loan for a student-parent if a history of delinquent-defaulted loans exists.

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.

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.

VOCATIONAL REHABILITATION

The Texas Rehabilitation Commission 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 Texas Rehabilitation Commission. 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-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-the four-year institution awarding the baccalaureate degree.

Academic Information

Transfer of Credit
Transfer Disputes
Tech-Prep
Change of Schedule
Withdrawal
Course Load
Credit by Examination
System of Grading
Scholastic Standards
Attendance
Dean's List and President's List
Graduation
Graduation Guarantee
Graduation Requirements
Degree Requirements

TRANSFER OF CREDIT

TO HOWARD COLLEGE:

Transfer students must comply with all THEA policies. Students on academic-disciplinary suspension from the last school attended will be considered for admission to Howard College on an individual basis only. Credits for courses in which a passing grade (“D”-better if the student’s overall grade average is “C”-better) has been earned may be transferred to Howard College from any college accredited through one of the regional accrediting associations of the Council for Higher Education Accreditation. College policy is **NOT** to transfer credits received from any U.S. institution not so accredited.

Howard College awards transfer credit for “credit by examination” if it is included on an official transcript from an accredited college-university, if it is within the established 18-hour limit, and if it is appropriately related to the student’s educational program. Preparatory, remedial-any other non-degree credit course cannot be used for transfer-in determining the 2.0 (“C”) transfer average.

Course work completed at a college outside the United States will be considered for transfer on an individual basis. An advisor, program director,-other appropriate personnel will complete a course-by-course evaluation of a transferred transcript as needed for a degree plan-program planning in the enrollment process. At least 25% of the hours required for a degree must be earned at Howard College.

Students are required to submit an official transcript from each school previously attended. (A student’s transcript will have a “hold” put on it until all transcripts from each school previously attended are received.) It is the student’s responsibility to make sure all transcripts have been received in the Registrar’s Office.

A Howard College transcript will not be issued if a student’s file is not complete and has had a “hold” placed on it. Students will not be allowed to register for the following term if all college transcripts are not received in the Registrar’s Office by the end of the initial term of enrollment.

FROM HOWARD COLLEGE:

Most of the courses taught by Howard College 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,-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 several 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 credits to another college are advised to contact the receiving institutions to determine their transfer policies. Howard College 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 may transfer hours back from the university to Howard College to earn an associate degree. At least 25% of the hours toward the degree must have been earned at Howard College.

Students are required to submit an official transcript from each school previously attended. (A student’s transcript will have a “hold” put on it until all transcripts from each school previously attended are received.) It is the student’s responsibility to make sure all transcripts have been received in the Registrar’s Office. A Howard College transcript will not be issued if a student’s file is not complete and has had a “hold” placed on it. Students will not be allowed to register for the following term if all college transcripts are not received in the Registrar’s Office by the end of the initial term of enrollment.

TRANSFER DISPUTES

If course credit earned by a student at another institution of higher education in Texas is not accepted by Howard College-if course credit earned by a student at Howard College is not accepted by another institution of higher education in Texas, the student and the transferring institution will receive written notice that the transfer of the course is denied.

Both Howard College 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-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-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.

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 of study listed in this catalog that recognize Tech-Prep credit are noted under the program title. Tech Prep articulation is further explained under Courses of Study in this catalog

CHANGE OF SCHEDULE

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.

With the consent of the registrar, a student may drop a course. A grade of “W” (Withdrawn) may be received. No course may be dropped during the last two weeks of a semester-during the last week of a summer term unless the student withdraws completely from school. The last day to drop a flexible-entry course will be determined by the registrar. No courses may be dropped after the final exams have been administered.

New full-time students may drop a college preparatory class only if they drop college-level courses to part-time status and have continuous enrollment in at least one preparatory class. If a new full-time student does not drop to part-time status, they may not drop any college preparatory class.

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

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

WITHDRAWAL

Students who find it necessary to withdraw from a class-classes should obtain a Change of Registration Form from the faculty (enrollment advisor in San Angelo) of the course(s) being dropped. This form should be completed and turned in to the Registrar’s Office. 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-withdrawal. All students must notify the Registrar’s Office in writing before they will be officially withdrawn from class. Failure to withdraw properly may result in a grade of “F” in the course.

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-any other college. Students who are mandated to attend a preparatory course(s) must remain in at least one course unless they are withdrawing from 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-the college will be ineligible for any further federal aid until funds are repaid.

SIX-COURSE DROP POLICY

The following is an initial notification of new legislation that impacts all incoming new students. The essence of this new policy is: A student cannot drop more than six courses during the lifetime of their undergraduate enrollment while attending any public institution in Texas.

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-later. 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-incurring an academic penalty; (2) the student’s transcript indicates-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. Contact the Office of the Registrar for more information before you drop a course.

Policies and procedures for implementation of this statute are being developed and will be published as soon as they are available.

COURSELOAD

A full-time student is defined to be a student enrolled in 12-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 preparatory courses) plus activity courses. Additional courses may be taken with the permission of the counselor-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-labs. A solid course is any course with a semester hour value of three-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 instructional administrator 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-labs. Concurrent enrollment in Howard College 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;-(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.

1. STANDARDIZED ACHIEVEMENT TEST:

A. CLEP Examinations: (College Level Examination Program) examinations are administered through the STEPS Learning Center. 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
Precalculus	50	6	Math 1314, 1316
Calculus	50	3	Math 2313
College Algebra	50	3	Math 1314
Freshman College Composition	50	3	English 1301
Freshman 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	62	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 1303
Sociology	50	3	Sociology 1301
Spanish I	55	8	Spanish 1411, 1412,
Spanish II	62	14	Spanish 1411, 1412, 2311, 2312
Western Civilization I	50	3	History 2311
Western Civilization II	50	3	History 2312

B. CEEB (College Entrance Examination Board) Advanced Placement Examinations: These examinations are not administered at the college. Arrangements to take these tests must be made through a high school counselor.

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

ACT (American College Test): Registration packets are available through the STEPS Learning Center. Howard College awards credit on the basis of acceptable scores. Official transcript data must be filled with Howard College prior to consideration of credit granted.

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

SAT (Scholastic Aptitude Test) Subject Tests: Registration packets are available through the STEPS Learning Center. Howard College awards credit on the basis of acceptable scores. Official transcript data must be filled with Howard College prior to consideration of credit granted.

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

2. DEPARTMENTAL EXAMINATIONS

Students may obtain permission 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-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 web site at www.howardcollege.edu/publications.

3. 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-above and submit an official copy of the scores to the admissions office.

4. AUDIT

Attending a class in order to observe and learn the information without taking part in the discussion-completing the other course requirements is an audit. No credit-grade is earned for auditing a class. The same fees are charged if the course is taken for credit-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.

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 web site at www.howardcollege.edu/publications.

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-make other arrangements before receiving his-her grades.

SCHOLASTIC PROGRESS STANDARDS

A student whose performance becomes deficient will be placed on probation (see “Grade Point Average Requirement Table” in this section). Failure to remove this deficiency could subject the student to being placed on suspension. A student who is placed on suspension will remain on suspension for one regular semester. After this period of enforced suspension, the student may be readmitted on scholastic probation for one semester. To be readmitted, follow the application process outlined in this catalog. The student who fails to improve his/her scholastic standing during this semester will be suspended for one-more full semesters. The table below indicates the computation used to figure whether a student is on scholastic probation-suspension.

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-quarter will be placed on probation during the following semester/quarter. If the student achieves a semester GPA of 2.00-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-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.

GRADE POINT AVERAGE REQUIREMENT TABLE

Total Semester Hours Attempted	Suspension GPA less than	Probation GPA	Good Standing
0-17	0.00	0.00-1.99	2.00
18-19	.80	.80-1.99	2.00
20-24	.85	.85-1.99	2.00
25-29	.95	.95-1.99	2.00
30-34	1.10	1.10-1.99	2.00
35-39	1.25	1.25-1.99	2.00
40-44	1.35	1.35-1.99	2.00
45-49	1.45	1.45-1.99	2.00
50-54	1.55	1.55-1.99	2.00
55-59	1.65	1.65-1.99	2.00
60-64	1.75	1.75-1.99	2.00

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 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 awards transfer credit for “credit by examination” if it is included on an official transcript from an accredited college-university, if it is within the 18 hour limit, and if it is appropriately related to the student’s educational program.

ATTENDANCE POLICY

Regular and punctual class attendance is important to the attainment of the educational objectives of the college. Each instructor-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 Dean of Students. 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-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.

Students enrolled in college preparatory course work due to THEA policy are required to attend and participate in class activities. Students who miss six (6) hours 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,-the instructor may choose to give a grade. The instructor will state their personal attendance policy in the class syllabus. Students will be contacted by either their instructor/advisor-the counseling office when absences threaten the successful completion of a course.

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

A student who is absent from class(es) for the observance of a religious holy day may take an examination-complete an assignment scheduled for that day within one week after the absence if not later than the 15th day of the fall-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 office of the Dean of Student Services. In case of conflict, students may appeal through the academic appeals process.

DEAN'S LIST, PRESIDENT'S LIST, AND CERTIFICATE OF ACHIEVEMENT

(Updated March 23, 2009 – See Update 3)

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-more who complete their enrollment period with a grade point average of 3.25-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-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 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 colleges-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.
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-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.

GUARANTEE FOR JOB COMPETENCY

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 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-Certificate of Proficiency beginning May, 1992,-thereafter in a Technical/Vocational / Occupational program identified in the college catalog.
2. The graduate must have completed the Associate of Applied Science Degree-Certificate of Proficiency at Howard College (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 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 is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.

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

11. Students' sole remedy against Howard College 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

A formal graduation exercise is held annually at the end of the spring semester at Howard College. This exercise is for those students who are completing requirements during that spring semester-who have completed requirements during the preceding summer-fall semesters. Degrees and certificates are not awarded automatically. To be considered as a candidate for a degree-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-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 for Instruction 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 for Instruction 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 vocational/technical fields today, course work taken in a major field of study-

vocational/technical courses directly related to that major field may not be accepted in transfer to satisfy specific Associate of Applied Science-Certificate program requirements. The appropriate Division Director must approve the acceptance of course credit in transfer when the course work was completed five years-longer before entering the Howard College program of study. This also applies to returning students when Vocational/technical courses that are applicable to degree-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 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. Exception to the individual's degree plan-any of the requirements below can only be made upon the approval of the Vice President for Educational Programs.

1. Completion of all admission requirements.
2. Completion of at least 25% of the hours required for the degree are to be earned 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 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 Higher Education Assessment (THEA) 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 Higher Education Assessment (THEA) 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 emphasizes the importance of individualized attention so that each student may realize his-her academic goals with a minimum of problems-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,-AAT degrees. Substitutions for any course in the general education core may be made only with the prior approval of the Vice President for Educational Programs.

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

Students desiring to transfer course work to Howard College to be applied toward a degree-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.

Degree Requirements

Associate of Arts Degree

(Updated March 23, 2009 – See Update 1 and 2)

Subject	Semester Credit Hours
Core Curriculum	42
<ul style="list-style-type: none"> • Composition (6) • Speech (3) • History (6) • Political Science (6) • Social/Behavioral Science (3) • Mathematics (3) • Natural Science (8) • Humanities (3) • Visual/Performing Arts (3) • Learning Framework (1) 	
English	6
Computer Science**	3
*Electives	9
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 Science Degree

(Updated March 23, 2009 – See Update 1 and 2)

Subject	Semester Credit Hours
Core Curriculum	42
<ul style="list-style-type: none"> • Composition (6) • Speech (3) • History (6) • Political Science (6) • Social/Behavioral Science (3) • Mathematics (3) • Natural Science (8) • Humanities (3) • Visual/Performing Arts (3) • Learning Framework (1) 	

**Computer Science	3
*Electives	15
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 Applied Science Degree

(Updated March 23, 2009 – See Update 1 and 2)

The Associate of Applied Science Degree is designed for the student pursuing a two-year specialized collegiate level occupational program of study that will prepare him-her for immediate employment in business-industry. The following general educational requirements are included as an integral part of each AAS program. Both the general educational requirements and the specified occupational 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 can be found in the Work Force Education and Health Professions section of this catalog.

<u>Subject</u>	<u>Semester Hours</u>
English	3
Speech	3
Computer Science	3-4
Natural Sciences/Mathematics	3-4
Social-Behavioral Science	3
Humanities-Fine Arts	3
Courses from area of specialization	42-52
TOTAL	60-72

Associate of Arts in Teaching

(Updated June 8, 2009 – See Update 2 and 8)

EC-6

AAT Components – Total: 60 SCHs

- Completed core curriculum (42-48 SCHs) PLUS:
- MATH 1350, MATH 1351,-equivalent (3-6 SCHs)
- Additional science beyond the core curriculum (3-6 SCHs)
- EDUC 1301, EDUC 2301 (3-6 SCHs)

EC-Grade 6 Certification (areas)

- EC-6 Generalist
- EC-6 Bilingual Generalist
- EC-6 ESL Generalist
- EC-6 other content area teaching fields/academic disciplines/interdisciplinary TBA

4-8, EC-12 Special Education

AAT Components – Total: 60 SCHs

- Completed core curriculum (42-48 SCHs) PLUS:
- MATH 1350, MATH 1351 -equivalent (3-6 SCHs)
- Additional science beyond the core curriculum (3-6 SCHs)
- EDUC 1301, EDUC 2301 (3-6 SCHs)

Grades 4-8 Certification (areas)

- 4-8 Generalist
- 4-8 Bilingual Generalist
- 4-8 ESL Generalist
- 4-8 English Language Arts & Reading
- 4-8 English Language Arts & Reading and Social Studies
- 4-8 Mathematics
- 4-8 Science
- 4-8 Mathematics and Science
- 4-8 Social Studies
- 4-8 other content area teaching fields/academic disciplines/interdisciplinary TBA

- 6-12 Technology Education
- 6-12 Languages other than English
- 6-12 Family and Consumer Sciences
- 8-12 Dance
- 8-12 Mathematics and Physical Science & Engineering
- 8-12 Human Development and Family Studies
- 8-12 Hospitality, Nutrition and Food Sciences
- 8-12 Other Content area teaching fields/academic disciplines TBA (i.e. Chemistry)

EC-Grade 12 Special Education Certification

- EC-12 Special Education
- EC-12 other Special Education certificates TBA (i.e. Teacher of the Deaf and Hard of Hearing)

8-12, EC-12 Other Than Special Education

EC-Grade 12 Certification other than Special Education

- EC-12 Music
- EC-12 Physical Education
- EC-12 Art
- EC-12 Health
- EC-12 Theatre Arts
- EC-12 Technology Applications
- EC-12 Languages other than English
- EC-12 Other non-special education fields

AAT Components – Total: 60 SCHs

- Completed core curriculum (42-48 SCHs) PLUS:
- EDUC 1301, EDUC 2301 (up to 6 SCHs)
- Content area teaching fields/academic disciplines (up to 12 SCHs)

Certificate of Completion

Technical and vocational certificates will be conferred on those completing the designated courses and general requirements.

Grades 8-12 Certification (areas)

- 8-12 History
- 8-12 Social Studies
- 8-12 Mathematics
- 8-12 Life Sciences
- 8-12 Physical Sciences
- 8-12 Science
- 8-12 English Language Arts & Reading
- 8-12 Computer Science
- 8-12 Technology Applications
- 8-12 Health Science Technology Education
- 8-12 Speech
- 8-12 Journalism
- 6-12 Business Education
- 8-12 Marketing Education
- 8-12 Mathematics & Physics
- 8-12 Agricultural Sciences and Technology

Second Degree/Advanced Certificates

Students wishing to graduate from Howard College 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, a student must complete a minimum of twelve additional semester hours at Howard College before earning a separate degree-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.

CORE CURRICULUM FOR TRANSFER REQUIREMENTS FOR ASSOCIATE OF ARTS, ASSOCIATE OF SCIENCE, AND ASSOCIATE OF ARTS IN TEACHING DEGREES

To facilitate transferability of lower division courses, 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 requires a 42 semester credit hour core curriculum as follows:

Component Area	Courses Semester	Required Semester Credit Hours	Additional Credit Hours
Communication	Composition - Two courses from the following: ENGL 1301, 1302 - Composition I & II ENGL 2311 - Technical & Business Writing	6	
	Speech, Modern Language/Communication Skills- One course from the following: SGNL 1301, 1401 - American Sign Language I SGNL 1302, 1402 - American Sign Language II SPCH 1315 - Public Speaking I SPCH 1321 - Business and Professional Speaking	3	

Component Area	Courses Semester	Required Semester Credit Hours	Additional Credit Hours
Social and Behavioral Sciences	History - Both courses required:	6	
	HIST 1301, 1302 - United States History I & II		
	Political Science - Both courses required:	6	
	GOVT 2301, 2302 - American Government I & II		
	Social/Behavioral Science - One course from the following:	3	
	ANTH 2346 - General Anthropology (also listed as HUMA 2323-World Cultures)		
	ANTH 2351 - Cultural Anthropology		
	CRIJ 1307 - Crime in America		
	ECON 2301, 2302 - Principles of Economics I & II		
	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	College-level algebra, equivalent,-above -		
	One course from the following:	3	
	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, 2314, 2315 - Calculus I, II & III		
Natural Sciences	Laboratory Science Courses - Two courses from the following:	8	
	AGRI 1413 - Plant Protection (Entomology)		
	AGRI 1415 - Horticulture		
	BIOL 1306 (Lecture) and BIOL 1106 (Lab) Biology for Science Majors		
	BIOL 1307 (Lecture) and BIOL 1107 (Lab) Biology for Science Majors		
	BIOL 1406 General Biology I (Science Majors)		
	BIOL 1407 General Biology II (Science Majors)		
	BIOL 1408, 1409 General Biology I & II (Non-Science Majors)		
	BIOL 1411 - General Botany		
	BIOL 1413 - General Zoology		
	BIOL 2301 (Lecture) and BIOL 2101 (Lab) Anatomy & Physiology I		
	BIOL 2302 (Lecture) and BIOL 2102 (Lab) Anatomy and Physiology II		
	BIOL 2320 (Lecture) and BIOL 2120 (Lab) Microbiology for Non-Science Majors		
	BIOL 2401 - Anatomy and Physiology I		
	BIOL 2402 - Anatomy and Physiology II		
	BIOL 2406 - Environmental Biology		
	BIOL 2420 - Microbiology (Non-Science Majors)		
	CHEM 1405 - Introductory Chemistry I		
	CHEM 1411, 1412 - General Chemistry I & II		
	CHEM 1419 - Introductory Organic Chemistry I		
	CHEM 2423, 2425 - Organic Chemistry I & II		
	GEOL 1403 - Physical Geology		
	GEOL 1404 - Historical Geology		
	GEOL 1405 - Environmental Geology		
	PHYS 1401, 1402 - College Physics I & II		
	PHYS 1403 Stars and Galaxies		
	PHYS 1404 Solar System		
	PHYS 1410 Elementary Physics		
Humanities	One course from the following:	3	
	ENGL 2321 - British Literature		

Component Area	Courses Semester	Required Semester Credit Hours	Additional Credit Hours
	ENGL 2322, 2323 - British Literature I & II ENGL 2326 - American Literature ENGL 2327, 2328 - American Literature I & II ENGL 2332, 2333 - World Literature I & II FREN 2311, 2312 - Intermediate French I & II HIST 2311, 2312 - Western Civilization I & II HUMA 1301 - Introduction to the Humanities HUMA 2323 - World Cultures 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 American Sign Language I SGNL 2302 - Intermediate American Sign Language II SPAN 2311, 2312 - Intermediate Spanish I & II		
Visual/ Performing Arts	Three hours from the following: ARTS 1301 - Art Appreciation ARTS 1303, 1304 - Art History I & II ARTS 1311, 1312 - Design I & II ARTS 1313 - Foundations of Art ARTS 1316, 1317 - Drawing I & II ARTS 2316, 2317 - Painting I & II ARTS 2323, 2324 - Life Drawing I & II ARTS 2326, 2327 - Sculpture I & II ARTS 2333 - Printmaking I ARTS 2336 - Fiber Arts I ARTS 2346, 2347 - Ceramics I and II COMM 1318, 1319 - Photography I & II DANC 1151, 1152, 2151, 2152 - Dance Performance DANC 1305, 1306 - World Dance I & II DANC 2301 - Problems in Dance DANC 2303, 2304 - Dance Appreciation I & II DANC 2325 - Anatomy & Kinesiology for Dance DRAM 1310 - Introduction to Theater DRAM 1320, 1321 - Theater Practicum I & 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, 2362 - History of the Theater I & II DRAM 2366 - Development of the Motion Picture I HUMA 1315 - Fine Arts Appreciation MUEN 1131, 1132, 2131, 2132 - Instrumental Ensemble MUEN 1151, 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	3	
Institutionally- Designated Option	EDUC 1100-PSYC 1100 – Learning Framework*		1
SUB-TOTAL FOR CORE CURRICULUM		41	1
TOTAL HOURS APPROVED FOR CORE CURRICULUM			42

*All students enrolled in transfer degree programs (AA, AS,- AAT) are required to successfully complete Learning Framework (EDUC 1100-PSYC 1100) 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. Career and technical students are highly encouraged to enroll in this course as it is designed to improve learning skills. When taken with another course-courses the cost of the course will be \$0.

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.

Special Programs

Adult Education
Continuing Education/Workforce Training

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);-an accepted minimum competence level.
2. Prepare adults for competitive and successful results on the General Educational Development (GED) test.
3. Assist adults to meet specific educational objectives below the college credit level.
4. Provide educational prerequisites to vocational education-post-secondary education.

The Howard College-Big Spring cooperative 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-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, located on the Howard College campus, is open during selected day 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-materials.

Continuing 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. Continuing Education/Workforce Training provides the opportunity for the surrounding community to take classes for personal, social, physical, and professional needs. Classes are designed and created as a result of voiced needs and opinions of the community. Classes can be organized to meet projected needs of business, community, cultural, and special interest groups. Community members who are interested in pursuing a new interest-teaching a class are encouraged to call the Continuing Education/Workforce Training Office.

Tuition and fees for a Workforce Training Course-an approved Career and Technical course offered by Howard College for non-credit may be established by the college president-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-9.6 CEUs each semester-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,-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. Students are encouraged to delay the purchase of all student supplies until after the first class meeting.

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-two-day seminars and workshops are also offered. Continuing Education/Workforce Training courses observe scheduled college holidays. Classes are advertised prior to the starting date. Community members are encouraged to pick up a schedule at the college-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 Continuing 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-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-community education course.

Student Services

Access Student Records
Rights, Privileges, Expectations
Complaint Procedure
Student Assistance Center
Guidance and Counseling
Computer Services
S.T.E.P.S. Lab
Libraries
Advanced Learning Technology Center
Distance Learning – Wings
Student Organizations
Student Government Association
Scholastic and Honorary Societies
Interest Area Organizations
Religious Organizations
Intercollegiate Athletics
Intramural Programs
Cheerleaders
Diplomats
Health Services
Dental Hygiene Services
Cosmetology Services
Housing and Food Services

ACCESS TO STUDENT RECORDS

As established in the Family Educational Rights and Privacy Act of 1974, Section 438, Howard College provides students with access to their official education records and provides students with an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, -otherwise inappropriate. The college will obtain written consent from the student before releasing personally identifiable data from these records except for items classified as directory information. Directory information includes student's name, address, and telephone number; date and place of birth; enrollment status (full-time, part-time); student classification; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; most recent previous educational agency-institution attended; state of legal residence; parent's name, address, and telephone listing; and email address. Students may request that all-part of their directory information be withheld from the public by filing in person a Directory Information Restriction Request form, which is to be obtained and filed in the Admissions Office.

A copy of the Student Record Policy for the college is printed in the current Student Handbook.

STUDENT RIGHTS, PRIVILEGES, EXPECTATIONS

Howard College's primary function is to provide an educational environment that 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.

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 laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, notwithstanding 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. All policies regarding student conduct and discipline are outlined in the Student Handbook which is located in the Dean of Students Office.

All students must obtain an official student I.D. card that is used at various college functions. Residence Hall students use I.D. cards as meal tickets. I.D. cards are made at the Harold David Fitness Center on the Big Spring campus. I.D. cards are made at registration and in the Student Services Office in San Angelo. I.D. cards are made at registration on other campuses.

