

Northwest Vista College



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This catalog has been carefully prepared to ensure that all information is as accurate and complete as possible. However, changes may occur which result in deviations from the information which is given. For administrative reasons, some courses listed in the Schedule of Classes may not be offered as announced. As a result, the college reserves the right to make such changes in the schedule, teaching assignments of instructors, class locations, and offerings as are necessary administratively.

The information in this catalog was prepared well in advance of its effective date of use. Course descriptions are intended, of necessity, to be brief and general. Therefore, the course descriptions in this catalog are not to be considered as binding in content.

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

Northwest Vista College is also approved and accredited by the Texas Higher Education Coordinating Board and the American Society of Health Systems Pharmacists.

Northwest Vista College is a member of the American Association of Community Colleges and the Continuous Quality Improvement Network.

This bulletin contains policies, regulations, procedures, and general course content effective at the time of publication. Northwest Vista College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable State and Federal regulations.

The Alamo Community College District, including its affiliated colleges, does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Director of Human Resources, Title IX Coordinator, (210)208-8051. Address: Human Resources Department, 201 W. Sheridan, Bldg. AA, San Antonio, Texas 78204. For special accommodations or an alternate format, contact the Northwest Vista College Access office at (210)348-2092.

Northwest Vista College
3535 N. Ellison Drive
San Antonio, TX 78251

For Information Call:
(210) 348-2020 office
(210) 348-2024 fax

Visit our web site at: www.accd.edu/nvc

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Northwest Vista College

Welcome from the President

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Welcome to Northwest Vista College! I want to personally invite you to join our community and to participate in learning experiences that foster your personal and professional growth. When you enter the college campus you will encounter an inviting environment that combines a beautiful hill country setting with attractive, modern facilities and student-oriented technology. It is our goal that, when you meet the faculty and staff members of the college, your initial positive impression will be enhanced by a friendly greeting and helpful service to get you started on your educational journey.

At Northwest Vista College we value a quality learning environment in which each person can grow as a worker and citizen while acquiring knowledge and understanding of self, community, and our cultural diversity. We strive to support this environment with caring and knowledgeable faculty, with the latest technology, and with innovative programs and services, both within and beyond the classroom walls.

Whether you are pursuing an associate degree, looking for professional growth opportunities, or realizing a personal learning goal, our doors are open to you. We find joy in your successes.

Jacqueline Claunch
President



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Northwest Vista College

Academic Calendar

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Fall 2005 Sessions

Fall 2005 Regular/Weekend Semester

Consult class schedule for registrations/advisement

Aug 15 Monday. Faculty Convocation.

Aug 22 Monday. **Classes begin.**

Aug 27 Saturday. **Weekend classes begin.**

Sept 3-5 Saturday - Monday. **LABOR DAY HOLIDAY - WEEKEND COLLEGE CLOSED.**

Sept 7 Wednesday. **Census day.**

Sept 30 Friday. **ALL NVC CLASSES MEET.**

Oct 10 Monday. EMPLOYEE DEVELOPMENT DAY - COLLEGE CLOSED
6am - 5pm. Evening classes will meet.

October 28 Friday. **ALL NVC CLASSES MEET.** Student Success Employee Development Day. Student Success Center Closed.

Nov 11 Friday. **Last day to withdraw.**

Nov 24-27 Thursday - Sunday. THANKSGIVING - WEEKEND COLLEGE CLOSED

Dec 4 Sunday. **Last day of classes.**

Dec 5-11 Monday - Sunday. FINAL ASSESSMENTS

Dec 11 Sunday. End of Fall Semester

Dec 2005/Jan 2006

Dec 17-Jan 1 Saturday-Sunday. CHRISTMAS/NEW YEAR - COLLEGE CLOSED

April 10 Monday. Last day to complete Fall 2005 incomplete (I) grades.

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Fall Flex Session I 2005

Consult class schedule for registrations/advisement

Aug 22 Monday. **Classes begin.**

Aug 27 Saturday. **Weekend Classes Begin.**

Aug 29 Monday. **Census day.**

Sept 3-5 Saturday - Monday. **LABOR DAY HOLIDAY - COLLEGE CLOSED**

Sept 30 Friday. **ALL NVC CLASSES MEET.**

Student Success closed for Employee Development Day.

Oct 3 Monday. **Last day to withdraw.**

Oct 10 Monday. **EMPLOYEE DEVELOPMENT DAY - COLLEGE CLOSED.** Evening classes will meet after 5pm.

Oct 11 Tuesday. **Last day of classes.**

Oct 12-13 Wednesday - Thursday. **FINAL ASSESSMENTS**

Oct 13 Thursday. **End of Flex Session I**

Feb 10, 2006 Friday. **Last day to complete Fall 2005 Flex Session I incomplete (I) grades.**

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Fall Flex Session II 2005 (*First Eight Weeks*)

Consult class schedule for registrations/advisement

Oct 17 Monday. **Classes begin.**

Oct 24 Monday. **Census day.**

Nov 18 Friday. **Last day to withdraw.**

Nov 24-27 Thursday - Sunday. **THANKSGIVING - WEEKEND COLLEGE CLOSED**

Dec 4 Sunday. **Last day of classes.**

Dec 5-11 Monday - Sunday. **FINAL ASSESSMENTS**

Dec 11 Sunday. **End of Flex Session II**

Dec 2005/Jan 2006

Dec 17-Jan 1 Saturday-Sunday. **CHRISTMAS/NEW YEAR - COLLEGE CLOSED**

April 10 Monday. **Last day to complete Fall 2005 Flex Session II incomplete (I) grades.**

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Spring 2006 Sessions

Spring 2006 Regular/Weekend Semester

Consult class schedule for registrations/advisement

Jan 2 Monday. **College opens. Faculty report.**

Jan 5 Thursday. **Faculty Convocation.**

Jan 9 Monday. **Classes begin.**

Jan 14 Saturday. **Weekend classes begin.**

Jan 16 Monday. **Martin Luther King Day. College Closed.**

Jan 25 Wednesday. **Census day.**

Feb 10 Friday. **ALL NVC CLASSES MEET.**
Student Success closed for Employee Development Day.

Mar 13-19 Monday-Sunday. **Spring Break.** Student and Faculty Holiday.
All Administrative Offices will be closed Thursday-Sunday.

April 7 Friday. **Last day to withdraw.**

April 14-16 Friday-Sunday. **Easter Holiday. College closed.**

April 28 Friday. Fiesta Holiday. **College closed.** - Non-Credit classes will meet.

April 29 Saturday. Classes meet.

April 30 Sunday. Last day of classes.

May 1-7 Monday-Sunday. **Final Assessments.**

May 7 Sunday. End of semester.

May 29 Monday. Memorial Day Holiday. **College closed.**

September 5, 2006 Tuesday. Last day to complete Spring 2006 incomplete (I) grades.

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Spring Flex Session I 2006*(First Eight Weeks)*

Consult class schedule for registrations/advisement

Jan 9 Monday. **Classes begin.**

Jan 16 Monday. Martin Luther King Day. **College Closed.**

Jan 17 Tuesday. **Census day.**

Feb 10 Friday. **ALL NVC CLASSES MEET.**
Student Success closed for Employee Development.

Feb 13 Monday. **Last day to withdraw.**

Feb 28 Tuesday. Last day of classes.

Mar 1-2 Wednesday-Thursday. **Final Assessments.**

Mar 2 Thursday. End of Spring Flex Session I.

June 30, 2006 Friday. Last day to complete Spring 2006 incomplete (I) grades.

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Spring Flex Session II 2006*(Second Eight Weeks)*

Consult class schedule for registrations/advisement

March 6 Monday. **Classes begin.**

March 13-19 Monday-Sunday. **Spring Break.** Student and Faculty Holiday.
All Administrative Offices will be closed Thursday-Sunday.

March 20 Monday. **Census day.**

April 14-16 Friday-Sunday. Easter Holiday. **College closed.**

April 17 Monday. **Last day to withdraw.**

April 28 Friday. Fiesta Holiday. **College closed.** Non-Credit classes will meet.

April 29 Saturday. Classes meet.

April 30 Sunday. Last day of classes.

May 1-7 Monday-Sunday. **Final Assessments.**

May 7 Sunday. End of Spring Flex Session II.

May 29 Monday. Memorial Day Holiday. **College closed.**

September 5, 2006 Tuesday. Last day to complete Spring 2006 incomplete (I) grades.

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Summer 2006 Sessions

First Summer Session 2006(6 weeks)

Consult class schedule for registrations/advisement

May 30 Tuesday. **Classes begin.**

June 2 Friday. **Census day.**

June 21 Wednesday. **Last day to withdraw.**

July 3 Monday. Last day of classes.

July 4 Tuesday. Independence Day Holiday. **College closed.**

July 5-6 Wednesday-Thursday. **Final Assessments.**

November 3, 2006 Friday. Last day to complete First Summer Six Weeks 2006 incomplete (I) grades.

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Second Summer Session 2006 (6 weeks)

Consult class schedule for registrations/advisement

July 10 Monday. **Classes begin.**

July 13 Thursday. **Census day.**

Aug 2 Wednesday. **Last day to withdraw.**

Aug 15 Tuesday. Last day of classes.

Aug 16-17 Wednesday-Thursday. **Final Assessments.**

December 15, 2006 Friday. Last day to complete Second Summer Six Weeks 2006 incomplete (I) grades.

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First Summer Eight Week Session 2006

Consult class schedule for registrations/advisement

May 30 Tuesday. **Classes begin.**

June 8 Thursday. **Census day.**

July 4 Tuesday. Independence Day Holiday. **College closed.**

July 5 Wednesday. **Last day to withdraw.**

July 18 Tuesday. Last day of classes.

July 19-20 Wednesday-Thursday. **Final Assessments.**

November 17, 2006 Friday. Last day to complete First Summer Session Eight Weeks 2006 incomplete (I) grades.

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NOTE: The ACCD Academic Calendar does not include all schedule options available at Northwest Vista College. Check with instructors regarding specific schedules.

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Northwest Vista College

Mission, Vision, and Values

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Mission of the Alamo Community College District

The Alamo Community College District provides educational opportunities for the citizenry of Bexar and surrounding counties, thus contributing to the economic, academic, social and cultural development of the region. The colleges, catalysts for changing lives, serve as centers of academic excellence and technological advancement.

Mission of Northwest Vista College

Northwest Vista College is founded as a comprehensive public community college serving, primarily, the northwest quadrant of Bexar County, Texas. As such, the College will address a wide range of learning objectives. The College will be characterized by innovative learning systems, accessible scheduling, and the effective use of learning technologies.

Northwest Vista College will fulfill its mission by offering the following:

- Programs for students who wish to transfer to senior institutions.
 - Occupational and technical programs leading to immediate employment and career opportunities.
 - A general education core curriculum in support of all College programs.
 - Developmental education.
 - Student Success programs and services to enrich and support the learning experience.
 - Learning technologies and distance education to complement instruction.
 - Effective partnerships with schools, businesses, and community organizations to ensure effective community, economic, and workforce development.
 - A learning environment based on a physically attractive campus readily accessible to the community.
-

Vision of Northwest Vista College

To become responsible members of our world community,
we create exemplary models for:

Learning to Be...
Learning to Work...
Learning to Serve...
Learning to Lead...

Together.

Values of Northwest Vista College

We, the students, faculty, and staff of the Northwest Vista College community, are committed to making a difference through learning and through service. To that end, we are guided and inspired by a unifying set of values.

Learning:

We value a quality learning environment in which each of us grows in effectiveness as a worker and citizen while acquiring knowledge and understanding of self, community, and our cultural diversity.

Creativity:

We value thinking beyond the usual parameters to engage in and support innovations that continually recreate our learning community as a model of excellence in higher education.

Community:

We value a community in which all members are empowered to contribute as learners and leaders, practicing mutual respect and building mutual trust.

Openness:

We value open and honest communications that create an atmosphere of trust and an openness to change for the benefit of students.

Caring:

We value caring - for ourselves, for each other, and for this place - and exhibit that caring through service to others.

Integrity:

We value acting with integrity, placing high ethical standards before personal gain and modeling that behavior for others.

Synergy:

We value working together to make our shared vision a reality, recognizing that the whole we can create together is greater than the sum of its parts.

Joy:

We value laughter and play that enriches our work and lives.

Diversity:

We value diversity, appreciating different ways of knowing and ways of living and recognizing that our diversity is a source of strength.

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Northwest Vista College

College Overview

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Historical Sketch

Northwest Vista College is a college of the Alamo Community College District and joins Palo Alto College, St. Philip's College, and San Antonio College in serving Bexar County and the surrounding areas.

The Alamo Community College District serves over 51,500 students in credit courses through the four colleges. An additional 18,000 students enroll in continuing education programs.

Established in 1994, with a donation of approximately 137 acres from World Savings and Loan Association, Northwest Vista College began holding classes in off-campus locations in the fall of 1995 with an enrollment of 12 students. The college began construction of its campus in July 1997 and the Academic Building opened to students in October 1998. The campus celebrated its grand opening in October 1999 with the completion of the Learning Center and the College Commons.



Facilities

Located on 137 acres, Northwest Vista College is comprised of the following buildings: The Learning Center, the Academic Building, the College Commons, the Community and Technology Center, the physical plant and annex area. The Learning Center houses the state-of-the-art Learning Resource Center, the Student Success Center and the college's administration offices. The College Commons is home to the bookstore, the college's Kinesiology and Multimedia Technology programs, the Office of Student Engagement, the student lounge, banquet facilities and refreshment vending facilities. The Academic Building is home to classrooms, laboratories, and faculty offices. The Community Technology Center is home to the Corporate and Community Development Department, classrooms, dance studios, and computer labs. The annex area includes 23000 square feet of additional classroom space.

Location

Northwest Vista College is located at 3535 N. Ellison Drive in the northwest quadrant of San Antonio, just inside Loop 1604. The campus is located adjacent to World Savings and Loan Association and Sea World of San Antonio.

Enrollment

Approximately 9,000 students were enrolled for the Fall 2004 semester in credit courses. Northwest Vista College's student body is made up of a diverse population.

Calendar

Northwest Vista College operates on a semester calendar. There are two 16-week semesters, starting fall and spring. Each semester also consists of two eight-week flex terms, plus other condensed format programs. The summer sessions range from three-week to 15-week terms.

Degrees

Northwest Vista College offers Associate of Arts, Associate of Science, Associate of Applied Science degrees, Certificates, and Marketable Skills Achievement Awards.

Financial Aid

Financial assistance for students is available to qualified students through scholarships, grants, loans and on-campus employment.

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Northwest Vista College

Getting Started

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- [Testing and Academic Placement](#)
- [Registration](#)
- [Transfer](#)

Student Success: Your Goal, Our Mission

The Student Success Center is available to students interested in getting started with their college educational plans and goals. Students will initially receive assistance with admissions, advising, and registration by a staff that focuses on providing services that are easily accessible. Student Success strives to eliminate barriers to admissions that students often face during the registration process. Student Success encourages students to return to the center, after registering, to utilize the variety of services offered. All staff are committed to student success and provide assistance with admissions and registration, financial aid, advising, records, transfer services, career services, student activities, orientation to the college, and graduation as well as services for students with special needs.

Knowledge of College Policies

Each Student is responsible for knowing the rules, regulations, requirements, and academic policies of Northwest Vista College. The college catalog and student handbook are the primary sources available to students outlining the responsibilities of the college and student. The catalog and handbook are available through this on-line version (www.accd.edu/nvc). A CD version of the catalog is available through student success. A student in doubt concerning an academic matter should consult with a faculty member or Student Success Advisor.

Northwest Vista College

Admissions

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As an open admissions institution of higher education, Northwest Vista College admits students without regard to race, gender, religion, nationality, disability, age or color.

The student is responsible for providing appropriate admissions credentials as required by the Office of Student Success to be admitted to the college. Students failing to meet admission requirements will not be allowed to re-enroll. Transcripts of Northwest Vista College work are withheld pending receipt of admissions records.

Entry-Level Competencies

Types of Admissions:

- [First Time in College](#)
- [Transfer Students](#)
- [Conditional Admission](#)
- [Readmission to College](#)
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- [Senior Citizens](#)
- [Early Admissions](#)
- [Non-Traditional High School Students](#)
- [Dual Credit Program](#)
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Registration and Enrollment for New Students

Cross/Concurrent Enrollment at ACCD or Other Public Institutions

Residence Verification

Academic Fresh Start

Health Certificate

Admissions Appeal Procedure

Evaluation of Foreign Credentials

Entry-Level Competencies

Reading, writing and fundamental mathematical skills have been identified as the important entry-level skills for college freshmen. The identification and adherence to basic skills in these areas are essential to ensure that students enter Northwest Vista College with the academic preparation to engage in college-level work, and ultimately to enhance their opportunity for academic success. These competencies will be measured by appropriate testing in the Student Success Assessment Center for all entering freshmen. In addition, basic skills competencies must be met for courses in which the student intends to enroll.

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Types of Admissions:

First Time in College

Graduates of accredited high schools must submit the following credentials to Student Success:

- An official high school transcript including date of graduation. Transcripts must be forwarded directly from the high school to the college, or submitted by the students in an official sealed envelope from the high school.
- ACT or SAT test scores and/or participation in the college assessment program, CPT Accuplacer.
- Texas Success Initiative (TSI/THEA) scores, alternative TSI/THEA scores, or proof of exemption (see Texas Success Initiative under Testing and Academic Placement later in this chapter.)

Students may submit the General Educational Development (GED) test scores in lieu of a high school transcript. A minimum score of at least 40 on each test, or an average score of 45 if any single test score is below 40, is required. Students will be admitted on the same basis as graduates of accredited high schools.

Students graduating from state-unaccredited high schools or completing nontraditional high school programs will be considered for Individual Approval Admission by the Director of Enrollment Services or Director of Advising, provided the students are 18 years old or older (See [Non-Traditional High School Students](#)). TSI/THEA scores or proof of exemption must be provided.

Home-schooled students must present a notarized statement from the home-school that all courses have been completed in accordance with Texas Education Agency requirements. Also, a transcript of the courses and grades must be submitted. (See [Non-Traditional High School Students](#))

Students who have neither graduated from high school nor completed the high school equivalency test may petition for Individual Approval Admission provided they are 18 years or older. Students admitted on this condition shall be subject to the same policies and regulations as all other students. Individual Approval is granted by a Director in Student Success.

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Transfer Students

Transfer students must submit official, complete transcripts from ALL regionally accredited colleges or universities attended prior to enrolling at Northwest Vista College. The transcripts must bear the imprint of the seal and/or the appropriate college official's signature. Transcripts received become the permanent property of the college. Transcripts must be forwarded directly to the college by mail or submitted by the students in an official sealed envelope from the college or university. Students not providing complete, official transcripts may not be permitted to enroll in future semesters. Transcripts may not be faxed.

Transfer students are not at liberty to disregard any part of their past collegiate record and apply for admission on a partial college record or solely on the basis of a high school record.

Transfer students must:

- meet with a Student Success Advisor prior to registration
- meet the minimum scholastic standard of Northwest Vista College which is: to be admitted in good standing from a transfer institution. (If an applicant is on Enforced Scholastic Withdrawal or Dismissal from another college, the applicant may petition for admission to a Director in Student Success at least two weeks prior to registration.)
- continue on scholastic probation if that was the status at the last college or university attended.