STUDENT COMPLAINT PROCEDURE

All students have the right to inquire about, criticize, -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, -an appropriate college official. Every effort will be made to resolve the problem.

All student complaints should be communicated to the Student Services personnel on their respective campuses: Big Spring - Administrative Dean of Student Services; SWCID - Dean of Student Services; San Angelo - Campus Dean of Support Services; other sites - Campus Coordinators. 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 complainant 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-response of the Student Services personnel to resolve the complaint, the student may appeal his/her complaint to the 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, academic matters, discrimination-sexual harassment. Grievance procedures for these matters are outlined in the Student Handbook.

STUDENT ASSISTANCE CENTER

The Student Assistance Center, located in the administration building on the Howard College, Big Spring campus, is opened to prospective, current, and transfer students. The staff of the Center provides financial aid advising and application information about scholarships, grants, work study programs, and student loans. 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 Student Assistance Center as well as change of registration (add/drop).

GUIDANCE AND COUNSELING SERVICES

The Counseling Center provides professional psychological services to students and non-students of the community. These services include individual and group counseling for personal, educational, occupational, and emotional development. The center maintains 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. 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, and the Texas Higher Education Assessment Program

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 will be given to students currently enrolled in subjects requiring computer access (i.e. Computer Science, Preparatory Programs, etc.). Availability to all enrolled students will be on a space-available basis.

S.T.E.P.S. LAB (STUDENT TUTORS ENHANCING PROGRAM SUCCESS)

The S.T.E.P.S. Lab is located in the Practical Arts Building on the Big Spring campus. The 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.

LIBRARIES OF HOWARD COLLEGE

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

1. 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;
2. To serve as a resource for the cultural, recreational, and intellectual development of their communities;
3. 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.

ADVANCED LEARNING TECHNOLOGY CENTER

The Advanced Learning Technology Center is located in the Horace Garrett Applied Science Building in Room 208. The center houses 20 computers, one HP LaserJet printer, one Dot Matrix printer, and two televisions with VCRs for viewing instructional videos. 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.

Game players, web chatters,-e-mailers are welcome. However, if a student is in need of the equipment for academic purposes (including research on the Internet), a student may be asked to leave and return at another time-may be asked to move to different equipment.

The lab is staffed by one full-time supervisor and several part-time assistants. They help students with most software and hardware problems, and they can assist in finding available equipment.

DISTANCE LEARNING- WINGS NETWORK

The mission of the Distance Learning (WINGS) Network is to provide Howard College 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 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.

Howard College 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 prerequisites 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 credit course, students must first be admitted to Howard College. 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.

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 that meet needs for recognition-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.

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. The Student Government Association (SGA) 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:

1. Four officers elected by members of the Student Government Association on respective campuses;
2. Eight freshmen representatives elected by members of the Student Government Association on respective campuses; and
3. 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, -their designee, serves on the President's Council, the Student Discipline Committee, the Special Events Committee, and the Commencement Committee.

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.

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.

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.

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-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 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.

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.

RELIGIOUS ORGANIZATIONS

BAPTIST STUDENT MINISTRIES

The Baptist Student Ministries is organized to encourage spiritual and Christian citizenship among Howard College 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.

INTERCOLLEGIATE ATHLETICS

Howard College 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 student athletes. Each year the men and women of the rodeo team, the Hawk basketball team, the Lady Hawk basketball team, the Lady Hawk softball team, and the Hawk baseball team are ranked near-at the top of the official conference standings. Howard College is represented frequently on the All-Conference, All-Region, and All-American teams. All students are urged to support these outstanding athletic programs by attending as many of the sporting events as possible.

INTRAMURAL PROGRAMS - BIGSPRING

The intramural program provides all students with recreational and competitive opportunities. Team sports are arranged on a round-robin basis, and individual-dual sports are set up by elimination tournaments, meets,-special events. Students may choose from intramural sports of flag football, softball, volleyball, ping pong, foosball, racquetball, and pool. Information about sign-up dates and schedules is posted in the SUB.

CHEERLEADERS

The college has an active cheerleader squad. A cheerleader must be a full-time student and maintain a 2.5 grade point average. Selection to this prominent campus group is based on cheerleader ability and past accomplishments. Students interested in becoming a cheerleader should contact the Dean of Student Services at Howard College-Big Spring.

DIPLOMATS

The Howard College Classics were established in 1977 to serve as official hostesses at various institutional functions and to represent the college at many community events. In 1990 this group became known as the Diplomats and includes both female and male students serving in a similar capacity. Selection to this prestigious group is based on high school records in both academic areas and extra-curricular activities. Recommendation by a high school administrator-counselor is required. Students interested in becoming Diplomats should contact the Dean of Student Services at Howard College-Big Spring.

HEALTH SERVICES

Medical services are coordinated by the Student Services Division. Howard College does not have student health clinics. However, each campus is close to medical facilities that can meet most medical needs. The Student Services Division will assist students in making appointments at these facilities. A campus health and safety manual is available that addresses health and emergency procedures. In addition, information on health services relative to the residence halls is included in the residence hall supplement of the student handbook. Students interested in a sickness and accident insurance program may pick up a brochure in the Student Services' office-at registration. This coverage is available to all students and their dependents who may want to purchase insurance coverage.

DENTAL HYGIENE SERVICES- BIGSPRING

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.

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 to make an appointment.

HOUSING AND FOOD SERVICE INFORMATION - BIG SPRING

HOUSING POLICY

All Howard College, Big Spring students enrolled in 9 hours-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-older
4. completed 30-more semester hours of post secondary education
5. college housing is filled

The Vice President of Student Services must approve all exceptions.

HOUSING FACILITIES

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 local telephone service is provided in each room.

Turner Hall can accommodate 98 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 150 men.

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).

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-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.-as appropriate. In some instances, employees will not be able to travel due to local conditions in his/her place of residence. These leaves of absence will be handled on a case-by-case basis and could be charged to personal leave. In cases where class begins late, such as 10:00 a.m., activities will begin at the place where you would be at that time.

Courses of Study

Arts and Sciences / Academic Transfer
Career and Technical Education
Tech-Prep Articulation
Abbreviations Used in Course Descriptions
Numbering and Descriptions of Courses
Degrees and Certificates

Howard College offers course work designed to prepare students to continue their education at senior institutions-to enter specific occupational areas at the end of a one--two-year period of specialized training in occupational education. The courses of study that follow are designed to aid students who wish to pursue either of these alternatives. It is suggested that each student see an academic advisor, the Registrar,-other college advisor at the earliest opportunity in order to plan an effective program. Any student that does not declare himself/herself as an academic (arts and sciences) major will be declared as a vocational/technical education major.

ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE

(Updated March 23, 2009 – See Update 1 and 2)

Arts and Sciences offers programs for transfer to baccalaureate degree-granting institutions. Students planning to transfer to a senior college-university should consult the catalog of that institution, a faculty advisor, the Registrar,-guidance office when planning their courses to meet specific degree requirements. Students desiring to qualify for the Associate of Arts-the Associate of Science degree must meet the following requirements:

Subject	Semester Credit Hours
Core Curriculum	42
<ul style="list-style-type: none"> • Composition (6) • Speech (3) • History (6) • Political Science (6) • Social/Behavioral Science (3) • Mathematics (3) • Natural Science (8) • Humanities (3) • Visual/Performing Arts (3) • Learning Framework (1) 	
English	6
Computer Science	3
*Electives	9
TOTAL	60

*may include Physical Education courses as approved by advisor.

(See page 37 for more information on the Associate of Arts in Teaching)

CAREER AND TECHNICAL EDUCATION

Career and Technical Education seeks to develop intellectual abilities and skills that will enable the student to enter the workforce. The purpose of Career and Technical Education programs is to prepare students for jobs in business and industry. The student who completes a prescribed two-year curriculum in Career and Technical Education will receive the Associate of Applied Science Degree.

Students desiring to qualify for the Associate of Applied Science degree must meet the following requirements:

Associate of Applied Science

English	3
Speech	3
Computer Science	3-4
Natural Sciences/Mathematics	3-4
Social/Behavior Science	3
Humanities/Fine Arts	3
Courses in area of specialization	42-52
(see courses of study in area of specialization on the following pages)	
Total	60-72

NOTE: Some courses of study include a “WECM Elective.” This is a course that is included in the Workforce Education Course Manual. Please contact your instructor-the Division Chair/Career and Technical Education for specific courses available.

TECH PREP ARTICULATION

In order for a 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-on his/her high school campus. Representatives from Howard College will visit each high school campus in the Spring of each year to assist students in completing their Tech Prep Articulation Request Form. If the student chooses to complete the Tech Prep Articulation Request Form on his/her high school campus a \$5.00 administration fee applies. Students who choose to pay the \$5.00 administrative fee will receive a T-Shirt and a copy of their Howard College Transcript once the credit is transcribed. Scholarships are available for students who are unable to pay. Once the student has completed the Tech Prep Articulation process, the request will be forwarded to the appropriate department at Howard College. That Department will analyze the high school transcript and mark all articulated courses in accordance with the Articulation Agreement on file. The application will then be examined by the Division Director of Workforce Education (BS)-the Dean of Instruction (SA) and then approved by Vice President (BS)-the Provost (SA). If approved, the application will then be forwarded to the Registrar’s Office. The Registrar’s Office will then transcript the Tech Prep Credit and, if the student has paid the \$5.00 administrative fee-received a scholarship, the Registrar will mail a copy of the Howard College Transcript to the student. If the student has not paid the \$5.00, he/she can request a copy of the transcript showing the articulated credit six weeks after the application date.

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. This list of rubric abbreviations will explain where to look for a particular rubric in the course descriptions. For example, ACNT can be found under the course descriptions for Business.

ACCT	Business
ACNT	Business
AGRI	Agriculture
ARCE	Drafting
ARTC	Business / Computers
ARTS	Art
BCIS	Business/Computer Information Systems
BIOL	Biology
BMGT	Business
BUSG	Business
BUSI	Business
CDEC	Child and Family Development Studies
CETT	Computer and Information Sciences/ Industrial Production Technology
CHEF	Business
CHEM	Chemistry
CJCR	Criminal Justice
CJLE	Criminal Justice
CJSA	Criminal Justice
COMM	Communications (Journalism & Mass Communication)
COSC	Computer and Information Sciences
CPMT	Computer and Information Sciences
CRIJ	Criminal Justice
CSME	Cosmetology
DAAC	Criminal Justice
DANC	Dance
DFTG	Drafting
DHYG	Dental Hygiene
DRAM	Theater
ECON	Economics
EMSP	Emergency Medical Technology
ELPT	Industrial Production Technology
ENGL	English
ENGR	Engineering
ENTC	Industrial Production Technology
FMLD	Child and Family Development Studies
FREN	French
GEOL	Geology
GERS	Child and Family Development Studies
GOVT	Government
HAMG	Business
HIST	History
HITT	Health Information Technology
HPRS	Health Information Technology and Respiratory Care Technology
HRPO	Business
HUMA	Humanities
HYDR	Industrial Production Technology
ITCC	Computer
IMED	Computer and Information Sciences
INMT	Industrial Production Technology
INTC	Industrial Production Technology

ITNW	Computer and Information Sciences
ITSC	Computer and Information Sciences
ITSE	Computer and Information Sciences
ITSW	Computer and Information Sciences
ITSY	Computer
MATH	Mathematics
MDCA	Medical Assistant
MRKG	Business
MRMT	Health Information Technology
MUSI	Music
OSHT	Industrial Production Technology and Business
PHED	Kinesiology/Physical Education
PHIL	Philosophy
PHYS	Physics
POFI	Computer and Information Sciences/Business
POFL	Business
POFM	Business
POFT	Business
PSYC	Psychology
PTAC	Industrial Production Technology
QCTC	Industrial Production Technology
RADR	Radiologic Technology
RNSG	Nursing - Associate Degree (R.N.)
RSPT	Respiratory Care Technology
RSTO	Business
SRGT	Surgical/Operating Room Technician
SOCI	Sociology
SOCW	Sociology
SPAN	Spanish
SPCH	Speech
TECA	Child and Family Development Studies
VNSG	Nursing - Vocational
WLDG	Welding

ENGL	1301	
		LNumber of semester hours credit
		Level - (1) Freshman
		(2) Sophomore
		Subject area

NUMBERING AND DESCRIPTION OF COURSES

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 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.

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.

Howard College Workforce Degrees and Certificates

Area of Interest	Certificate-Degree	Page	
Business.....	AAS/Accounting.....	58	
	AAS/Agribusiness.....	56	
	AAS/Business Administration.....	57	
	AAS/Call Center Management.....	58	
	AAS/Health Care Management.....	59	
	AAS/Culinary and Hospitality.....	59	
	AAS/Human Resource Management.....	60	
	AAS/Marketing.....	60	
	AAS/Management.....	60	
	AAS/Management Information Systems.....	61	
	Cert/Business.....	57	
	Cert/Call Center Management.....	58	
	Cert/Management.....	57	
	Cert/Marketing.....	57	
	Cert/Advanced Skills.....	61	
	Child & Family Development AAS/.....	Child and Family Development.....	61
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Computer and Information Systems.....	Cert/Gerontology.....	62	
	AAS/Computer Support.....	63	
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	Cert/Cosmetology Level 1.....	65	
	Cert/Nail Technology.....	65	
	Cert/Facial Specialist/Esthetician.....	66	
Criminal Justice Technology.....	AAS/Law Enforcement.....	66	
	AAS/Correctional Science.....	67	
	AAS/Criminal Justice Studies.....	67	
	AAS/Chemical Dependency Counseling.....	67	
	Cert/Criminal Justice.....	66	
Dental Hygiene.....	AAS/Dental Hygiene.....	68	
Drafting Technology.....	AAS/Computer Aided.....	69	
	Cert/Computer Aided Drafting.....	69	
	Cert/Computer Aided Drafting Advanced Skills.....	69	
Emergency Medical Services.....	AAS/Emergency Medical Services.....	70	
	Cert/EMT Basic Courses.....	70	
	Cert/Paramedic.....	70	
Health Information Technology.....	AAS/Health Information Technology.....	72	
	Cert/Medical Transcriptions.....	71	
	AAS/Respiratory Care Technology.....	81	
	Cert/Surgical Technology.....	83	
Industrial Production Technology.....	AAS/Production.....	73	
	AAS/Maintenance Technician.....	73	
	AAS/Quality Control and Management.....	73	
	Cert/Basic Production.....	72	
	Cert/Maintenance Technician.....	72	
Medical Assistant.....	Cert/Quality Control and Management.....	72	
	Cert/Medical Assistant.....	73	
Nursing.....	AAS/RN.....	74	
	AAS/Accelerated Program for Vocational Nurses (NUR)....	76	
	Cert/Vocational Nurses.....	78	
Office Administration.....	Cert/Office Administration.....	79	
	AAS/Office Administration.....	79	
Radiologic Technology.....	AAS/Radiologic Technology.....	80	
Respiratory Care.....	AAS/Respiratory Care Technology.....	81	
Surgical Technology.....	Cert/Surgical Technology.....	83	
Welding.....	Welding Technology.....	84	

Career and
Technical Education
and
Health Professions

Degrees and Certificates

CAREER AND TECHNICAL EDUCATION AND HEALTH PROFESSIONS

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.

Associate of Applied Science Degrees and Certificates

The following programs are non-transfer programs. However, courses listed in the courses 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-a Certificate include the following:

- Agribusiness
 - Farm and Ranch Management
- Business
 - Accounting
 - Business Administration
 - Culinary and Hospitality Management
 - Health Care Management
 - Human Resource Management
 - Management
 - Marketing
 - Management Information Systems
- Child and Family Development Studies
 - Child Care and Development
 - Gerontology
- Computer and Information Sciences
 - Computer Support Technology
 - Information Management
 - Networking
 - Web Design & Management
- Computer and Information Systems Security
 - Computer Forensics Investigations
- Cosmetology
 - Cosmetologist
 - Facial Specialist
 - Instructor Option
 - Nail Technician
- Criminal Justice Technology
 - Chemical Dependency Counseling
 - Criminal Justice Studies
 - Law Enforcement
- Dental Hygiene
- Drafting/Computer-Aided Drafting
- Emergency Medical Technology
- Health Information Technology
- Industrial Production Technology
- Medical Assistant
- Nursing
 - Associate Degree/RN
 - Accelerated Program for Vocational Nurses
 - Vocational Nursing
- Office Administration
- Radiologic
- Respiratory Care Technician
- Surgical Technology

Infectious Diseases Policy for Health Professions

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-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.

Associate of Applied Science in Agribusiness: Farm and Ranch Management

FRESHMAN YEAR

First Semester

Course	Semester Hours
AGRI 1131	1
AGRI 1419	4
AGRI 1309	3
AGRI 2317	3
Agriculture Elective	23
Total	14

Second Semester

Course	Semester Hours
AGMG 1344-ACNT 13033-ACCT 2301	3
AGMG 1311	3
AGRI 2303	3
AGRI 2321	3
Agriculture Elective	23
Total	15

SOPHOMORE YEAR

First Semester

Course	Semester Hours
AGMG 2301-BMGT 1303 ³	3
AGRI 1325	3
Natural Science (AGRI 1415-AGRI 1413)	4
Social/Behavioral Science Elective	3
Agriculture Elective	23
Total	16

Second Semester

Course	Semester Hours
English Elective (ENGL 1301-ENGL 2311)	3
Speech Elective	3
Humanities/Fine Arts Elective	3
AGMG 2388 ¹	3
Agriculture Elective ²	3
Total	15

TOTAL HOURS = 60

¹ Capstone course

² 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.

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

Certificate Level I - Agribusiness

Course.....	Semester Hours
AGRI 1131	1
AGRI 1309	3
AGRI 1419-AGAH 1401 ³	4
AGRI 1325 ¹	3
AGRI 2317	3
AGMG 1344-ACNT1303 ³ -ACCT 2301	3
Agriculture Elective-SPNL 1342-PHED 1321	3
AGMG 2301-BMGT 1303 ³	3
AGMG 1311	3
Total.....	26

Certificate Level I - Farm and Ranch Management

Course.....	Semester Hours
AGRI 1131	1
AGRI 2303-AGME 1415 ³ -WLDG 1421 ³	3-4
AGRI 1309	3
AGRI 2321	3
Agricultural Elective-SPNL 1342-PHED 1321	3
AGRI 1407	4
AGRI 1415-AGRI 1413.....	4
AGRI 1319	3
AGRI 1325 ¹	3
Total.....	27-28

Certificate Level I - Livestock Evaluation and Production

Course.....	Semester Hours
AGEQ 1411-AGEQ 1345.....	3-4
AGRI 2321 ¹	3
AGRI 1419	4
AGAH 1441.....	4
AGAH 1353-AGAH 1357	3
AGRI 1309	3
AGRI 1131	1
Agricultural Elective-SPNL 1342-PHED 1321	3
Total.....	24-25

¹ Capstone course

² 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.

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

Business**Certificate Level I - Business****Tech Prep**

Course.....	Semester Hours
POFI 2301-WECM Elective	3
ACNT 1303 ³ -ACCT 2301	3
ITSC 1309 ³ -BCIS/COSC Computer Elective	3-4
BUSI 2304 ¹	3
BUSI 2301	3
HRPO 1311.....	3
BUSI 1301	3
BUSI 1307	3
WECM Elective ²	3
SPCH Elective	3
Total.....	30-31

Certificate Level II - Business**Specialization in Accounting****Tech Prep**

Course	Semester Hours
Accounting Elective	3
ACCT 2302 ¹	3
POFT 1325-Accounting Elective	3
ACNT 1313.....	3
ITSW 2334.....	3
Total.....	15
Certificate Level I.....	30-31
Total Hours – 45-46	

Certificate Level II - Business**Specialization in Management****Tech Prep**

Course	Semester Hours
BUSI 2302.....	3
BMGT 1303 ³	3
HRPO 2301 ¹	3
BUSG 2309.....	3
ITSW 2334.....	3
Total.....	15
Certificate Level I.....	30-31
TOTAL HOURS = 45-46	

Certificate Level II - Business**Specialization in Marketing****Tech Prep**

Course	Semester Hours
BUSI 2302.....	3
MRKG 1311.....	3
BUSI 1311.....	3
HRPO 2301	3
MRKG 2349 ¹	3
Total.....	15
Certificate Level I.....	30-31
TOTAL HOURS = 45-46	

¹ Capstone course² Must be approved by program-division director/chair.³ Course may be articulated through an approved high school Tech Prep agreement.**Associate of Applied Science in Business Administration****Tech Prep****FRESHMAN YEAR****First Semester**

Course	Semester Hours
ACNT 1303 ³ -ACCT 2301	3
ITSC 1309 ³ -BCIS/COSC Computer Elective.....	3-4
English Elective.....	3
ECON 2301.....	3
Elective ²	3
Total.....	15-16

Second Semester

Course.....	Semester Hours
ACCT 2302	3
Natural Science/Math Elective	3-4
Social/Behavioral Science Elective	3
BUSI 1301	3
BUSI 2301-BUSI 2302.....	3
Total.....	15-16

SOPHOMORE YEAR

First Semester

Course.....	Semester Hours
MRKG 1311	3
General Studies Elective.....	3
BMGT 1303	3
Social/Behavioral Science Elective	3
Speech Elective	3
Total.....	15

Second Semester

Course.....	Semester Hours
ECON 2302	3
HRPO 2301	3
Humanities/Fine Arts Elective.....	3
BUSI 2304.....	3
BMGT 2388 ¹	3
Total.....	15

TOTAL HOURS = 60-62

¹ Capstone course

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

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

Associate of Applied Science in Business Administration/Specialization in Call Center Management

Tech Prep

FRESHMAN YEAR

First Semester

Course.....	Semester Hours
English Elective.....	3
EECT 1303	3
ACNT 1303 ³ -ACCT 2301	3
BCIS 1305-BCIS 1405-ITSC 1309 ³	3-4
WECM Elective-BUSI Elective	3
Total.....	15-16

Second Semester

Course.....	Semester Hours
MRKG 1301	3
Social/Behavioral Science Elective	3
BMGT 1301	3
MRKG 1311	3
ACCT 2302-WECM Elective-BUSI Elective.....	3
TOTAL.....	15

SOPHOMORE YEAR

First Semester

Course	Semester Hours
Speech Elective.....	3
Elective	3
HRPO 1311	3
BUSI 1311	3
BMGT 1382	3
Total	15

Second Semester

Course	Semester Hours
BMGT 2388 ¹	3
BUSI 2304	3
BMGT 2303	3
Math Elective.....	3
Humanities/Fine Arts Elective	3
Total	15

TOTAL HOURS = 60-61

Certificate Level 1-Business Administration/Specialization in Call Center Management

Tech Prep

First Semester

Course	Semester Hours
BCIS Elective-COSC Elective-ITSC 1309	3
MRKG 1311.....	3
HRPO 1311	3
EECT 1303.....	3
MRKG 1301.....	3
Total	15

Second Semester

Course	Semester Hours
BMGT 1301	3
BUSI 1311	3
BUSI 2304	3
BMGT 1382	3
BMGT 2303	3
Total	15

TOTAL HOURS = 30

Associate of Applied Science in Business Specialization in Accounting

Tech Prep

FRESHMAN YEAR

First Semester

Course	Semester Hours
POFI 2301-WECM Elective	3
ACNT 1303 ³ -ACCT 2301.....	3
BUSI 1301	3
English Elective	3
BUSI 2301	3
Total	15

Second Semester

Course.....	Semester Hours
ITSC 1309 ³ -BCIS/COSC Computer Elective	3-4
ACCT 2302.....	3
BUSI 2304.....	3
BUSI 1307.....	3
HRPO 1311.....	3
Total.....	16

SOPHOMORE YEAR**First Semester**

Course.....	Semester Hours
Elective ²	3
BMGT 1303-HRPO 2301	3
Speech Elective.....	3
ACNT 1313	3
POFT 1325-Accounting Elective.....	3
ITSW 2334	3
Total.....	18

Second Semester

Course.....	Semester Hours
Accounting Elective ²	3
ECON 2301-ECON 2302	3
Natural Sciences/Math Elective	3-4
ACNT 2388 ¹	3
Humanities/Fine Arts Elective	3
Total.....	15-16
TOTAL HOURS = 63-65	

**Associate of Applied Science in Business
Specialization in Culinary and Hospitality
Management**

Tech Prep

This program is based at the San Angelo campus.

FRESHMAN YEAR**First Semester**

Course.....	Semester Hours
ACNT 1303 ³ -ACCT 2301	3
CHEF 1205	2
BCIS/COSC Computer Elective-ITSC 1309 ³	3-4
BMGT 1301-BUSI 1301	3
English Elective.....	3
RSTO 2301	3
Total.....	17-18

Second Semester

Course.....	Semester Hours
ACCT 2302.....	3
HAMG 2337	3
MRKG 1311	3
RSTO 1325	3
BUSI 2304	3
Total.....	15

SOPHOMORE YEAR**First Semester**

Course	Semester Hours
BMGT 1303	3
HAMG 1313.....	3
Natural Science/Math Elective	3-4
Speech Elective	3
BUSI 2301-HRPO 1311	3
Total.....	15-16

Second Semester

Course	Semester Hours
HRPO 2301	3
ECON Elective.....	3
HAMG-Business Elective-BIOL 1322.....	2-3
Humanities-Fine Arts Elective	3
HAMG 2388 ¹	3
Total.....	14-15

TOTAL HOURS = 61-64

¹Capstone course

² Must be approved by program-director.

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

**Associate of Applied Science in Business
Specialization in Health Care Management
Tech Prep**

This program is based at the San Angelo campus.

FRESHMAN YEAR**First Semester**

Course	Semester Hours
ACNT 1303 ³ -ACCT 2301	3
HITT 1301.....	3
ITSC 1309 ³ -BCIS/COSC Elective	3-4
HITT 2340.....	3
English Elective.....	3
Total.....	15-16

Second Semester

Course	Semester Hours
ACCT 2302	3
HITT 1253.....	2
BMGT 1303	3
OSHT 2401	4
BUSI 2304.....	3
Total.....	15

Summer Session

Course	Semester Hours
ECON 2301-2302.....	3
HRPO 1311	3
Total.....	6

SOPHOMORE YEAR**First Semester**

Course	Semester Hours
BMGT 1301-BUSI 1301	3
HPRS 1206.....	2
Natural Science/Math Elective	3-4
Speech Elective	3
BUSI 2301.....	3
Total.....	14-15

Second Semester

Course.....	Semester Hours
HRPO 2301	3
HITT 2343	3
Humanities/Fine Arts Elective.....	3
ACNT 1329	3
BMGT 2388 ¹	3
Total.....	15

TOTAL HOURS = 65-67

**Associate of Applied Science in Business
Specialization in Human Resource Management
Tech Prep**

This program is based at the San Angelo campus.

FRESHMAN YEAR**First Semester**

Course.....	Semester Hours
ACCT 2301	3
BMGT 1301-BUSI 1301	3
ITSC 1309 ³ -BCIS/COSC Elective.....	3-4
English Elective.....	3
ECON Elective	3
Total.....	15-16

Second Semester

Course.....	Semester Hours
ACCT 2302	3
HRPO 1311	3
BMGT 1303	3
OSHT 2401.....	4
Speech Elective	3
HRPO 1302	3
Total.....	19

SOPHOMORE YEAR**First Semester**

Course.....	Semester Hours
BUSI 2301	3
OSHT 2209.....	2
QCTC 1301	3
HRPO 2301	3
BUSI 2304.....	3
Total.....	14

Second Semester

Course.....	Semester Hours
HRPO 2388 ¹	3
HRPO 2306	3
Humanities/Fine Arts Elective.....	3
ACNT 1329	3
Natural Science/Math Elective	3-4
Total.....	15-16

TOTAL HOURS = 63-65

¹ Capstone course

² Must be approved by program-division director.

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

**Associate of Applied Science in Business
Specialization in Marketing**

Tech Prep**FRESHMAN YEAR****First Semester**

Course	Semester Hours
BUSI 2301	3
BUSI 1301	3
ACNT 13033-ACCT 2301	3
POFI 2301or WECM Elective	3
English Elective	3
Total	15

Second Semester

Course	Semester Hours
Speech Elective.....	3
ITSC 13093-BCIS/COSC Computer Elective.....	3-4
BUSI 2304	3
BUSI 1307	3
HRPO 1311	3
ACCT 2302-WECM Elective ²	3
Total	18-19

SOPHOMORE YEAR**First Semester**

Course	Semester Hours
MRKG 1311.....	3
Humanities/Fine Arts Elective	3
BUSI 1311	3
ECON 2301-ECON 2302.....	3
BMGT 1303-HRPO 2301	3
IMED 2309	3
Total	18

Second Semester

Course	Semester Hours
Natural Sciences/Math Elective	3-4
Elective ²	3
MRKG 2349.....	3
BUSI 2302	3
MRKG 2388 ¹	3
Total	15-16

TOTAL HOURS = 66-68

¹ Capstone course

² Must be approved by program-division director.

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

**Associate of Applied Science in Business
Specialization in Management**

Tech Prep**FRESHMAN YEAR****First Semester**

Course	Semester Hours
BUSI 2301	3
BUSI 1301	3
ACNT 1303 ³ -ACCT 2301.....	3
POFI 2301or WECM Elective	3
English Elective	3
Total	15

Second Semester

Course.....	Semester Hours
ITSC 1309 ³ -BCIS/COSC Computer Elective	3-4
BUSI 2304	3
BUSI 1307	3
HRPO 1311.....	3
Speech Elective.....	3
ACCT 2302-WECM Elective ²	3
Total.....	18-19

SOPHOMORE YEAR**First Semester**

Course.....	Semester Hours
Humanities/Fine Arts Elective	3
BMGT 1303 ³	3
ITSW 2334	3
ECON 2301-ECON 2302	3
HRPO 2301.....	3
Elective ²	3
Total.....	18

Second Semester

Course.....	Semester Hours
Natural Sciences/Math Elective	3-4
MRKG 1311	3
BUSG 2309 ³	3
BUSI 2302	3
BMGT 2388 ¹	3
Total.....	15-16

TOTAL HOURS = 66-68¹ Capstone course² Must be approved by program-division director/chair.³ Course may be articulated through an approved high school Tech Prep agreement.**Associate of Applied Science in Business Specialization in Management Information Systems****Tech Prep****FRESHMAN YEAR****First Semester**

Course.....	Semester Hours
ACCT 2301.....	3
ITSC 1305.....	3
BCIS/COSC Computer Elective-ITSC 1309 ³	3-4
ITSE 1302.....	3
English Elective	3
Total.....	15-16

Second Semester

Course.....	Semester Hours
ACCT 2302.....	3
BCIS 2390-ITSE 1350.....	3
Speech Elective.....	3
MRKG 1311	3
Math/Natural Science Elective	3-4
ITSE 1331-BCIS 1331.....	3
Total.....	18-19

SOPHOMORE YEAR**First Semester**

Course	Semester Hours
IMED 2309.....	3
ITSE 2317	3
BMGT 1303	3
BUSI 1301.....	3
ECON 2301-ECON 2302.....	3
Total.....	15

Second Semester

Course	Semester Hours
ITSE 2309 ¹	3
HRPO 2301	3
Humanities/Fine Arts Elective.....	3
BUSI 2304.....	3
BUSI 2301.....	3
BMGT 2388 ¹	3
Total.....	18

TOTAL HOURS = 66-68**Advanced Skills Certificate - Business**

Course	Semester Hours
BMGT 2341	3
Advanced WECM Elective	3
SOCI 2319-BMGT 2347	3
BMGT 1301	3
TOTAL.....	12

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-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)

Child Care - Level I Certificate**First Semester**

Course.....	Semester Hours
CDEC 1321 ³	3
PSYC 2314-TECA 1354 ³	3
TECA 1311.....	3
TECA 1318.....	3
ITSC 1309 ³ -BCIS/COSC Computer Elective.....	3-4
Total.....	15-16

Second Semester

Course.....	Semester Hours
CDEC 1313 ¹	3
CDEC 1359.....	3
CDEC/TECA-WECM Elective ²	3
TECA 1303.....	3
CDEC 1358.....	3
Total.....	15
TOTAL HOURS = 30-31	

Gerontology - Level I Certificate**First Semester**

Course.....	Semester Hours
FMLD 1341.....	3
ITSC 1309 ³ -BCIS/COSC Computer Elective.....	3-4
FMLD 1301 ³	3
GERS 1301 ³	3
WECM Elective ²	3
Total.....	15-16

Second Semester

Course.....	Semester Hours
PSYC 2314.....	3
GERS 2331.....	3
GERS 23601.....	3
FMLD 13493.....	3
Speech Elective.....	3
Total.....	15
TOTAL HOURS = 30-31	

Associate of Applied Science Child and Family Development Studies**Tech Prep****FRESHMAN YEAR****First Semester**

Course.....	Semester Hours
CDEC 1321 ³	3
PSYC 2314-TECA 1354.....	3
TECA 1311.....	3
TECA 1318.....	3
ITSC 1309 ³ -BCIS/COSC Computer Elective.....	3-4
Total.....	15-16

Second Semester

Course.....	Semester Hours
CDEC 1313.....	3
CDEC 1359.....	3
CDEC/TECA-WECM Elective ²	3
TECA 1303.....	3
English Elective.....	3
Total.....	15

SOPHOMORE YEAR**First Semester**

Course.....	Semester Hours
BMGT 1303.....	3
CDEC 1356.....	3
CDEC 2307.....	3
PSYC 2301.....	3
Speech Elective.....	3
Elective ²	3
Total.....	18

Second Semester

Course.....	Semester Hours
CDEC 2386 ¹	3
CDEC 1358.....	3
CDEC 2326-BUSG 2309.....	3
Humanities/Fine Arts Elective.....	3
Natural Sciences/Math Elective.....	3-4
Total.....	15-16
TOTAL HOURS = 63-65	

¹ Capstone course² Must be approved by program-division director/chair.³ Course may be articulated through an approved high school Tech Prep agreement.**Computer and Information Sciences****Certificate Level I****Computer Information Systems Technology Administration and Management/CISCO Specialization**

Course.....	Semester Hours
ITCC 1302 ³	3
ITCC 1306 ³	3
ITCC 1342 ³	3
ITCC 1346 ³	3
WECM Elective ²	3
TOTAL.....	15

¹ Capstone course² Must be approved by program-division director.³ Course may be articulated through an approved high school Tech Prep agreement.**Certificate Level I - Computer and Information Sciences, General**

Course.....	Semester Hours
ITSE 1302-COSC 1336.....	3
ITSC 1309 ³ -BCIS/COSC Computer Elective.....	3
CPMT 1311 ³	3
ITSC 1305.....	3
WECM Elective.....	3
ITNW 1325.....	3
IMED 1316 ³	3
ITSC 2339.....	3
Speech Elective.....	3
WECM Elective.....	3
Total.....	30

Certificate Level II

Computer and Information Sciences and Support

Services/Integrated Computer Maintenance and Networking Technology

Completion of the courses for Certificate Level I - Integrated Computer Maintenance and Networking Technology, TSI requirements, and the following:

Course	Semester Hours
ITNW 2313	3
ITNW 2321	3
ITNW 2335	3
ITNW 2354	3
WECM Elective ²	3
WECM Elective ²	3
ITSC 2386 ¹	3
Total	21

Certificate Level I **24**

TOTAL HOURS = 45

¹ Capstone course

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

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

Certificate Level II

Computer and Information Sciences, General/

Information Management

Completion of the courses for Certificate Level I - General, TSI requirements, and the following:

Course	Semester Hours
IMED 2309	3
ITSE 2309-ITSW 2337	3
ITSE 1331	3
ITSE 2317	3
ITSC 2386 ¹	3
Total	15

Certificate Level I **30**

TOTAL HOURS = 45

Certificate Level II Computer and Information Sciences, General / Web Design

Completion of the courses for Certificate Level I - General, TSI requirements, and the following:

Course	Semester Hours
IMED 1301	3
ITNW 2354	3
IMED 2309	3
ITSE 2309-ITSW 2337	3
ITSE 2313	3
ITSC 2386 ¹	3
Total	18

Certificate Level I **30**

TOTAL HOURS = 48

¹ Capstone course

² Students intending to pursue CCNA should take ITCC 1302

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

⁴ Must be approved by program-division director/chair

Associate of Applied Science in Computer and Information Sciences and Support Services/Integrated Computer Maintenance and Networking Technology

FRESHMAN YEAR

First Semester

Course	Semester Hours
ITSC 1305 ²	3
ITSC 1321 ²	3
CPMT 1311 ³	3
CPMT 1345 ²	3
Speech Elective	3
TOTAL	15

Second Semester

Course	Semester Hours
ITSY 1300 ²	3
ITNW 1325 ²	3
CPMT 2345 ²	3
ITSC 2339 ^{1,2}	3
English Elective	3
TOTAL	15

SOPHOMORE YEAR

First Semester

Course	Semester Hours
ITNW 2313	3
ITNW 2321	3
ITNW 2335	3
ITNW2354	3
WECM Elective ³	3
TOTAL	15

Second Semester

Course	Semester Hours
WECM Elective ³	3
ITSC 2386 ¹	3
Humanities/Fine Arts Elective	3
Natural Science/Math Elective	3-4
Social/Behavioral Science Elective	3
TOTAL	15-16

TOTAL HOURS = 60-61

¹ Capstone course

² Course may be articulated through an approved high school Tech Prep agreement.

³ Must be approved by program-division director/chair.

Associate of Applied Science in Computer and Information Sciences, General/Information Management

FRESHMAN YEAR

First Semester

Course	Semester Hours
ITSC 1309 ³ -BCIS/COSC Computer Elective	3
CPMT 1311 ³	3
ITSC 1305	3
WECM Elective	3
IMED 1316	3
TOTAL	15

Second Semester

Course	Semester Hours
ITNW 1325	3
ITSE 1302-COSC 1336	3
ITSC 2339	3
WECM Elective	3
Speech Elective	3
TOTAL	15

SOPHOMORE YEAR

First Semester

Course.....	Semester Hours
ITSE 2317.....	3
ITSC 2386 ¹	3
IMED 2309.....	3
ITSE 2309-ITSW 2337.....	3
ITSE 1331.....	3
TOTAL.....	15

Second Semester

Course.....	Semester Hours
English Elective.....	3
WECM Elective.....	3
Humanities/Fine Arts Elective.....	3
Natural Science/Math Elective.....	3-4
Social/Behavioral Science Elective.....	3
TOTAL HOURS = 60-61	

Associate of Applied Science in Computer and Information Science, General/ Web Design

FRESHMAN YEAR

First Semester

Course.....	Semester Hours
ITSC 1309 ³ -BCIS/COSC Computer Elective.....	3
CPMT 1311 ³	3
ITSC 1305.....	3
WECM Elective.....	3
IMED 1316.....	3
TOTAL.....	15

Second Semester

Course.....	Semester Hours
ITNW 1325 ²	3
ITSC 2339 ²	3
ITSE 1302-COSC 1336.....	3
WECM Elective.....	3
Speech Elective.....	3
TOTAL.....	15

Sophomore Year

First Semester

Course	Semester Hours
IMED 1301 ²	3
IMED 2309.....	3
ITNW 2354.....	3
ITSE 2309-ITSW 2337.....	3
ITSE 2313.....	3
TOTAL.....	15

Second Semester

Course	Semester Hours
ITSC 2386 ¹	3
English Elective.....	3
Social/Behavioral Science Elective.....	3
Humanities/Fine Arts Elective.....	3
Natural Science/Math Elective.....	3-4
TOTAL.....	15-16

TOTAL HOURS = 60

¹ Capstone course

² Must be approved by program-division director; elective choice from course prefix COSC, CPMT, IMED, ITCC, ITNW, ITSC, ITSE, ITSW, ITSY, POFI

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

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

FRESHMAN YEAR

First Semester

Course.....	Semester Hours
CRIJ 1301.....	3
CRIJ 1306.....	3
ITSC 1305.....	3
ITSY 1300.....	3
ITSC 13093-BCIS/COSC Computer Elective.....	3
TOTAL.....	15

Second Semester

Course.....	Semester Hours
HMSY 1337.....	3
English Elective.....	3
Speech Elective.....	3
ITDF 1300.....	3
CRIJ 2314.....	3
TOTAL.....	15

SOPHOMORE YEAR

First Semester

Course.....	Semester Hours
ITDF 2325.....	3
ITDF 2320.....	3
CRIJ 2323-CRIJ 2328.....	3
CHEM 1405-MATH 1342.....	3-4
SOCI 2336.....	3
TOTAL.....	15-16

Second Semester

Course	Semester Hours
ITDF 2335 ¹	3
ITSY 2343.....	3
ITDF 2330.....	3
Computer Elective ²	3
Humanities/Fine Arts Elective.....	3
TOTAL.....	15
TOTAL HOURS = 60-61	

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

Course.....Semester Hours

CRIJ 1301.....	3
CRIJ 1306.....	3
ITSC1305.....	3
ITSY 1300.....	3
ITSC 13091-BCIS/COSC Computer Elective.....	3
HMSY 1337.....	3
ITDF 1300.....	3
CRIJ 2314 ¹	3
CRIJ 2323-CRIJ 2328.....	3
Computer Elective.....	3
TOTAL.....	30

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

Completion of the courses for Certificate Level I - Basic Computer Knowledge, TSI requirements, and the following: Specialization in Computer Forensics in Criminal Investigations.

Course.....	Semester Hours
ITDF 2325	3
ITDF 2320	3
ITDF 2330	3
ITSY 2343 ¹	3
SOCI 2336	3
TOTAL	15
Certificate Level I	30
TOTAL HOURS = 45	

¹ Capstone course

² Must be approved by program-division director.

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

Cosmetology- Certificate Level I

The first year of the Cosmetology Operator Program is 1500 clock hours as prescribed by the Texas Department of Licensing and Regulation (TDLR) and the State Legislature.

FIRST YEAR

First Semester

Course.....	Semester Hours.....	Contact Hours
CSME 1401	4.....	128
CSME 1405	4.....	128
CSME 1447	4.....	128
CSME 1443	4.....	128
Total	16.....	512

Second Semester

Course.....	Semester Hours.....	Contact Hours
CSME 2343	3.....	96
CSME 1453	4.....	160
CSME 2401	4.....	160
CSME 2310	3.....	144
Total	14.....	560

Third Semester

Course.....	Semester Hours.....	Contact Hours
CSME 1451*	4.....	160
CSME 2439*	4.....	160
CSME 2441*	4.....	128
Total	12.....	448
Total for First Year.....	42.....	1520

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

**In order to progress from one semester to another, students must earn a passing grade in each required course. Students who do not pass a course must enroll in the same course the next semester. Students will not earn clock hours until they attend class hours equal to the course(s) failed. (Updated December 18, 2009 – Update 16)

Associate of Applied Science

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 issue 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	Semester Hours
English Elective.....	3
Social/Behavioral Science Elective	3
Humanities/Fine Arts Elective.....	3
ITSC 13093-BCIS/COSC Computer Elective	3-4
Total.....	12-13

Second Semester

Course	Semester Hours
Speech Elective	3
Natural Sciences/Mathematics Elective	3-4
BUSI 1301-BUSG 2309-BMGT 1349	3
HRPO 1311	3
Total.....	12-13

Total Hours for

Associate of Applied Science Degree..... 66-68

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

COSMETOLOGY SPECIALIZATION CERTIFICATES COSMETOLOGY INSTRUCTOR

The Cosmetology Instructor Program is 750 clock hours in length as prescribed by the Texas Department of Licensing and Regulation (TDLR) and the State Legislature. Prerequisite: Current Texas Cosmetology license.

First Semester

Course	Semester Hours	Contact Hours
CSME 1435	4	128
CSME 1434	4	128
CSME 2414	4	128
Total.....	12	384

Second Semester

Course	Semester Hours	Contact Hours
CSME 2415	4	128
CSME 2444	4	160
CSME 2445	4	128
Total.....	12	416
TOTAL HOURS.....	24	800

Students successfully completing the two semesters are eligible to make application to write the Texas Cosmetology Commission Examination for Instructor Licensure. To complete an Associate of Applied Science Degree, a student must complete the second year requirements listed previously. 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.

NAIL TECHNOLOGY Certificate

First Semester

Course	Semester Hours	Contact Hours
CSME 1430	4	160
CSME 1531	5	144
Total	9	304

Second Semester

Course	Semester Hours	Contact Hours
CSME 1441	4	160
CSME 2530	5	144
Total	9	304
Total Hours	18	608

FACIAL SPECIALIST/ESTHETICIAN

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, 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/she does not prescribe medication-give medical treatments. However, the esthetician is trained to detect skin problems that require medical attention.

First Semester

Course	Semester Hours	Contact Hours
CSME 1420	4	160
CSME 1521	5	144
CSME 1447	4	160
Total	13	464

Second Semester

Course	Semester Hours	Contact Hours
CSME 1445	4	160
CSME 2531	5	144
Total	9	304
Total Hours	22	768

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, Chemical Dependency Counseling (San Angelo Campus), Criminal Justice Studies, and Corrections/Correctional Science.

Certificate Level I

Criminal Justice Technology - Tech Prep

Course	Semester Hours
CRIJ 1301	3
CRIJ 1306	3
CRIJ 1310	3
CRIJ 1307-CRIJ 2328*	3
CRIJ 1313	3
CRIJ 2323	3
CRIJ 2314	3
CJSA 1351-SPAN 1411	3-4
BCIS Computer Elective-ITSC 1309 ³	3-4

Elective ²	3-4
TOTAL	30-33

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

Associate of Applied Science in Criminal Justice Technology with Specialization in Law Enforcement

Tech Prep

Upon completion of 36 hours in the law Enforcement Degree specialization a student may be approved to enroll in the Texas Peace Officer courses CJLE 2420, 2421 and 2522. These courses shall serve as the external learning for the law enforcement student. On the San Angelo campus enrollment in these courses is required to be simultaneous for a Fall term enrollment. Howard college has entered into an educational partnership with Concho Valley Council of Government Law Enforcement Academy for the Academy to provide the instruction of the Texas Peace Officers courses and endorsement eligibility for the student to sit for the licensing exam administered by TCLEOSE to become a Texas Peace Officer. The student will meet the entry requirements as determined by the CVCOG Law Enforcement Academy Training Coordinator as well as comply with academy standards while attending.

First Semester

Course	Semester Hours
CRIJ 1301	3
CRIJ 1306	3
CRIJ 1310	3
CRIJ 2328	3
BCIS Computer Elective-ITSC 1309 ³	3-4
Total	15-16

Second Semester

Course	Semester Hours
CRIJ 1313	3
CJSA 1351	3
CRIJ 2323	3
CRIJ 2314	3
English Elective	3
Total	15

Before entry into the academy courses, students must have completed the seven transferable courses: CRIJ 1301, 1306, 1313, 2314, and 2328. The 13 credit hours academy will service as the external learning experience for the law enforcement student. A background check is required prior to registering for the academy courses.

Third Semester

Course	Semester Hours
Speech Elective	3
CJLE 2420 ²⁻⁴	4
CJLE 2421 ²⁻⁴	4
CJLE 2522 ²⁻⁴	5
Natural Sciences/Math Elective	3-4
Total	19-20

Fourth Semester

Course	Semester Hours
CJSA 2334 ¹	3
CJ elective-Spanish Elective	3-4
Humanities/Fine Arts Elective	3
Social/Behavioral Science Elective	3
Total	12-13

TOTAL HOURS = 61-64

¹ Capstone course

² Must be approved by program-division director.