- be subject to disciplinary action or dismissal if previous registration information is falsified or knowingly suppressed.

- provide TSI/THEA scores, alternative TSI/THEA scores, or proof of TSI/THEA exemption.

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Conditional Admission - Students Enrolling without Previous Official Transcript

Students unable to provide official copies of their high school or college transcripts or GED test scores prior to registration may be admitted conditionally.

Students admitted conditionally must present all admissions credentials no later than the mid-semester date of the semester in which the student initially enrolls. Students not providing complete official transcripts will not be permitted to re-enroll in future semesters, and will not be permitted to obtain an official transcript from Northwest Vista College.

Students admitted conditionally will not be allowed to take certain courses without the appropriate placement cut-off scores and/or prerequisites.

Students admitted conditionally are responsible for meeting TSI/THEA requirements and are subject to re-admission policies, upon receipt of all official transcripts.

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Readmission to College

A student who was previously enrolled at NVC, but did not attend during the last semester/session, may apply for readmission by meeting the following criteria:

- Be in good academic standing or have not been enrolled for the mandatory one (1) semester following an Enforced Scholastic Withdrawal status.

- Present official transcripts from any college or university attended since the last enrollment at the college.

A returning or transfer student failing to meet the academic criteria may appeal through the Admission Appeal Procedure discussed later in this chapter.

A returning or transfer student whose last status was ESW must petition a Director in Student Success for re-admission at least two weeks before registration by calling (210-348-2135 or 210-348-2038) for an appointment.

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Noncredit or Audit Students

A student registering only for audit courses need not provide admission credentials. A grade of "NC" (non-credit) is assigned to an auditing student.

An audit fee of \$10.00 per course is charged at the time of registration in addition to the tuition and fees normally charged.

A student wishing to change from credit to audit status must pay the \$10.00 audit fee by the census date of the semester. A student cannot change to audit status after the semester's census date has passed.

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Senior Citizens

State law entitles citizens 65 years of age or older to audit courses at Northwest Vista College without payment of tuition and fees. If courses are taken for credit, applicable fees are charged. Senior citizens are eligible to enroll in up to six semester hours under this program. Enrollment in excess of six credit hours requires payment of tuition and applicable fees.

Qualified Senior Citizens

- may register after regular registration has closed.
- will be admitted on a space-available basis subject to approval by the Director of Enrollment Services. Students may select one of the two options available:
- Enroll in classes as an audit (non-credit) student and NOT receive college credit. The student does not pay tuition and fees.
- Enroll in classes for traditional college credit. The student will earn a grade and is required to attend class. The college will not charge for the first six credit hours tuition; however, the student pays all other applicable fees.

A transcript is available at the end of each term regardless of the option chosen. Additional information may be obtained from the class schedule or from [Student Success](#). The number of hours added or dropped may affect tuition and fees.

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Early Admission for High School Students

High school students who have completed their junior year in a public high school may enroll in Northwest Vista College courses for full college credit by fulfilling the following requirements:

- In addition to submitting Admissions Data (application) online, the student should, submit the Early Admissions Application Form, which includes recommendation forms to be completed by the high school counselor, teachers, principal, and parents, to Student Success by the following dates:
 - July 15 for Fall Semester
 - December 1 for Spring Semester
 - May 1 for Summer Sessions
- Must be eligible to graduate by the close of the current academic year.
- Demonstrate at or above college-level proficiency on the college placement examination.

- Submit transcripts of high school courses completed prior to registration at Northwest Vista College.
- Students will not be permitted to enroll in developmental courses.
- Submit qualifying scores on TSI/THEA, alternative TSI/THEA or proof of TSI/THEA exemption.
- Limit the number of courses taken each semester to two in accordance with state regulations and Student Success' recommendations. The combined class load must not exceed the equivalent of 18 semester hours, counting each high school course as equivalent to one three-hour course.

High School students who have completed the sophomore year in a public high school and are in a gifted program are also eligible to enroll in college courses for full college credit. The following requirements must be completed for each applicant:

- Students must be 16 years of age by August 1, at the start of the academic year in which they enroll.
- In addition to submitting Web Admissions Data (application online) submit the Early Admissions Application Form, which includes recommendation forms to be completed by the high school counselor, teachers, or principal attesting to the applicant's maturity and adaptability to a college environment, to Student Success by the following dates:
 - July 15 for Fall Semester
 - December 1 for Spring Semester
 - May 1 for Summer Sessions
- Submit a letter of permission from the parent(s) addressing the applicant's maturity and adaptability to function well in a college environment.
- Demonstrate at or above college-level proficiency on the college placement examination.
- Submit transcripts of high school courses completed prior to registration at Northwest Vista College.
- Submit qualifying scores on TSI/THEA, alternative TSI/THEA or proof of TSI/THEA exemption.
- Students will not be permitted to take developmental courses.
- Limit the number of courses taken in each semester to two in accordance with state regulations and Student Success's recommendations. The combined class load must not exceed the equivalent of 18 semester hours, counting each high school course as equivalent to one three-hour course.

As mandated by the Texas Success Initiative (TSI/THEA), students in high school intending to enroll at Northwest Vista College must demonstrate college-level skills in reading, mathematics, and English prior to enrollment in any courses. Students may not attend college while still in high school if remediation is indicated on the TSI/THEA test or a placement test in any of the three tested areas.

Official transcripts of Northwest Vista College work will not be released until the student's official high school transcript, including the graduation date, is on file.

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Non-Traditional High School Students

A non-traditional high school student is a person enrolled in home school programs or a student from a high school which is non-accredited or not recognized by the Texas Education Agency (TEA).

High School Completion Student/Graduate

High school graduates who are under 18 years of age and are applying for admissions based on the completion of an independent study equivalent to the high school level in a non-traditional setting (rather than through a public high school or accredited private high school) will be considered for Individual Approval Admission provided they:

- Are at least 16 years of age by August 1, at the start of the academic year in which they enroll.
- Submit a recommendation by the principal or superintendent of the last high school attended (if a public or private high school was attended by the student).
- **Present notarized record of the high school equivalent work completed and the date of successful completion. This work should meet the TEA minimum requirements for high school completion. Refer to [Advanced](#)**

Program Graduation Requirements under Dual Credit Program section.

- Comply with institutional testing requirements.
- Submit passing scores on the TSI/THEA, alternative TSI/THEA, or proof of TSI/THEA exemption.
- Obtain approval authority from the Director of Advising.

Early Admissions

An Early Admissions Application will be accepted from a non-traditional high school student who is at least 16 years of age by August 1, at the start of the academic year in which they enroll.

- In addition to submitting Web Admissions Data (application online)an applicant must complete the Application for Early Admission in the Office of Student Success by the following dates:
 - July 15 for Fall Semester
 - December 1 for Spring Semester
 - May 1 for Summer Sessions
- Submit a letter of permission from the parent(s) addressing the applicant's maturity and adaptability to function well in a college environment.
- Applicants must provide a notarized record of the school subjects completed (consistent with TEA minimum requirements) and submit proof of TSI/THEA exemption or qualifying scores on TSI/THEA, or alternative TSI/THEA.
- Students will not be permitted to take developmental courses.
- The number of courses taken will be limited to two per semester based on the recommendation of a Student Success Advisor. A student should not exceed the equivalent of 18 semester hours, counting each non-traditional high school course as the equivalent of one three-hour course.
- Students will be responsible for the cost of transportation, texts, and supplies.
- Usual student privacy guidelines are in effect, and instructors should not discuss grades with anyone other than the student.
- A Director in Student Success or designee will serve as the on-campus contact for these students.

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Dual Credit Program

The Dual Credit Program allows eligible juniors and seniors to earn college credit for certain high school courses in which the students are currently enrolled. Exceptions for sophomores with demonstrated outstanding academic performance and capability must be approved by the high school principal and the chief academic officer of the college. In order for a student to participate in the program, the high school first must be an approved site for the offering of Dual Credit courses. In addition, the student must meet the following requirements:

- Submit Web Admissions Data (application online) and other Dual Credit forms,which includes the parent consent form to Student Success.
- Students wishing to enroll in dual credit courses are required to assess in basic reading, writing and mathematics beforehand. Students must submit qualifying scores on TSI/THEA, alternative TSI/THEA, or proof of TSI/THEA exemption.
- Submit transcripts of high school courses to Northwest Vista College.
- In accordance with state regulations and ACCD policy, students may take up-to two classes per regular semester. The semester course load shall not exceed the equivalent of 18 semester hours with each high school course counting as the equivalent of a three-hour college course. Students may not enroll in developmental courses. No summer dual credit classes are offered.

- The above requirements must be met by stated deadlines in order to be considered for admission to the Dual Credit Program.

Under current ACCD Board policy, tuition and fees are waived for Dual Credit Program students enrolled in a Texas high school. Additionally, tuition and fees are waived for up to two classes per regular semester for home-schooled and some private school students enrolling in the Dual Credit Program. . Course credit may be counted for both high school graduation credit and college credit.

Official transcripts of Northwest Vista College work will not be released until the student's complete, official high school transcript, including the graduation date, is on file. It is the student's responsibility to ensure dual credit courses will be accepted by the transfer institution they plan to attend after graduation from high school.

Advanced Program Graduation Requirements

English (1) - 4 units
 Mathematics (2) - 3 units
 Science - 3 units
 United States History - 1 unit
 World History or World Geography - 1 unit
 Government - .5 units
 Economics - .5 units
 Physical Education - 1.5 units
 Health - .5 units
 Foreign Language - 2 units
 Fine Arts, Speech - 1 unit
 Computer Science, Mathematics (3) - 1 unit
 Electives - 3 units
 TOTAL - 22 units

{1} English I, II, III, IV. The fourth unit may be satisfied by English IV Academic or English IV Academic Honors (Advanced Placement).

{2} Must be Algebra I, II, Geometry or above. If Algebra I is taken in eighth grade, three credits above Algebra I are required.

{3} Computer Mathematics I, Business Information Processing, and Computer Science I or II or AP.

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English as a Second Language / Inglés Como Segunda Idioma

Northwest Vista College offers a program for community members whose native language is not English and who need to enhance their English speaking, listening, reading, and writing skills for either occupational or college study purposes. Courses in these skill areas are offered on six levels, and students are expected to enroll in all four courses at the level appropriate to their current ability. The courses are offered for credit as well as non-credit.

El colegio de Northwest Vista ofrece un programa para miembros de la comunidad en que su primer idioma no es inglés y para los miembros que quisieran avanzar su educación en inglés en las áreas de hablar, comprender, leer, y escribir. Estas áreas existen para ayudar a la persona en su empleo o para ayudar a personas que desean seguir con cursos en el colegio. Los cursos de inglés están divididos entre tres áreas, en tres niveles. En un semestre, estudiantes tomarán las cuatro áreas a la misma vez, en el nivel que es apropiado para cada estudiante y su capacidad de hablar o aprender inglés. Los cursos están ofrecidos por crédito y non crédito.

In the English as a Second Language (ESOL) program at Northwest Vista College, students take a standard program recognized by ACTFL (the American Council for the Teaching of Foreign languages) and TESOL (Teaching English to

Speakers of Other Languages). The ESOL curriculum at NVC parallels the developmental education program and mirrors the learning objectives of developmental courses. As a result, the ESOL students exit the ESOL curriculum meeting the same state requirements of reading and writing skills as developmental students. See the English as a Second Language (ESOL) course descriptions for equivalencies.

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International Students

All persons seeking admission holding nonpermanent visas will be processed as International Students. The following policies and procedures apply:

- Since classes are conducted in English, students should possess speaking and writing knowledge of the language. A minimum score of 450 (paper)/133(computer) on the Test of English as a Foreign Language (TOEFL) is required for admission. Alternatively, students may demonstrate English language ability by passing the Reading, Sentence Skills and Essay portions of the THEA test. TOEFL scores are not required for international students from countries where English is the primary language of instruction and the language spoken at home. (Those students studying only English as a Second Language do not need to submit TOEFL scores.)
- All students must provide placement test scores or take the Northwest Vista College placement tests. Students will be required to enroll in developmental courses as indicated by the placement tests.
- Students enrolling for the first time in a Texas public institution of higher education must take the Texas Higher Education Assessment (THEA). All international students must follow the guidelines for TSI as determined by law and enforced by the College.
- To be considered for admission, the following documents must be submitted prior to deadlines dates (August 1 for Fall; December 1 for Spring; May 1 for Summer)*:
 - a. International Student application for admission
 - b. International Student financial certification. This form must be signed by student, his/her sponsor, bank official, and notary
 - c. original copy of TOEFL exam score of 450/133 or higher
 - d. original copy English-language translation of secondary school or college/ university transcript which includes official school seal, signature of principal and date. A consulting firm must also evaluate all secondary school or college/ university transcripts. A list of acceptable firms may be obtained by contacting Student Success.
 - e. \$15.00 processing fee (non refundable) bank draft or money order payable to Northwest Vista College

*Please be aware that the length of time to obtain a visa may vary according to the country from which a student is applying. When applying for admission to NVC, students should submit all materials as early as possible. Students receiving their I-20 near the deadline may not have time to allow for processing of documents by the appropriate US government agencies. Embassies and consulates sometimes require that F-1 visa applicants schedule appointments two months prior to the actual date of the visa interview. Students who do not arrive in time to register before the first day of classes will not be allowed to enroll.

- After the above requirements are fulfilled, the candidate will be eligible for evaluation toward official admission and enrollment, and if approved, the I-20 form will be issued. In order to be a bona fide student, the candidate must complete the following requirements upon arrival:
 - a. participate in college placement testing as required by the Texas Success Initiative (TSI)
 - b. enroll for a minimum of 12 credit hours per semester
 - c. pay for hospital insurance each semester (included in required student fees)
 - d. submit copy of paid tuition receipt.
- Transfer Students: International students transferring to Northwest Vista College must comply with the same policies and requirements as International Students who are applying from their home country. However, before an application is provided, transferring students are given an "Advisor's Questionnaire" which their current advisor must complete and return to Northwest Vista College. When the questionnaire is on file and the student is determined to be in Status (or good standing), the application will be released and the student must complete and submit all documents as outlined above.
- Cross-enrolled Students: F-1 visa students cross-enrolled at another college/university who wish to take courses at NVC must first submit a Parent Letter from an International Advisor at the primary institution. In addition, all other

standard requirements for admission to NVC must be met.

- Nonresident aliens and students with visa status other than F-1 must:
 - a. submit official accredited US high school or college/university transcript
 - b. submit foreign credentials indicating US high school equivalency (as determined by Student Success or by the consulting firm)
 - c. provide proof of current US Citizenship and Immigration Services (USCIS)
 - d. participate in college placement testing as recommended by a Student Success Advisor
 - e. enroll as an AUDIT or continuing education student if the visa status is B-1 (visitor for business) or B-2 (visitor for pleasure)
- Resident aliens and permanent residents must provide Form I-551, Alien Registration Receipt Card. A copy of the I-551 will be made for college files. Students pay International Student tuition rates until residency requirements are fulfilled.
- The above requirements are subject to periodic revision as necessary due to changes in USCIS regulations, College Board policies, etc.

International Students should be aware that United States immigration law places responsibility upon the individual student to understand and follow regulations. Failure to follow immigration regulations may result in a difficult and costly process in order to get back into legal US immigration status. The following are basic responsibilities of all International Students:

1. Make sure that all immigration documents are valid or unexpired.

- An unexpired foreign passport valid at least six months into the future
- An I-94 card marked "F-1 D/S"
- An unexpired I-20 (for F-1 students) that has been stamped by a USCIS inspector or signed by the International Student advisor

2. Register for and complete a full course load of 12 credits every semester.

- Students must always complete at least 12 credits every semester.
- All students are required to make normal, full-time progress toward degree completion and to complete objectives within specified time periods. Extensions other than for medical or other unavoidable academic reasons are not permitted.
- Students wishing to register on a part-time basis of less than 12 credits must obtain approval BEFORE registration is finalized. Retroactive approval for part-time enrollment once registration has ended is no longer possible.

3. Do not accept off-campus employment without written authorization from the USCIS and/or NVC.

- Full time students in F-1 status may accept on-campus employment of no more than 20 hours per week during the school year, or full-time during vacation periods.

4. Report any change of address to the International Student Advisor within 10 days of a move.

- F-1 students are required to maintain a current local US address and an overseas permanent address with NVC.

5. Apply for an extension for an I-20 before documents expire if more time is needed to complete a program.

- Apply for an extension of I-20 at least 30 days prior to expiration of the document. An extension request submitted after the I-20 has expired cannot be processed. Failure to complete a program of study on time or to obtain a timely program extension may constitute a violation of immigration status.

6. Contact NVC immediately if there are any changes to I-20, or to personal or academic situation. Examples of such changes include but are not limited to the following:

- change of name or citizenship
- change of school, major, or degree level
- withdrawal or termination from program due to academic or medical reasons
- departure from the US for research, study, or a leave of absence

- transfer to another institution in the US. An immigration transfer must be completed within 15 days of the beginning of classes at the new school. Students who violate their immigration status at the old school are ineligible to transfer until their status is cleared by Immigration. Please note: an immigration transfer is totally separate from transferring academic credit from another school.

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Registration and Enrollment for New Students

Students seeking admission to Northwest Vista College (NVC) should plan well in advance in order to fully meet all NVC admission requirements prior to registering for classes. Northwest Vista College's online student services allow students to complete the application form and to register for classes on the web. The application and class registration system are located at: www.accd.edu/nvc/success/admissions.

The list of available classes is also available on the web at: www.accd.edu/nvc under academic schedule.

Students who have never attended college are considered first-time-in-college students. These students are required to meet the following admission criteria:

- Submit WEB Admissions Data (application) online.
- Complete a placement test to meet Texas Success Initiative (TSI).
 - ACCUPLACER (Alternative exam)
 - THEA (State placement exam)
 - If EXEMPT from TSI, provide verification—ACT, SAT, or high school testing scores.
- Submit (in person or by mail) an official high school transcript with graduation date in a sealed school envelope. Faxed transcripts are not accepted.
- Then, come by Student Success to schedule a Group Advising session after the general admission requirements are satisfied.

Students who have previously attended college are considered transfer students. Each college of the ACCD is independently accredited with separate student record's databases. Consequently, students who have been enrolled at another ACCD college are considered transfer students.

Transfer students are required to meet the following admission criteria:

- Submit an application online.
- Submit (in person or mail) official transcripts from all previous institutions in a sealed envelope. Faxed transcripts are not accepted.
- Visit Student Success for individual academic advising after all the above admission requirements are satisfied. Individual advising is offered on a walk-in basis during regular advising hours.

Once the application is submitted online, anticipate 7 business days for the application to be processed for thoroughness and to determine your tuition rate. During peak registration the processing time takes a little longer. You may check on the status of your application by calling 348-2020 during business hours after 7 business days. Or, you may search online at: <http://www.accd.edu/nvc/success/default.htm> Click on Admission online. Then, submit ID (social security number) and pin number.

It is to your advantage to submit your application and complete records as soon as possible. Upon completion of all the aforementioned admission requirements you may schedule a Group Advising session for first time in college students and transfer students may come by Student Success for required individual advising.