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

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

Tech Prep

First Semester

Course.....	Semester Hours
CRIJ 1301.....	3
CRIJ 1306.....	3
CRIJ 1310.....	3
BCIS Computer Elective-ITSC 1309 ³	3-4
English Elective.....	3
TOTAL.....	15-16

Second Semester

Course.....	Semester Hours
CRIJ 1313-PSYC 2318.....	3
CJSA 1351.....	3
CRIJ 2323-CJCR 1400.....	3
CRIJ 2314.....	3
CRIJ 1307.....	3
TOTAL.....	15

Third Semester

Course.....	Semester Hours
CRIJ 2313.....	3
Natural Sciences/Math Elective.....	3-4
CRIJ 2301.....	3
CJCR 2325.....	3
Speech Elective.....	3
Total.....	15-16

Fourth Semester

Course.....	Semester Hours
CJCR 1304.....	3
CJ Elective ² -Spanish Elective.....	3-4
Humanities/Fine Arts Elective.....	3
Social/Behavioral Science Elective.....	3
CJSA 2388 ¹⁻²	3
Total.....	15-16

TOTAL HOURS = 60-63

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

Tech Prep

First Semester

Course.....	Semester Hours
CRIJ 1301.....	3
CRIJ 1306.....	3
CRIJ 1310.....	3
English Elective.....	3
BCIS Computer Elective-ITSC 1309 ³	3-4
Total.....	15-16

Second Semester

Course.....	Semester Hours
CRIJ 1313.....	3

CJSA1351.....	3
CRIJ 2323.....	3
CRIJ 2314.....	3
CRIJ 1307.....	3
Total.....	15

Third Semester

Course.....	Semester Hours
CRIJ 2301-CJSA 1302.....	3
CRIJ 2313-CJLE 1325.....	3
CRIJ 2328.....	3
Speech Elective.....	3
Natural Sciences / Math elective.....	3-4
Total.....	15-16

Fourth Semester

Course.....	Semester Hours
CJSA 1348-PHIL 2306.....	3
CJSA 2388 ¹⁻²	3
CJ Elective-Spanish Elective.....	3-4
Humanities/Fine Arts Elective.....	3
Social/Behavioral Science Elective.....	3
Total.....	15-16

TOTAL HOURS = 60-63

¹ Capstone course

² Must be approved by program-division director.

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

⁴ TPO Academy Courses

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

Tech Prep

Program based at San Angelo campus

First Semester

Course.....	Semester Hours
CRIJ 1301.....	3
CRIJ 1306.....	3
DAAC 1319.....	3
DAAC 1304.....	3
ITSC 13093-BCIS/COSC Computer Elective.....	3-4
Total.....	15-16

Second Semester

Course.....	Semester Hours
DAAC 1311.....	3
DAAC 2307.....	3
CJSA1351-CRIJ 1313.....	3
PSYC 2301.....	3
English Elective.....	3
Total.....	15

Third Semester

Course.....	Semester Hours
CRIJ 2301.....	3
CRIJ 2313.....	3
PSYC 2314.....	3
DAAC 2364 ¹⁻²	3
Speech Elective.....	3
CJCR 2325.....	3
Total.....	18

Fourth Semester

Course.....	Semester Hours
PSYC 2318-SOCI 2319.....	3
Natural Sciences/Math Elective.....	3-4
PSYC 2315.....	3
PHIL 2306-CJSA 1348.....	3
Humanities/Fine Arts Elective.....	3-4
Total.....	15-17
TOTAL HOURS = 63-66	

Dental Hygiene Associate of Applied Science

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-university transcript(s) (OFFICIAL)
- Work experience in dental office-30 hours of observation (verified)

Completion ("C"-higher) of the following courses is required prior to acceptance:

- Introductory Chemistry
- Anatomy & Physiology I
- Anatomy & Physiology II
- Microbiology

Completion ("C"-higher) of the following courses is recommended prior to acceptance:

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

Promotion/Graduation Policy

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

Liability Insurance

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

Additional Cost

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

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

FIRST YEAR

Summer Session I

Course	Semester Hours
BIOL 2401	4
CHEM 1405	4
Total	8

Summer Session II

Course	Semester Hours
BIOL 2402	4
BIOL 2420	4
Total	8

First Semester

Course	Semester Hours
Humanities/Fine Arts Elective	3
DHYG 1301	3
DHYG 1331	3
DHYG 1304	3
Total	12

Second Semester

Course	Semester Hours
ITSC 1309*-BCIS/COSC Computer Elective.....	3-4
DHYG 1207	2
*DHYG 1227	2
*DHYG 1319	3
*DHYG 1261	2
*DHYG 1235	2
Total	14-15

SECOND YEAR

Summer Session I

Course	Semester Hours
ENGL 1301	3
PSYC 2301.....	3
Total	6

First Semester

Course	Semester Hours
DHYG 1215	2
*DHYG 2201	2
DHYG 1211	2
DHYG 1339	3
*DHYG 2361	3
Total	12

Second Semester

Course	Semester Hours
*DHYG 2231	2
DHYG 1223	2
*DHYG 2362	3
*DHYG 1291	2
SOCI 1301	3
Total	14
TOTAL HOURS = 72	

Drafting/Computer-Aided Drafting Technology

The Computer-Aided Drafting Technology Program provides a Level One Certificate, an AAS Degree, and an advanced skills certificate.

Certificate Level I - Computer-Aided Drafting

Course.....	Semester Hours
DFTG 1305 ³	3
DFTG 1309 ³	3
DFTG 1317 ³	3
DFTG 2319.....	3
DFTG 2302.....	3
WECM/DFTG Elective	3
DFTG 2332 ¹	3
ITSC 1309 ³ -BCIS/COSC Computer Elective	3-4
MATH/Computer Science Elective	3-4
Total.....	27-29

Associate of Applied Science in Computer-Aided Drafting Technology

FRESHMAN YEAR

First Semester

Course.....	Semester Hours
DFTG 1305 ³	3
DFTG 1309 ³	3
English Elective.....	3
ITSC 1309 ³ -BCIS/COSC Computer Elective	3-4
MATH 1314-MATH 1348.....	3
Total.....	15-16

Second Semester

Course.....	Semester Hours
DFTG 2319.....	3
DFTG 1317 ³	3
DFTG 2417.....	4
Speech Elective.....	3
MATH 1316-MATH 1332.....	3
Total.....	16

SOPHOMORE YEAR

First Semester

Course.....	Semester Hours
DFTG 2302.....	3
DFTG Elective.....	3
DFTG 2321	3
CPMT 1311	3
Social/Behavioral Science Elective	3
Total.....	15

Second Semester

Course.....	Semester Hours
WECM Elective ²	3
DFTG 2386 ¹	3
DFTG 2332.....	3
Computer Science Elective	3
Humanities/Fine Arts Elective	3
Total.....	15

TOTAL HOURS = 61-62

¹ Capstone course

² Must be approved by program-division director.

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

Computer-Aided Drafting Advanced Skills Certificate*

DFTG 2340	3
WECM Elective ²	3
ARCE 1352	3
CPMT 2449-CPMT 1345	3-4
TOTAL.....	12-13

*Prerequisite for an ADVANCED CERTIFICATE: An AAS Degree in Computer-Aided Drafting Technology.

Emergency Medical Services

(Note: A criminal background clearance may be required before acceptance into this program.)

The Emergency Medical Services (Emergency Medical Technology/Paramedic) is certified by the Bureau of Emergency Management, a division of the Texas Department of Health. Certification levels consist of the following: Basic EMT/Certification, EMT/Intermediate Certification, EMT/Paramedic Certification. A student may stop at any one certification level-continue through each level to the next. The student must pass the Texas Department of Health skill and written 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-she has an Associate Degree in EMS-higher degree.

Policies Specific to the Emergency Medical Technology Program

Minimum Admission Requirements:

Applicants must complete and provide the following:

1. Howard College application for admission.
2. Official high school-GED transcripts.
3. Official college transcripts of any other institutions attended.
4. EMS program application.
5. Successfully complete a criminal background clearance before the end of the first semester in the program.
6. A physical examination (completed after June 1 of the year of admission, -after November 1 if entering the program in the Spring).
7. 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 skills examinations before being allowed to sit for the TDH examination.

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-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 also contains all of the necessary paperwork. There is also a variety of required equipment to be purchased. All of these may be purchased at the Howard College Bookstore. If the student already has the required equipment, it is not necessary to purchase another set.

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

Level I Certificate - Emergency Medical Services/Intermediate

EMT-BASIC COURSES

First Semester

Course.....	Semester Hours
*EMSP 1501.....	5
*EMSP 1160.....	1
Total for Basic EMT.....	6

EMT-INTERMEDIATE COURSES

Pre-requisite: EMT/Basic Certification from Texas Department of Health

Second Semester

Course.....	Semester Hours
*EMSP 1438.....	4
*EMSP 1356.....	3
*EMSP 1355.....	3
*EMSP 1161.....	1
*EMSP 1162.....	1
Total.....	12

TOTAL HOURS = 18

*EMSP 1161 and 1162 are clinical components and must be taken concurrently with the other EMT/Intermediate classes.

Level I Certificate - Emergency Medical Services - Paramedic

Prerequisite: EMT/Basic Certification from Texas Department of Health **AND** all courses listed under Level I Certificate - Emergency Medical Services - Intermediate.

Third Semester

Course	Semester Hours
EMSP 2248	2
*EMSP 2444	4
EMSP 2438	4
*EMSP 2160	1
Total	11

Fourth Semester

Course	Semester Hours
*EMSP 2434	4
EMSP 2330	3
*EMSP 2243	2
*EMSP 2161 ¹	1
Total	10

TOTAL HOURS = 21

¹Capstone course.

Associate of Applied Science - Emergency Medical Services

FIRST YEAR

First Semester

Course	Semester Hours
*EMSP 1501	5
*EMSP 1160 ¹	1
BIOL 2401	4
ENGL Elective	3
Total	13

Second Semester

Course Semester Hours

*EMSP 1438	4
*EMSP 1356	3
*EMSP 1355	3
*EMSP 1161	1
*EMSP 1162	1
Speech Elective.....	3
Total	15

Summer I

Course

Course	Semester Hours
ITSC 1309*-BCIS/COSC Computer Elective.....	3-4
Humanities/Fine Arts Elective	3
Total	6-7

Summer II

Course

Course	Semester Hours
MATH/Natural Science Elective.....	3-4
PSYC 2314.....	3
Total	6-7

SECOND YEAR

First Semester

Course.....	Semester Hours
EMSP 2248.....	2
*EMSP 2444.....	4
*EMSP 2438.....	4
*EMSP 2160.....	1
Elective ²	3-4
Total.....	14-15

Second Semester

Course.....	Semester Hours
*EMSP 2434.....	4
EMSP 2330.....	3
*EMSP 2243 ¹	2
*EMSP 2161.....	1
Total.....	10

TOTAL HOURS = 64-67

* Co requisite courses

¹Capstone course.

²Recommended elective: BIOL 2402-Anatomy and Physiology II, POFM 1313-Medical Terminology, PSYC 2301 -General Psychology,-SOC1 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 432-264-5141.

HEALTH INFORMATION TECHNOLOGY (San Angelo Campus)

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-employees of a medical facility during program clinical rotations.

ADMISSION REQUIREMENTS

Applicants for the program must complete-provide the following:

1. Howard College application for admission.
NOTE: Admission to the college does not guarantee admission to the Health Information Technology (HIT) programs.
2. Official high school-GED transcripts.
3. Official college transcripts of any other institutions attended.
4. Health Professions program application.
5. Meet with the program director-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 Health Information Technology (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, Rule97.64. 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.

Certificate Level I Medical Transcriptions

FIRST SUMMER SESSION

Course	Semester Hours
BIOL 2401	4
HPRS 1206 ³	2
Total	6

SECOND SUMMER SESSION

Course	Semester Hours
BIOL 2402	4
ENGL 1301	3
Total.....	7

FALL SEMESTER

Course	Semester Hours
HITT 1301.....	3
MRMT 1307.....	3
POFM 1309.....	3
HPRS 2301.....	3
BCIS 1305.....	3
Total.....	15

SPRING SEMESTER

Course	Semester Hours
HITT 1249.....	2
HITT 1253.....	2
HITT 2231.....	2
MRMT 2333.....	3
MRMT 1162.....	1
HITT 1311.....	3
Total.....	13

SOPHOMORE SUMMER SESSION

Course	Semester Hours
MRMT 2162 ¹	1
TOTAL HOURS = 42	

ASSOCIATE OF APPLIED SCIENCE IN HEALTH INFORMATION TECHNOLOGY

FRESHMAN YEAR

First Summer Session

Course.....	Semester Hours
BIOL 2401.....	4
HPRS 1206 ³	2
TOTAL	6

Second Summer Session

Course.....	Semester Hours
BIOL 2402.....	4
TOTAL	4

First Semester

Course.....	Semester Hours
HITT 1301.....	3
HPRS 2301.....	3
ENGL 1301.....	3
BCIS 1305.....	3
Math Elective (1314-1332).....	3
Total.....	15

Second Semester

Course.....	Semester Hours
HITT 1249.....	2
HITT 1253.....	2
HITT 2231.....	2
HITT 1311.....	3
Speech Elective.....	3
HITT 1441.....	4
Total.....	16

SOPHOMORE YEAR

First Semester

Course.....	Semester Hours
HITT 1161.....	1
HITT 1255.....	2
HITT 1345.....	3
HITT 2435.....	4
HITT 2343.....	3
Total.....	13

Second Semester

Course.....	Semester Hours
Social/Behavioral Science Elective.....	3
HITT 2239.....	2
HITT 2340.....	3
HITT 2160 (first eight weeks).....	1
HITT 21611 (second eight weeks).....	1
Humanities/Fine Arts Elective.....	3
Total.....	13

TOTAL HOURS = 67

¹Capstone Experience.

³Articulated Courses.

INDUSTRIAL PRODUCTION TECHNOLOGY

Tech Prep

Program based at San Angelo campus

Certificate - Level I

Basic Industrial Production Technology

First Semester

Course	Semester Hours
DFTG 1309.....	3
QCTC 1303.....	3
ITSC 1309 ³ -BCIS/COSC Computer Elective.....	3-4
QCTC 1448.....	4

Second Semester

Course	Semester Hours
INMT 1336.....	3
QCTC 1301.....	3
INMT 1319.....	3
Total	22-23

Certificate - Level I

Industrial Production Technology-Maintenance Technician

Courses required for Certificate Level I, and THEA plus the following:

First Semester

Course	Semester Hours
ELPT 1329.....	3
CNBT 1305.....	3
CRPT 1329.....	3
ELMT 1405.....	4
TOTAL	13

Second Semester

Course	Semester Hours
WLDG 1421.....	4
PFPB 1325.....	3
CBFM 1411.....	4
Total	11
TOTAL HOURS = 24	

Certificate - Level II

Specialization in Quality Control & Management

Courses required for Certificate Level I, and THEA plus the following:

Third Semester

Course	Semester Hours
OSHT 2401.....	4
BMGT 1301.....	3
INMT 1336.....	3
QCTC 1303.....	3

Fourth Semester

BMGT 1303 ³	3
BUSI 2301.....	3
INMT 2388 ¹	3
QCTC 1341.....	3
Total	25

¹ Capstone course

² Must be approved by program-division director.

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

Certificate Level II

Industrial Production Technology-Maintenance Technician

First Semester

Course	Semester Hours
ELMT 1405	4
ELPT 1329	3
CNBT 1305	3
CRPT 1329	3
Total	13

Second Semester

Course	Semester Hours
WLDG 1421	4
PFPB 1325	3
CBFM 1411	4
Total	11

Third Semester

Course	Semester Hours
OSHT 2401	4
DFTG 1309	3
EECT 1440-ELPT 1445	4
Total	11

Fourth Semester

Course	Semester Hours
HART 1403	4
INMT 2388	3
CBFM 2317	3
Total	10

TOTAL HOURS = 45

Associate of Applied Science in Industrial Production Technology with Specialization in Maintenance Technician

First Semester

Course	Semester Hours
ELMT 1405	4
ELPT 1329	3
CNBT 1305	3
CRPT 1329	3
English Elective	3
Total	16

Second Semester

Course	Semester Hours
WLDG 1421	4
PFPB 1325	3
CBFM 1411	4
Speech Elective	3
Computer Elective	4
Total	18

Third Semester

Course	Semester Hours
ELPT 1445-EECT 1440	4
OSHT 2401	4
DFTG 1309	3
Natural Science-Math Elective	4
Total	15

Fourth Semester

Course	Semester Hours
HART 1403	4
INMT 2388 ¹	3
CBFM 2317	3
Social/Behavioral Science Elective	3
Humanities/Fine Arts Elective	3
Total	16

TOTAL HOURS – 65

Associate of Applied Science in Industrial Production Technology Specialization in Quality Control and Management

First Semester

Course	Semester Hours
ENGL Elective	3
DFTG 1309	3
QCTC 1303	3
QCTC 1448	4
ITSC 13093-BCIS/COSC Computer elective	3-4
Total	16-17

Second Semester

Course	Semester Hours
INMT 1336	3
QCTC 1301	3
INMT 1319	3
Math Elective	3
Speech Elective	3
Total	15

Third Semester

Course	Semester Hours
BMGT 1301	3
CETT 1409 ³	4
DFTG 1305	3
OSHT 2401	4
Humanities/Fine Arts Elective	3
Total	17

Fourth Semester

Course	Semester Hours
BMGT 1303 ³	3
BUSI 2301	3
INMT 2388 ¹	3
OCTC 1341	3
Social/Behavioral Science Elective	3
Total	15

TOTAL HOURS = 63-64

¹ Capstone course

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

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

MEDICAL ASSISTANT

(Note: A criminal background clearance is required before acceptance into this program. 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-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-GED. (High school concurrent enrollment possible).
4. Prior to acceptance into the program, students are required to have the following:
 - a. A physical examination (recommended but not required).
 - b. Tuberculosis clearance: by PPD-Mantoux test (within last three months-annually),-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-positive titer-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-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-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. CPR Course C Certification through the Howard College Continuing Education Department is highly recommended but not required.
6. Enrollment is limited.
7. Students may enroll full-time-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”-above to progress to the next term.

Certificate - Level I

First Semester

Course	Semester Hours
MDCA 1309.....	3
MDCA 1352.....	3
MDCA 1164.....	1
MDCA 1402.....	4
English Elective	3
TOTAL	14

Second Semester

Course	Semester Hours
MDCA 1305.....	3
MDCA 1321.....	3
MDCA 1417.....	4
MDCA 1348.....	3
MDCA 1165.....	1
TOTAL	14

Third Semester

Course	Semester Hours
MDCA 1313.....	3
MDCA 1452.....	4
MDCA 1343.....	3
MDCA 1166.....	1
Speech elective.....	3
TOTAL	14

TOTAL HOURS – 42

NURSING—ASSOCIATE DEGREE/RN

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

Program based at the Big Spring Campus.

ASSOCIATE OF APPLIED SCIENCE

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 ADN Program

Prior to actual admission into the Associate Degree Nursing Program, applicants must have successfully completed 14 hours of required support courses with a final grade of “C”-above.

- ENGL 1301 Freshman Composition
- BIOL 2401 Anatomy & Physiology I
- BIOL 1322 Nutrition
- BIOL 2402 Anatomy & Physiology II

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-a minimum competency score be attained for entrance. Contact the Nursing Office.

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.
2. Official transcripts showing a “C”-better in all pre-requisites.
3. TEAS scores. Adjusted Individual Reading Score=80%

In the event the number of applicants exceed set ratio for faculty and preceptors admission will be made on the basis of total points. Student will be ranked on the basis of total points based on prerequisite grades and Adjusted Reading Score percent.

Should two-more applicants have the same number of points than the TEAS Adjusted Total Individual Score will be the tie breaker. If there is a tie on the total points, the TEAS Adjusted Total Individual score, than the date of application will determine entrance.

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-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 done by the Department of Public Safety and a Federal background check conducted by the FBI.

ADMISSION INFORMATION

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 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. The adjusted individual reading score of 80% must be attained.

SUMMER TERMS

During the summer term, students are required to take A&P I, A&P II, Nutrition, and Freshman Composition. Students earning less than a final grade of "C" in non-nursing courses must repeat that course before becoming eligible to take Associate Degree Nursing courses.

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"-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

*RNSG 1309 Introduction to Nursing
*RNSG 1361 Clinical
PSYC 2314 Life Span/Growth and Development
BIOL 2420 Microbiology

Level II - SPRING

*RNSG 1343 Concepts of Adult Health
*RNSG 1362 Clinical
BCIS 1305 Intro to Computer and Information Sciences
Elective Humanities/Fine Arts (3 semester hours)

Level III - SUMMER

*RNSG 2213 Mental Health Nursing
*RNSG 2261 Clinical Nursing (R.N. Training)
Math 1332 or Contemporary Mathematics
Math 1314 College Algebra

Level III - FALL

*RNSG 2308 Maternal/Newborn Nursing and Women's Health
*RNSG 2260 Clinical
*RNSG2201 Care of Children and Families
*RNSG 2361 Clinical

Level IV - SPRING

*RNSG 2404 Care of the Client with Common Health Care Needs
*RNSG 2460 Clinical
SPCH 1311 or Introduction to Speech Communication
SPCH 1315 Public Speaking
SOC1 1301 Introduction to Sociology

ADMISSION REQUIREMENTS

1. Completed Nursing application form for admission into the Associate Degree Nursing Program.
2. An official transcript indicating high school graduation-proof of GED sent to nursing.
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 directly to the Howard College ADN offices from the administering school.
5. Transfer of prerequisite credits is contingent upon approval by the Coordinator of Nursing and the Dean of Guidance and Counseling. Nursing courses taken in another institution will be reviewed and evaluated by the Nursing office.
6. Successful clearance of a criminal background investigation.
7. Proof of at least 2 doses of the Hepatitis B series.
8. Proof of Varicella (chickenpox). Proof can be either medical records-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-longer will be required to update this record with an antibody titer to check their immunity.

3. Current CPR certification–American Heart Association for Health Care Providers, BLS course (current within 1 year).
4. 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.

FRESHMAN YEAR

Summer Session I

Course.....	Semester Hours
BIOL 2401.....	4
ENGL 1301.....	3
Total	7

Summer Session II

Course.....	Semester Hours
BIOL 2402.....	4
BIOL 1322.....	3
Total	7

First Semester

Course.....	Semester Hours
BIOL 2420.....	4
PSYC 2314.....	3
*RNSG 1309.....	3
*RNSG 1361.....	3
Total	13

Second Semester

Course.....	Semester Hours
RNSG 1343.....	3
RNSG 1362.....	3
Humanities/Fine Arts Elective.....	3
BCIS 1305.....	3
Total	12

SOPHOMORE YEAR

Summer Session I

Course.....	Semester Hours
MATH 1314.....	3
Total	3

Summer Session II

Course.....	Semester Hours
*RNSG 2213.....	2
*RNSG 2261.....	2
Total	4

First Semester

Course.....	Semester Hours
*RNSG 2308.....	3
*RNSG 2260.....	2
*RNSG 2201.....	2
*RNSG 2361.....	3
Total	10

Second Semester

Course.....	Semester Hours
RNSG 2404.....	4
RNSG 2460.....	4
SOCI 1301.....	3
SPCH 1311-SPCH 1315.....	3
Total	14
TOTAL HOURS = 70	

NURSING—ACCELERATED PROGRAM FOR VOCATIONAL NURSES (NUR)

(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”-above:

PSYC 2314	Life Span/Growth & Development
BIOL 2401	Anatomy & Physiology I
BIOL 2402	Anatomy & Physiology II
BIOL 2420	Microbiology
BIOL 1322	Nutrition
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-a minimum competency score be attained for entrance. Contact the Nursing Office. 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.
2. Official transcripts showing a “C”-better in all prerequisites.
3. TEAS (minimum requirement: Adjusted Individual Reading Score = 80%).

In the event the number of applicants exceed set ratio for faculty and preceptors admission will be made according to the TEAS reading score starting from the highest score to the lowest score. In the event of a tie on the TEAS reading score, the TEAS math skills score will be used to determine. If there is a tie on both the reading score and the math score, the date of application will determine entrance. Applications expire after selection is made and any student not selected-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-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 INFORMATION

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 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.

ADMISSION REQUIREMENTS

1. Completed application form for admission into the Accelerated ADN Program. by April 1.
2. An official transcript indicating high school graduation-proof of GED sent to nursing.
3. An official VN transcript sent to nursing.
4. An official transcript from each college/university attended (other than Howard College) sent to nursing.
5. 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 directly to the Howard College ADN offices from the administering school.
6. Transfer of prerequisite credits is contingent upon approval by the Coordinator of Nursing and the Dean of Guidance and Counseling. Nursing courses taken in another institution will be reviewed and evaluated by the Nursing office.
7. Successful clearance of a criminal background investigation.
8. Proof of at least 2 doses of the Hepatitis B series.
9. Proof of Varicella (chickenpox). Proof can be either medical records-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 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-serologic proof of immunity to Hepatitis B.
3. Current CPR certification-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-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.