Cross/Concurrent Enrollment

at ACCD or Other Public Institutions

A Northwest Vista College student may register concurrently at another accredited institution. If a student intends to apply a course taken at another institution towards satisfying Northwest Vista College degree requirements, a Student Success Advisor must authorize and approve the course prior to registration. A student's combined enrollment at all institutions, during any semester, may not exceed the maximum hours allowed by Northwest Vista College for any given semester i.e. 18 maximum hours for Fall or Spring and 14 hours maximum for summer- see "Student Load." For more information, see a Student Success Advisor or for general information call (210) 348-2020. For tuition and fee information, see Cross/Concurrent Enrollment under "[Paying for Your Education](#)" Chapter VI.

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Residence Verification

House Bill 1403 (Section 2) states that an undocumented individual can be considered a resident of Texas, for tuition purposes, if the individual resided with a parent, guardian, or conservator at least part of the time while he or she attended a public or private high school in this state, and:

- graduated from a public or private high school in Texas or received a GED certificate in Texas;
- resided in Texas for at least three years immediately preceding graduation from high school or receipt of a GED certificate;
- certifies that no college hours have been taken through any institution of higher education prior to Fall 2001; and
- provides to the institution an affidavit stating that the individual will file with USCIS (U.S. Citizenship and Immigration Services) an application to become a permanent resident as soon as the individual is eligible.

Students who feel they qualify should provide this documentation at the time the admissions documents are completed.

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Academic Fresh Start

Under the provisions of Senate Bill 1321, residents of Texas are entitled to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment. This "right to an academic fresh start" gives students the option of electing to have course work taken 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll either counted as usual OR ignored for admission purposes. Students who elect an "academic fresh start" MUST complete an academic fresh start petition form in Student Success and provide official copies of all college transcripts at that time to Northwest Vista College.

Students who elect an "academic fresh start" may apply these credit hours toward the determination of TSI/THEA exemption; however, ALL college level work done at an earlier date is eliminated from the computation of the grade point average and NONE of it can be applied toward a degree at Northwest Vista College. Such work will NOT be removed from the student's scholastic records and transcripts. Academic Fresh Start petitions are permanent and cannot be reversed at a later date.

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Health Certificate

Proof of current physical examination and immunization is required for accreditation purposes for those students planning to enroll in Health Career Programs. Evidence of appropriate physical fitness may be required for all students enrolling in Physical Education activity courses.

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Admissions Appeal Procedure

Enforced Scholastic Withdrawal (ESW), Dismissal, Suspension Appeal Procedure

Transfer or returning students who fail to meet the academic criteria stated in the current Northwest Vista College catalog must follow the re-admission procedures in order for us to help you work towards your academic goals. Students on Enforced Scholastic Withdrawal (ESW), Dismissal, or Suspension from any institution, including NVC should review these guidelines to determine enrollment eligibility.

Northwest Vista College will review your **Student Petition for Waiver of ESW/Dismissal** to evaluate your eligibility for re-admission and to develop a student action plan for your academic success. The form is available in Student Success.

Students on their **first** Enforced Scholastic Withdrawal (ESW), dismissal, or suspension must petition for admission through an advising session with a Student Success academic advisor, at least two weeks before registering for classes. Upon approval, enrollment will be limited to two classes.

Students with a cumulative of **two** Enforced Scholastic Withdrawals (ESWs), dismissals, or suspensions at NVC or any other institution will not be eligible to enroll until remaining out for at least one full year-one summer session does not qualify-it must be the entire summer. Students may seek an exemption to the policy by petitioning a Student Success Director (by calling 348-2135 or 348-2038) at least two weeks before registering for classes, for an appointment. Students must be able to demonstrate that they have an academic plan of action in place that will help overcome academic success obstacles in order to be considered for admission after one semester. Student conditions for re-admission includes: 1) a maximum of two classes each semester until the cumulative GPA exceeds 2.00; and 2) must visit with a Student Success advisor for a mid-semester academic progress report.

Students with **three** ESWs, dismissals, suspensions or Permanent Dismissal must remain out one academic year. After one year, students may petition the Dean of Student Success for readmission by calling (348-2135 or 348-2038) for an appointment for re-admission appeal by the stated deadlines.

In order to successfully appeal for re-admission, a student must submit a signed ESW Appeal form, along with all transcripts from every college/university attended before an appointment with designated Northwest Vista College academic officials. A student's successful appeal of the ESW Policy should reflect any extenuating circumstances, which hindered academic success. Northwest Vista College will honor the academic standing in place at the last institution attended (dismissal, suspension, probation, at-risk, etc.) Petitions will be accepted any time during the semester preceding anticipated re-entry but those submitted later than the date indicated may not be considered.

Readmission in the	Last Date to Apply
Fall semester	July 15
Spring semester	November 15
Summer semester	May 1

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Evaluation of Foreign Credentials

All foreign credentials submitted to Northwest Vista College must be the original of a certified English translation. Students are responsible for arranging for credential evaluation. A list of acceptable professional evaluation services is available in Student Success. Students must pay all cost of translation and/or evaluation of credentials.

An official evaluation of foreign credentials must be completed before transfer credit can be granted.

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Northwest Vista College

Testing and Academic Placement

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Northwest Vista College is committed to open access to higher education for the citizens of our service area and to the academic success of our students. Our intent is to offer support and development for students who are considered at risk of academic failure.

Course Placement Advice

NVC requires each student to be assessed in reading, writing, and mathematics to determine the level of academic skills and course placement. Official test scores from ACT, SAT, ASSET or ACCUPLACER may be accepted. To fulfill this requirement, students may take the THEA or alternative THEA Test and/or the placement test at Northwest Vista College. Placement scores must be less than two years old. Students scoring at the developmental level on entry tests will be advised about specified developmental courses before enrollment in college-level courses.

Testing services available at NVC are assessment testing for college placement, English as a Second Language placement, credit by exam (CLEP), and correspondence. NVC is also an ACT Testing Center that administers selected certification exams. All current NVC students are required to have an NVC Student Identification card. All incoming students are required to have a valid state ID (driver's license, Military, Passport, or State) in order to take exams at NVC. For students currently in high school a current student I. D. will be accepted.

Texas Success Initiative (TSI)

The Texas Success Initiative has replaced TASP. Under the new provision, public college/universities will continue to require mandatory assessment, advisement, and provide development as deemed appropriate. Approved assessment exams that may satisfy Texas Success Initiative's mandatory assessment are:

- ACCUPLACER
- ASSET
- COMPASS
- THEA (Texas Higher Education Assessment)
- QT (Quick THEA)

The provision mandates a re-test for any student whose score is below the state's re-test level. The re-test must be done after successful completion of development for the skill area. The initial mandatory assessment requires a \$15 fee and re-testing will be \$5 fee per portion. Higher education institutions have been given the flexibility to help students become college ready.

A student may be exempt from these requirements as indicated by TSI exemption criteria. Information about the TSI exemption criteria is listed in the class schedule. However, exemptions do not release students from assessment when deemed necessary for proper course placement.

Further information on TSI may be found in Texas Legislation (Senate Bill 286) Section 51.3062.

Academic Advising

Students who have never attended college or who have earned college dual credit as high school students are considered first-time-college students. These students must complete the admissions process (located at www.accd.edu/nvc/success/admissions) before registering in person with Student Success for required Group Advising prior to becoming eligible to register for classes online. Subsequent recommended individual academic advising may be done during regular business hours on a walk-in basis.

Individual academic advising (in person) is required for all transfer college students new to Northwest Vista College after completion of all admission requirements (located at www.accd.edu/nvc/success/admissions) including submission of all official transcripts prior to registering for classes on-line. The college recommends consultation with a Student Success advisor whether you are a currently enrolled student pursuing a two-year degree program at the College, planning to transfer to another college or university, or merely taking a few selected courses.

Your success depends on planning, organizing, managing, evaluating and monitoring your academic progress all along your academic journey. Students may consult a Student Success advisor about courses and other educational concerns. Student familiarity with pre-requisites for courses, degrees and programs at Northwest Vista College or transfer institutions before registering for classes is critical to your success. Academic advising is provided by both Student Success advisors and instructional faculty members.

Where to Get Advising

All students new to Northwest Vista College as well as former and returning students who are TSI liable and have not completed all TSI requirements may contact Student Success to be referred to a Student Success Advisor or a faculty advisor.

Students who have passed all areas of the THEA test and have chosen a major may contact the department faculty or Student Success.

To be adequately prepared for registration, Northwest Vista College encourages students to seek academic advising early in the registration period. Student Success Advisors are available for advising throughout each semester. See the Northwest Vista College Academic Class Schedule on-line at www.accd.edu/nvc for additional information.

Contact: Student Success LC 106, (210) 348-2020 for general information.

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Northwest Vista College

Registration

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For your convenience, Northwest Vista College provides several ways to register for classes. Details for the various registration periods are published in the schedule of classes which is available in Student Success ([Student Services](#)) or on our website at www.accd.edu/nvc/success/schedule prior to each registration period.

You can register via telephone and on the WEB. Choose the method of registration which best suits your needs.

To be admitted to the college, the student must meet all admission requirements, including furnishing the necessary credentials of work (all official transcripts and/or test scores) to Student Success. Students must meet all requirements well in advance of registration. Admission to Northwest Vista College does not guarantee admission to a specific program offered by the college. A student should consult the staff in Student Success or designated college personnel for additional information on admission requirements for the program of their choice.

Personal Identification Number (PIN)

The personal identification number (PIN) is used as security access to telephone information/registration and WEB registration. Currently, the month and year of the student's birth is assigned as the default PIN. Students are encouraged to assign a unique PIN by using the WEB or by submitting a request to Student Success in person.

Identification Card

Students are required to present a Student Identification Card with a current validation for access to services such as library usage, physical education facilities, special events, academic advisement, requesting transcripts, etc. ID cards may be obtained in the Office of Student Engagement located in the College Commons, Room 113 once tuition and fees for the semester are paid. Students must provide a valid photo I. D. to receive a Northwest Vista College Student I. D. A \$5 fee may be required for replacement ID cards.

Classification of Students

Freshman:

- Must have graduated from high school with a minimum of 15 credits or equivalent or
- Must have been admitted on the basis of an acceptable admission examination and
- Must have completed one to 29 semester hours in college level subjects at Northwest Vista College or other

regionally accredited colleges or universities

Sophomore:

Must have completed 30 to 66 semester hours in college level subjects at Northwest Vista College or other regionally accredited colleges or universities

Unclassified:

A student who has earned more than 72 semester hours with no degree earned

Associate Degree:

A student whose highest degree previously earned is an associate

Baccalaureate or Above:

A student whose highest degree previously earned is a bachelor's or higher.

Student Course Load

A full-time student is one who has met all admission requirements and is carrying a normal college level course load of 12 or more semester hours during a fall or spring semester. By the same token, a part-time student is one who carries less than the number of hours per semester required of the full-time student. For a less-than-full semester length session (summer, or fall or spring flex session), a student who is enrolled for six semester hours in a flex semester is considered to be full time for that flex session.

A student may not enroll for more than maximum hours allowed for any given semester: 18 semester hours during the regular fall and spring semesters; 14 semester hours for the entire summer, including a maximum of 3 semester hours during the summer three-week session. During the summer, the maximum student course load is 9 semester hours for the traditional summer one session and 6 hours for the traditional summer two session-not to exceed a total 14 semester hours for the entire summer. A student's combined enrollment at all institutions, during any semester, may not exceed the maximum hours allowed by Northwest Vista College, for any given semester. A student requesting an exception to the maximum course load policy must complete a **Petition for Overload** form, available from Student Success. The petition must be authorized by a Student Success Advisor or designee, a minimum of two weeks prior to enrollment.

The college reserves the right to limit the number of semester hours attempted by students who are employed, have a limited college academic history, will not benefit from dramatic increases in semester course load levels, have not demonstrated academic success over a period of time, or are enrolled at other colleges or universities. Maximum semester course load levels take into account all college level work at Northwest Vista College and other colleges/universities. As a general rule, for each classroom hour, a minimum of two hours preparation is expected. For example: a student taking 12 semester hours must assume responsibility for setting aside a minimum of 36 hours per week, 12 hours in class and 24 hours for class preparation in order to be academically successful.

Explanation of Course Numbers

All credit courses offered by the college are identified by a four digit number. The first digit indicates the level of course:

- a freshman level course begins with a "1"
- a sophomore level course begins with a "2"
- developmental courses begin with a "0" (These courses do not fulfill any requirements for any degrees; however, they

may be required prior to taking college level courses.)

The second number indicates the semester hour value of the course. The last two numbers are used for departmental sequence. Example: Math 1314 is a freshman level course of three semester hours credit.

Certain courses in the applied science and technology programs do not comply with this numbering system. Rather, they use the course numbering system described in the Texas Higher Education Coordinating Board Workforce Education Manual (WECM). The WECM is available via internet at <http://www.theccb.state.tx.us/ctc/ip/wecm2000/index.htm>.

Northwest Vista College participates in the statewide Common Course Numbering system. The system allows students to transfer courses between colleges and know that those with the same designation of a "7" in the third position of the course number may not be transferable.

As part of each course description, there are three numbers within parentheses:

- the first number indicates the semester hour value of the course
- the second number indicates the number of lecture hours per week the class meets
- the third number indicates the number of laboratory hours per week the class meets

Example: (4-3-2) indicates the course has four semester hours credit, and meets for three hours of lecture and two hours of laboratory per week.

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Northwest Vista College

Transfer

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Transfer Credit Policy

Credit for courses in which a productive grade (C or better) has been earned may be transferred to Northwest Vista College from colleges and universities fully accredited by one of the following associations:

- Middle States Association of Colleges and Schools
- New England Association of Colleges and Schools
- Northwest Association of Colleges and Schools
- North Central Association of Colleges and Schools
- Southern Association of Colleges and Schools
- Western Association of Colleges and Schools

Courses in which a grade of C or better has been earned may be applied to meet the requirements in the core curriculum and, when applicable, in the major field of study. This policy applies to all degree plans.

Credit from unaccredited institutions is not accepted at Northwest Vista College except through the Assessment of Prior Learning process. Student Success is responsible for verifying an institution's accreditation status and for evaluating the official transcripts.

Traditional classroom instruction and credit by examination are the basis on which transferred credit is recognized. There is no limit on the number of semester hours that may be transferred; however, a minimum of 25% of the required semester hours toward a degree or certificate must be completed at Northwest Vista College to meet graduation residence requirements. Transfer credit may meet graduation requirements if equivalent to Northwest Vista College courses (such equivalencies are determined by Student Success.) Credit for military education is awarded on the recommendation of the American Council on Education (A.C.E.) Guide.

Transfer Dispute Resolution

The following procedures, established by the Texas Higher Education Coordinating Board (THECB), shall be followed by public institutions of higher education in the resolution of transfer credit disputes involving lower-division courses:

- If Northwest Vista College does not accept course credit earned by a student at another institution of higher education, Northwest Vista College shall give written notice to the student and to the sending institution that transfer of the course credit is denied. Northwest Vista College shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
- A student who receives notice as specified in the section above may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution. The designated official for Northwest Vista College is the Dean of Student Success or the Director Enrollment Services.
- The two institutions and the student shall attempt to resolve the transfer of course credit in accordance with the THECB rules and guidelines.
- If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after

the date the student received written notice of denial, Northwest Vista College shall notify the Commissioner of the THECB of its denial and the reasons for the denial.

The Commissioner or designee shall 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.

The CB shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or designee.

If Northwest Vista College has cause to believe that the course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding of the course.

For assistance or further information regarding a transfer dispute, please contact the Director of Enrollment Services in Student Success at Northwest Vista College.

Transfer Resources and Advisement

Students planning to transfer to another institution must accept the responsibility of obtaining approval in advance from the institution to which they wish to transfer.

Students planning to transfer to an upper division school should make certain they take courses at Northwest Vista College that will be accepted by the institution they wish to attend. In general, Arts and Science courses with a first number of 1 or 2 (for example, HIST 1301, BIOL 2401) are accepted by senior institutions as fully transferable. Courses beginning with a 0 (for example, ENGL 0301) generally are not accepted for transfer by four-year colleges or universities. Occupational and technical courses may or may not be accepted for transfer, depending on the requirements of the transfer institution.

Senior institutions usually will accept a maximum of 60 to 66 semester hours of lower division general education and specific subject matter courses. However, what will be accepted and how it will transfer are determined by the senior college or university.

Courses included in the Lower Division Academic Course Guide Manual shall be transferable freely to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. However, it should be understood that each Texas institution of higher education may have time limitations that invalidate courses after a specific length of time.

Many students who enroll at Northwest Vista College plan to transfer to a college or university with upper division or junior standing. During their enrollment at NVC, students are advised to make up any subject or grade deficiencies from high school through developmental course work. They are then advised to fulfill the lower division requirements for the college or university selected for their continued education. To aid students in their transfer curriculum planning, students should obtain a catalog for the college to which they plan to transfer and consult with Student Success. Many colleges and universities maintain their catalog on-line which may be accessed through most computers on campus. For a complete listing of the WEB addresses of all Texas institutions of higher education, check the following web address: www.thecb.state.tx.us/start/stu.htm. Visit our web site at www.accd.edu/nvc/success/univlocmap/locmap.htm.

No university shall be required to accept in transfer or toward a degree more than 66 semester credit hours of academic credit earned by the student in a community college. Universities, however, may choose to accept additional credit hours.

Penalty for Noncompliance with Transfer Rules

If it is determined by the Coordinating Board that an institution inappropriately or unnecessarily has required a student to retake a course that is substantially equivalent to a course already taken at another institution, formula funding for credit hours in the repeated course will be deducted from the institution's appropriations.

Transcript of Record

The term "official transcript of record" refers to the recorded results of the student's course work at Northwest Vista College only. This record is sent directly to other colleges at the request of the student.

Requesting Northwest Vista College Transcripts

Students may access their unofficial transcripts and grades by logging into NVC [ePortal](#) or [Web for Students](#). If you would like to request an official transcript: check to verify you do not have a transcript hold by logging into NVC [ePortal](#) or [Web for Students](#). A transcript hold will prevent Northwest Vista College from processing and releasing a student transcript. You must contact Student Success staff at 348-2020 for general information or come to Student Success for specific guidance in resolving your transcript hold. Transcripts will be withheld until the student has settled all admission requirements (i.e. official transcripts from all institutions attended) and satisfied all financial obligations with the college.

If you have no transcript holds complete a [Transcript Request Form](#) (located at <http://www.accd.edu/nvc/success/records.htm>). Then fax, mail or bring the request form to Student Success (Attach copy of a photo I. D. if mailing/faxing or present photo ID if bringing in person).

Allow a minimum of 48 business hours for the transcript request to be processed after submission in person or receipt by mail. Once processed, transcripts may be picked up during Student Success office hours, (M- F) including Saturday mornings. NVC is unable to mail via overnight services. Transcripts will not be faxed by NVC to other educational institutions, students, employers or other third parties. Transcript requests via email or phone are not accepted by NVC. Generally, a student is limited to a maximum of three (3) personal transcripts per semester; or, a maximum of five transcripts may be mailed to an educational institution each semester as long as complete addresses are provided.

In compliance with FERPA regulations and NVC policy, transcripts may only be released to the student of record with a correct updated mailing address. Transcripts will not be released to a third party without a student's signed and dated release with student picture I. D. specifying the name of who will be acting on their behalf. Such releases are required for each incident and are subject to review by Student Success staff to verify i. d. and names .

Transcript Retention

Transcripts from Northwest Vista College are part of the permanent records for the college and are scanned and maintained in an electronic document imaging system. Transcripts from high schools and outside institutions of higher education submitted for admissions purposes will be retained on file for five years after the student stops attending Northwest Vista College. If the student returns to Northwest Vista College after a five year absence, it will be necessary to resubmit the documents for admissions and/or graduation.

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Northwest Vista College

Paying for Your Education

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About Student Financial Services

The most important function of Student Financial Services is to help students and families pay for a Northwest Vista College education. It is our philosophy that students and parents are primarily responsible for the student's education. However, the goal of the Student Financial Services Office is to assist students avail themselves of as many state and federal financial aid opportunities as possible.

Scholarships, grants and loans are available through the Financial Aid Office. Any or all of these may be combined in a "financial aid package" to help pay for educational expenses. Scholarships and grants do not have to be repaid. Loans must be repaid and are not encouraged at Northwest Vista College.

This section does not list all policies and procedures that the Student Financial Services Office at NVC is required to follow. The policies listed here are those deemed most important to students. NVC complies with all state and federal regulations governing the administration of student financial aid. These policies change as a result of legislative action or US Department of Education interpretation. Therefore, in the event of changes after the editing of this catalog, Northwest Vista College will comply with the most current regulations and interpretation thereof.

Extensive financial aid information can be found at the ACCD home page. For additional information about scholarships and applying for financial aid, you will find important links to other websites that can help you get more information about aid programs and scholarship searches. Find us at <http://www.accd.edu/district/schships/main/sfs.htm>.

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Financial Aid

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Eligibility

To be eligible to receive financial aid at Northwest Vista College, you must meet the following requirements:

- Complete the Free Application for Federal Student Aid (FAFSA) and request that the information be sent to NVC by listing our school code 033723.
 - Be enrolled for at least six-semester hours as a regular student in an eligible program (less than half-time students may receive a Pell Grant if they are eligible).
 - Be a U.S. citizen or eligible non-citizen.
 - Have a high school diploma or a General Education Development (GED) certificate.
 - Must not be in default on any student loan or owe a refund to a federal financial aid program.
 - Make satisfactory academic progress in a declared course of study. All students must be familiar with the school's "Satisfactory Academic Progress" policy described in the following text.
 - Have financial need as determined by the federal need analysis methodology and institutional guidelines.
 - Not have been convicted of a felony or crime involving a controlled substance.
-

Applying for Financial Aid

When you apply for financial aid at NVC, you are considered for the following programs:

- Pell Grants
- Supplemental Education Opportunity Grant (SEOG)
- Texas Public Education Grant (TPEG)
- Public Student Incentive Grant / Leveraging Educational Assistance Partnership (PSIG/LEAP)
- Texas Grant I
- Texas Grant II
- Federal Stafford Loan
- Federal College-Work-Study

The application procedures described below apply to need-based grants, loans and work-study. (To apply for institutional scholarships you must follow the procedure in the section on scholarships.) Further in this section you can also reference the Early High School Graduation Scholarship, the Educational Aide Exemption, and the Hazelwood Act Exemption.

Your application for aid will be considered complete when:

1. You are accepted for admission in a program of study leading to a degree or certificate at NVC, and are making satisfactory academic progress at NVC.
2. You have the following on file in Student Financial Services:
 - Institutional Student Information Report (ISIR) - this report is electronically transmitted to NVC as a result of your listing NVC as a recipient on the Free Application for Federal Student Aid (FAFSA).
Our school code is 033723.
 - Appropriate copies of IRS Tax Returns, plus additional information, if required for verification. (see the section on "Verification" below for more information)

Make sure we always have your most current address. This will help avoid delays and ensure that you receive important documents promptly. Update your address as often as necessary by completing appropriate forms in Student Success (LC 106) or by accessing our web site (<http://www.accd.edu>).

Spring And Summer Transfer Students

Students transferring from another institution during the spring or summer semesters must make sure that their prior institution reports the cancellation of subsequent Pell Grant and Stafford Loan disbursements to the National Student Loan Database System (NSLDS). Failure to do so will prevent NVC from awarding you any remaining funds for which you are still eligible from those programs. Students who plan to enroll at NVC during summers only, to then return to their home institution the subsequent fall semester are considered "transient" students and are therefore not eligible for financial aid at Northwest Vista College.

Application Priority Deadlines

It is the policy of the Northwest Vista Student Financial Services Office to process financial aid applications anytime during the year so long as they are received by the office six weeks before the end of the semester. Since funding is limited, grants and scholarships are awarded on a "first-come, first-served" basis to students who qualify. To that end, students should be mindful of the following priority deadlines:

Semester	Priority Deadline
Fall	April 1
Spring	October 30
Summer	March 1

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Verification

Verification is a process through which your financial aid application data is checked for accuracy. Only those students selected for verification by the federal processor need to go through this process. The U.S. Department of Education requires all colleges to complete this process for all students selected without exception. Students are notified of this requirement via the Student Aid Report (SAR) and through an email from the ACCD Student Financial Services Office. Students are instructed to login to the WEB for Students at <http://www.accd.edu/ahomepg.htm> to view the specific documents that must be submitted to the Student Financial Services Office. Typically, the following documents (if applicable to your situation) must be submitted:

1. A signed copy of your (and your spouse's, if applicable) income tax return
2. A signed copy of your parent's income tax return if you are considered a dependent student
3. A Verification Worksheet (available at Student Financial Services)
4. Documentation that verifies benefits or untaxed income such as:
 - a) Temporary Assistance for Needy Families (TANF), formerly AFDC
 - b) Veteran benefits
 - c) Other untaxed income and benefits

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Satisfactory Academic Progress (SAP)

Federal Regulations require all students applying for financial assistance to maintain satisfactory academic progress in order to receive aid. The progress standards that students are required to meet in order to maintain financial aid eligibility are the following:

1. Maintain a minimum 2.0 GPA, "C" or better, per semester and overall,
2. Successfully complete sixty-five percent (65%) of all course work attempted, and
3. Complete the program of study within 99 hours of attempted course work (including developmental classes and all hours attempted at other colleges).

Student compliance with the satisfactory academic progress policy is evaluated after every spring semester and students are advised via email to check their status through the WEB for Students. Progress is categorized in one of three ways: 'Good Standing', 'Probation Status', and 'Suspension Status'. Students may receive financial aid while in good standing or on probation status, but not if they are on suspension status. The information below describes specifically what these categories mean.

Good Standing (RC1)

A student is considered to be in good standing if he/she meets all three standards of progress outlined above. These students may participate in any financial aid programs provided they meet all other eligibility criteria, subject to availability of funds.

Probation Status (RC2)

Students are placed on probation if, by the end of the spring semester, they have not completed 65% of all coursework attempted and/or do not have at least a cumulative 2.0 GPA. These students may receive financial aid (except student loans) while on probation, subject to individual financial aid program requirements and availability of funds.

Suspension Status (RC4)

Students are suspended from financial aid if by the spring semester of their probationary year they do not meet one or more of the satisfactory academic progress criteria listed above. These students are sent a financial aid suspension notice and can continue to enroll, but at their own expense.

Appeal Process (RC3)

Students may appeal their suspension status, or may appeal to receive a loan if they have been denied one due to their probationary status. The appeal should include a personal statement (with appropriate documentation) detailing the circumstances that resulted in their failure to meet the required standards. Those who have been suspended due to exceeding 99 attempted hours must submit a degree plan, signed by an advisor, clearly showing courses earned towards the program, courses still needed, and their anticipated graduation date.

If the appeal is approved, eligibility is reinstated subject to program requirements. Progress is reviewed at the end of the semester to make sure that the student is meeting the standards and following the degree plan. Failure in either of these will again result in financial aid suspension.

If the appeal is denied, no financial aid of any kind may be awarded. Students can continue to enroll, but at their own expense. A re-appeal is acceptable after the student has completed at least one semester (preferably two) and feels they can make a case for being back on track academically.

Students who believe the denial is unfair may appeal to the Director of Student Financial Services. The Director will review the committee decision and respond with the final determination. The College's decision is final and may not be appealed further.

Calculating Financial Need

The information you report when you complete the Free Application for Federal Student Aid (FAFSA) is used in a formula, established by Congress, that calculates your Expected Family Contribution (EFC). The EFC is an amount you and your family are expected to have available toward your education. For the Federal Pell Grant Program, if your EFC is below a certain number, you are eligible for a Pell Grant, assuming you meet all other eligibility requirements.

There is not a maximum EFC that defines eligibility for the campus-based programs. Instead, your EFC is used in an equation to determine your financial need:

Cost of Education - Expected Family Contribution = Financial Need

The difference between the cost of education at NVC and the amount you and your family are expected to pay toward that cost is considered your financial need. This financial need helps us establish your eligibility for grants, loans and work-study.

You can get a booklet describing the formula that produces the Expected Family Contribution by writing to:

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

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Criteria for Determining Award Amounts

It is the policy of Northwest Vista College to award Federal, State and Institutional funds to eligible students on a "first-come, first-served basis," provided the student's application is complete with all documents. Although state and federal maximum amounts may be higher, NVC awards smaller amounts based on availability of funds to accommodate a larger number of students.

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Notification of Financial Aid Awards

After their financial aid application has been reviewed, students are notified via email by the ACCD Student Financial Services Office to check their financial aid status on-line. The email provides instructions on how to view and accept awards via the Web for Students at www.accd.edu.ahomepg.htm. Students can view each source of aid and amount that they have been awarded. In order for aid to be credited to their account, students must accept their award on-line.

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Receiving Your Financial Aid Funds

Checks generated in the first check run at the beginning of the fall and spring semesters are mailed to students at their permanent address without exception. Checks generated the rest of the time are held at the Business Office for a few days for students to pick up. Any checks not picked up are eventually mailed as well.

Students must keep in mind that beginning fall 2005 loan funds will also be credited directly into their student account. This means that disbursement of loan funds will be made on the same schedule as grants and scholarships.

Given that not all checks can be released to students by the payment deadline, students must make arrangements on their own for payment of tuition and fees and for the purchase of books and supplies. Students should check with the Student Financial Services Office about the availability of short-term emergency loans for tuition and fees.

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Concurrent Enrollment and Consortium Agreements

Students can only receive aid at one school per period of enrollment. Students who are enrolled at NVC and another ACCD college for the same semester can receive financial aid at Northwest Vista College if they are enrolled at least half time at NVC, and if the majority of their hours of enrollment are at NVC.

At no time will students be allowed to count enrollment at a non-ACCD school towards their eligibility for financial aid at NVC unless there is a consortium agreement. As a general rule Consortium Agreements with non-ACCD schools are not considered on an individual student basis. Instead, they are entertained at the program and institution-to-institution level by appropriate administrative officials of Northwest Vista College and of the Alamo Community College District.

Northwest Vista College will sometimes enter into consortium agreements with institutions willing to consider an individual student's concurrent enrollment at NVC as part of the student's semester course load at their school for the purpose of awarding aid through their financial aid office. The student's home institution initiates such agreements. These students automatically become ineligible for aid at NVC.

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Withdrawing From School and Returning Financial Aid Funds

It is important that students know the census day for each semester or session. Although students may be awarded aid based on the hours they register for at the start of the semester, financial aid will be recalculated on the basis of the number of hours they are still enrolled in by census day. For example, a student who is initially awarded as full time will have her/his financial

aid award adjusted to half time if she/he has dropped to six hours by census day. For some aid programs this means that the student has to pay back half of the aid received. A drop in enrollment (but not 100% withdrawal) after census day will not impact the amount of aid received, with two exceptions: college work-study and loans cannot be disbursed at any time in the semester if a student is enrolled in less than six hours.

When students withdraw one hundred percent (100%), federal regulations require all schools to prorate the amount of financial aid that they have earned based on the percent of the semester that they have attended classes. The regulations require that such a percentage be calculated up until the sixty percent (60%) mark of the semester. Since in most cases students are disbursed 100% of their financial aid under the assumption that they will stay in school the entire semester, withdrawing before the 60% mark means they will owe money back. Failure to repay these funds results in financial aid holds that prevent future registration at any college or university.

Repayment of funds is applied to programs in the following order:

1. FFELP Unsubsidized Stafford Loan
2. FFELP Subsidized Stafford Loan
3. FFELP PLUS Loan
4. Hinson-Hazelwood Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant (SEOG)
7. TEXAS Grant
8. Texas Public Education Grant (TPEG) or PSIG/LEAP
9. Scholarships

If a student withdraws before financial aid is disbursed, financial aid will be prorated according to federal regulations.

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Sources

Federal Grants

Pell Grants

Awards to eligible students are determined through the use of a payment schedule published annually by the U.S. Department of Education. Award amounts vary according to: (1) the educational costs at the institution (the cost of attendance), (2) the student's enrollment status, (3) annual appropriations and award maximums set by Congress and (4) the Expected Family Contribution (EFC) on the student's Student Aid Report (SAR). Pell Grant funds are awarded for fall and spring. Summer awards are made if the annual eligibility has not been exhausted during the fall and spring semesters.

Supplemental Educational Opportunity Grant (SEOG)

Award range: \$200 to \$1,000

This program provides a grant to undergraduate students with the lowest expected family contribution who are also eligible for a Pell Grant. These funds are awarded based on financial need. The College's policy is to award SEOG funds to students enrolled in 6-11 hours with a zero (0) expected family contribution and who are eligible for Pell Grant.

State Grants

Texas Public Educational Grant (TPEG)

Award range: \$200 to \$2,000

TPEG provides assistance to an undergraduate student who demonstrates financial need as determined by the Student Financial Services office. To be eligible for a TPEG, a student must be enrolled for at least six (6) semester hours. Awards are made to Texas residents and out of state residents depending on availability of funds.

TEXAS Grant I

The TEXAS (Toward EXcellence, Access and Success) Grant I Program pays tuition and fees for students who meet the following program criteria:

- Are Texas residents
- Have graduated from an accredited Texas high school
- Have completed a recommended or advanced high school curriculum
- Meet the state's financial aid criteria
- Enroll at least 3/4 time in an associate degree or certificate plan within 16 months of high school graduation
- Enroll and receive the grant no later than the 16th month after graduating from high school
- Have not been convicted of a felony or crime involving a controlled substance

Awards can be renewed based on criteria set by The Texas Higher Education Coordinating Board. In addition to the above, renewal criteria are:

- Have not earned an associates or baccalaureate degree
- Have a 75% course completion rate in the most recent academic year
- Have a 2.5 GPA or better
- Have received a TEXAS Grant I for no more than 90 credit hours

TEXAS Grant II

The TEXAS (Toward EXcellence, Access and Success) Grant II Program pays tuition and fees for students who meet the following program criteria:

- Are Texas residents
- Have graduated from an accredited Texas high school
- Meet the state's financial aid criteria
- Are enrolled at least 1/2 time (6 hours)
- Must be in the first 30 attempted hours of a first certificate or degree plan
- Have not been convicted of a felony or crime involving a controlled substance
- Are not eligible for the TEXAS Grant I program

Awards can be renewed based on criteria set by The Texas Higher Education Coordinating Board. In addition to the above, renewal criteria are:

- Have not earned an associates or baccalaureate degree
- Have a 75% course completion rate in the most recent academic year
- Have a 2.5 GPA or better
- Have received a TEXAS Grant II for no more than 75 credit hours

Awards can be renewed based on criteria set by The Texas Higher Education Coordinating Board. Students may contact the Student Financial Services Office for more information.

Early High School Graduation Scholarship

Texas residents who complete grades 9-12 within 46 months at a public high school in Texas may qualify for a tuition exemption ranging from \$500 to \$2,000. High school counselors send the Texas Higher Education Coordinating Board a

letter certifying each student's level of eligibility. If approved, The Coordinating Board notifies the college and the student about the amount of the award.

Public Student Incentive Grant/Leveraging Educational Assistance Partnership (PSIG/LEAP)

PSIG/LEAP provides assistance to an undergraduate student who demonstrates financial need as determined by the Student Financial Services office. To be eligible for this grant a student must be enrolled for at least six (6) semester hours. Awards are made to Texas residents only depending on availability of funds.

Educational Aide Exemption

This exemption for tuition and mandatory fees (other than class and laboratory fees) is available to Texas residents with financial need who: 1) have worked as an educational aide in a Texas public school district at least one year of the last five years preceding the term or semester for which the exemption is received, and 2) continue to be school employees serving in any capacity. Enrollment in courses leading to a teacher certification at a Texas public institution of higher education is required. Students should complete the Free Application for Federal Student Aid (FAFSA) and/or provide a copy of the most current income tax information to show financial need. Applications for the exemption can be obtained from the Human Resources Office of school districts, or from NVC's Student Financial Services Office.

Loans

Federal Family Education Loan Programs (FFELP)

Federal Stafford Loan Programs (Subsidized and Unsubsidized)

Stafford loans are low-interest student loans certified by Northwest Vista College and guaranteed by the federal government. These loans can be made through almost any bank or credit union. The interest rate varies and cannot exceed 8.25 percent. On subsidized loans, the federal government pays the interest as long as the student is enrolled at least half-time. The unsubsidized loan, however, requires that students make interest payments or that they agree to capitalize the interest (interest is deferred by being added to the principle). Dependent first-year students may borrow up to a combined subsidized and unsubsidized \$2,625 per year, while second-year students can borrow up to \$3,500. Independent students can borrow these same amounts and up to \$4,000 more in unsubsidized loans for year. Since the subsidized loan is based on financial need, the Student Financial Services Office establishes the amount that students are eligible for. Attendance of a loan counseling session is required. Full repayment begins six months after the student leaves school or drops below half-time status.

Federal PLUS (Parent) Loan Program

The PLUS Program allows parents to borrow up to the cost of education for each dependent who is enrolled at least half-time. PLUS loans can be made through almost any bank or credit union at a variable interest rate not to exceed nine percent. Repayment for parent borrowers begins sixty (60) days after disbursement of the loan.

The PLUS Loan amount, together with all other financial aid, may not total more than the student's cost of attendance at Northwest Vista College.

The Consolidation Loan Program

Consolidation Loans may be arranged to combine student loans made under the Title IV program. These loans provide repayment periods appropriate for the total amount outstanding. For example, a student whose total loan debt exceeds \$7,500 may be given a repayment period longer than ten (10) years. Repayment of a Consolidation Loan must begin within sixty (60) days after the selected loans have been consolidated. Students must contact their lender to find out if their loans qualify for consolidation.

Short-Term Loans

The Short-Term Loan is a zero interest, institutional emergency loan for tuition and fees that must be repaid in 30 days. These loans are offered ten days before the first day of classes at the beginning of the fall and spring semesters only. Students work with Student Financial Services to determine their eligibility and the amount of the loan. Students must show proof that they have applied for and will be eligible for a PELL grant. Funds are limited and a separate application is required.