*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.

Summer Session I

Course	Semester Hours
*RNSG 2307	3
*RNSG 2160	1
ENGL 1301	3
Total.....	7

Summer Session II

Course	Semester Hours
*RNSG 2213	2
*RNSG 2261	2
Fine Arts/Humanities Elective.....	3
Total.....	8

SOPHOMORE YEAR

First Semester

Course	Semester Hours
*RNSG 2308	3
*RNSG 2260	2
*RNSG 2201	2
*RNSG 2361	3
Math 1314	3
Total.....	13

Second Semester

Course.....	Semester Hours
*RNSG 2404	4
*RNSG 2460	4
SOCI 1301	3
SPCH 1311-SPCH 1315	3
Total.....	14

TOTAL HOURS = 41

NURSING-VOCATIONAL (VN)

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

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,-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"-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.

*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 - SUMMER

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-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.

ADMISSION INFORMATION

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-the Student Life Coordinator Office (325) 481-8300, x-244 - San Angelo to take the Psychological Services Bureau (PSB) test. The PSB test can be taken once every 60 days for a cost of \$20. 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 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/PRE-THEA

The Vocational Nursing Program itself is a THEA-Waived program; however, applicants will be asked to take the THEA-Pre-THEA Reading exam in order to take prerequisite academic courses.

SUMMER TERMS

The summer will be a busy time. During the summer term, students are required to take A&P I, A&P II, Nutrition, and Life Span/Growth & Development. Students earning less than a final grade of "C" in non-nursing courses must repeat the course(s) before becoming eligible to take Vocational Nursing courses.

FALL AND SPRING TERMS

Progression to the fall term as a Vocational Nurse major is contingent upon successful completion of the summer courses. A "C"-above is required in all nursing and support courses to progress to the next term.

Level II - FALL

BIOL 2420	Microbiology
*VNSG 1304	Foundations of Nursing
VNSG 1323	Basic Nursing Skills
*VNSG 1509	Nursing in Health & Illness II
*VNSG 1360	Clinical I

Level III - SPRING

*VNSG 1234	Pediatrics
*VNSG 1230	Maternal-Neonate Nursing
*VNSG 1261	Clinical II
*VNSG 1510	Nursing in Health & Illness III
*VNSG 2461	Clinical III

Level IV

VNSG 2161	Clinical IV
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ADMISSION REQUIREMENTS

Submit application to Nursing Department (either in Big Spring-San Angelo): Deadline June 1

1. Attend a Howard College Health Professions Orientation.
2. Completed nursing application form for admission into the Vocational Nursing Program.
3. An official transcript indicating high school graduation-proof of GED. Please send to the attention of the Nursing Department.
4. An official transcript from each college/university attended. Please send to the Attention of the Nursing Department.

5. One official transcript from Howard College, if attended, by June 1.
6. Results of the Psychological Service Bureau (PSB) examination (administered by the Guidance and Counseling Department).
7. Proof of Hepatitis B #1 and #2 shots prior to June 1.
8. Successful clearance of a criminal background investigation.

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 97.64. Additional immunizations may be required by some clinical facilities.
3. Current CPR certification - American Heart Course for Health Care Providers with AED (Automatic External Defibrillators).
4. Successful clearance of a criminal background investigation.

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.

REGISTRATION FOR NURSING COURSES

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.

Summer Session I

Course.....	Semester Hours
BIOL 2401	4
PSYC 2314	3
Total	7

Summer Session II

Course.....	Semester Hours
BIOL 2402	4
BIOL 1322	3
Total	7

Fall Semester

Course.....	Semester Hours
BIOL 2420	4
*VNSG 1304	3
VNSG 1323	3
*VNSG 1509	5
*VNSG 1360	3
Total	18

Spring Semester

Course	Semester Hours
*VNSG 1234	2
*VNSG 1230	2
*VNSG 1261	2
*VNSG 1510	5
*VNSG 2461	4
*VNSG 2161	1
Total.....	16
TOTAL HOURS = 48	

ADMINISTRATIVE OFFICE SYSTEMS DEPARTMENT

(Updated July 28, 2009 – See Update 9)

Level I Certificate – Office Systems Technology

Course	Semester Hours
POFI 2301	3
POFT 1309 ¹⁻²	3
ITSC 1309 ¹ -BCIS/COSC Elective	3
ACNT 1303 ¹ -ACCT 2301	3
Elective ¹	3
Total.....	15

Level II Certificate – Administrative and Office Support

All courses in Level I Office Systems Technology	15
HRPO 1311	3
POFT 1325	3
BUSI 1301.....	3
POFT 1349 ²	3
BUSI 2304.....	3
POFI 2340	3
ITSW 2334-ITSW 2337	3
Elective ¹	3
Total.....	39

Suggested Electives: ACNT 1313, POFI 2331¹, IMED 1301¹, IMED 1316¹, CPMT 1311, ITSC 1305¹, BUSI 2301, BUSI 2302, BUSI 1307, BMGT 1303, ITSW 2334, ITSW 2337, ACCT 2302, ACNT 1329, BMGT 1301, BUSI 1311, ITNW 1325¹ ITSC 1301¹, MRKG 1311, POFL 1303, POFM 1309, POFM 1331

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

²Capstone Course

Associate of Applied Science Degree – Office Administration

First Semester

Course	Semester Hours
POFI 2301	3
POFT 1309 ¹⁻²	3
ITSC 1309 ¹ /BCIS-COSC Elective	3
ACNT 1303 ¹ -ACCT 2301	3
Elective ¹	3
Total.....	15

Second Semester

Course	Semester Hours
HRPO 1311	3
POFT 1325	3
BUSI 1301.....	3
POFT 1349 ²	3
Elective ¹	3
Total.....	15

Third Semester

Course.....	Semester Hours
BUSI 2304.....	3
POFI 2340.....	3
ITSW 2334-ITSW 2337.....	3
Speech Elective.....	3
Social/Behavioral Science Elective.....	3
Total.....	15

Fourth Semester

Course.....	Semester Hours
POFT 2331.....	3
POFT 2388 ¹	3
Humanities/Fine Arts Elective.....	3
English Elective.....	3
Math/Natural Science Elective.....	3-4
Total.....	15-16
Total Hours in A.A.S. Degree.....	60-61

Suggested Electives: ACNT 1313, POFI 2331¹, IMED 1301¹, IMED 1316¹, CPMT 1311, ITSC 1305¹, BUSI 2301, BUSI 2302, BUSI 1307, BMGT 1303, ITSW 2334, ITSW 2337, ACCT 2302, ACNT 1329, BMGT 1301, BUSI 1311, ITNW 1325¹, ITSC 1301¹, MRKG 1311, POFL 1303, POFM 1309, POFM 1331

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

²Capstone Course

Advanced Skills Certificate - Medical Track

Tech Prep

Course.....	Semester Hours
HITT 1301-POFM 1313.....	3
POFI 2331.....	3
POFM 1331.....	3
POFT 1392.....	3
Total.....	12

Advanced Skills Certificate - General Track

Tech Prep

Course.....	Semester Hours
HRPO 2301.....	3
POFI 2331.....	3
POFT 1392.....	3
WECM Elective ¹	3
Total.....	12

Advanced Skills Certificate - Legal Track

Tech Prep

Course.....	Semester Hours
POFL 1303.....	3
POFI 2331.....	3
POFT 1392.....	3
POFL 2301.....	3
Total.....	12

RADIOLOGIC TECHNOLOGY-ASSOCIATE OF APPLIED SCIENCE

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

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 pending accreditation by the Joint Review Committee on Education in Radiologic Technology (JCERT).

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-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 (completed after June 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 along with an official transcript indicating high school graduation-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).

PREPARATION FOR ADMISSION

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

PROGRESS STANDARDS

Once accepted into the program, students must complete all required courses within three years. In order to progress from one term to another, students must earn a letter grade of "C"-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-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-employees of a medical facility during program clinical rotation.

PREREQUISITES

Course.....	Semester Hours
BIOL 2401	4
MATH 1314	3
BIOL 2402	4
Total	11

FRESHMAN YEAR

First Semester

Course.....	Semester Hours
HPRS 1206	2
HPRS 1101	1
RADR1309	3
RADR 1311	3
RADR 1213	2
RADR 1260	2
Total	13

Second Semester

Course.....	Semester Hours
RADR 2301	3
RADR 2305	3
RADR 2309	3
RADR 1266	2
Humanities/Fine Arts Elective	3
Total	14

Summer Semester

Course.....	Semester Hours
RADR 2331	3
RADR 1167	1
Speech Elective.....	3
Total	7

SOPHOMORE YEAR

Fall Semester

Course.....	Semester Hours
RADR 2313	3
RADR 2366	3
PSYC 2314/2315	3
ENGL 1301	3
Total	12

Spring Semester

Course.....	Semester Hours
RADR 2217	2
RADR 2240	2
RADR 2335	3
RADR 2367	3
ITSC 1309-BCIS/COSC Computer Elective	3-4
Total	13-14

TOTAL HOURS = 70 -71

RESPIRATORYCARE

ASSOCIATE OF APPLIED SCIENCE

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

Tech Prep 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,-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). **(Updated December 18, 2009 – Update 13)**

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-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 (completed after June 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 Respiratory Care program must be submitted to the Howard College Health Professions Division along with an official transcript indicating high school graduation-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, BIOL 2402 and MATH 1314 or 1332 are prerequisites to this program. See the catalog for guidelines regarding these courses. Students may also take any non-RSPT course prior to acceptance to the program.

PROGRESS STANDARDS

Once accepted into the program, students must complete all required courses within three years. In order to progress from one term to another, students must earn a letter grade of “C”-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- higher and 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-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).

PREREQUISITES

Course	Semester Hours
BIOL 2401	4
MATH 1314-Math 1332	3
BIOL 2402	4
Total	11

FRESHMAN YEAR

First Semester

Course	Semester Hours
HPRS 1206 ^{2 & 3}	2
RSPT 1101	1
RSPT 1160	1
RSPT 1213	2
RSPT 1327	3
RSPT 1329	3
HPRS 1101	1
Total	13

Second Semester

Course	Semester Hour
RSPT 1266	2
RSPT 1331	3
RSPT 2310	3
BIOL 2420	4
Computer Science Elective	3-4
Total	15-16

Summer Session

Course	Semester Hours
English 1301	3
RSPT 2353	3
Total	6

SOPHOMORE YEAR

First Semester

Course	Semester Hours
RSPT 1335	3
RSPT 2266	2
RSPT 2255	2
RSPT 2314	3
PSYC 2314-2315	3
Total	13

Second Semester (Spring)

Course	Semester Hour
RSPT 2166 ¹	1
RSPT 2230	2
RSPT 2267	2
RSPT 2160	1
Speech Elective	3
Humanities/Fine Arts Elective	3
Total	12

TOTAL HOURS = 70 - 71

¹ Capstone course

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

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

SURGICAL TECHNOLOGY

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

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 the institution are not and will not be acting as servant agent-employee of medical facility during program clinical rotations.

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 in 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-through the program director's office.

Effective with the entering class of Fall 2005, completion of the following is required prior to application into the program. A grade of C-better is required in all prerequisite courses in order to apply into the program. Program application deadline is June 1st of each year.

BIOL 2401, 2402, & 2420
HPRS 1206
HITT 1253-HPRS 1205
Manual Dexterity Testing

Program acceptance is based upon the criteria outlined in the admission packet, regarding the above prerequisite requirements, and admission interviews. Students with the highest scores will be admitted into the program. Program admission will be limited to 14 students per year. If admitted into the program a grade of C-better is required in all course work in order to progress in the program.

Pretesting Criteria

THEA (THEA) Testing

The Surgical Technology Program itself is a THEA-Waived program; however, applicants for the Fall 2005 class will be asked to take the THEA-Pre-THEA reading exam in order to take the prerequisite academic courses.

Admission Requirements

Submit to the surgical technology department (San Angelo campus only)

1. Completed surgical technology application for admission.

2. Two official transcripts indicating high school graduation-proof of GED. One transcript is for the surgical technology department office and one for the Admissions Office.
3. One official transcript from Howard College with all prerequisite course grade information.
4. Results of the THEA-pre-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 1st 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 1st 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 LCC-ST 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

Prior to Program Application

Course	Semester Hours
BIOL 2401	4
BIOL 2402	4
BIOL 2420	4
HPRS 1206.....	2
HITT 1253-HPRS 1205.....	2
TOTAL.....	16

Fall Semester

Course	Semester Hours
SRGT 1405.....	4
SRGT 1409.....	4
SRGT 1441.....	4
SRGT 2461.....	4
TOTAL.....	16

Spring Semester

Course	Semester Hours
SRGT 1442.....	4
SRGT 2562.....	5
SRGT 1144.....	1
TOTAL.....	10
TOTAL HOURS.....	42

WELDING TECHNOLOGY

WLDG 1421 Introduction to Welding Fundamentals*

Four semester hours (2-4)

This course is an 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.

*May be articulated.

General Studies

Academic Transfer Courses
Approved Fields of Study

ACADEMIC TRANSFER COURSE DESCRIPTIONS

The following courses are designed for transfer to the four-year college-university. Courses are offered in the following disciplines:

- Accounting (ACCT)
- Agriculture (AGRI)
- Anthropology (ANTH)
- Art (ARTS)
- Biology (BIOL)
- Business (BUSI)
- Chemistry (CHEM)
- Child and Family Development Studies (GERS)
(Early Childhood Education) (TECA)
- Communications (COMM)
- Computer and Information Sciences (COSC)
- Criminal Justice (CRIJ)
- Dance (DANC)
- Drama/Theater (DRAM)
- Economics (ECON)
- Education (EDUC)
- Engineering (ENGR)
- English (ENGL)
- French (FREN)
- Geology (GEOL)
- Government (GOVT)
- History (HIST)
- Humanities (HUMA)
- Kinesiology/Physical Education (PHED)
- Mathematics (MATH)
- Music (MUSI)
- Philosophy (PHIL)
- Physics (PHSY)
- Psychology (PSYC)
- Sociology (SOCI)
- Spanish (SPAN)
- Speech (SPCH)
- Theater (DRAM)

APPROVED 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. A field of study curriculum affects academic degree programs at public colleges-universities as designated within the particular field of study curriculum. The following fields of study have been adopted by The Texas Higher Education Coordinating Board.

BUSINESS

The Business Field of Study Curriculum Advisory Committee has adopted the following annotated set of courses (totaling between 21 and 24 semester credit hours of fully transferable and applicable courses) as a Field of Study Curriculum for Business.

The Field of Study Curriculum for Business is for students seeking a Bachelor of Business Administration (BBA) degree.

Economics2 courses

ECON 2301 & 2302 only
Microeconomics & Macroeconomics

Mathematics1 course

MATH 1325
minimum content must be at the level of Calculus .or above

Computer Literacy1 course

BCIS 1305-1405 only
new course with a TCCNS BCIS prefix

Speech1 course

SPCH 1311-1315-1321(preferred) only public speaking with an emphasis (50%-more of course content) on the preparation and presentation of professional speeches, using computer technology when appropriate

Accounting2 courses

ACCT 2301-2401 & 2302-2402only
Financial & Managerial Accounting

Special circumstances may dictate supplements to the field of study.

COMMUNICATIONS

The total semester credit hours for the Field of Study Curricula for Communication must be between 12 to 15 hours taken from the competencies below:

COMPETENCY AREA 1.....6 - 9 hours

Historical/Theoretical/Analytical

Advertising/Public Relations

COMM 1307	COMM 2330	SPCH/COMM 2301
COMM 2300	COMM 2327	

Journalism/Mass Communication

COMM 1307	COMM 2330	SPCH/COMM 2301
COMM 2300	COMM 2311	COMM 2327
COMM 2302	COMM 1335	

Radio & Television Broadcasting/Broadcasting Journalism

DARM 2366/COMM 2366	COMM 1307
SPCH/COMM 2301	COMM 2300
COMM 1335	

General Communication/Communication Studies/Speech Communication/Speech & Rhetorical

Studies/Organizational Communication
SPCH 2333 SPCH 1318 SPCH 1311
SPCH/COMM 2301

COMPETENCY AREA 2.....3 - 9 hours

Writing/Performance/Production

Advertising/Public Relations

COMM 2328	COMM 2329	COMM 2305
COMM 2311	COMM 2315	COMM 1318
COMM 1319	COMM 2332	COMM 1336
COMM 1337	COMM 2339	

Journalism/Mass Communication

COMM 2305 SPCH/COMM 2316 COMM 2311
COMM 2315 COMM 1316 COMM 1317
COMM 1318 COMM 1319 COMM 2332
COMM 2339

Radio & Television Broadcasting/Broadcasting Journalism

COMM 2303 SPCH/COMM 2316
COMM 2304 COMM 2311 COMM 2315
COMM 2331 COMM 2332 COMM 1336
COMM 1337 COMM 2339

General Communication/Communication Studies/Speech Communication/Speech & Rhetorical Studies/Organizational Communication

SPCH/COMM 2316 SPCH 2335 SPCH 1321
SPCH 2341 SPCH 1315 SPCH 1342
COMM 1129..... 1
COMM 1130..... 1
COMM 1307..... 3
COMM 1316..... 3
COMM 1317..... 3
COMM 2120..... 1
COMM 2129..... 1
COMM 2130..... 1
COMM 2309..... 3
COMM 2311..... 3
COMM 2327..... 3

COMPUTER AND INFORMATION SCIENCES

Computer Science

COSC 1336-1436..... 3-4
COSC 1337-1437..... 3-4
COSC 2336-2436..... 3-4
COSC 2325-2425..... 3-4

Math

MATH 2313-2413 3-4
MATH 2314-2414 3-4

Physics

PHYS 2425 4
PHYS 2426 4

CRIMINAL JUSTICE

CRIJ 1301 3
CRIJ 1306 3
CRIJ 1310 3
CRIJ 2313 3
CRIJ 2328 3
TOTAL 15

ENGINEERING

Calculus 8-12

(Applicable to all engineering programs)

MATH 2313 3 - 4
MATH 2413 3 - 4
MATH 2314 3 - 4
MATH 2414 3 - 4
MATH 2315 3 - 4
MATH 2415 3 - 4

Differential Equations/Linear Algebra 3 - 8

(Only those programs requiring these courses)

MATH 2320 3 - 4
MATH 2420 3 - 4
MATH 2318 3 - 4
MATH 2418 3 - 4
Differential Equations and Linear Algebra 3 - 4

Chemistry 4

(Only those programs requiring these courses)

CHEM 1412
CHEM 1312
CHEM 1112

Physics 6 - 8

(Lecture component required by all)

PHYS 2325 PHYS 2425
PHYS 2326 PHYS 2125

Circuits 3

(Only those programs requiring Circ I)

Circuits I for majors-Circuits I for majors with lab

Engineering Mechanics 3 - 8

(Only those programs requiring these courses)

ENGR 2301 3 - 4
ENGR 2401 3 - 4
ENGR 2302 3 - 4
ENGR 2402 3 - 4
ENGR 2303 3 - 4
ENGR 2403 3 - 4

TOTAL 27-43

MUSIC

	Number of semesters	Semester credit hours
Ensemble	4	4
Applied Study	4	8
Theory/Aural Skills	4	12-16
Music Literature	1	3

All freshman and college-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-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-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-an orchestral instrument for 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.

DEFINITION OF TERMS

The following terms are used throughout the catalog. A brief explanation follows each term.

Concurrent Enrollment

- (a) Enrollment by the same student in two different colleges at the same time-
- (b) Enrollment by a high school student in high school and college at the same time,-
- (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.

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.

Electives

A course chosen by the student that is not required for a certificate-degree.

Flexible Entry Course

A course that permits beginning-ending dates other than the beginning-ending of the semester.

Laboratory Hours (Lab)

The number of clock hours in a semester the student spends each week in the laboratory-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.

Performance Grades

Grades assigned point values, including A, B, C, D, and F.

Prerequisite

A course that must be successfully completed-a requirement such as related life experiences that must be met before enrolling in another course.

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.

Course Descriptions

ACCT 2301 Principles of Accounting I - Financial
Three semester hours (3-1)
Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. (5203015104)

ACCT 2302 Principles of Accounting II
Three semester hours (3-1)
Continuation of ACCT 2301. The course includes accounting for partnerships and corporations, cost accounting, decision-making, and statements and analysis. Prerequisite: ACCT 2301. (5203015104)

ACNT 1303 Introduction to Accounting I
Three semester hours (3-1)
Analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliation, and payroll.

ACNT 1304 Introduction to Accounting II
Three semester hours (3-1)
Accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. Prerequisite: ACNT 1303.

ACNT 1313 Computerized Accounting Applications
Three semester hours (3-0)
Utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or data base package/program. This is a sophomore-level course. Prerequisite: ACNT 1303-ACCT 2301.

ACNT 1329 Payroll and Business Tax Accounting
Three semester hours (3-0)
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. Prerequisite: ACNT 1303-ACCT 2301-instructor permission.

ACNT 1331 Federal Income Tax: Individual
Three semester hours (3-0)
A study of laws currently implemented by the IRS, proving a working knowledge of preparing taxes for the individual. Prerequisite: ACNT 1303-ACCT 2301-instructor permission.

ACNT 2388 Internship-Accounting
Three semester hours (0-9)
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the student's last semester.

AGAH 1301 Animal Science
Three semester hours(3-0)
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.

AGME1415 Farm and Ranch Shop Skills
Four semester hours(2-4)
Study and application of shop skills used in agricultural processes including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, metal working, woodworking, plumbing, and concrete.

AGMG 1311 Introduction to Agribusiness
Three semester hours(3-0)
Introduction to agribusiness management, marketing, and sales in the free enterprise system. Topics include economic principles, finance, risk management, record keeping, budgeting, employee/employer responsibilities, communications, human relation skills, and agricultural career opportunities.

AGMG 1344 Agricultural Records Management

Three semester hours..... (3-1)
Examination of the principles of agricultural records and bookkeeping with emphasis on utilization and interpretation of farm and ranch accounts.

AGMG 2301 Livestock Business Management

Three semester hours..... (3-0)
Instruction in contracts, leases, laws and regulations, estate planning, and applications of personnel and management principles.

AGMG 2388 Internship - Agribusiness/Agricultural Business Operations

Three semester hours (0-9)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

AGRI 1131 The Agriculture Industry

One semester hour (1-0)
Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing. (0101035201)

AGRI 1309 Computers in Agriculture

Three semester hours..... (3-1)
Use of computers in agriculture applications. Introduction to programming languages, word processing, electronic spreadsheets, and agriculture software. (0101015101)

AGRI 1311 Dairy Science

Three semester hours..... (3-1)
Survey of the dairy industry, dairy breeds, standards for selection and culling, herd replacements, feeding, management, and health maintenance. Food value of milk, tests for composition and quality, utilization and processing of market milk and dairy products are also covered. (0109055101)

AGRI 1319 Introductory Animal Science

Three semester hours..... (3-0)
Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses.

AGRI 1325 Marketing of Agricultural Products

Three semester hours..... (3-0)
Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing. Recommended Prerequisite: AGRI 2317-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. Prerequisite: BIOL 1411-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 (Metal Working)

Three semester hours (2-2)
Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems of agricultural power machinery. (0102045101)

AGRI 2303 Agricultural Construction I

Three semester hours (2-2)
Selection, use, and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles. (0102015101)

AGRI 2317 Introduction to Agricultural Economics

Three semester hours (3-0)
Fundamental economic principles and their application to the problems of the industry of agriculture. (0101035101)

AGRI 2321 Livestock Evaluation I

Three semester hours (3-0)
Selection, evaluation, and classification of livestock and livestock products. Detailed comparative evaluation of breeding and marketing animals along with live animal evaluation of beef cattle, swine, sheep and horses. Prerequisites: Consent of instructor-AGRI 1419. (0109015201)

AGRI 2322 Livestock Evaluation II

Three semester hours (2-4)
Selection, evaluation, and classification of livestock and livestock products. Detailed evaluation of breeding and marketing animals along with live animal evaluation of beef cattle, sheep, swine and horses. Prerequisite: AGRI 2321-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)

ARCE1352 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 1313 Digital Publishing I (formerly GRPH 1322)

Three semester hours (3-0)
The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout. Prerequisite: ITSC 1309-BCIS/COSC Elective.

ARTS 1301 Art Appreciation

Three semester hours (3-0)
Exploration of purposes and processes in the visual arts including evaluation of selected works. Study is of historical examples of architecture, printing, and sculpture. General course in art appreciation open to all college students. Required of Art majors. (5007035126)

ARTS 1303 Art History I

Three semester hours (3-0)
Examination of painting, sculpture, architecture, and other arts from prehistoric times through the middle ages. (5007035226)

ARTS 1304 Art History II

Three semester hours (3-0)
Examination of painting, sculpture, architecture, and other arts from the Renaissance to the present period. (5007035226)

ARTS 1311 Design - Two Dimensional

Three semester hours (2-4)
Elements and principles of art using two-dimensional concepts in a variety of techniques and media. It includes the basic theory of color. Required of Art majors. (5004015326)

ARTS 1312 Design - Three Dimensional

Three semester hours (2-4)
Elements and principles of art using three-dimensional concepts. Required of Art majors. Prerequisite: ARTS 1311-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. Prerequisite Exploration of ideas using various printmaking processes. (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. Prerequisite: ARTS 1316. (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. Prerequisite: ARTS 2316. (5007085226)

ARTS 2323 Life Drawing I

Three semester hours(2-4)
Basic study of the human form with special attention given to head, hands and feet. Prerequisite: ARTS 1317-permission of the instructor. (5007055326)

ARTS 2324 Life Drawing II

Three semester hours(2-4)
Continuation of ARTS 2323. Problems in drawing and construction of the human figure in selected media. Prerequisite: ARTS 2323-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. Prerequisite: 9 hours Art. (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. Prerequisite: ARTS 1316. (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. Prerequisite: ARTS 1316-permission of the instructor. (5007085326)

ARTS 2367 Water Color II

Three semester hours..... (2-4)
 Exploration of ideas using water-based painting media and techniques Prerequisite: ARTS 2366-permission of the instructor. (5007085326)

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)

ARTV 1211 Storyboard

Two semester hours (2-1)
 Introduction to the techniques of storyboarding including organizing a project's content and arranging it in a visual format. Prerequisite: ITSE 1302-COSC 1336

BCIS 1305 Business Computer Applications

Three semester hours..... (3-0)
 Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Prerequisite-Corequisite: POFI 2301, POFT 1127-keyboarding speed of 25 wpm as verified by a three minute timed writing. (1102025404)

BCIS 1405 Business Computer Applications

Four semester hours..... (3-3)
 Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Prerequisite-Corequisite: POFI 2301, POFT 1127-keyboarding speed of 25 wpm as verified by a three minute timed writing. (1102025404)

BIOL 1106 Biology for Science Majors I (Lab)

One semester hour (0-3)
 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 1107 Biology for Science Majors II (Lab)

One semester hour (0-3)
 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 1306 Biology for Science Majors I (Lecture)

Three semester hours (3-0)
 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 1307 Biology for Science Majors II (Lecture)

Three semester hours (3-0)
 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 1322 Nutrition & Diet Therapy I

Three semester hours (3-0)
 Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. Prerequisite: Minimum of 230 on THEA reading-placement test score in reading-THEA completion by "B"-better in a course designated for reading. (1905015109)

BIOL 1406 General Biology I

Four semester hours..... (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 General Biology II**Four semester hours (3-3)**

Continuation of BIOL 1406. Overview of fundamental biological principles of living organisms, including the study of noncellular biological material, biological diversity, biological development, ecology, and environmental conservation.

Prerequisite: BIOL 1406 (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. Prerequisite: Biology 1408 (5007055226)

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 2101 Anatomy and Physiology I (Lab)**One semester hour (0-3)**

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-specialized. This course is designed to meet the requirements for physical education and Health Professions students. (2607075103)

BIOL 2102 Anatomy and Physiology II (Lab)**One semester hour (0-3)**

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-specialized. This course is designed to meet the requirements for physical education and Health Professions students. Prerequisite: Biology 2401-Biology 2301 and Biology 2101 (2607075103)

BIOL 2301 Anatomy and Physiology I (Lecture)**Three semester hours (3-0)**

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-specialized. This course is designed to meet the requirements for physical education and Health Professions students. (2607075103)

BIOL 2302 Anatomy and Physiology II (Lecture)**Three semester hours(3-0)**

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-specialized. This course is designed to meet the requirements for physical education and Health Professions students. Prerequisite: Biology 2401-Biology 2301 and Biology 2101 (2607075103)

BIOL 2401 Anatomy and Physiology I**Four semester hours(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-specialized. This course is designed to meet the requirements for physical education and Health Professions students. (2607075103)

BIOL 2402 Anatomy and Physiology II**Four semester hours(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-specialized. This course is designed to meet the requirements for physical education and Health Professions students. Prerequisite: Biology 2401 (2607075103)

BIOL 2406 Environmental Biology**Four semester hours(3-3)**

Human interaction with and effect upon plant and animal communities. Conservation, pollution, energy, and other contemporary ecological problems.

BIOL 2120 Microbiology for Non Science Majors (Lab)**One semester hour(0-3)**

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)

BIOL 2320 Microbiology for Non Science Majors (Lecture)**Three semester hours(3-0)**

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)

BIOL 2420 Microbiology**Four semester hours (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 1303 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-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

BMGT 2303 Problem Solving and Decision Making**Three semester hours..... (3-0)**

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids.

BMGT 2331 Principles of Quality Management (Cross listed with QCTC 1301)**Three semester hours (3-0)**

Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality, and employee empowerment.

BMGT 2341 Strategic Management**Three semester hours (3-0)**

Strategic management process involving analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. Prerequisite: BMGT 1303.

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 2388 Internship-Business Administration and Management, General**Three semester hours (0-9)**

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the student's last semester.

BUSG 2309 Small Business Management**Three semester hours (3-0)**

A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. Prerequisite: BUSI 1301-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 1304 Business Report Writing and Correspondence**Three semester hours (3-0)**

Theory and applications for technical reports and correspondence in business. (2311015212)

BUSI 1307 Personal Finance**Three semester hours (3-0)**

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting and home ownership, and wills and trust plans. (1904015109)

BUSI 1311 Salesmanship**Three semester hours (3-0)**

Principles of personal salesmanship including methods and tasks applicable to a wide variety of industries and commercial settings. Prerequisite: MRKG 1311. (5218045104)

BUSI 2301 Business Law**Three semester hours** (3-0)

Principles of law which form the legal framework for business activity. (2201015124)

BUSI 2302 Legal Environment of Business**Three semester hours** (3-0)

Role of law and government regulations in business and society. Includes legal reasoning, sources of law, social policy and legal institutions, and laws relating to antitrust protection, security regulations, consumer protection, environmental protection, worker health and safety, and employment discrimination. (2201015224)

BUSI 2304 Business Report Writing and Correspondence**Three semester hours** (3-0)

Theory and applications for technical reports and correspondence in business. (2311015212)

CBFM 1411 Building Maintenance I**Three semester hours** (2-3)

Basic principles of residential and commercial maintenance and repair. Emphasis on safety, materials, and tool identification.

CBFM 2317 Mechanical Maintenance**Three semester hours** (2-3)

General principles of mechanical and electrical systems as related to inspection, repair, and preventative maintenance of facility equipment.

CDEC 1313 Curriculum Resources for Early Childhood Programs**Three semester hours** (3-0)

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

CDEC 1321 The Infant and Toddler**Three semester hours** (3-0)

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

CDEC 1356 Emergent Literacy for Early Childhood**Three semester hours** (3-0)

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

CDEC 1358 Creative Arts for Early Childhood**Three semester hours** (3-0)

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

CDEC 1359 Children with Special Needs**Three semester hours** (3-0)

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

CDEC 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, and activities and teaching/guidance techniques.

CDEC 2386 Internship - Child Development and Early Childhood-Provider Assistant**Three semester hours**(0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the students last semester. A background check may be required for this course.

CETT 1409 DC-AC Circuits**Four semester hours**(3-3)

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.

CHEM 1405 Introductory Chemistry I**Four semester hours**(3-3)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food-physiological chemistry, and environmental/consumer chemistry. The laboratory will consist of inorganic preparation and qualitative analysis. Designed for non-science and health professions students. (4005015103)

CHEM 1411 General Chemistry I**Four semester hours (3-3)**

General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. Consideration is given to atomic theory, chemical bonding, radiochemistry, notation and nomenclature, thermodynamics, chemical equilibrium, and ionization. A special unit deals with the procurement and utilization of energy. The laboratory emphasizes quantitative measure and chemical and physical change as basic laboratory procedure. Prerequisite: One year of high school chemistry-CHEM 1405-equivalent. (4005015203)

CHEM 1412 General Chemistry II**Four semester hours (3-3)**

Continuation of CHEM 1411. Topics including chemical kinetics; electrochemistry; solid, liquid and gas phases; and biochemistry are discussed. Laboratory work will include qualitative analysis for actions. Prerequisite: CHEM 1411. (4005015203)

CHEM 1419 Introductory Organic Chemistry I**Four semester hours (3-4)**

Survey course introducing organic chemistry. Not designed for students in science-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-organic compounds will be covered. Prerequisite: Permission of instructor. (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-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. Prerequisite: 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. Prerequisite: CHEM 2423. (4005045203) (Offered only spring of odd-numbered years.)

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 #1005.

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 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 1228 Introduction to Terrorism**Two semester hours..... (2-0)**

Historical perspective and the current terrorism threat to a modern society. Major terrorist targets and tactics. Includes limits on military and civil authority. Emphasizes roles of local, state, and federal criminal justice agencies in mitigating the terrorist threat to the U.S.

CJLE 1303 Basic Telecommunication Certification**Three semester hours (3-0)**

Overview of 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 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 (2-2)**

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. This is one of three courses that may be offered by colleges approved by TCLEOSE to offer the academic licensing eligibility program. Students who complete the 7 TCLEOSE approved academic CRIJ courses and the 3 sequence courses may be certified to sit for the TCLeose licensing exam. This course is 1/3 of the external learning experience for Law Enforcement majors. Prerequisite: The 7 TCLEOSE approved academic CRIJ courses and background clearance is required prior to registering for this course.

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. This is one of three courses that may be offered by colleges approved by TCLEOSE to offer the academic licensing eligibility program. Students who complete the 7 TCLEOSE approved academic CRIJ courses and the 3 sequence courses may be certified to sit for the TCLEOSE licensing exam. This course is 1/3 of the external learning experience for Law Enforcement majors. Prerequisite: The 7 TCLEOSE approved academic CRIJ courses and background clearance is required prior to registering for this course.

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. This is one of three courses that may be offered by colleges approved by TCLEOSE to offer the academic licensing eligibility program. Students who complete the 7 TCLEOSE approved academic CRIJ courses and the 3 sequence courses may be certified to sit for the TCLEOSE licensing exam. This course is 1/3 of the external learning experience for Law Enforcement majors. Prerequisite: The 7 TCLEOSE approved academic CRIJ courses and background clearance is required prior to registering for this course.

CJSA 1302 Private Security Officer Training

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)

A study of ethical thought and issues facing the criminal justice professional. Topics include constitutional ethics, codes of conduct, and standards of conduct.

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-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-occupation and relevant to the professional development of the student.

CJSA 2331 Child Abuse, Prevention, and Investigation

Three semester hours(3-0)

Topics include forms of child abuse and neglect, the traits of typical abusers, and investigative strategies.

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 students last semester and requires the approval of the program director.

CJSA 2388 Internship - Criminal Justice Studies

Three semester hours(1-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the student's last semester of their educational program.

CNBT1305 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.

COMM 1129 News Publications I

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

Work on the staff of one of the college publications. Students are required to work on the staff of at least one of the official college publications for prescribed periods under faculty supervision. (0904015406)

COMM 1130 News Publications II

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

Further work on college publications with increased responsibility. Prerequisites: COMM 1129. (0904015406)

COMM 1307 Introduction to Mass Communications

Three semester hours(3-0)

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences. (0901025106)

COMM 1316 News Photography I**Three semester hours.....(2-2)**

Problems and practices of photography for newspapers. Includes instruction in camera and equipment operation and maintenance, film and plate developing, and printing media. (0904015506)

COMM 1317 News Photography II**Three semester hours.....(2-2)**

Continuation of COMM 1316. Theory and practice of exposure, development, printing and enlargement of black and white photographs. Introduction to the various kinds of lenses, cameras and films. Projects include portraiture, sports, action, feature, available light and landscape photographs. Prerequisite: COMM 1316-consent of instructor. (0904015506)

COMM 2120 Practicum in Electronic Media**One semester hour(0-4)**

Lecture and laboratory instruction and participation. (0907015306)

COMM 2129 News Publications III**One semester hour(0-3)**

Further work on college publications with increased responsibility. Prerequisite: COMM 1130. (0904015406)

COMM 2130 News Publications IV**One semester hour(0-3)**

Further work on college publications with increased responsibility. Prerequisite: COMM 2129. (0904015406)

COMM 2309 News Editing and Copy Reading I**Three semester hours.....(3-0)**

Copy editing for errors of fact and interpretation of English. Includes newspaper style, headline writing, proofreading, and page makeup. (0904015306)

COMM 2311 News Gathering and Writing I**Three semester hours.....(2-4)**

Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner. (0904015706)

COMM 2327 Principles of Advertising**Three semester hours.....(3-0)**

Fundamentals of advertising including marketing theory and strategy, copy writing, design, and selection of media. (0909035106)

COSC 1336 Programming Fundamentals I**Three semester hours.....(3-1)**

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. Prerequisite-corequisite: BCIS/COSC Elective-ITSC 1309. (1102015507)

COSC 1320 "C" Programming I**Three semester hours(3-1)**

Introduction to computer programming in the "C" programming language. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of syntax, data and file structures, input/output devices, and disks/files. Prerequisite: BCIS/COSC Elective-ITSC 1309 and corequisite: ITSE 1302-COSC 1336. (1102015207)

CPMT 1304 Microcomputer System Software**Three semester hours(3-1)**

Skill development in the installation, configuration, maintenance and troubleshooting of system software in microcomputers. Topics may include operating systems, utility software and other software affecting the basic operation of a microcomputer system.

CPMT 1311 Introduction to Computer Maintenance**Three semester hours(3-1)**

An introduction to the installation, configuration, and maintenance of a microcomputer system. This course assumes basic computer knowledge.

CPMT 1345 Computer Systems Maintenance**Three semester hours(3-1)**

Examination of the functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids. Prerequisite: CPMT 1311.

CPMT 1347 Computer System Peripherals**Three semester hours(3-1)**

Theory and practices involved in computer peripherals, operation and maintenance techniques, and the use of specialized test equipment. Prerequisite CPMT 1311.

CPMT 2333 Computer Integration**Three semester hours(3-1)**

An advanced course in integration of hardware, software, and applications. Customizing of computer systems for specific applications in engineering, multimedia,-data acquisition. Prerequisite: CPMT 1311 and ITNW 1325-ITCC 1302.

CPMT 2345 Computer System Troubleshooting**Three semester hours(3-1)**

Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment. Prerequisite: CPMT 1311 and ITSC 1305.

CPMT 2350 Industry Certification Preparation**Three semester hours(3-0)**

An overview of the objectives for industry specific certification exam(s). This course should be taken during the end of a degree-certificate program.

CPMT 2449 Advanced Computer Networking Technology**Four semester hours(3-3)**

An in-depth study of network technology with emphasis on network operating systems, network connectivity, hardware, and software. Mastery of implementation, troubleshooting, and maintenance of LAN and/or WAN network environments. Prerequisite: ITNW 1325.

CRIJ 1301 Introduction to Criminal Justice

Three semester hours (3-0)

History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures. (4301045124)

CRIJ 1306 Court Systems and Practices

Three semester hours (3-0)

Study of the judiciary in the American criminal justice system and the adjudication processes and procedures. (2201015424)

CRIJ 1307 Crime in America

Three semester hours (3-0)

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and prevention of crime. (4504015225)

CRIJ 1310 Fundamentals of Criminal Law

Three semester hours (3-0)

Study of criminal law, its philosophical and historical development, major definitions and concepts, classification and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility. (2201015324)

CRIJ 1313 Juvenile Justice System

Three semester hours (3-0)

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (4301045224)

CRIJ 2301 Community Resources in Corrections

Three semester hours (3-0)

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (4301045324)

CRIJ 2313 Correctional Systems and Practices

Three semester hours (3-0)

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. (4301045424)

CRIJ 2314 Criminal Investigation

Three semester hours (3-1)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (4301045524)

CRIJ 2323 Legal Aspects of Law Enforcement

Three semester hours (3-0)

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. (4301045624)

CRIJ 2328 Police Systems and Practices

Three semester hours (3-0)

The police profession, organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, current and future issue. (4301045724)

CRPT 1329 Introduction to Carpentry

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

An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.

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 institution, department, and state.

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 salon management.

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 institution, department, and state.

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 institution, department, and state.

CSME 1434 Cosmetology Instructor I

Four semester hours.....(2-6)
(128 hours)

The fundamentals of instruction of cosmetology students. The student will develop an understanding of classroom/clinic management; design teaching methodologies, and design and implement lesson plans. Prerequisite: CSME 1435.

CSME 1435 Orientation to the Instruction of Cosmetology

Four semester hours.....(2-6)
(128 hours)

An overview of the skills and knowledge necessary for the instruction of cosmetology students. The student will develop an understanding of the rules and regulations of the school, department, and state; demonstrate an understanding of teaching methodologies, and exhibit an understanding of lesson plan development. Prerequisite: Must be a licensed cosmetologist.

CSME 1441 Principles of Nail Technology II

Four semester hours.....(2-8)
(160 hours)

Advanced concepts and principles of nail technology. Topics include advanced instruction in anatomy, physiology, theory, and related skills of nail technology. Prerequisite: CSME 1531.

CSME 1443 Manicuring and Related Theory
Four semester hours (2-6)
(128 hours)

Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology.

CSME 1445 Principles of Facial/Esthetic 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 esthetic technology. The student will describe the operation and demonstrate the use of esthetic machines, identify and explain the chemical composition of products, perform an advanced application of skin care and cosmetics, and remove superfluous hair. Prerequisite: CSME 1521.

CSME 1447 Principles of Skin Care/Facials and Related Theory
Four semester hours (2-8)
(160 hours)

In-depth coverage of the theory and practice of skin care, facials, and cosmetics.

CSME 1451 Artistry of Hair, Theory and Practice
Four semester hours (2-8)
(160 hours)

Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. The student will identify the terminology related to hair structure, growth, and distribution; exhibit workplace competencies related to the artistry of hair; and demonstrate the proper application of hair design. Prerequisite: CSME 1405.

CSME 1453 Chemical Reformation and Related Theory
Four semester hours (2-8)
(160 hours)

Presentation of the theory and practice of chemical reformation. Topics include terminology, application, and workplace competencies related to chemical reformation. Prerequisite: CSME 1405.

CSME 1521 Principles of Facial/Esthetic Technology I
Five semester hours (3-6)
(144 hours)

An introduction to the principles of facial and esthetic technology. Topics include anatomy, physiology, theory, and related skills of facial and esthetic technology. The student will identify the basic anatomy and explain the basic physiology of the skin, and demonstrate the related skills of skin care and cosmetics. Prerequisite: CSME 1420.

CSME 1531 Principles of Nail Technology I
Five semester hours (3-6)
(144 hours)

A course in the principles of nail technology. Topics include anatomy, physiology, theory, and related skills of nail technology. The student will identify the basic anatomy and explain the basic physiology of the hands, arms, and feet, and demonstrate the related skills of manicuring and pedicuring. Prerequisite: CSME 1430.

CSME 2310 Intermediate Haircutting and Related Theory
Three semester hours (1-8)
(144 hours)

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. The student will exhibit work place competencies and identify terminology related to haircutting and finishing techniques, and demonstrate use of implements and various sectioning, haircutting, and finishing techniques. Prerequisite: CSME 1405.

CSME 2343 Salon Development
Three semester hours (2-4)
(96 hours)

Exploration of salon development. Topics include professional ethics and goals, 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 and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color and chemistry. Prerequisite: CSME 1453.

CSME 2414 Cosmetology Instructor II
Four semester hours (2-6)
(128 hours)

A continuation of the fundamentals of instruction of cosmetology students. The student will demonstrate proper classroom/clinic management and implement teaching methodologies and lesson plans. Prerequisite: CSME 1434.

CSME 2415 Cosmetology Instructor III
Four semester hours (2-6)
(128 hours)

Presentation of assignments and evaluation techniques for a cosmetology program. The student will develop an understanding of the proper assessment and evaluation techniques in a cosmetology program and design an evaluation tool for a cosmetology program. Prerequisite: CSME 2414.

CSME 2439 Advanced Hair Design
Four semester hours (2-8)
(160 hours)

Advanced concepts in the theory and practice of hair design. The student will identify terminology related to hair design, demonstrate the proper techniques related to hair design, and exhibit workplace competencies in hair design. Prerequisite: CSME 1451.

CSME 2441 Preparation for State Licensing Examination
Four semester hours (2-6)
(128 hours)

Preparation for the Texas Department of Rules and Regulations Operator Examination. Prerequisite: CSME 2439.

CSME 2444 Cosmetology Instructor IV

Four semester hours (2-8)
(160 hours)

Advanced concepts of instruction in a cosmetology program. Topics include demonstration and implementation of advanced evaluation and assessment techniques. Prerequisite: CSME 2415.

CSME 2445 Instructional Theory and Clinic Operation

Four semester hours (2-6)
(128 hours)

An overview of the objectives required by the Texas Cosmetology Commission Instructor Examination. The student will exhibit the skills required for the completion of the Texas Cosmetology Commission curriculum, demonstrate the management of a lab/clinic in a cosmetology program, and exhibit classroom management skills. Prerequisite: CSME 2444.

CSME 2530 Nail Enhancement

Five semester hours (3-6)
(144 hours)

A course in the general principles of the theory and application of artificial nails and related technology. Prerequisite: CSME 1441.

CSME 2531 Principles of Facials/Esthetic Technology III

Five semester hours (3-6)
(144 hours)

Advanced concepts and principles of skin care and other related technologies. The student will exhibit the skills mandated by the Texas Department of Rules and Regulations license examination, demonstrate professional ethics and salon management, and establish client relations and related skills. Prerequisite: CSME 1445.

DAAC 1304 Pharmacology of Addiction

Three semester hours (3-0)

Psychological, physiological, and sociological effects of mood-altering substances and behaviors and their implications for the addiction process are discussed. Emphasis is placed on pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction.

DAAC 1307 Addicted Family Intervention

Three semester hours (3-0)

An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discuss the impact of mood-altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective.

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-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)

The 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.

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-unpaid learning experience. Prerequisite: To be taken in last semester of study and permission of Program Director.

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.

DAAC 2301 Problems in Dance

Three semester hours(2-2)

Instruction and participation in ballet, jazz,-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 2303 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,-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. Prerequisite: This is a capstone course and should be taken in the student's last semester.

DFTG 2417 Descriptive Geometry
Four semester hours (3-3)
An examination of the graphical solution to problems involving points, lines, and planes in space.

DHYG 1207 General and Dental Nutrition
Two semester hours..... (2-0)
A study of general nutrition and nutritional biochemistry with emphasis on the effects of nutrition and dental health. Analysis of diet and application of counseling strategies to assist the patient in attaining and maintaining optimum oral health are stressed.

DHYG 1211 Periodontology
Two semester hours..... (2-0)
Study of normal and diseased periodontium to include the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics in a contemporary private practice setting.

DHYG 1215 Community Dentistry**Two semester hours** (2-1)

Study of the principles and concepts of community public health and dental health education with an emphasis on community assessment, educational planning, implementation, and evaluation. Laboratory emphasizes methods and materials used in teaching dental health education in various community settings.

DHYG 1223 Dental Hygiene Practice**Two semester hours** (2-0)

Examination of the dental hygienists 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. Prerequisite: DHYG 1215.