Scholarships

Northwest Vista College awards a limited number of scholarships, based on the availability of institutional and private funds, to academically meritorious or needy students. Scholarships range from \$300-\$1500 per academic year (Sept.-May) and \$375-\$750 when awarded by semester. All scholarships and other financial aid already awarded will be taken into consideration when determining eligibility. Scholarship lists and applications may be picked up at Student Financial Services.

ELIGIBILITY REQUIREMENTS

- Complete the Free Application for Federal Student Aid (FAFSA) for need-based consideration.
- Enroll as a first time in college or returning ACCD student with fewer than 99 cumulative college credit hours attempted. Students with Bachelors or Masters degrees will not be considered.
- Pursue an Associate Degree, Certificate, or transfer program at an ACCD College.
- Enroll for 6-12 credit hours depending on individual scholarship criteria.
- Have and maintain a satisfactory GPA (2.00 - 4.00)
- Maintain "satisfactory academic progress" as required by Student Financial Services, not be in default on a student loan, or owe a refund to any college for state or federal funds.
- Be a U.S. citizen or eligible non-citizen.

APPLICATION PROCEDURES

Complete and submit to Student Financial Services (SFS) an ACCD Scholarship Application including the items listed below:

- Submit an official college academic transcript from all colleges previously attended. (Copies of transcripts from ACCD Colleges are not needed)
- Provide two letters of reference from members of your high school or college faculty who can attest to your academic promise and ability to succeed.
- One page essay explaining your career goals.
- One page short autobiography (include your family background and personal interests).
- Entering freshmen must submit a high school transcript.
- Applicants applying for a renewal of their scholarship must provide additional information as requested below.
- Deadline for applications for Fall semester is June 1st. Deadline for applications for Spring semester is November 1st.

* *The scholarship application and a list of available scholarships with descriptions and specific requirements are available at Student Financial Services or on the web at <http://www.accd.edu/districts/schships/main/sfs.htm>.*

SELECTION OF RECIPIENTS

After scholarship applications have been reviewed, students are notified via e-mail to check their status on the Web for Students at <http://www.accd.edu/ahomepage.htm>.

NOTICE OF AWARDS

Students will be notified by mail of any scholarship award or denial.

RENEWAL OF SCHOLARSHIP

Scholarships may be renewed on an academic year or semester basis, contingent upon satisfactory academic progress and availability of funds. Students must reapply for continuation of this scholarship by the deadline for the next academic year (Sept-May) or semester. Please attach a separate sheet describing how the scholarship benefited you and why it should be renewed.

The Office of Student Financial Services reserves the right to cancel any scholarship at any time if the applicant fails to meet the standards of academic progress, scholarship requirements, or falsifies information reported.

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College Work-Study Programs

The CWS Program provides jobs for undergraduate students enrolled at least half-time who need financial aid to pay for their educational expenses. The hourly rate is typically slightly above minimum wage. The total CWS award and maximum hours of work per week depend on the student's need, availability of funding, and the amount of other aid the student receives. Students are paid once per month and can pick up their check at the Business Office.

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Educational Benefits for Veterans and Their Dependents

Veterans seeking enrollment at Northwest Vista College are encouraged to contact the Department of Veterans Affairs for information regarding the type of eligibility and extent of educational benefits coverage. Student Success staff at Northwest Vista College, LC 106, will assist students by providing certification of courses and transmitting such information to the Department of Veterans Affairs.

It is the student's responsibility to request certification of enrollment every semester and to inform the college's Veterans Affairs Services Coordinator of any changes in enrollment status. Course certification will follow each semester's enrollment and confirmation of necessary payments to the college. Except for students obtaining certification under Chapter 31 (Vocational and Rehabilitation Program), veterans should be prepared to cover the initial cost of tuition and fees, since most VA allowances are provided in arrears and usually follow a 6 to 8 week delay after classes begin.

Veterans and eligible dependents seeking course certification MUST submit official transcripts from all colleges and universities previously attended, as well as documentation to support any life/work experience previously earned which may transfer for credit toward the certificate or degree plan sought at NVC prior to registration.

Eligible veterans and dependents must declare a goal (Certificate or Associate Degree) at NVC in order to be eligible to receive educational benefits from the Department of the Veterans Administration. The VA will only pay for courses in the declared program and any exceptions require compliance with VA rules. Information regarding exceptions may be obtained from NVC Student Success Advisors.

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The Hazelwood Act

The Hazelwood Act (Article 2654 B-1) aids veterans who have exhausted all of their VA education benefits. A legal resident of Texas is exempt from payment of tuition and certain required fees when the applicant meets ALL of the following conditions:

- The applicant must have resided in Texas one year prior to entering the service and must have entered the service from Texas. Upon discharge from the service, the applicant must continue to reside in Texas.
- The applicant must have served on active military duty (other than for training) for more than 180 days.
- The applicant must apply and be denied for federal educational benefits such as the Pell Grant and the SEOG.

If the conditions listed above are met, the applicant must submit the following to Student Financial Services:

- A letter from the Department of Veterans Affairs stating that the applicant has exhausted educational entitlement under the G. I. Bill.
- A copy of the applicant's DD214.
- A Student Aid Report for the academic year.
- A certified copy of the Texas residency statement.

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(Non-Texas/International Students)
 - [Tuition for Repeated Courses](#)

Tuition charges are based on the number of semester hours taken. It is the responsibility of the student to pay any charges by due dates. Tuition and fee payment may be deferred until applicable due dates as shown in the course schedule.

Residency Classification

Where you live affects how much tuition you pay at NVC. Bexar County residents are considered "in-district" and pay lower tuition because property taxes support the college. Residents of other Texas counties are considered "out-of-district." If you are admitted as an out-of-district student, you will maintain this classification as a student unless you can demonstrate that a Bexar County permanent residence has been established. If you have not resided in Texas for the past twelve months, you will be required to pay out-of-state tuition regardless of where you currently reside.

A person may be admitted in one of these classifications:

- In-District-legal resident of Bexar County.
- Out-of-District-legal resident of Texas outside of Bexar County.
- Out-of-State-legal resident of a state other than Texas or have not resided in Texas for the past twelve months.
- International-legal resident of a country other than the U.S.

Additional information on residency status may be reviewed in the Admissions section of the catalog.

Tuition Reimbursement

Under Section 54.0065 of the Texas Education Code, students graduating from a Texas public Baccalaureate-granting university may be entitled to a partial tuition rebate if all the following conditions are met:

- They must have enrolled for the first time in an institution of higher education in the Fall of 1997 semester or later; They must have received

a baccalaureate degree from a Texas public university;

- They must have been a resident of Texas and entitled to pay resident tuition at all times, while pursuing the degree; and
- They 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 which they were graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, courses that are dropped after the official census date, and for-credit developmental courses.

Students desiring to qualify for tuition rebates are responsible for enrolling only in courses that will qualify them for the rebates. Contact Student Success for additional information.

Tuition and Fees

- For each summer term, the General Fee will be \$105.00 for all students.
- Minimum tuition for 1-3 hours for EACH summer term will be \$120.00 for In-District Texas residents, \$240.00 for Out-of-District Texas residents, and \$480.00 for Non-Texas residents and international students. After the three credit hour minimum, tuition is calculated at the appropriate per hour rate.
- Any student currently enrolled as of the official census date who subsequently enrolls in a Flex Entry class organized in the same semester will be assessed tuition and fees as though another class were being added to the student's current load.
- Registration fee for all students is \$11.00 for the Fall and Spring semesters and \$6.00 for EACH summer term.
- Library Upgrade fee for all students is \$11.00 for each semester.
- Lab fees are \$2.00 - \$24.00, and are determined by course.
- Special fees are \$5.00-\$80.00, are determined by course, and are non-refundable. On individual programs, special fees could be higher. Refer to Academic Course Schedule online at the NVC website.
- Student Accident Insurance is \$4.00 for EACH Fall and Spring semester and \$1.00 for EACH summer term. International students are charged \$61.00 for EACH Fall and Spring semester and \$20.00 for EACH summer term.
- Parking registration fee for a full academic year (September through August) will be \$20.00, \$10.00 for the Spring Semester (after January 1), and \$7.00 for the Summer term. Parking fines are \$11.00 and, if not paid within 10 days, \$17.00.
- Tuition and fees may be billed to Mastercard, Visa or American Express. A \$4.00 processing fee will be assessed with each web/voice transaction.
- Permanent resident aliens or aliens having filed a declaration of intention to become a citizen, with the proper federal immigration authorities, have the same privilege of qualifying for resident tuition and fees status as have citizens of the United States.
- Concurrent Enrollment: A student registered concurrently in academic courses at Northwest Vista College and another Texas public institution of higher education must pay minimum or base tuition at only one of these institutions. If evidence of this minimum or base tuition payment at another institution is produced, the student is assessed tuition charges computed at the hourly rate of Northwest Vista College. All other appropriate fees are assessed according to the Northwest Vista College catalog. For additional information you may contact the Business Office personnel at 348-2028.
- Cross Enrollment: Students enrolling concurrently in academic courses at Northwest Vista College with Palo Alto College, St. Philip's College and/or San Antonio College do not pay duplicate fees and tuition. Students must notify the Business Office personnel to avoid being charged duplicate fees.

In State/In District Tuition & Fees

NORTHWEST VISTA COLLEGE 2005-2006 Tuition & Fees
Tuition and Fees subject to change by the Board of Trustees of the Alamo Community College District
In State/In District

Hrs	Tuition	Gen. Fee	Reg. Fee	Lib. Fee	Ins.	Total
1	240.00	105.00	11.00	11.00	4.00	371.00
2	240.00	105.00	11.00	11.00	4.00	371.00
3	240.00	105.00	11.00	11.00	4.00	371.00
4	240.00	105.00	11.00	11.00	4.00	371.00
5	240.00	105.00	11.00	11.00	4.00	371.00
6	240.00	105.00	11.00	11.00	4.00	371.00
7	280.00	110.00	11.00	11.00	4.00	416.00
8	320.00	110.00	11.00	11.00	4.00	456.00
9	360.00	110.00	11.00	11.00	4.00	496.00
10	400.00	110.00	11.00	11.00	4.00	536.00
11	440.00	110.00	11.00	11.00	4.00	576.00
12	480.00	110.00	11.00	11.00	4.00	616.00
13	520.00	110.00	11.00	11.00	4.00	656.00
14	560.00	110.00	11.00	11.00	4.00	696.00
15	600.00	110.00	11.00	11.00	4.00	736.00
16	640.00	110.00	11.00	11.00	4.00	776.00
17	680.00	110.00	11.00	11.00	4.00	816.00
18	720.00	110.00	11.00	11.00	4.00	856.00
19	760.00	110.00	11.00	11.00	4.00	896.00
20	800.00	110.00	11.00	11.00	4.00	936.00
21	840.00	110.00	11.00	11.00	4.00	976.00

In State/Out of District Tuition & Fees

NORTHWEST VISTA COLLEGE 2005-2006 Tuition & Fees						
Tuition and Fees subject to change by the Board of Trustees of the Alamo Community College District						
In State/Out of District						
Hrs	Tuition	Gen. Fee	Reg. Fee	Lib. Fee	Ins.	Total
1	480.00	105.00	11.00	11.00	4.00	611.00
2	480.00	105.00	11.00	11.00	4.00	611.00
3	480.00	105.00	11.00	11.00	4.00	611.00
4	480.00	105.00	11.00	11.00	4.00	611.00
5	480.00	105.00	11.00	11.00	4.00	611.00
6	480.00	105.00	11.00	11.00	4.00	611.00
7	560.00	110.00	11.00	11.00	4.00	696.00
8	640.00	110.00	11.00	11.00	4.00	776.00
9	720.00	110.00	11.00	11.00	4.00	856.00
10	800.00	110.00	11.00	11.00	4.00	936.00

11	880.00	110.00	11.00	11.00	4.00	1016.00
12	960.00	110.00	11.00	11.00	4.00	1096.00
13	1040.00	110.00	11.00	11.00	4.00	1176.00
14	1120.00	110.00	11.00	11.00	4.00	1256.00
15	1200.00	110.00	11.00	11.00	4.00	1336.00
16	1280.00	110.00	11.00	11.00	4.00	1416.00
17	1360.00	110.00	11.00	11.00	4.00	1496.00
18	1440.00	110.00	11.00	11.00	4.00	1576.00
19	1520.00	110.00	11.00	11.00	4.00	1656.00
20	1600.00	110.00	11.00	11.00	4.00	1736.00
21	1680.00	110.00	11.00	11.00	4.00	1816.00

**Out of State/In District Tuition & Fees
(Non-Texas Residents/International Students)**

NORTHWEST VISTA COLLEGE 2004-2005 Tuition & Fees						
Tuition and Fees subject to change by the Board of Trustees of the Alamo Community College District						
Out of State/Out of District (Non-Texas/Int'l Students)						
Hrs	Tuition	Gen. Fee	Reg. Fee	Lib. Fee	Ins.	Total
1	960.00	105.00	11.00	11.00	4.00	1091.00
2	960.00	105.00	11.00	11.00	4.00	1091.00
3	960.00	105.00	11.00	11.00	4.00	1091.00
4	960.00	105.00	11.00	11.00	4.00	1091.00
5	960.00	105.00	11.00	11.00	4.00	1091.00
6	960.00	105.00	11.00	11.00	4.00	1091.00
7	1120.00	110.00	11.00	11.00	4.00	1256.00
8	1280.00	110.00	11.00	11.00	4.00	1416.00
9	1440.00	110.00	11.00	11.00	4.00	1576.00
10	1660.00	110.00	11.00	11.00	4.00	1736.00
11	1760.00	110.00	11.00	11.00	4.00	1896.00
12	1920.00	110.00	11.00	11.00	4.00	2056.00
13	2080.00	110.00	11.00	11.00	4.00	2216.00
14	2240.00	110.00	11.00	11.00	4.00	2376.00
15	2400.00	110.00	11.00	11.00	4.00	2536.00
16	2560.00	110.00	11.00	11.00	4.00	2696.00
17	2720.00	110.00	11.00	11.00	4.00	2856.00
18	2880.00	110.00	11.00	11.00	4.00	3016.00
19	3040.00	110.00	11.00	11.00	4.00	3176.00
20	3200.00	110.00	11.00	11.00	4.00	3336.00

21	3360.00	110.00	11.00	11.00	4.00	3496.00
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Fees for Each Semester

Refundable Fees

Audit

Charged in addition to Tuition and Fees - \$11.00 for each course taken for non-credit.

Computer Use

Fee - \$10.00 to \$24.00

Laboratory

Fee - \$2.00 to \$24.00

Library Upgrade

Fee - \$11.00

Security Badge

Fee - up to \$10.00, for access to specified off-campus sites

Student Accident Insurance:

Charged to all students registered at Northwest Vista College. Coverage is provided on a 24-hour basis and includes injuries incurred on or off campus. Students enrolled in Continuing Education Courses are covered only while attending school approved classes on campus or off campus. Brochures are available in Student Success or by accessing the website at www.BollingerInsurance.com/alamo.

Fees are assessed as follows:

In-district/Out of District Texas Residents and Non-Texas Residents:

Per Fall and Spring semesters - \$4.00

Per Summer term - \$1.00

International Students Accident Insurance:

Per Fall and Spring Semester - \$61.00

Per Summer term - \$20.00

Fees/Fines Not Refundable

Examination Fees

ACCUPLACER: (Placement Only) no charge

Advanced Standing Examination: \$40.00 per credit hour with a \$120.00 minimum, charged for recording Advanced Standing Recommendations on the student's transcript. Information regarding department exams may be obtained from the Academic Leader.

TSI Assessment: through ACCUPLACER - \$15.00

Correspondence by Exam - \$10.00

Installment Plan

(Available to students in good standing for Fall and Spring Semesters - 16 weeks session only)

Administrative Fee - \$25.00

Late Fee - \$10.00 assessed for each delinquent second and third payment

Please contact the Business Office for additional information at 348-2028.

Delinquent accounts are turned over to a collection agency. Students are responsible for any fees incurred.

Delinquent status no longer eligible for installment plans.

NOTE: Refunds will be applied to unpaid balances.

International Student

Application Processing Fee - \$15.00

Library Fines

Students should adhere to the rules set by the library.

Fees vary from \$0.10 to \$0.50 per day per item

Parking Permits (See [XII. Student Success, Parking Regulations](#))

Students who operate motor vehicles and park on any of the Alamo Community College District campuses must purchase and properly display a valid "Student Parking Permit." The parking permit must be hung from the inside rear-view mirror with the registration number facing the front of the vehicle. Motorcycle permits are to be affixed to the front strut. Permits placed in any other manner will be classified as "no registration" and are subject to a parking fine.

Parking Permits are charged as follows:

Full academic year (September 1 to August 31) - \$20.00

Spring Semester (Beginning January 1) - \$10.00

Summer Term - \$7.00

Replacement - \$8.00

Authorized by the Department of Public Safety (Campus Police), located in the Central Plant Building.

Authorization forms will be issued to the student, to present to the Business Office.

Parking Fines

Regular (per ticket) - \$20.00

If not paid within 10 days (per ticket) - \$17.00

Falsification of information on the Motor Vehicle Registration form - \$10.00

Registration

Fall and Spring semester - \$11.00

Summer sessions, per term - \$6.00

*If the college deletes all the classes, this fee is refundable.

Registration Receipts

Additional Copies - \$2.00 each

Returned Checks/Returned Automated Clearing House (ACH)

Service Charge - \$35.00

Immediate restitution of funds must be made when a check is returned by a bank for insufficient funds or "Stop Payment." The Alamo Community College District will not accept another check from a person from whom a bad check has been received previously.

NOTE: *Stopping payment on checks, used to pay tuition and fees, does not constitute an official withdrawal from the college. Official withdrawals must be processed in Student Success.*

Delinquent accounts are turned over to a collection agency. Students are responsible for any fees incurred.

Special

Fee charged for the defrayal of unusual supplies or participation in certain courses - \$5.00 to \$3,000.00. Non-refundable.

Transcripts

All transcripts will be issued without charge.

VIA Bus Passes

\$25.00 with a college picture ID card

Northwest Vista College reserves the right to change its tuition and fees in keeping with the decisions of the Board of Trustees of the Alamo Community College District, acts of the Texas Legislature and official interpretations thereof.

Tuition for Repeated Courses (Third-attempt rule) New Legislation

House Bill 994 was approved in June 2005, which authorized the Board of the ACCD to charge additional tuition for courses taken by students who are repeating the same course more than twice at any of the ACCD colleges. The college district will no longer be reimbursed by the state for these courses; therefore, a tuition rate of \$160 per credit hour was approved by the Board of Trustees and takes effect Fall 2005.

This tuition rate does not apply to developmental courses in addition to some other exceptions. See Student Success for additional information on NVC courses exempt from this policy. Additional information concerning "third-attempt" courses is available in Enrollment Services in AB218.