DHYG 1301 Orofacial Anatomy, Histology & Embryology**Three semester hours** (2-2)

A study of histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification.

DHYG 1304 Dental Radiology**Three semester hours** (2-3)

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**.....(1-8)

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-dentally compromised patient. Emphasizes supplemental instrumentation techniques. Co requisite course DHYG 2361

DHYG 2231 Contemporary Dental Hygiene Care II**Two semester hours**.....(2-0)

A continuation of dental hygiene care for the medically-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

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)

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

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)

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. (4203015125)

EDUC 1301 Introduction to the Teaching Profession
Three semester hours (1-2)

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)

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.

EDUC 2301 Introduction to Special Populations
Three semester hours (1-2)

An enriched, integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; 4) course must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301 (1310015109)

EECT 1303 Introduction to Telecommunications
Three semester hours (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 1419 Fundamentals of Electricity I
Four semester hours (2-4)

Introduction to basic direct current (DC) theory including electron theory and direct current applications.

ELPT 1445 Commercial Wiring
Four semester hours (2-4)

Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.

EMSP 1160 Clinical - Emergency Medical Technology/Technician
One semester hour (0-3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Corequisite: EMSP 1501. Prerequisite: Successful completion of criminal background clearance.

EMSP 1161 Clinical - Emergency Medical Technology/Technician
One semester hour (0-3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Corequisite: EMSP 1356, Prerequisite: Successful completion of criminal background clearance

EMSP 1162 Clinical - Emergency Medical Technology/Technician

One semester hour(0-3)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Corequisite: EMSP 1355. Prerequisite: Successful completion of criminal background clearance.

EMSP 1355 Trauma Management

Three semester hours.....(2-2)
A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. Prerequisite-corequisite: 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. Prerequisite-corequisite: 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. Prerequisite: 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-other specialized services. Prerequisite: Current American Heart Association Health Care Provider. Corequisite: EMSP 1160.

EMSP 2160 Clinical - Emergency Medical Technology/Technician

One semester hours.....(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 2444. Prerequisite: Successful completion of criminal background clearance.

EMSP 2161 Clinical - Emergency Medical Technology/Technician

One semester hours(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 2434. Prerequisite: 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-injured patients in nontraditional populations.

EMSP 2438 EMS Operations

Four semester hours.....(4-0)
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 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 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 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 College Composition Prep 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 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. Prerequisite: Pass the reading and writing sections of the THEA-alternative test. (2304015112)

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 students’ writing. Prerequisite: ENGL 1301. (2304015112)

ENGL 2307 Creative Writing I

Three semester hours (3-0)
Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, drama, -screenwriting. Prerequisite: ENGL 1301-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, -business writing. (2311015112)

ENGL 2321 British Literature

Three semester hours (3-0)
Selected significant works of British literature. May include study of movements, schools, -periods. Prerequisite: ENGL 1301-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, -periods. Prerequisite: ENGL 1301-permission of instructor. (2308015112)

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, -periods. Prerequisite: ENGL 1301-permission of instructor. (2308015112)

ENGL 2326 American Literature

Three semester hours(3-0)
Selected significant works of American literature. May include study of movements, schools, -periods. Prerequisite: ENGL 1301-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, -periods. Prerequisite: ENGL 1301-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, -periods. Prerequisite: ENGL 1301-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, -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. Prerequisite: ENGL 1301-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, -periods. Literature of the eighteenth century to the contemporary are examined for the contribution to ideas and ideals. Prerequisite: ENGL 1301-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.

FMLD 1301 Introduction to Intergenerational Professions

Three semester hours(3-0)
Skill development in the promotion of health, safety, and nutritional needs of elders and children. Topics include activities that promote intergenerational interaction, strategies for meeting the needs of adults and children in the care and service setting, ethics, and professionalism.

FMLD 1341 Development in a Cross Cultural Perspective

Three semester hours(3-0)
Critical examination of developmental and family theory research across a diverse range of cultures.

FMLD 1349 Individual and Family Development Studies
Three semester hours.....(3-0)
An introduction to the various conditions of children and adults including recognition of symptoms and treatment techniques.

FREN 1411 Beginning French I
Four semester hours(3-2)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. (1609015113)

FREN 1412 Beginning French II
Four semester hours(3-2)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Prerequisite: FREN 1411-permission of instructor. (1609015113)

FREN 2311 Intermediate French I
Three semester hours.....(3-0)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: FREN 1412-permission of instructor. (1609015213)

FREN 2312 Intermediate French II
Three semester hours.....(3-0)
Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: FREN 2311-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)

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 2337 Hospitality Facilities Management

Three semester hours (3-0)

Identification of building systems, facilities management, security, and safety procedures.

HAMG 2388 Internship, Hospitality Administration/Management, General

Three semester hours (3-0)

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 capstone course and should be taken in last semester.

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. Prerequisites: 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. Prerequisite: HITT 1301 and BIOL 2401.

HITT 1253 Legal and Ethical Aspects of Health Information

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

Concepts of confidentiality, ethics, health care legislation, and regulations to the maintenance and use of health information. Prerequisite: HITT 1301 for HITT students; prerequisite not required for Surg Tech students.

HITT 1253 Legal and Ethical Aspects of Health Information

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

Concepts of confidentiality, ethics, health care legislation and regulations relating to the maintenance and use of health information. Prerequisite: HITT 1301 for HITT students; prerequisite not required for Surg Tech students.

HITT 1255 Health Care Statistics

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

General principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data with overview of guidelines for Texas Department of Health Vital Statistics and studies. Prerequisite: HITT 1301.

HITT 1301 Health Data Content and Structure

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

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health-related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

HITT 1311 Computers in Health Care

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

Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data. Prerequisite: HITT 1301.

HITT 1345 Health Care Delivery Systems

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

Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies. Prerequisite: HITT 1301.

HITT 1441 Coding and Classification Systems

Four semester hours (3-2)
Application of basic coding rules, principles, guidelines, and conventions. Prerequisites: HPRS 1206, BIOL 2401 and BIOL 2402.

HITT 2160 Clinical - Health Information Technology/Technician

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. Prerequisites: HITT 1161, HITT 1249, HITT 1255, HPRS 2301 and successfully complete a criminal background clearance.

HITT 2161 Clinical - Health Information Technology/Technician

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. Prerequisites-corequisites: HITT 2160, HITT 2435, HITT 2239, HITT 2343, HITT 2231, MRMT 1311 and successfully complete a criminal background clearance.

HITT 2231 Medical Terminology - Advanced

Two semester hours (2-0)
Study of advanced terminology in various medical and surgical specialties. Prerequisite: HPRS 1206 and HITT 1301.

HITT 2239 Health Information Organization and Supervision

Two semester hours (1-2)
Principles of organization and supervision of human, fiscal, and capital resources. Prerequisites: HITT 1301 and HITT 1345.

HITT 2340 Advanced Medical Billing & Reimbursement

Three semester hours..... (1-4)
Study of advanced health insurance reimbursement in various health care settings. Includes application of coding skills to prepare insurance forms for submission to third party payers. Prerequisites: HITT 1441, HITT 2435.

HITT 2343 Quality Assessment and Performance Improvement

Three semester hours..... (2-2)
Study of the many facets of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation, and presentation of data in statistical formats, quality improvement functions, quality tools, utilization management, risk management, and medical staff data quality issues. Prerequisite: HITT 1301.

HITT 2435 Coding and Reimbursement Methodologies

Four semester hours..... (2-4)
Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement. Prerequisites: HITT 1441 and HPRS 2301.

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. Prerequisites: HITT 1301, BIOL 2401, and BIOL 2402.

HRPO 1302 Human Resource Training and Development

Three semester hours (3-0)
An overview of the human resource development function specifically concentrating on the training and development component. Topics include training as related to organizational mission and goals; budgeting; assessment; design, delivery, evaluation, and justification of training. Included are new trends in training, including distance and virtual education.

HRPO 1311 Human Relations

Three semester hours (3-0)
Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

HRPO 2301 Human Resources Management**Three semester hours** (3-0)

Behavioral and legal approaches to the management of human resources in organizations.

HRPO 2306 Benefits and Compensation**Three semester hours** (3-0)

An overview of employee compensation systems. Topics include compensation systems, direct and indirect compensation, internal and external determination of compensation, benefits administration, managing and evaluating for effectiveness, legal and regulatory issues, pay equality, job analysis affecting job compensation and competencies.

HRPO 2388 Internship- Human Resources Management**Three semester hours** (0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the student's last semester.

HUMA 1301 Introduction to the Humanities I**Three semester hours** (3-0)

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. (2401035112)

HUMA 2323 World Cultures**Three semester hours** (3-0)

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major sub-fields: physical and cultural anthropology, archeology, linguistics, and ethnology. (4502015125)

HYDR 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.

IMED 1301 Introduction to Multimedia**Three semester hours** (3 -1)

A survey of the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Emphasis on conceptualizing and producing effective multimedia presentations.

IMED 1316 Web Page Design I**Three semester hours** (3-1)

Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers. Prerequisite:-corequisite: BCIS/COSC Elective-ITSC 1309.

IMED 1345 Interactive Multimedia I**Three semester hours**(3-1)

Exploration of the use of graphics and sound to create interactive multimedia applications and/or animations using industry standard authoring software.

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. Topics include database technology, creating web sites in order to collect information, performing on-line transactions, and generating dynamic content.

IMED 2349 Internet Communications**Three semester hours**(3-1)

Advanced seminar in web server design and maintenance. Topics include scripting, web site planning, testing, security, production, and marketing. Prerequisite: ITNW 1325-ITCC 1302 and ITSC 1305.

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. Prerequisite: This is a capstone course and should be taken in the student's last semester.

INTC 1343 Application of Industrial Automatic Control**Three semester hours**(3-1)

Study of automatic process control including measuring devices, analog and digital instrumentation, signal transmitters, recorders, alarms, controllers, control valves, and process and instrument drawings. Includes connection and troubleshooting of loops.

INTC 1455 Unit Operations**Four semester hours**(2-4)

Study of industrial processes including fluid flow and material transport, distillation, extraction, and automatic control requirements of these processes. Instruction in control system design and control loop adjustments and analysis.

ITCC 1300 Router and Routing Basics**Three semester hours..(3-1)**

Instruction in basic router configuration for local area networks. Includes initial router configuration for TCP/IP, management of IOS and router configuration files, routing protocols, and access control lists. Prerequisite: ITNW 1325-ITCC 1302.

ITCC 1302 CCNA 1 Networking Basics**Three semester hours.....(3-1)**

A course introducing the basics of networking including network terminology, local area networks (LAN) and wide area networks (WAN). Topics include network protocols such as TCP/IP, Open System Interconnection (OSI) models, cabling and routers.

ITCC 1306 CCNA 2 Router and Routing Basics**Three semester hours.....(3-1)**

An introduction to Cisco basic router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of the Cisco IOS and router configuration files, routing protocols, and access control lists. Prerequisite: ITCC 1302.

ITCC 1340 Switching Basic and Intermediate Routing**Three semester hours..(3-1)**

A course focusing on advanced topics including Internet Protocol addressing techniques, intermediate routing protocols, CLI configuration of switches, Ethernet switching, Virtual Local Area Networks (VLANs), Spanning Tree Protocol, and VLAN Trunking Protocols. Prerequisite: ITCC 1300-ITCC 1306.

ITCC 1341 Wide Area Network (WAN) Technologies**Three semester hours.....(3-1)**

This course focusing on advanced Internet Protocol (IP) addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), Wide Area Network (WAN) technology and terminology, PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. Prerequisite: ITCC 1340-ITCC 1342.

ITCC 1342 CCNA 3 Switching Basic and Intermediate Routing**Three semester hours.....(3-1)**

A course focusing on advanced topics including IP addressing techniques, intermediate routing protocols, CLI configuration of switches, Ethernet switching, VLANs, Spanning Tree Protocol, and VLAN Trunking Protocol. Prerequisite: ITCC 1306.

ITCC 1346 CCNA 4 WAN Technologies**Three semester hours.....(3-1)**

This course focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management and introduction to optical networking. In addition the student will prepare for the CCNA exam. Prerequisite: ITCC 1342

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.

ITDF2335 Comprehensive Digital Forensics Project**Three semester hours (3-1)**

Comprehensive application of skills learned in previous digital forensics courses in a simulated crime scene-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 of 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. Prerequisite-corequisite: 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 Networking Administration**Three semester hours (3-1)**

Topics include network components, user accounts and groups, network file systems, file system security, and network printing. Prerequisite: ITNW 1325-ITCC 1302 and ITSC 1305.

ITNW 2313 Networking Hardware**Three semester hours** (3-1)

Maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies; and other networking hardware devices.

ITNW 2321 Networking with TCP/IP**Three semester hours** (3-1)

Set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. Prerequisite: ITNW 1325-ITCC 1302-approval from instructor.

ITNW 2335 Network Troubleshooting and Support**Three semester hours** (3-1)

Instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management of hardware-software. Prerequisite: ITNW 1325-ITCC 1302-approval from instructor.

ITNW 2354 Internet/Intranet Server**Three semester hours** (3-1)

Designing, installing, configuring, maintaining, and managing an Internet server. Prerequisite: ITNW1325-ITCC 1302-approval from instructor.

ITNW 2413 Networking Hardware**Four semester hours** (3-3)

Maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, uninterrupted power supplies, and other networking hardware devices; building networking cables; identifying and implementing connectivity devices; selecting appropriate network power management devices; and determining the necessary computer hardware requirements for workstations and servers. Prerequisite: ITNW 1325-ITCC 1302-approval from instructor.

ITSC 1305 Introduction to PC Operating Systems**Three semester hours** (3-1)

A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Prerequisite-corequisite: BCIS/COSC Elective-ITSC 1309.

ITSC 1309 Integrated Software Applications I**Three semester hours** (3-1)

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. Prerequisites-corequisites: POFT 1127, POFI 2301,-keyboarding speed of 25 wpm as verified by a three-minute timed writing.

ITSC 1316 Linux Installation and Configuration**Three semester hours**(3-1)

Open-source 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. Also covers maintaining and securing reliable Linux systems.

ITSC 1321 Intermediate PC Operating Systems**Three semester hours**(3-1)

Advanced operating system installation, configuration, and troubleshooting. Management of file systems, memory, and peripheral devices. Prerequisite: ITSC 1305

ITSC 2335 Application Problem Solving**Three semester hours**(3-1)

Utilization of current application software to solve advanced problems and generate customized solutions, involving project and software specific to a specific curricular area. Prerequisite: ITSE 1302-COSC 1336 and CPMT 1311.

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. This is a sophomore level course. Prerequisite: CPMT 1311 and ITSC 1305.

ITSC 2386 Internship - Computer and Information Sciences, General**Three semester hours**..... (0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the student's last semester.

ITSE 1302 Computer Programming**Three semester hours**(3-1)

Introduction to computer programming with emphasis on the fundamentals of design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.

ITSE 1331 Introduction to Visual BASIC Programming**Three semester hours**(3-1)

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisite: BCIS/COSC Elective-ITSC 1309 and ITSE 1302-COSC 1336.

ITSE 1350 System Analysis and Design**Three semester hours**(3-1)

Comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. Prerequisite-corequisite: BCIS/COSC Elective-ITSC 1309,.

ITSE 2309 Database Programming**Three semester hours..... (3-1)**

Application development using database programming techniques emphasizing database structures, modeling, and database access. Prerequisite-corequisite: BCIS/COSC Elective-ITSC 1309.

ITSE 2313 Web Authoring**Three semester hours..... (3-1)**

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. Prerequisite: IMED 1316.

ITSE 2317 JAVA Programming**Three semester hours..... (3-1)**

Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. Prerequisite: ITSE 1302-COSC 1336.

ITSE 2347 Advanced Database Programming**Three semester hours..... (3-1)**

Application development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access. Prerequisite: ITSE 2309.

ITSW 2334 Advanced Spreadsheets**Three semester hours..... (3-1)**

Designed to provide an understanding of advanced functionality of electronic spreadsheets. Prerequisite-corequisite: BCIS/COSC Elective-ITSC 13093.

ITSW 2337 Advanced Database**Three semester hours..... (3-1)**

Designed to provide an understanding of advanced functionality of databases. Prerequisite-corequisite: BCIS/COSC Elective-ITSC 13093.

ITSY 1300 Fundamentals of Information Security**Three semester hours..... (3-0)**

Basic information security goals of availability, integrity, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed. Prerequisite: BCIS/COSC Elective-ITSC 1309.

ITSY 1342 Information Technology Security**Three semester hours..... (3-1)**

Instruction in security for network hardware, software, and data, including physical security, backup procedures, relevant tools, encryption, and protection from viruses. Prerequisite: ITNW 2354 and ITSY 1300.

ITSY 2300 Operating System Security**Three semester hours..... (3-1)**

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards. Prerequisite: ITSC 1305.

ITSY 2301 Firewalls and Network Security**Three semester hours (3-1)**

Identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities. Prerequisite: ITSC 1321.

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-apply towards graduation.

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-better must be achieved to advance to the next level, MATH 0331. This course does not transfer-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-better must be achieved to advance to the next level, MATH 0332. This course does not transfer-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-better must be achieved to advance to the next level, MATH 0333. This course does not transfer-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-better must be achieved to advance to the next level, MATH 1314-other college level math course. This course does not transfer-apply towards graduation. (Accuplacer breakdown 64-79)

MATH 0399 College Prep Math**(Updated December 18, 2009 – Update 15)****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/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. Co-requisite: MATH 0101 with completion grade of B-better in MATH 0332-with Accuplacer Score of 64-79. Prerequisite: MATH 0333-satisfactory placement test-THEA scores. (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. Prerequisite: two years of high school algebra-MATH 0333; satisfactory placement test-THEA scores. (2701015319)

MATH 1324 Mathematics for Business and Social Sciences I (finite mathematics)**Three semester hours** (3-0)

Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business. Prerequisite: Math 1314-instructor approval. (2703015219)

MATH 1325 Business Calculus (Mathematics for Business & Social Sciences II)**Three semester hours**(3-0)

Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, application to management, economics and business. Prerequisite: Math 1324, 1314,1316-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. Prerequisite: Two years high school algebra-above. (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. Prerequisite: Basic arithmetic skills. (2705015119)

MATH 1348 Analytical Geometry**Three semester hours**(3-0)

Lines, circles, and other conic sections; transformation of coordinates; polar coordinates; and parametric equations. Introduces relationship between algebra and geometry. Includes the fundamental formulas related to Cartesian coordinates and equations, with special emphasis on the straight line, the circle, the parabola, the ellipse, and the hyperbola; high plane curves; parametric equations; polar coordinates; and an introduction to vectors. Prerequisites: MATH 1316 and 1314,-by taking an advanced standing examination. May be taken concurrently with MATH 1316. (2701015519)

MATH 1350 Fundamentals of Mathematics I**Three semester hours**(3-0)

Concepts of sets, functions, numerations systems, number theory, and properties of the natural numbers, integers, rational and real number systems with an emphasis on problem solving and critical thinking. Recommended for Elementary Education majors with Grade 4-8 Certification. This course may also be appropriate for early childhood education majors. Prerequisite: College Algebra-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. Prerequisite: College Algebra-equivalent of MATH 1350. (2701015619)

MATH 2412 Precalculus Math**Three semester hours**(3-0)

Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic and trigonometric functions. May include topics from analytical geometry. Prerequisite: Two years high school algebra-above. (2701015819)

MATH 2313 Calculus I

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

Functions, limits, continuity, differentiation, integration, applications, and partial differentiation. This course may include topics in analytic geometry. This course is concerned with the limit of functions, the derivative and its application, the indefinite integral, the definite integral and applications. Prerequisite: Trigonometry-Pre-calculus. (2701015919)

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. Prerequisite: (2705015119)

MATH 2314 Calculus II

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

Functions, limits, continuity, differentiation, integration, applications, sequences and series, and vector analysis. This course may include topics in analytic geometry. This course is a study of the differentiation of transcendental functions with applications, parametric equations, theorem of mean value, the integration of standard forms, integration by various devices, reduction formulas, and series. Prerequisite: MATH 2313. (2701015919)

MATH 2315 Calculus III

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

Functions, limits, continuity, differentiation, integration, applications, sequences and series, vector analysis, partial differentiation, and multiple integration. This course may include topics in analytic geometry. This course is concerned with partial differentiation, infinite series, indeterminate forms, hyperbolic functions, functions of several variables, multiple integrals, and vectors. Prerequisite: MATH 2314. (2701015919)

MATH 2413 Calculus I

Three semester hours.....(4-0)

Functions, limits, continuity, differentiation, integration, applications, and partial differentiation. This course may include topics in analytic geometry. This course is concerned with the limit of functions, the derivative and its application, the indefinite integral, the definite integral and applications. Prerequisite: Trigonometry-Pre-calculus. (2701015919)

MATH 2414 Calculus II

Four semester hours(4-0)

Functions, limits, continuity, differentiation, integration, applications, sequences and series, and vector analysis. This course may include topics in analytic geometry. This course is a study of the differentiation of transcendental functions with applications, parametric equations, theorem of mean value, the integration of standard forms, integration by various devices, reduction formulas, and series. Prerequisite: MATH 2313. (2701015919)

MDCA 1164 Practicum (or Field Experience)

Medical/Clinical Assistant

One semester hours.....(0-9)

Corequisites: MDCA 1309 and MDCA 1352

MDCA 1165 Practicum (or Field Experience)

Medical/Clinical Assistant

One semester hours.....(0-8)

Corequisites: MDCA 1348 and MDCA 1417

MDCA 1166 Practicum (or Field Experience)

Medical/Clinical Assistant

One semester hours(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. Corequisites: 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. Corequisites: 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-third party and prevention of insurance fraud. Additional topics may include managed care-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-legal responsibilities of the medical assistant. Corequisites: 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. Corequisites: MDCA 1309, MDCA 1164 NOTE: Upon successful completion of these courses, the student is eligible to submit application for the Registered Phlebotomy Technician certification examination with the American Medical Technologists Association. Individuals who pass the examination are awarded the Registered Phlebotomy Technician (RPT) credential.

MDCA 1402 Human Disease Pathophysiology

Four semester hours (6-0)

A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

MDCA 1417 Procedures in a Clinical Setting

Four semester hours (2-3)

Emphasis on patient-centered assessment, examination, intervention, and treatment as directed by physician. Includes vital signs, collection, and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriate for the medical office. Prerequisite-corequisite: MDCA 1348 and 1165.

MDCA 1452 Medical Assistant Laboratory Procedures II

Four semester hours (2-4)

Demonstrate proper venipuncture technique; demonstrate compliance with Universal/Standard Precautions and OSHA guidelines; properly perform hematocrit and glucose with a blood glucose meter; properly label and handle all biologic specimens; perform appropriate equipment maintenance and troubleshooting; demonstrate quality assurance and quality control procedures; and if appropriate, perform proper 12 lead electrocardiography. Prerequisites: MDCA 1309, MDCA 1352, MDCA 1164, Corequisites: MDCA 1166

MRKG 1301 Customer Relations

Three semester hours (3-0)

General Principles of customer service including skills, knowledge, attitudes, and behaviors.

MRKG 1302 Principles of Retailing (formerly BMGT 1302)

Three semester hours (3-0)

Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.

MRKG 1311 Principles of Marketing

Three semester hours(3-0)

Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

MRKG 2349 Advertising and Sales Promotion (formerly BMGT 1349)

Three semester hours(3-0)

Introduction to the advertising principles, practices, and multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints. Prerequisite: MRKG 1311.

MRKG 2388 Internship-Business Marketing & Marketing Management

Three semester hours(0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the student's last semester.

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. Prerequisites: 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. Prerequisite-corequisite: 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. Prerequisites-corequisites: 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. Prerequisite: MRMT 1307.

MUSIC

All freshman and college-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-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-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-an orchestral instrument for 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, 1105, 2103, 2105-Keyboards
MUAP 1106, 1107, 2106, 2107-Woodwind
MUAP 1109, 1110, 2109, 2110-Brass
MUAP 1111, 1112, 2111, 2112-Voice
MUAP 1113, 1123, 2113, 2123-Percussion
MUAP 1119, 1120, 2119, 2120-Guitar

MUEN 1131, 1132, 2131, 2132 Chamber (Small) Instrumental Ensemble

One semester hour each (1-2)
HAWK BAND-Modern as well as contemporary and standard band music will be studied and performed with frequent public appearances. Enrollment is at the discretion of the director.(5009035626)

MUEN 1151, 1152, 2151, 2152 Chamber (Small) Vocal Ensemble

One semester hour each (1-2)
NEW DIMENSION-Ensemble of mixed voices dedicated to performance of lighter contemporary music. Enrollment by audition. (5009035826)

MUSI 1116, 1117 Elementary 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-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 Improvisation I, II, III, IV

One semester hour each (1-2)
Materials and practices for improvisation-extemporaneous playing. This course includes basic improvisation in different jazz styles. Studies on the use of modal and pentatonic styles, blues progressions, and associated scales are also included. Students learn standards as well as fusion-funk applications. (5009036526)

MUSI 1303 Fundamentals of Music

Three semester hours (3-0)
Introduction to the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. (5009045526)

MUSI 1304 Foundations of Music

Three semester hours (3-0)
Study of the basic fundamentals of music with an introduction to melodic, rhythmic, and harmonic instruments. Emphasis on participation in singing and reading music. Designed for the elementary education major and requires no previous musical training. (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. (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. Study of the elements and structure of music, including the orchestra and music forms. Research periods include Medieval, Renaissance, Baroque, Classicism, Romantic, and Modern, which will include American music and a look at New Music. (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 Advanced Sight Singing and Ear-Training I and II

One semester hour (0-2)

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures. (5009045726)

MUSI 2311 Music Theory III

Three semester hours (3-0)

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard.. Prerequisite: Completion of MUSI 1312. Companion course with MUSI 2116. (5009045226)

MUSI 2312 Music Theory IV

Three semester hours (3-0)

Continuation of MUSI 2311. Study of mixed chords, ninths, elevenths, etc. Original compositions in two and three-part song forms are required. Survey of harmonic techniques of the nineteenth and twentieth centuries. Continued study of keyboard harmony. Prerequisite: Completion of MUSI 2311. Companion course with MUSI 2118. (5009045226)

OSHT 2209 Safety Program Management

Two semester hours(2-0)

Examine the major safety management issues that affect the workplace, including safety awareness, loss control, regulatory issues, and human behavior modification.

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.
- 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

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.
- 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.

PHED 1301 Introduction to Physical Fitness & Sport
Three semester hours.....(3-0)
Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. (3105015223)

PHED 1304 Personal/Community Health I
Three semester hours.....(3-0)
Investigation of the principles and practices in relation to personal and community health. (5115045116)

PHED 1306 First Aid
Three semester hours.....(3-0)
Instruction in and practice of first aid techniques. (5115045316)

PHED 1308 Sports Officiating I
Three semester hours.....(3-0)
Instruction in rules, interpretation, and mechanics of officiating selected sports. (3101015123)

PHED 1309 Sports Officiating II
Three semester hours.....(3-0)
Instruction in rules, interpretation, and mechanics of officiating selected sports. (3101015123)

PHED 1321 Coaching/Sports/Athletics I
Three semester hours.....(3-0)
Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques. (3105055123)

PHED 1322 Coaching/Sports/Athletics II
Three semester hours.....(3-0)
Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques. (3105055123)

PHED 1336 Introduction To Recreation I
Three semester hours.....(3-0)
Fundamental theory and concepts of recreational activities with emphasis on programs, planning, and leadership. (3101015123)

PHED 1337 Introduction To Recreation II
Three semester hours.....(3-0)
Fundamental theory and concepts of recreational activities with emphasis on programs, planning, and leadership. (3101015123)

PHED 1338 Concepts of Physical Fitness
Three semester hours.....(3-0)
Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs.(3105035123)

PHED 2156 Taping and Bandaging
One semester hours.....(1-0)
This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries.(3105035123)

PHED 2356 Care and Prevention of Athletic Injuries
Three semester hours.....(3-0)
Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of

injuries, and administration procedures in athletic training. (3105035223)

PHIL 1301 Introduction to Philosophy
Three semester hours(3-0)
Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning. (3801015112)

PHIL 1304 Introduction to World Religions
Three semester hours(3-0)
A comparative study of major religions of the world including Mohammedanism, Judaism, Buddhism, Hinduism and Christianity. (3802015212)

PHIL 1316 History of Religions I
Three semester hours(3-0)
A historical survey of major religions. (3802015212)

PHIL 2303 Introduction to Logic
Three semester hours(3-0)
Nature and methods of clear and critical thinking and correct reasoning such as deduction, induction, scientific reasoning, and fallacies. (3801015212)

PHIL 2306 Introduction to Ethics
Three semester hours(3-0)
Classical and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards. (3801015312)

PHIL 2321 Philosophy of Religion
Three semester hours(3-0)
A critical investigation of major religious ideas and experiences. (3802015312)

PHYS 1401 College Physics I
Four semester hours.....(3-3)
Algebra-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics. Prerequisite: Completion of-registration for MATH 1316. (4008015303)

PHYS 1402 College Physics II
Four semester hours.....(3-3)
Continuation of Physics 1401. Algebra-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism, and modern physics. Prerequisite: PHYS 1401-approval of the instructor. (4008015303)

PHYS 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)

PHYS 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)

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. (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. May-may not include a lab. (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. May-may not include a lab. (4001015103)**PHYS 2425 University Physics I****Four semester hours** (3-4)
Calculus-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism. Prerequisites: PHYS 1401 and PHYS 1402-high school physics-the equivalent and MATH 2313. (4008015403)**PHYS 2426 University Physics II****Four semester hours** (3-4)
Continuation of Physics 2425. Calculus-level physics sequence, with laboratories, that includes study of mechanics, heat, waves, electricity and magnetism. Prerequisites: PHYS 2425 and parallel enrollment in MATH 2314. (4008015403)**POFI 2301 Word Processing****Three semester hours** (3-1)
In-depth coverage of word processing software application. Prerequisite-corequisite: BCIS/COSC Elective-ITSC 1309³.**POFI 2331 Desktop Publishing for the Office****Three semester hours** (3-1)
In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. Prerequisite-corequisite: BCIS/COSC Elective-ITSC 1309.**POFI 2340 Advanced Word Processing****Three semester hours** (3-1)
Instruction in advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications. Prerequisite: POFI 2301.**POFL 1303 Legal Office Procedures****Three semester hours** (3-1)
Study of the administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems. This is a sophomore-level course. Prerequisites: POFI 2301 and POFT 1309.**POFL 2301 Legal Document Processing****Three semester hours** (3-1)
Skill development in the production of legal documents used in the legal and court systems. Prerequisite: POFT 1349.**POFM 1309 Medical Office Procedures****Three semester hours**(3-1)
Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. Emphasis on human relations and customer service skills.**POFM 1313 Medical Terminology I****Three semester hours**(3-0)
Instruction in the practical application of a medical vocabulary system. Topics include structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots, and combining forms.**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.**POFM 1331 Medical Transcription I****Three semester hours**(3-1)
Fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy.**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 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 1325 Business Math and Machine Applications****Three semester hours**(3-0)
Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software.**POFT 1349 Administrative Office Procedures II****Three semester hours**(3-1)
In depth coverage of office applications with special emphasis on decision making, goal setting, management theories, and critical thinking. Prerequisites POFT 1309, POFI 2301,- permission of instructor.**POFT 2331 Administrative Systems****Three semester hours**(3-1)
Advance concepts of project management and office procedures utilizing integration of previously learned office skills. Prerequisite POFT 1349

POFT 2388 Internship-General Office/Clerical & Typing 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. Prerequisite: This is a capstone course and should be taken in the student's last semester.

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-effect relationships, and reasoning.

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. (4207015125)

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 2318 Juvenile Delinquency

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. Prerequisite: PSYC 2301-permission of instructor. (4216015125)

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. (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-effect relationships, and reasoning.

QCTC 1301 Total Quality Management

Three semester hours(3-1)

The study of integrating work processes using team participation through employee empowerment and teamwork emphasizing the philosophy of customer service and satisfaction.

QCTC 1303 Quality Control

Three semester hours(3-0)

Information on quality control principles and applications. Designed to introduce the student to the quality control profession.

QCTC 1341 Statistical Process Control

Three semester hours(3-0)

Components of statistics including techniques of collection, presentation, analysis, and interpretation of numerical data as applied to statistical control. Stresses application of correlation methods, analysis of variance, dispersion, sampling quality control; collect and analyze data to calculate control limits; and identify out-of-control conditions. Prerequisite: Math elective.

QCTC 1448 Metrology

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

A study of the terminology, methodology, and practice of measurement systems and equipment in the calibration and use of basic measuring tools.

RADR 1167 Practicum - Radiologic Technology

One semester hour(0-8)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Practicum experiences are unpaid external learning experiences. Prerequisite: Successful completion of RADR 1266.

RADR 1213 Principles of Radiographic Imaging I

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

Radiographic image quality and the effects of exposure variables. Corequisite: RADR 1260. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: Admission into the Radiologic Technology Program.

RADR 1260 Clinical - Radiologic Technology

Two semester hour(0-8)

A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinic experiences are unpaid external learning experiences. Prerequisite: Admission into the Radiologic Technology Program.

RADR 1266 Practicum - Radiologic Technology
Two semester hours (0-16)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Practicum experiences are unpaid external learning experiences. Prerequisite: RADR 1260.

RADR 1309 Introduction to Radiography and Patient Care
Three semester hours (2-2)
An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included. Corequisite: RADR 1260. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: Admission into the Radiologic Technology Program.

RADR 1311 Basic Radiographic Procedures
Three semester hours (2-3)
An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy. Corequisite: RADR 1260. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: Admission into the Radiologic Technology Program.

RADR 2217 Radiographic Pathology
Two semester hours (2-0)
Disease processes and their appearance on radiographic images. Corequisite: RADR 2367. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: RADR 2313

RADR 2240 Sectional Anatomy for Medical Imaging
Two semester hours (2-0)
Anatomic relationships that are present under various sectional orientations as depicted by computed tomography-magnetic resonance imaging. Corequisite: RADR 2367. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: RADR 2313

RADR 2301 Intermediate Radiographic Procedures
Three semester hours (2-3)
A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy. Corequisite: RADR 1266. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: RADR 1311

RADR 2305 Principals of Radiographic Imaging II
Three semester hours(3-1)
Radiographic imaging technique formulation. Includes equipment quality control, image quality assurance, and the synthesis of all variables in image production. Corequisite: RADR 1266. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: Successful completion of RADR 1213, RADR 1309.

RADR 2309 - Radiographic Imaging Equipment
Three semester hours(3-1)
Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process. Corequisite: RADR 1266. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: Successful completion of RADR 1213, RADR 1309.

RADR 2313 Radiation Biology and Protection
Three semester hours(3-0)
Effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. Corequisite: RADR 2366. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: RADR 2331

RADR 2331 Advanced Radiographic Procedures
Three semester hours(2-2)
Continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. Corequisite: RADR 1167. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: RADR 2301, RADR 2305, RADR 2309.

RADR 2335 Radiologic Technology Seminar
Three semester hours(2-2)
A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. Corequisite: RADR 2367. Students who do not successfully complete a course must repeat that course and its corequisite, regardless of the grade earned in the corequisite course. Prerequisite: RADR 2313

RADR 2366 Practicum - Radiologic Technology
Three semester hours(0-24)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Practicum experiences are unpaid learning experiences. Prerequisite: RADR 1167

RADR 2367 Practicum - Radiologic Technology
Three semester hours(0-24)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Practicum experiences are unpaid learning experiences. Prerequisite: RADR 2366

RNSG 1309 Introduction to Nursing

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

Overview of nursing and the role of the associate degree nurse as a provider of care, coordinator of care, and member of a profession. Topics include knowledge, judgment, skills, and professional values with a legal/ethical framework. Prerequisite: 14 hours of required support courses, including a minimum of BIOL 2402 and one other science course. (5116015414) Co requisite RNSG 1361

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. Prerequisite: RNSG 1209, RNSG 1361, and a minimum of 26 hours of required support courses, including all science courses.(5116016414) Co requisite RNSG 1362

RNSG 1361 - Clinical - Nursing (R.N. Training)

Intro to Nursing

Three semester hours.....(0-9)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. (5116016914) Co requisite RNSG 1309

RNSG 1362 - Clinical - Nursing (R.N. 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. (5116016914) Co requisite RNSG 1343

RNSG 2160 - Clinical - Nursing (R.N. 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. (5116016914) Co requisite RNSG 2307

RNSG 2201 Care of Children and Families

Two semester hours(1-2)

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework. Prerequisites: RNSG 1209, RNSG 1361, RNSG 1343, RNSG 1362, Computer Science elective.(5116015814) Co requisite RNSG 2361

RNSG 2213 Mental Health Nursing

Two semester hours(1-2)

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. Prerequisites: RNSG 1209, RNSG 1361, RNSG 1343, RNSG 1362, RNSG 2307, COSC 1401 Computer Science elective.(5116016914) Co requisite RNSG 2261

RNSG 2260 Clinical - Nursing (R.N. 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. (5116016914) Co requisite RNSG 2308

RNSG 2261 - Clinical - Nursing (R.N. 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. (5116016914) Co requisite RNSG 2213

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. Prerequisites: RNSG 1209, RNSG 1361, RNSG 1343, RNSG 1362, Computer Science elective.(5116015914) Co requisite RNSG 2260

RNSG 2361 - Clinical - Nursing (R.N. 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. (5116016914) Co requisite RNSG 2201

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. Prerequisites: RNSG 1209, RNSG 1361, RNSG 1343, RNSG 1362, COSC 1401, Computer Science elective.(5116016814) Co requisite RNSG 2460

**RNSG 2460 - Clinical - Nursing (R.N. 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. (5116016914) Co requisite RNSG 2404

**RSPT 1160 Clinical - Respiratory Care
One semester hour (0-5)**
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: RSPT 1213

**RSPT 1101 Introduction to Respiratory Care
One semester hours (0-4)**
An introduction to the field of respiratory care. Topics include the history of respiratory care, hospital organization, medical malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment, infection control, and cardiopulmonary resuscitation (CPR). Prerequisite: Admission into the Respiratory Care program.

**RSPT 1213 Basic Respiratory Care Pharmacology
Two semester hours (2-1)**
A study of basic pharmacological principles/practices of respiratory care drugs. Emphasis on classification, routes of administration, dosages/calculations, and physiological interaction.

**RSPT 1266 Practicum - Respiratory Care
Two semester hours (0-16)**
Practical general workplace training supported by an individualized learning plan developed by the employer, college, and student. Corequisite: RSPT 1331, RSPT 2310. Prerequisite: RSPT 1101, RSPT 1160, RSPT 1213, RSPT 1327, RSPT 1329

**RSPT 1327 Applied Physics for Respiratory Care
Three semester hours (3-0)**
Review of the theoretical and practical applications of mathematics and physics with a focus on the applicability and clinical utility of the modalities, techniques, procedures, equipment, and diagnostic tests utilized in respiratory care. Prerequisite: Admission into the Respiratory Care program.

**RSPT 1329 Respiratory Care Fundamentals I
Three semester hours (2-3)**
Provides a foundation for the development of knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal, infection control, vital signs, physical assessment, chest x-ray interpretation, medical gas therapy, oxygen analyzers, and humidity/aerosol therapy. Corequisite: RSPT 1160 Prerequisite: RSPT 1101, RSPT 1213.

**RSPT 1331 Respiratory Care Fundamentals II
Three semester hours(2-3)**
Provides a foundation for the development of knowledge and skills for respiratory care including lung expansion therapy, postural drainage and percussion, artificial airways, manual resuscitation devices, suctioning, pulse oximetry, bedside spirometry, arterial sampling techniques and blood gas analysis and interpretation. Corequisite: RSPT 1266, RSPT 2310. Prerequisite: RSPT 1101, RSPT 1160, RSPT 1213, RSPT 1327, RSPT 1329

**RSPT 1335 Cardiopulmonary Testing
Three semester hours(2-2)**
A comprehensive study of pulmonary testing of lung function, dysrhythmia interpretation, and 12-lead electrocardiogram (EKG) interpretation. Prerequisites: RSPT 1331, RSPT 2310, RSPT 1266.

**RSPT 2160 Clinical - Respiratory Care
One semester hour.....(0-5)**
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: All core and RSPT courses.

**RSPT 2166 Practicum - Respiratory Care*
One semester hour.....(0-8)**
Practical general workplace training supported by an individualized learning plan developed by the employer, college, and student. Corequisite: RSPT 2267, RSPT 2230 Prerequisites: RSPT 2314, RSPT 2266, RSPT 2255, RSPT 1335. *Capstone experience for Respiratory Care program.

**RSPT 2230 Examination Preparation
Two semester hours.....(0-5)**
Comprehensive review for selected respiratory care credentialing examinations. Test matrices and exam content areas for selected exams will be presented. Prerequisite: RSPT 2314, RSPT 2266, RSPT 2255, RSPT 1335. Corequisite: RSPT 2166, 2267.

**RSPT 2255 Critical Care Monitoring
Two semester hours.....(2-0)**
Advanced monitoring techniques used clinically to assess a patient in the critical care setting. Corequisite: RSPT 2314, 2266, 1335. Prerequisite: RSPT 1266, 1331, 2310.

**RSPT 2266 Practicum - Respiratory Care
Two semester hours.....(0-16)**
Practical general workplace training supported by an individualized learning plan developed by employer, college, and student Corequisite: RSPT 2314, 2255, 1335. Prerequisite: RSPT 1266, 1331, 2310.

**RSPT 2267 Practicum - Respiratory Care
Two semester hours.....(0-16)**
Practical general workplace training supported by an individualized learning plan developed by employer, college, and student. Prerequisite: RSPT 2314, RSPT 2266, 2255, 1335. Corequisite: RSPT 2230 & 2166

RSPT 2310 Cardiopulmonary Disease**Three semester hours..... (3-0)**

A discussion of pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. Prerequisite: RSPT 1327, 1329, 1213, 1160, 1101. Corequisite: RSPT 1266, 1331.

RSPT 2314 Mechanical Ventilation**Three semester hours..... (2-2)**

In-depth coverage and application of therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Also included are the indications, complications, and physiologic effects/principles of mechanical ventilation. Emphasizes initiation, management of ventilation support. Prerequisites: RSPT 1331, 1266, 2310. Corequisite: RSPT 2266.

RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care**Three semester hours..... (3-0)**

A study of acute care, monitoring, and management as applied to the neonatal and pediatric patient.

RSTO 1325 Purchasing for Hospitality Operations**Three semester hours..... (3-0)**

Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal & informal price comparisons, proper receiving procedures, storage management, and record keeping at each stage of the purchasing cycle.

RSTO 2301 Principles of Food & Beverage Controls**Three semester hours..... (3-0)**

A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures.

SOCI 1301 Introductory Sociology**Three semester hours..... (3-0)**

Introduction to the concepts and principles used in the study of group life, social institutions, and social processes. Socialization, development of human personality, integration, and current trends in family and community life are also discussed. (4511015125)

SOCI 1306 Contemporary Social Problems**Three semester hours..... (3-0)**

This is a study of the current social problems among individuals, families, and institutions; and their treatment and prevention through social planning and action. Prerequisite: SOCI 1301- 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-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)

SOCW 2361 Introduction to Social Work**Three semester hours (3-0)**

Development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work. (4407015124)

SOCW 2362 Social Welfare as a Social Institution**Three semester hours (3-0)**

Introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives. (4407015224)

SPAN 1411 Beginning Spanish I**Four semester hours..... (3-2)**

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. (1609055113)

SPAN 1412 Beginning Spanish II**Four semester hours..... (3-2)**

Continuation of Spanish 1411. Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. Prerequisite: Spanish 1411. (1609055113)

SPAN 2311 Intermediate Spanish I**Three semester hours (3-0)**

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Spanish 1412. (1609055213)

SPAN 2312 Intermediate Spanish II**Three semester hours (3-0)**

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: Spanish 2311. (1609055213)

SPCH 1144, 1145, 2144, 2145 Forensic Activities**One semester hour (0-3)**

Laboratory experience for students who participate in forensic activities. (2310016012)

SPCH 1311 Introduction to Speech Communication
Three semester hours (3-0)
Theories and practice of communication in interpersonal, small group, and public speech. A minimum of four public speaking assignments are required. (2310015112)

SPCH 1315 Public Speaking I
Three semester hours (3-0)
Research, composition, organization, delivery, and analysis of speeches for various purposes and occasion. (2310015312)

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 is 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-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-employee of medical facility during program clinical rotations. Course may be repeated if topics and learning outcomes vary. Prerequisite: Successful completion of SRGT 1405,SRGT 1409, SRGT 1441, and SRGT 2461.

TECA 1303 Family, School, and Community (CDEC 1303)
Three semester hours.....(3-1)
A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. This course requires students to participate in field experiences (minimum of 16 hours) with children from infancy through age 12 in a variety of settings with varied and diverse populations. (1301015209)

**TECA 1311 Educating Young Children
(CDEC 1311)**

Three semester hours.....(3-1)
An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. This course requires students to participate in field experiences (minimum of 16 hours) with children from infancy through age 12 in a variety of settings with varied and diverse populations. (1312025109)

**TECA 1318 Wellness of the Young Child
(CDEC 1318)**

Three semester hours.....(3-1)
A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standard and legal implications of relevant policies and regulations. Course content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. This course requires students to participate in field experiences (minimum of 16 hours) with children from infancy through age 12 in a variety of settings with varied and diverse populations. (1301015309)

**TECA 1354 Child Growth and Development
(CDEC 1354)**

Three semester hours.....(3-0)
A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. (1312025209)

TECM 1303 Technical Mathematics

Three semester hours.....(3-1)
A review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance.

VNSG 1230 Maternal-Neonatal Nursing

Two semester hours(2-1)
Assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Prerequisites: VNSG 1304, VNSG 1323, VNSG 1509, VNSG 1360, and BIOL 2420. Corequisites: VNSG 1234 and VNSG 1261.

VNSG 1234 Pediatrics

Two semester hours(1-2)
Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process and includes health promotion, growth and development, and immunizations. Prerequisites: VNSG 1304, VNSG 1323, VNSG 1509, VNSG 1360, and BIOL 2420. Corequisites: 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. Corequisites: VNSG 1234 and VNSG 1230. Prerequisites: VNSG 1304, VNSG 1323, VNSG 1509, VNSG 1360, and BIOL 2420

VNSG 1304 Foundations of Nursing

Three semester hours(3-0)
Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Prerequisites: BIOL 2401, BIOL 2402, BIOL 1322, and PSYC 2314. Corequisites: 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"-better in order to proceed to the next level. Prerequisites BIOL 2401, 2402, 1322, and PSYC 2314.

VNSG 1360 Clinical I

Three semester hours(0-9)
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Corequisites: VNSG 1304, VNSG 1509. Prerequisites: BIOL 2401, BIOL 2402, BIOL 1322, PSYC 2314 and successful completion of criminal background clearance.

VNSG 1509 Nursing in Health and Illness II

Five semester hours(3-6)
Introduction to common health problems of the adult and ill child requiring medical and surgical interventions. Prerequisites: BIOL 2401, BIOL 2402, BIOL 1322, and PSYC 2314. Corequisites: 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-surgical health problems of the adult and ill child, including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Prerequisites: VNSG 1323, VNSG 1304, VNSG 1509, VNSG 1360, BIOL 2420. Corequisite: VNSG 2461.

VNSG 2161 Clinical IV

One semester hour.....(0-5)
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Prerequisite: This is a capstone course and should be taken in the student's last semester. Prerequisites: VNSG 1234, VNSG 1230, VNSG 1261, VNSG 1510, VNSG 2461 and successful completion of criminal background clearance.

VNSG 2461 Clinical III

Four semester hours (0-16)

A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts.
Corequisite: VNSG 1510. Prerequisites: VNSG 1304, VNSG 1323, BIOL 2420, VNSG 1509, VNSG 1360 PSYC 2314 and successful completion of criminal background clearance.

WLDG 1421 Introduction to Welding Fundamentals

Four semester hours.....(2-4)

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.

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