Refund of Tuition and Refundable Fees

Students officially withdrawing from courses at the institution will have their tuition and refundable fees returned according to the following schedule:

Fall and Spring Semesters (16 Week Sessions)

100% Prior to the first day
70% During class days 1 through 15
25 % During class days 16 through 20
None After the twentieth class day

Six Week Summer Sessions

100% Prior to the first class day
70% During class days 1 through 5
25 % During class days 6 through 7
None After the seventh class day

Eight Week Summer Sessions and Flex Terms

100% Prior to the first class day of the session
70% During class days 1 through 9
25 % During class days 10 through 11
None After the eleventh class day

Refunds for other non-standard length courses shall be made based on the Refund of Tuition and Fees table provided by the Texas Higher Education Coordinating Board. Refunds are dependent on students having paid more than the minimum required tuition, and having paid their tuition and fees in full. Refunds for students on the Installment Plan will be applied to the balance due, as stated in the Installment Plan Contract. All academic calendar days are considered for refund purposes, not only the days the student attends class.

Students receiving financial aid need to know that federal regulations governing financial aid programs require Student Financial Services to have in place certain policies and procedures that may impact whether or not you will get a refund as described above. For more information about policies and procedures on Drops and Withdrawals, please see section VI, Paying for Your Education.

NOTE: Refund checks will be prepared soon after the end of the refund period. Please verify mailing address with the Student Success Center, as refund checks are mailed to the address the student has provided. Students are responsible for reimbursements to companies or agencies that have financially assisted them, with their tuition and fees.

Continuing Education Tuition and Fees

Adult Vocational Course

\$2.10 to \$3.50 per instructional hour.

Apprenticeship Programs

\$2.00 per instructional hour

Community Service Courses/Sponsored Programs

\$1.50 to \$3.50 per instructional hour

Contract Courses

Current Policy: instructional salaries plus direct and indirect costs.

Technology Based Courses

\$5.00 to \$20.00 per instructional hour.

Lab/Other Fees are assessed based on courses registered for:

- Students are charged Student Accident Insurance Fee at \$1.00 per course.
- Students enrolled in Continuing Education courses are covered only while attending school-approved classes on campus or off campus.
- Brochures are located in Student Success or by accessing the website at www.BOLLINGERINSURANCE.com/alamo.

Continuing Education Tuition and Fee Refund

100% granted if withdrawal is made prior to the first class meeting.

80% granted if withdrawal is made prior to the second class meeting.

None granted after the second class meeting.

Withdrawals must be made in writing to Student Success during normal office hours. Refund checks will be prepared soon after the end of the refund period. Please verify mailing address with Student Success, as refund checks are mailed to the address the students have provided. Students are responsible for reimbursements to companies or agencies that have financially assisted them, with their tuition and fees.

Northwest Vista College

Supporting Academic Success

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Student Success is available to assist you, in making choices about programs, courses, and support services. First-time college students are guided in the selection of course work. Prior to registering for classes during your first year, you will need to meet with an advisor and select a balanced schedule.

- [Student Development Seminar](#)
- [Learning Resource Center/Bookstore](#)
- [Services for Students with Special Needs](#)
- [Getting Involved](#)
- [Career and Course of Study Exploration](#)
- [Academic Policies](#)

Northwest Vista College

Student Development Seminar

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First-time Northwest Vista College students who have earned fewer than 12 semester hours of college credit (dual credit excluded) are required to successfully complete SDEV 0170 (Student Development Seminar). Students enrolled in the seminar will learn how to succeed in life long learning, creative and critical thinking, time management, test and note taking, studying, career planning, and building lasting relationships. Prior students who have completed the SDEV seminar have a proven record of higher success, retention and persistence in college. This course will give students the keys to becoming successful college students. Eligible students who do not enroll in SDEV 0170 their first fall or spring semester will have a registration hold placed on their record until the course requirement is successfully met. Students who register for SDEV 0170 and do not successfully complete the course will be required to re-enroll in the course the subsequent semester.

A Student Success Advisor will advise students and answer any questions about this exciting course. Enroll now and enjoy the benefits throughout your college career! For additional information or assistance, please call 348-2142.

Special Programs

Learning Communities and Interdisciplinary Courses

In keeping with a commitment to synergy and community, Northwest Vista College offers several forms of learning communities. Learning communities enhance opportunities for collaboration by engaging students in multidisciplinary environments, creating a forum for teachers and learners to share their respective disciplines' experiences and ideas. Students can choose to take team-taught, interdisciplinary courses; linked courses; or team-taught blocks of courses such as those offered in the Weekend Learning Community. Several courses combine co-requisite classes from two different disciplines (such as Sociology and Speech), which are team-taught by two teachers, and students earn credit for both classes. Learning community options vary each semester, and a list of these offerings can be found online at NVC's website under Academic Course Schedule.

Weekend College

In Northwest Vista College's Weekend Learning Community a student can earn a two-year associate of arts degree by attending class on Saturdays and supplementing these courses with either Friday evening or Internet classes. The students in these weekend cohorts form a strong community, allowing learners to grow and learn together. Students enroll for three blocked, team-taught courses that meet on Saturdays during the regular semester and include a distance component over the Internet. Visit the website at <http://www.accd.edu/nvc/areas/weekend> for more details and a schedule of courses.

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Northwest Vista College

Learning Resource Center

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The mission of the learning resources program is to identify, acquire, organize and make available a broad range of resources, in a variety of formats, to support and enhance the curriculum of the college. Further, the program strives to provide materials to enrich the extracurricular programs and interests of the faculty, staff, and students.

The Learning Resource Center is located on the second floor of the Learning Center Building. Along with a growing collection of traditional print materials (books, magazines, newspapers), there are many videos, audio compact discs and DVD's. Seating for approximately 80 students is available for study or to use the PC workstations. The library's home page is <http://www.accd.edu/nvc/lrc/>. From it, students can access most information they need about our services and resources.

On the computer workstations, students have access to a wide array of electronic online resources, including: the ACCD online library catalog; Internet Explorer browser to view the World Wide Web; JSTOR; Historical New York Times; CQ Researcher; Grove's Dictionary of Art; Ebsco's Academic Search Premiere; Newspaper Source; and several Galenet databases on history, science and literature. Many of these titles come through our membership in TexShare, a large consortium of libraries in Texas.

These databases are accessible from any networked computer on the campus. Remote access from home or work is available. In addition, the library's computers are all equipped with Microsoft Office Suite, allowing students to write papers, prepare spreadsheets or assemble a presentation in Word, Excel or PowerPoint.

Northwest Vista College students may use other area libraries in the following ways:

- Materials found in the ACCD catalog online are available to students at any ACCD college. They may go to the loaning library and present their student ID or request delivery by the district courier.
 - TexShare borrowers' cards are issued to students in good standing who must utilize another area library for their research. The card allows them to borrow materials from such places as University of Texas at San Antonio, Our Lady of the Lake, University of the Incarnate Word, and St. Mary's University.
 - Formal Interlibrary Loan is available to our students and staff to locate materials outside the San Antonio area. Northwest Vista College Library is a full-user member of OCLC, an organization that maintains a large bibliographic database and provides reference services.
 - Northwest Vista College library is a member of CORAL (Council of Research and Academic Libraries), a San Antonio area consortium. CORAL maintains union lists of serials that allows our students to identify libraries holding periodicals not available here.
-

Availability of Staff

The Learning Resource Center staff is available to give instruction to students either in the library or in their classroom. A teaching lab to accommodate 24 students allows the library staff to demonstrate the various resources available to our community.

The library is open for 69 hours per week at present, over a six-day span.

Bookstore

Northwest Vista College contracts with Follet Higher Education Group to operate the Northwest Vista College Bookstore. The bookstore, located in the College Commons, sells textbooks, instructional supplies, trade books, imprinted clothing, and gift items. The bookstore buys back some used textbooks throughout the year. Students need a student I. D. card to sell back used books. Contact the bookstore at (210)348-2460.

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Northwest Vista College

Services for Students with Special Needs

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Services for Students with Special Needs are academic support services provided to qualified students with learning, physical, developmental and emotional disabilities who are attending or contemplating attending Northwest Vista College. Under the Americans with Disabilities Act (ADA) of 1990, a person has a disability if he or she has an impairment that substantially limits one or more of the major life activities. Reasonable accommodations are provided by the College to ensure access to all courses, programs, services, jobs, activities and facilities.

- [Student Success Access Office](#)
 - [Disability Related Services](#)
 - [Intake: Determining Eligibility for Services](#)
 - [Informing Instructors of Accommodations](#)
 - [Continuation of Services](#)
 - [Counseling and Consultation Services](#)
-

Student Success Access Office

Northwest Vista College is committed to the academic success of all students. The college welcomes the opportunity to assist individuals with disabilities through disability related services. Students are encouraged to visit Student Success Access for more information on eligibility and services provided. Access Services Information and services are located in Student Success (LC 106G). Contact Student Success Access Services at 348-2092 for more information. Any student seeking personal counseling should refer to counseling and consultation services.

Disability Related Services

The Student Success ACCESS office is responsible for coordinating disability related services to qualified individuals with temporary or permanent disabilities. Individuals needing any of the following accommodations must ensure the Intake process described below in this section has been successfully completed:

- Testing accommodations for placement testing and academic tests
- Adaptive Technology: screen magnification (CCTV, Zoom Text), speech synthesized software (JAWS), brailled formats
- Adaptive furniture (raised desks, padded chairs).
- Readers, Scribes (writers), Note takers, and Sign Language Interpreters. Please note: Individuals requiring these services need to allow at least 4 working days after the request has been made AND approved before these particular services can be provided. Refer to INTAKE: DETERMINING ELIGIBILITY FOR DISABILITY RELATED SERVICES in this section for additional necessary information.
- Letters (Confidential Letter to the Instructor) sent to Faculty verifying approved accommodation services needed for the duration of the course(s).

- Campus and community referrals.
 - Other appropriate academic modifications.
 - Other disability-related information.
-

Intake: Determining Eligibility for Disability Related Services

Individuals need to be eligible for accommodation services before the services will be approved and provided. To become eligible an individual will need to:

- Arrange an Intake appointment with the Student Success ACCESS office Coordinator of Services for Special Populations to review and approve the services. Please be prepared to spend at least one hour to complete the Intake appointment.
 - Complete a "Request for Services" form. A "Request for Services" form may be obtained from the Student Success ACCESS office or the ACCESS office web page.
 - Provide current documentation for the disability for which services are requested. Documentation must be from a competent and qualified source capable of making that diagnosis within their profession.
-

Informing Instructors of Accommodations

Faculty who need to be informed of a student's approved accommodations will be sent a letter from the Student Success ACCESS office upon request by the student. "Confidential Letter to the Instructor" explains the accommodations needed for the student. The Student Success ACCESS office will provide the confidential letters to Faculty only when requested in writing by the eligible student each term or semester.

Continuation of Services

Approved accommodation services may be provided each semester if the eligible student informs the Student Success ACCESS office that services are needed for the current term. Requests to continue approved services must be in writing and hand written notes or e-mail requests to the Student Success ACCESS office are acceptable. It is NOT necessary for eligible students to complete a new "Request for Services" form each semester if the student has successfully completed the Intake process AND the services have been approved by the Coordinator of Services for Special Populations in the Student Success ACCESS office.

Personal Counseling Services

All students are eligible for personal counseling services designated to help them respond more effectively to the many facets of college life that can affect academic success and personal growth. Students are invited to talk with a counselor about any concerns that affect their personal and social effectiveness, emotional well-being, or academic progress. The focus of counseling is assisting students with development of personal skills, an enhanced understanding of themselves, their concerns, and their environment, and the ability to critically make decisions and changes that they judge to be in their own best interest.

Counseling services provides personal-social issues, relationship, and family counseling, as well as crisis intervention. An

array of workshops, group counseling opportunities, as well as referrals to other specialized services within the college and its surrounding community are also provided. The confidentiality of discussions is respected and remains totally confidential to the limits provided by law. No record of a student's visit is made on an academic file and no fee is charged.

Personal counseling appointments and daytime emergency intervention may be directed to the counselor at 348-2109. Faculty and staff members are also invited to consult with the Counseling Services department about student related issues and concerns. The Bexar county crisis hotline may be reached by calling 223-7233.

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Getting Involved

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At Northwest Vista College, we are committed to providing a campus climate that encourages students to experience college at its finest. Students are encouraged to plan and participate in programs that promote academic and personal enrichment through the merging of classroom instruction and campus involvement. Through campus involvement students gain valuable experiences and develop skills in leadership, management, interpersonal communication, problem solving and collaboration. For information on getting involved in campus activities, student organizations, or the San Antonio community, please visit the Student Success Office of Student Engagement in the College Commons, Room 113 or call (210) 348-2023.

Northwest Vista College

Career and Course of Study Exploration

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As our society becomes more global and the workplace more complex, deciding on a career or course of study is a challenge. Northwest Vista College views this challenge as an opportunity for you to explore personal and career possibilities. Whether you already know your future goals (and program of study), or you are still trying to decide, NVC offers a variety of specialized services to help you with your choices. We are ready to assist you to explore, experiment, and expand your knowledge about today's careers.

For more information please call 348-2045.

Career and Course of Study Exploration within the Curriculum

A great way to find out more about yourself and careers is by sampling the diversity of NVC's academic curriculum.

Challenge your analytical skills with mathematics, biology or chemistry; probe the depths of human and societal differences in psychology, sociology, and economics; increase your computer and management skills with computer and business courses; enrich your international background with modern languages. Every course you take helps you to identify your strengths, interests and relevant career opportunities.

In addition, each of our technical programs offers an introductory course which allows you to participate in an overview of the curriculum. Learn about the fast-growing, high tech fields of Network Administrator, Computer Support, Computer Programming, Braille Transcription, Multimedia, or New Media Communications. Explore a career in Community Health, Biotechnology or Pharmacy. One of the outcomes for each of these courses is that you will become informed about career opportunities in each of these fields.

Career Assessment and Advising

After you have sampled various areas of study, you may still be undecided and need to look at your interests, abilities, and values in a more direct way through career assessment and exploration. Student Success's Career Center, located in the LC 105C, offers career-related inventories that help match your skills, interests, personality, and values with various careers. No matter what challenges you may be experiencing in choosing a career or course of study, our staff has an assortment of resources they can use in helping you to develop a personalized plan. Contact us at 348-2045.

Employment Readiness

The Student Success Career Center provides quality job readiness services to graduates, currently enrolled, potential and former students. Students receive personalized services to include resume development, candidate marketing, referrals to jobs/interviews, on/off campus employment recruitment events, job application assistance, job market information, interview skills development, and general job search assistance. Information on internships and cooperative education placement assistance is also provided. All services are available at no cost to the participant.

For additional information or assistance, please stop by LRC 105C or call 348-2045.

Service-Learning

Service-Learning combines academic instruction with active community service through reflection. The Service-Learning program at Northwest Vista College offers students, faculty, and staff the opportunity to serve in a wide variety of settings in the areas of environment, education, public safety, and unmet human needs. The benefits of participating in Service-Learning are two fold; students are able to apply the skills and knowledge acquired in the classroom and the community receives quality service from dedicated students.

Service-Learning fosters a sense of caring for others and a commitment to civic responsibility.
Contact: Student Success Service Learning CC 113 348-2402.

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Academic Policies

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Attendance

To be successful in college courses, students are expected to attend class on a regular basis. Students need to be aware that they may be dropped by the instructor for lack of progress, which is often caused by lack of attendance. If the student stops attending class for any reason, the student should contact the instructor and Student Success to officially withdraw from the class. Failure to officially withdraw may result in a failing grade. It is the student's responsibility to withdraw officially from a class if that becomes necessary. Students need to complete a withdrawal form in Student Success or they may also send or fax (348-2047) a letter indicating the course(s) from which they would like to be withdrawn. The postmark date on the envelope is used as the official drop date. **No drops or withdrawals will be accepted electronically or by phone.**

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Re-Admission to Class

Students dropped for lack of progress may be re-admitted to class only if circumstances justify reinstatement. The decision to reinstate the student is left to the discretion of the instructor. The "reinstatement" form must be signed by the faculty member and submitted to Student Success.

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Grading System

Permanent grades are recorded at the end of each semester. Students may access their grades at the conclusion of the grading cycle following final assessments. Grades and transcripts are not available to students prior to the end of the grading cycle.

- A (excellent),
- B (above average),
- C (average),
- D (below average),
- F (failure),
- I (incomplete),
- W (withdrawn),
- IP (in progress),
- NC (noncredit-audit),
- CR (credit by examination only).

Students officially withdrawing from courses on or before the census date of a semester or term will not have the withdrawal recorded. Students withdrawing after the census date will receive a grade of "W".

The conditional grade of "I" may be issued to a student having a passing average on all completed work, but for a justified reason (such as illness or death in the family) has failed to take the final examination or to complete other required work. The "I" becomes an "F" in 120 calendar days from the end of the term unless the student meets certain conditions. To resolve the "I," students must complete the work with a performance grade within the 120 calendar days after the end of the term in which the "I" is issued. It is the responsibility of the student to contact the instructor to determine requirements to complete course work. In the event a student earns an "F" in a course, the student may re-enroll at NVC, complete the course with a grade of "D" or higher, and then complete a Grade Replacement Form in Student Success. All course grades remain on the transcript, however, the lower grade is removed from the GPA calculation.

"IP" grades are assigned only in developmental and certain skills-building courses. The "IP" grade may be assigned to a student not mastering adequately the course content during a given semester or term. In the instructor's judgment the student has the potential to complete the course successfully. A student receiving an "IP" grade must re-register for the course and earn a passing grade to receive credit for the course.

In no instance will grades be changed after one (1) calendar year. The Texas State Library and Archives Commission, in the local retention schedule, states that faculty grade book retention is the end of the academic term plus one (1) year.

Grade Point Average

Grade point averages are computed by assigning quality values to each grade as follows:

- A - 4 quality points per semester hour
- B - 3 quality points per semester hour
- C - 2 quality points per semester hour
- D - 1 quality point per semester hour
- F - 0 quality points per semester hour
- W, IP, NC - not used in grade point average
- I - to be computed upon completion of required work
- P - Continuing Education Completer (Program Specific)

The average is found by dividing the total number of quality points by the total number of semester hours attempted for which grades have been received.

Calculating the GPA:

- Multiply the number of semester hours each course is worth by the quality points earned.
- Add these values.
- Divide this sum by the number of semester hours attempted.

	Semester	Quality	Grade	
For Example:	Hours	Points	Points	

BIOL 1406	4	3(B)	12	
ENGL 1301	3	2(C)	6	
SPAN 1411	4	4(A)	16	
PSYC 2301	3	2(C)	6	
KINE 1104	1	4(A)	4	
	15		44	GPA=44/15=2.93

Withdrawal Grades

- Students dropping classes or withdrawing from the college prior to the census date will not have grades recorded for those classes. Following the census date, grades will be recorded for any classes dropped. Students withdrawing after the census date will receive a grade of "W."
- Census dates and last dates to withdraw during a semester/term are listed in the academic calendar, which appears in both the catalog and academic class schedules available online at www.accd.edu/nvc.
- Students failing to withdraw officially will have a grade of "F" recorded.

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Course Adds, Drops, and Withdrawals

Adding and Dropping Courses

Students may only add or register for a class if the class has not yet met. Once a course has begun, late additions will not be permitted. A drop-and-add period is provided each semester following the close of regular registration. All class schedule adjustments during this period must be recorded and officially processed by Student Success and may require approval from departmental representatives.

Official Withdrawals

Withdrawals may be initiated by the student or instructor anytime during the semester after the official reporting date (12th class day in the long term, 6th class day in the summer session) and before the official withdrawal deadline (approximately three weeks before the end of the semester or session). Withdrawal courses appear on the student's record with a grade of "W." A grade of "W" does not affect the GPA.

To withdraw from ALL courses, the student must:

- resolve all financial obligations to the college;
- obtain an "Add/Drop" form from the Student Success for each class;
- complete and leave the "Add/Drop" form(s) with Student Success.

Courses dropped do not become official until the "Add/Drop" form has been signed by an official from Student Success.

Students withdrawing from some of their classes (but NOT ALL courses) should obtain an "Add/Drop" form and return it to Student Success. Courses dropped do not become official until the "Add/Drop" form has been signed by a Student Success representative.

Should circumstances prevent a student from appearing in person to withdraw from the college, he/she may withdraw, in writing, or fax a request (348-20347) to Student Success. If you receive financial aid, simply notifying the Student Financial Services Office of your enrollment changes is not official notification to the college. Course drops are not official until an "Add/Drop" form has been completed and signed by a Student Success representative. The postmark date on the envelope or the date of the fax is used as the official drop date. No drops or withdrawals will be accepted by telephone or electronically.

Adding or dropping classes, or withdrawing from all your courses can also impact your financial aid eligibility. You should review the financial aid policies on withdrawing from classes listed in the "Paying for Your Education" section before you make changes to your schedule.

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Repetition of Courses

If a student repeats a course at the college, it is counted each time in determining GPA. All grades and statistics are recorded on the official transcript. Repeated courses will not change scholastic standing as recorded on the student's official college transcript in past semesters. However, for computation of attainment of a 2.00 GPA for meeting the graduation requirement, only the highest grade earned is considered when a course is repeated. Students are discouraged from repeating a course more than twice. Additional tuition charges will apply for courses attempted more than twice. Please refer to the section titled "Tuition for Repeated Courses" under costs of education.

Students repeating a Northwest Vista College course may have their grade point average updated on their transcript by notifying Student Success once the course has been repeated at Northwest Vista College. The student will be asked to complete a "Grade Replacement" request which must be approved by a Student Success Advisor. Although the grade point average will be updated, the original academic status will remain on the transcript. Students may replace a grade only once for each course.

CAUTION: Other colleges and universities may not follow this practice. Students planning to transfer to other institutions should check with the Registrar or Office of Admissions at the transfer institution concerning their repeat policy.

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Students' Permanent Records

Students' permanent records, part of the official archives of the college, contain personal data, test scores, summary of transfer and admissions information, Northwest Vista College courses attempted, grades, grade points, and scholastic status. A student's name on official records of Northwest Vista College is the name under which the student initially registered, unless a Name Change form has been processed through the Student Success. Name changes are made only when appropriate legal documentation accompanies the request. For example, a Social Security Card or a marriage certificate.

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Academic Performance Standards

The following academic performance standards apply to all Northwest Vista College students:

- A student must maintain a 2.0 cumulative grade point average to maintain good academic standing. For graduation from Northwest Vista College, a cumulative 2.0 grade point average, as well as good academic standing in the final semester, is required.
- "Good academic standing" is defined as the absence of Scholastic Probation, continued scholastic probation, or the absence of Enforced Scholastic Withdrawal.
- A student's status is evaluated after each semester and summer session. A student must meet the minimum academic 2.0 GPA standard for each semester and summer session.
- Only college resident credit is considered in the computation of scholastic standing. Courses taken during the summer sessions as well as fall and spring will be used in the computation of the cumulative G.P.A.
- Non-traditional credit is not considered in determination of academic standing.

- All grades- excluding I, IP, W, and NC - are counted in academic performance evaluation.
- A student placed either on Scholastic Probation or on Enforced Scholastic Withdrawal will receive notification from the college.

NOTE: Each student is responsible for knowing the college's minimum academic performance standards which determine scholastic eligibility. If an ineligible student registers in the college, he/she will be withdrawn.

Scholastic Probation

A student who fails to maintain a cumulative grade point average of 2.0 or higher is placed on Scholastic Probation; a student on scholastic probation may re-enroll at Northwest Vista College for one semester. The scholastic probation status is removed when the student has earned a cumulative 2.0 grade point average. Otherwise, the student's academic standing will be Continued Scholastic Probation.

Continued Scholastic Probation

After the first semester, following a probation status, a student may re-enroll at Northwest Vista College on a Continued Scholastic Probation status. A student's status is evaluated after each completed semester or summer session, and the student must meet a 2.0 GPA or higher. The scholastic probation status is removed when the student has earned a cumulative 2.0 grade point average. If a student does not meet the minimum academic standards (2.0 GPA) each semester and summer session, the student will be on Enforced Scholastic Withdrawal.

Enforced Scholastic Withdrawal from NVC

If a student on Scholastic Probation or Continued Scholastic Probation fails to earn a 2.0 grade point average in the next semester or summer session, the student will be placed on Enforced Scholastic Withdrawal (ESW) and will not be allowed to enroll in any classes during the next semester or session. Students seeking to transfer to NVC, having been placed on Enforced Scholastic Withdrawal or Dismissal at their previous institution, will follow the policy outlined in "[Re-admissions Appeal Procedure](#)" under chapter IV titled "Getting Started."

Students with extenuating circumstance, (with one ESW) may petition a Student Success Advisor for a special review of his/her scholastic record for early re-admissions.

Students who remain out of school must meet with a Student Success Advisor, two weeks, prior to re-enrolling under an automatic status of continued scholastic probation. If Northwest Vista College's minimum academic standards have been met at another accredited college or university, during the period of enforced withdrawal, the student will re-enter in good academic standing after meeting with a Student Success Advisor.

Students having two or more Enforced Scholastic Withdrawals may refer to "Re-admissions Appeal Procedure" outlined in chapter IV titled "Getting Started."

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Honors Lists

Outstanding academic achievement is recognized and transcribed as follows:

- **President's Honors** - enrolled for 12 or more college level semester hours and earn grade point average of 4.0
- **President's Part-time Honors** - enrolled for 6-11 college-level semester hours and earn grade point average of 4.0
- **Honors** - enrolled for 12 or more college-level semester hours and earn a grade point average of 3.5- 3.99
- **Part-time Honors** - enrolled for 6-11 college-level semester hours and earn a grade point average of 3.5-3.99

The appropriate notation appears on the mailed grade report and permanent record (transcript).

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Credit for Achieved Skills

Northwest Vista College recognizes that students may have achieved the objectives of certain courses through means other than traditional classroom methods. Students who have achieved competency in certain skills or course work areas may receive credit or waivers of prerequisites. This competency may be demonstrated through military training, standardized examinations, departmental exams, advanced placements, and life/work experience.

Students who wish to pursue credit or waivers for competencies should submit official transcripts/documents of previous credit to Student Success. With appropriate departmental guidelines, Student Success reserves the right to determine the acceptable transfer credit to a maximum of 32 semester hours once the student has earned three semester hours college level credit at Northwest Vista College.

Credit by Nontraditional Methods

Persons who qualify for admission to the college may satisfy portions of the associate degree requirements through nontraditional credit as follows:

NONTRADITIONAL MODE	MAXIMUM CREDIT ALLOWED
Departmental Examinations	32 semester hours
USAFI courses (relevant to program)	32 semester hours
CLEP and DANTES Subject Examinations	32 semester hours
College Board Advanced Placement	32 semester hours
ACE Guide (relevant to program)	32 semester hours
Prior Learning (relevant to program)	12 semester hours
<i>Maximum credits allowed from above modes</i>	32 semester hours
<i>Minimum credits required for associate's degree</i>	60 semester hours

Credits earned by nontraditional methods are not posted on the transcript until the student has satisfied the three (3) college-level semester hour resident requirement.

Advanced Standing Credit

Enrolled students may satisfy the requirements of certain courses by passing departmental proficiency examinations. For credit in such courses the student must:

- be enrolled at Northwest Vista College for the current semester and must have paid tuition and fees for that semester.
- set up a conference with the department representative and receive written departmental approval.
- obtain approval from the Academic Leader and Student Success.
- pay examination fee to the Bursar's Office for each course for which the applicant wishes to be tested. (See Fees/Fines Not Refundable: Examination fees in Chapter 5: Paying for Your Education)
- take a comprehensive written examination (The exam may include prescribed performance tests) .
- earn a grade of "C" or better to receive credit. (Credit earned in this manner will not be posted on a student's transcript until the student has successfully completed three college-level semester hours in the traditional manner at Northwest Vista College.)

Not more than 32 semester hours of credit earned by advanced placement may apply toward graduation. There is no refund of fees if the applicant fails to pass either the written examination or the performance test.

Prior Learning Credit

The assessment of prior learning may be requested for specific technical programs by an individual seeking to obtain college level credit for experience and/or training received at a technical institution or in a work environment. Sources of prior learning may include the following:

- proprietary school equivalency
- certification/licensure/credentials equivalents
- national ACE guides
- special agreements

A maximum of twelve semester hours may be accepted through the assessment of Prior Learning.

A Northwest Vista College Academic Leader or designee will guide the student through the specific process which may lead to granting college level credit. The college will retain a copy of the documentation with the student's permanent file. Forms of documentation, activities which may be considered, and types of verification of experiences may be obtained from Student Success. Refer to Credit by Non-Traditional Means mentioned previously in this section.

Credits earned by nontraditional methods are posted on the transcript as equivalency credit (non-graded). The student must satisfy the three (3) college-level semester hour resident requirement before credit is awarded and posted.

Not more than 32 semester hours of credit earned by advanced placement may apply toward graduation.

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Northwest Vista College

Corporate and Community Development

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Corporate and Community Development Office at Northwest Vista College is responsible for connecting the College community with the business and residential communities of San Antonio. Part of the mission of the College is to develop effective partnerships with schools, businesses and community organizations to ensure effective community, economic and workforce development. Corporate and Community Development is the work-group within the college responsible for implementing this part of the mission.

Northwest Vista College

Corporate and Community Development

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Workforce Development

A significant role of Corporate and Community Development is the identification of training and educational requirements needed to ensure an optimally prepared workforce that can meet changing and evolving business and industry demands. By close involvement with state and local economic development sources, local business chambers, and business, industry, and professional associations, the CCD planners determine current and projected workforce demand areas and develop programs that provide employees with the skills needed to keep local industries competitive. This work group also works closely with local workforce agencies to assist in new skills development for displaced workers transitioning from declining industries and occupations to newer demand occupations.

ACT Center

Northwest Vista College's ACT Center offers training and testing services to individuals, employers, and professional organizations using computer-based technologies, the Internet, and other cutting-edge processes. The ACT Center courseware library offers skill-specific training through approximately 3,000 training titles in the areas of Key Work Skills, Computer Basics, Information Technology, Management and Leadership, English as Second Language, Personal Development, and Industrial Technology/Safety. Around 95 percent of the ACT Center courses are web-based, so individuals can take them any time and usually anywhere, including your own home, if you have access to appropriate technology.

Our full-service testing and training center offers workplace skills assessments, computer-delivered certification and licensure tests for the trades and professions, and distance learning using the latest technology. Examples of the certification/licensure tests offered through the ACT Center include: Association of Social Work Boards (ASWB): ASWB Basic/Associate, ASWB Intermediate, ASWB Clinical; and American Dietetic Association-Registered Dietitian (ADA-RD), ASE (Automotive Service Excellence), NMT (Nuclear Medicine Technician), and TSA-SAB (Transportation Security Administration-Screener Assessment Battery). Businesses can contract with the ACT Center to provide web-based courses at their workplace or on the NVC campus. Some of many advantages of the ACT Center include:

- On-demand learning opportunities
 - Individualized, self-paced learning
 - Access to course(s) for up to one year
 - Courses available all year round
-

Blended Training Solution for Businesses and Organizations

Corporate and Community Development can provide a blended training solution, a combination of online and "live" classroom instruction, that offers the opportunity for high-quality social interaction and mentoring to complement ACT Center web-based components. Blended training can be customized to meet the training needs of an organization in a wide

variety of subject areas including Microsoft Office Skills, Leadership Development, Supervisory Skills Development, Team Development, Customer Service, Stress Management, Facilitator Training, just to name a few.

WorkKeys®: Helping to Build a Winning Workforce

WorkKeys, ACT's comprehensive system for improving the workforce, helps businesses cut the cost of recruiting, selection, hiring, turnover, training, overtime, and downtime. Designed to function in three stages, WorkKeys ensures that organizations have the right people staffing their key positions.

Working with an organization's experienced employees, authorized Job Profilers evaluate the key skills and levels of competency required for specific jobs in the organization. Job profiles also provide individuals with a clear picture of the skill levels they need to qualify for and be successful in the jobs they want. Then, ACT's standardized WorkKeys skill assessments are administered to job applicants and/or employees to pinpoint their current skill levels in up to nine key generic employability skills - Reading for Information, Applied Mathematics, Listening, Writing, Teamwork, Applied Technology, Locating Information, Business Writing, and Observation -- skills crucial to effective performance in most jobs.

The organization then compares the skill levels demonstrated by each test taker to the minimum skill levels required for the profiled jobs-enabling the organization to evaluate an applicant's qualifications or determine the training needs of current employees. Combined with information about skill levels required for jobs, assessment information can enable users to make better career and educational decisions.

Customized Training for Your Workplace

Corporate and Community Development, at Northwest Vista College, was established to serve the organizational development needs of businesses in our community. Like your organization, we know the importance of continuously improving productivity, quality and effectiveness. Whether your employees need to develop new abilities, upgrade their computer skills or learn how to be better leaders, we offer business solutions. We are your partner in accomplishing the goals of your business.

What is Customized Training?

Your workplace is unique and has unique needs for employee and management training. Customized training is specifically designed for your workplace. Here are the reasons it will benefit your business or organization:

Customized Training is--

- **Determined by a needs analysis .**

We will meet with your representatives and use appropriate tools that gather data to identify what your business or organization's specific training needs are.

- **Tailored to your specific business.**

Using your input, we will address situations that are relative to your business. We then create the training based on your company-oriented subject matter.

- **Delivered by expert instructors.**

Our Customized Training staff have knowledge, experience, skill and expertise.

- **Accomplished through hands-on interaction.**

Adults learn, and retain learning, best if there is personal involvement with the topic. Our training provides engagement and processing of the materials.

- **Priced affordably.**

Your investment will be in quality training, which is a better value, because we are community based. You make the most of your resources.

- **Implemented quickly.**

Your employees will be able to apply the training immediately on the job.

- **Targeted to improve job performance.**

You need business results and that is what we focus on—making a difference in job performance through training we provide.

Five advantages of working with us:

- **Affordable:** We eliminate many of the traditional expenses attached to consulting and training. We serve south Texas, which means we work with companies in their own backyards.
- **Convenient :** We can conduct our training on your site. We also welcome your use of our state-of-the-art facilities, including our classrooms, computer training rooms, and our hands-on labs.
- **Current :** We provide the most up-to-date information in our subject areas. A constant evaluation of our curriculum and courseware allows us to bring you the latest knowledge.
- **Specific :** We target your needs by offering a variety of training, which we customize to your needs, your timetable, and your employees.
- **Committed:** We have a commitment to South Texas, and our list of satisfied clients continues to grow.

Three Levels of Training

NVC/CCD tailors each training plan to meet the needs of the individual client requesting our services. After conducting an analysis, CCD will customize or develop training that meets specific needs.

Working within the organization’s budget and time parameters, we provide services that offer three levels of training. As we work with you to assess the needs, we will recommend the appropriate level of learning.

LEVEL 1	LEVEL 2	LEVEL 3
AWARENESS	LEARNING AND PRACTICING	MASTERY
Generally accomplished in two-four hours of training	Generally accomplished in eight-sixteen hours of training	Generally accomplished in twenty-four hours or more

General overview of the subject	More in-depth understanding of the subject	Comprehensive understanding of the subject
Awareness of topic	Classroom application of topic	Classroom application, evaluation and subsequent follow-up
Some classroom interaction; minimal participation	Participative learning using interactive activities	Repeated practice and feedback to change behaviors
	Focus on improved individual performance	Focus on improved business result
		Preparation for certification

The listings below are examples of training we have provided to our clients. Keep in mind that we custom tailor training to your business or organization.

Leadership/Supervision	Staff Development
<ul style="list-style-type: none"> • Situational Leadership • Change Management • Coaching and Counseling • Conflict Management • Cultural Diversity • Customer Service for Managers • Financial Management • Management Fundamentals • Organizational Management • Personnel Management • Project Management • Quality and Performance Management • Sales/Marketing Management • Team Building 	<ul style="list-style-type: none"> • Business Ethics • Business Writing • Creative Problem Solving • Cultural Awareness • Customer Service • Industry Specific Spanish • Interpersonal Communication • Professional Presentation Skills • Sexual Harassment Awareness • Speaking Effectively • Stress Management • Telephone Skills • Time Management
Computer Skills	Job Specific Skills
<ul style="list-style-type: none"> • Basic Operating Systems • Basic Computer Skills (Keyboarding, Internet, MS Office) • CISCO Networking • Computer Forensics 	<ul style="list-style-type: none"> • Applied Math • Applied Technology • Business Writing • Listening Skills • Locating Information

- Desktop/Publishing Graphics
- Database Applications
- Internet and World Wide Web
- Information Technology
- Microsoft Certifications
- Microsoft End User
- Multimedia
- Network Administration
- Network Engineering
- Network Security
- Operating Systems
- Programming Languages
- Research & Development Tools
- Spreadsheet Applications
- System Administration
- Word Processing Applications

- Reading for Information
- Medical Interpreter
- Medical Spanish and Cultural Awareness
- Insurance Continuing Education
- Job Readiness
- Sales/Marketing

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Business Services

Customized Training

Our Mission

To provide training solutions and consultation to enhance the productivity, quality, and success for businesses and organizations in our local community. Corporate & Community Development is your partner in accomplishing your business goals.

Our services include:

Assessments

Assessments improve your productivity in three ways:

- Determine the critical skill requirements of a specific job.
- Determine the current skill levels of current or potential employees.
- Identify the targeted job training needed for successful job performance.

Assessments, using the WorkKeys® system, are grouped into three categories:

- **Job Analysis:** Critical skills, which are necessary to perform a specific job effectively, are identified by studying employees currently performing the job.
 - **Skills Gap Assessment:** Current or potential employees' abilities are analyzed to determine their levels of existing skills.
 - **Training Needs Assessment:** The job skill training program is evaluated to match the training outcomes with the job requirements.
-

Training

Training starts with people. We work to make it:

- **Easy:** Training occurs on your site and on your schedule.
- **Effective:** You choose the training topic and we provide training that results in improved job performance.
- **Efficient:** You will receive quality training when you need it.
- **Cutting Edge:** Your instructor will be an industry-experienced expert with up-to-date materials. Training must cover useful skills and also be presented in an engaging manner. Our trainers deliver training in an interactive, stimulating atmosphere which makes sessions both useful and fun.

Training is grouped in two categories:

- **Training Development:** New training programs are developed to meet specific needs within your company or industry.
- **Customized Training:** Training programs are molded to your specifications and tailored to fit your time and your location needs.

Business Services

Today, what you don't know can hurt you or your business. You may not know where to start to improve your business. Our consultants help you by analyzing your needs, developing a program, and scheduling training sessions.

Business services are grouped into three categories:

- **Consultation:** Your organization works with an account executive to identify needs and propose solutions.
- **Research:** An experienced research scientist gathers data and provides analysis in personnel, training, and program evaluation issues.
- **Continuing Education/Professional Development:** You give us the opportunity to partner with you to provide professional continuing education and certification for your employees. Some of the programs are:
 - Cisco
 - MOUS (Microsoft User Specialist)
 - Insurance CE credits
 - Customer Service
 - Human Resources
 - Leadership and Management

Five Advantages of Partnering with Corporate & Community Development

- **Affordable:** You eliminate many of the traditional expenses attached to consulting and training.
- **Convenient:** You choose the time and location—your site or ours.
- **Current:** You receive the most up-to date information in a variety of subject areas.
- **Specific:** Your needs are targeted with training that works for your employees.
- **Committed:** Your satisfaction is our first priority and our list of satisfied clients continues to grow.

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Northwest Vista College

Corporate and Community Development

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Continuing Education

Alternative Teacher Certification Program

The purpose of the program is to prepare an individual to successfully pass the TExES exams. It is necessary for the student to study pedagogy and content areas before teaching in Texas. In addition, the State Board for Educator Certification (SBEC) requires the individual to complete an internship before granting the Standard Teacher Certification. Northwest Vista College offers certification preparation in two special needs areas: Bilingual Generalist (Early Childhood - 4th grade, Spanish) and Special Education (Early Childhood - 12th Grade).

Requirements for Admission to Teacher Preparation Program

To be admitted to the NVC Teacher Education Program, an individual must:

1. Have a Bachelor's Degree (official transcripts required).
2. Have a minimum Grade Point Average (GPA) of 2.7. Any student who does not have a 2.7 cumulative GPA must obtain special permission for enrollment.
3. Complete 6-9 hours of freshman and sophomore English with no less than a 2.0 average and with no grade lower than a "C".
4. Pass all three sections of the Texas Higher Education Assessment (THEA), with a score of 260 or above on the Reading section, 240 or above on the Math, and 220 or above on Written Language. We do not accept exemptions for the THEA.
5. Have three written professional recommendations who are familiar with the applicant's work and can discuss his/her potential as a teacher.
6. Complete an interview with the Teacher Education Admissions and Review Committee. Call 348-2401 for more information.
7. If applicant's native language is not English, an official score on one of the following English proficiency exams is required: Michigan Test of English Language Proficiency with a Level 6 score, or Test of English as a Foreign Language (TOEFL) with a score of 400.
8. Submit a Teacher Education Program application for admission and fee (\$55 non-refundable).

Program Structure

Content Area

The content area curriculum will include current research and methodology. Faculty will provide the background in educational philosophy, theory, pedagogy, technology, education content, and best teaching practices to succeed in the classroom.

Pedagogy and Professional Responsibilities (PPR Curriculum)

1. Supportive Environment
2. Human Development/Human Diversity
3. How Learning Occurs/Student Motivation
4. Planning and Teaching the Lesson
5. Special Populations
6. Classroom Management
7. Authentic Assessment
8. Higher Order Thinking
9. Working with the School, Parents and Community
10. TExES preparation and practice

Internship- Individual completes one year as Teacher of Record with a school district in Texas.

TxBESS Mentoring Program- NVC provides coaching, modeling, and instruction to Teacher of Record during the Internship.

TExES Practice Workshops - NVC provides workshops to prepare student for PPR & Content Area exams.

Field Based Experiences (Student must complete 20 hours)

- Tutoring Early Childhood—12th grade students
- Classroom observations
- Practice teaching
- Substitute teaching
- Service learning projects

To ensure attainment, benchmarks demonstrating student mastery of these professional development standards, competencies, and proficiencies are built into the program. Written assessments, performance assessments, reflections, products of teaching, evaluations, and professional teaching portfolios comprise program elements.

Alternative Teacher Certification Courses

Pedagogy and Professional Responsibilities

- Designing Instruction
- Classroom Environment
- Implementation of Instruction and Assessment
- Professional Roles/Responsibilities

Special Education Content

- Understanding Individuals with Disabilities and Evaluating Needs
- Promoting Student Learning and Development
- Promoting Student Achievement (Language Arts, Reading, Math)
- Foundations, Professional Roles and Responsibilities

Bilingual Generalist Content

- Bilingual Education
- English Language Arts and Reading
- Fine Arts, Health, and Physical Education
- Mathematics
- Science
- Social Studies

Children's Enrichment

The Children's Enrichment Programs are designed to assist life-long learners by integrating creativity, hands-on/practical activities, interactive computer programs and movement in cooperative learning groups. The Northwest Vista College approach, Active Learning, will motivate children to continuously participate in courses such as: Reading Adventures, Math Mania, Spanish Language and Culture, Beginner's Violin, Guitar, Piano, Flute, Jazz, Modern Dance and KIDS Summer Jamboree.

Dance Academy

It is the goal of the Dance Academy at Northwest Vista College to provide holistic dance education to children and adults of all ages. By emphasizing individual achievement rather than competition, students are able to experience the full spectrum of dance and movement. The classroom environment is designed to nurture the creative expression of the student and provide a means of exercise for the body, mind, and spirit. As the Northwest Vista College facilities continue to expand, so will the course offerings. There are plans to create a complete developmental dance curriculum that will include beginner, intermediate, and advanced classes in ballet, jazz, creative movement, and modern and ballroom dance. Dance courses are available for students 6 years and up.

English as a Second Language (ESOL/COMG)

Northwest Vista College offers courses in Speaking/Listening, Grammar, Reading, and Writing for non-native speakers. Participation in the COMG 1000 courses will prepare students for better employment and U.S. citizenship testing. There are six progressive levels available for students who are developing their skills for American English proficiency. After completing level six of the program, students are mainstreamed directly into regular academic college courses. The Michigan Test is required for admission. Free Michigan testing is available in Student Success.

Native Landscaping

Are you interested in learning about landscape design using Texas native plants? Want to learn more about the insects in your garden? Whether you are a weekend gardener or work in the landscaping or nursery business, come and learn from the experts!

Northwest Vista College offers these courses:

- **Introduction to Xeriscaping:** Creating a Native Landscape
 - **Entomology:** Environmentally-Friendly Methods for Managing the Insects in Your Garden
 - **Gardening:** Admiring the Exotic, Treasuring the Native
 - **Landscaping and Grounds keeping**
-

Technology Programs

CompTIA Certifications

A+ Certification - Program Plan

The purpose of the program is to prepare an individual to successfully pass CompTIA's A+ Certification Exam. The series consists of 2 courses: **ITSC 1025 - PC Hardware** and **ITSC 1046 - Intro to PC Operating Systems**. A+ Certification also serves as the foundation (pre-requisite) for more advanced technical certifications. This program prepares students for a career in PC repair and troubleshooting. Students completing this series will be able to build, troubleshoot and repair personal computer systems.

ITSC 1025 - PC Hardware 48

ITSC 1046 - Intro to PC Operating Systems 48

Total 96 Hours

Network + Certification - Program Plan

Network + students learn the fundamentals of Networking on any type of computer network. This course helps to prepare students for CompTIA's Network + exam. Prerequisites-Knowledge of Windows Operating Systems is recommended, A+ certification or equivalent knowledge and 18-24 months of general computer experience.

ITNW 1058- Special Topics- Network+ 48

Security+ – Program Plan

This course teaches the fundamentals of networking security. Students will learn independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP client. This course helps students prepare for CompTIA's Security + examination. This course is intended for an Information Technology professional who has networking and administrative skills in Windows-based TCP/IP networks and familiarity with other operating systems, such as NetWare, Macintosh, UNIX/ Linux, and OS2.

Prerequisites: CompTIA's A+ and Network + certifications or Equivalent knowledge and 6 months of experience in networking.

ITSY 2000- Special Topics- Security + 48

Electronics Technicians Association (ETA's) Certified Network System Technician (CNST)

This course teaches the fundamentals of networking security. Students will learn independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP client. This course is intended for an Information Technology professional who has networking and administrative skills in Windows-based TCP/ IP networks and familiarity with other operating systems, such as NetWare, Macintosh, UNIX/ Linux, and OS2. Prerequisites: CompTIA's A+ and Network + certifications or Equivalent knowledge and 6-9 months of experience in networking. ITMC 1001

Microsoft Networking Essentials 48 Hrs

ITNW 1054 Implement/Support Server 48 Hrs.

ITNW 1025 Fundamentals of Networking 48 Hrs.

Total: 144 hours

Microsoft Certifications

Microsoft Office Specialist (MOS) Certification Training Program Plan

These courses prepare students for the Microsoft Office Specialist Certification exams as well as provide skills in Microsoft Applications for personal or business use. Certification requires passing one or more certification exams in Microsoft Office (Word, Excel, PowerPoint, Access, Outlook, Project). The classes are offered in 8-16 hour formats to allow each person to begin at the appropriate level. Prerequisites- Knowledge of and experience with Windows Operating Systems. Requirements for Microsoft Office Specialist-Master to include all courses in Word, Excel and PowerPoint and choice of elective courses (either Access or Outlook)

Required for Master MOS certification

Microsoft Word

POFI 1024- Word Processing Applications I 8 hrs

POFI 1042- Word Processing Applications II 8 hrs

POFI 2037- Word Processing Applications III 8 hrs

Total: 24 hrs

Microsoft Excel

ITSW 1022-Introduction to Electronic Spreadsheets 8 hrs

ITSW 1046- Intermediate Electronic Spreadsheets 8 hrs

ITSW 2049- Advanced Electronic Spreadsheets 8 hrs

Total: 24 hrs

Microsoft PowerPoint

ITSW 1037 Introduction to Presentation Software 8 hrs

ITSW 2036 Advanced Presentation Software 8 hrs

Total: 16 hrs

Elective Choices for Master MOS Certification

Microsoft Outlook

ITSW 1021 Introduction to Integrated Productivity Programs 8 hrs

ITSW 1047 Intermediate Integrated Productivity Programs 8 hrs

ITSW 2048 Advanced Integrated Productivity Programs 8 hrs

Total: 24 hrs**Microsoft Access**

ITSW 1053 Introduction to Database/File Management 16 hrs

ITSW 1055 Intermediate Database/File Management 8 hrs

ITSW 2047 Advanced Database/ File Management 8 hrs

Total: 32 hrs**Master MOS Certification 88-96 hrs****Microsoft Project**

Students wishing to become proficient in Microsoft Project may take this course:

ITSC 1022 Computer Applications: Microsoft Project 16 Hrs.

Microsoft Certified Desktop Support Technician

MCDST candidates are required to pass two core exams. The Microsoft Certified Desktop Support Technician (MCDST) credential proves that you have the skills to successfully support end users and to successfully troubleshoot desktop environments running on the Microsoft Windows operating system. The two tests required are as follows: *Supporting Users and Troubleshooting a Microsoft Windows XP Operating System (Exam 70–271): Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System) Exam 70–272 .*

ITSC 2039: Computer Help Desk Specialist 48 hrs

ITSC 2035: Application Problem Solving 48 hrs

Microsoft Certified Systems Administrator (MCSA)

The MCSA program is designed to assist students in learning to become an MCSA. MCSA track totals **192 hours** . Microsoft Certified Systems Administrator (MCSA) candidates (Microsoft Windows Server™) track are required to satisfy the following requirements:

Core Exams/Courses

Microsoft Certified System Administrator (MCSA) Core

(Each Class Is 48 Hrs)

ITMC1019: Managing and Maintaining a Microsoft Windows Server 2003 Environment (Exam 70–290)

ITMC 1041:Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network (Exam70–291)

Infrastructure

ITMC 1058: Installing, Configuring, and Administering Microsoft Windows XP Professional (Exam 70–270)

MCSA Electives

Choice of one of the following:(Each class is 48 hrs)

ITMC 2008: Implementing and Supporting Microsoft Systems Management Server 2.0(Exam 70–086) ITMC 2055:

Installing, Configuring, and Administering Microsoft Internet Security and Acceleration (ISA)Server, Enterprise Edition (Exam 70-227)

ITMC 2003: Installing, Configuring, and Administering Microsoft SQL Server™ Enterprise Edition (Exam70-228)

ITMC 2004: Implementing and Managing Microsoft Exchange Server 2003(Exam 70-299)

ITSY 2033: Implementing and Administering Security in a Microsoft Windows Server Network (Exam 70-284)

Alternate Elective

CompTIA A+ and CompTIA Network+

Certificate In Microsoft® Certified Systems Engineer Preparation (MCSE)

The objective of the Certificate in Microsoft® Certified Systems Engineer (MCSE) Preparation is to increase job performance and productivity of current employees and job-seeking students who wish to work in the computer-networking field Students complete six courses totaling approximately **288 hours**. The Network Essential course can be satisfied through the Certified Network Systems Technician program. Students must pass at least six separate certification exams given by Microsoft to receive the MCSE designation.

Microsoft Certified System Engineer (MCSE) Core (Each course is 48 hrs and \$354)

ITMC 1019: Managing and Maintaining a Microsoft Windows Server Environment (Exam 70–290)

ITMC 1041:Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure (Exam 70–291)

ITMC 1042: Planning and Maintaining a MS Windows Server Network Infrastructure (Exam 70-293)

ITMC 1043: Planning, Implementing and Maintaining an MS Win Server Active Directory Infrastructure(Exam 70-294)

ITMC 1058: Installing, Configuring, and Administering Microsoft Windows XP Professional (Exam 70–270)

Choice of ONE Design Course Elective (Each are 48 hrs and \$354):

ITMC 2031: Designing an MS Win Server Active Directory and Network Infrastructure (Exam 70-297)

ITMC 2033: Designing Security for MS Windows Environment (Exam 70-298)

MCSE Electives- Choice of ONE of the following:

ITMC 2008: Implementing and Supporting Microsoft Systems Management (SMS) Server 2.0(Exam 70–086)

ITMC 2055: Installing, Configuring, and Administering Microsoft Internet Security and Acceleration (ISA) Server, Enterprise Edition (Exam 70-227)

ITMC 2003: Installing, Configuring, and Administering Microsoft SQL Server™ Enterprise Edition (Exam70-228)

ITMC 2004: Implementing and Managing Microsoft Exchange Server 2003(Exam 70-299)

ITSY 2033: Implementing and Administering Security in a Microsoft Windows Server Network (Exam 70-284)

Total 288 hrs

ORACLE Programs

Oracle Database Administrator

Students seeking to become an Oracle Database Administrator must complete two classes:

ITSE 1045: Introduction to Oracle SQL An introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL). Write Structured Query Language (SQL) statements using Oracle; select and sort data; and produce reports with SQL*Plus; create and manage tables, which include constraints; create Views and other database objects.

ITSE 2054 Advanced Oracle PL/SQL- Retrieve data including SET operators, correlated subqueries, and hierarchical queries; write SQL scripts that generate other SQL scripts; and write and execute a script that generates a script of drop table commands and insert commands; create procedures and functions using; create a package to group together variables, cursors, exceptions, procedures, and functions; and invoke a package constraint.

ITSE 1045:Introduction to Oracle SQL 50 Hrs.

ITSE 2054:Advanced Oracle PL/SQL 50 Hrs.

Total: 100 hrs

Red Hat Programs

GNU for You! Introduction to Linux/Unix Environment

Class is ideal for beginners to understand the Linux operating system. Students learn commands, batch files, processing, KDE, GNU, X-Windows and much more. This course will examine open source software,multi-user concepts, terminal emulation, and basic unit commands.

ITNW 1010: Introduction to Unix//Linux GNU for you 16 hrs

Red Hat Technician Program

This series of courses is designed to assist students to become a Red Hat Technician. Students are required to take two courses:

ITNW 1091 RH 033 RHA RED HAT COMPUTING ESSENTIALS

UNIX History and Principles,GNU Project, FSF, and the GPL. Linux Origins and Benefits, Red Hat Offerings, Recommended Hardware Requirements, Logging in, Running Commands, Linux File Hierarchy Concepts, Current Working Directory, Changing Directories, Listing Directory Contents, The Home Directory, Absolute Pathnames, Relative Pathnames, File Names, Copying Files Renaming and Directories and Red Hat Graphical Environments. Course covers program shell and scripting.

ITNW 1091 RH 133 LINUX CORE SYSTEM ADMINISTRATION For users of Linux (or UNIX) who want to start building skills in systems administration on Red Hat Enterprise Linux. Students learn to attach and configure a workstation on an existing network.

ITNW 1091: RH033 Linux Red Hat Computing Essentials 64 Hrs

ITNW 1091: RH133 Linux Red Hat Core Administration 64 Hrs

Total 128 hrs

Unix Network Administration

This series covers management of the Apache Web server for maintaining web pages. Technical competencies include networking fundamentals, and introduction to UNIX, basic utility commands, shell scripting, building and editing configuration files, starting and stopping basic network services, managing users and groups, monitoring and analyzing network traffic, and network security concepts.

ITCC 2007: Fundamentals of Networking Technologies (UNIX) 64 hrs

ITSC1007: Unix I 64 hrs

ITSC2037: Unix II 64 hrs

Cisco Programs

Cisco Certified Network Associate (CCNA)

This certification meets employment standards for the Network Industry. Cisco Network Academies provide a board of skills from basic to advance Network concepts. This course is web-based instruction with hands-on training in computer labs. Students will learn conceptual and technical skills to design, install and operate, and maintain state-of-the-art computer networks. In the labs, students will build local and wide area networks that will comply to real world settings. CCNA certified professionals install, configure, and operate LAN, WAN, and dial access services for small network.

Cisco Academy

Northwest Vista College, your local Cisco Networking Academy, is offering Cisco Certified Networking Associate (CCNA) certification. This certification meets employment standards for the Networking Industry. Cisco Networking Academies provides a complete range of basic through advanced networking concepts using web based and lab instruction. Web-based instruction allows the student to learn the conceptual and technical skills needed to design, install, operate and maintain state-of-the-art computer networks. In the lab, students build local and wide area networks that will be used in real job settings. These skills can help graduates find careers in developing computer networks for academic institutions and major corporations. The Cisco Academy is an approved program for Veteran's benefits.

Course Descriptions

Cisco Term 1 ITCC 1002

CCNA1: Networking Basics

Networking Basics is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA 1 introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. While no previous knowledge of Cisco is required, class participants should have a basic knowledge of computer hardware or an A+ certification, Windows 2000 and the Internet.

Cisco Term 2 ITCC 1006

CCNA2: Routers and Routing Basics v3.0

Routers and Routing Basics is the second of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA 2 focuses on initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and access control list (ACLs). Students will develop skills on how to configure a router, manage Cisco IOS Software, configure routing protocols, and create access lists controlling access to the router.

Cisco Term 3 ITCC 1042

CCNA3: Switching Basics and Intermediate Routing

The course focuses on advanced IP addressing techniques (Variable Length Subnet Masking [VLSM]), intermediate routing protocols (RIP version 2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), and VLAN Trunking Protocol (VTP).

Cisco Term 4 ITCC 1044

CCNA4: WAN Technologies

WAN Technologies is the last of four courses leading to the Cisco Certified Network Associate (CCNA) certification. The 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 taking the CCNA Exam.

Cisco Certified Network Professional (CCNP) Upon completion of the CCNA program, students may continue with the CCNP program. The CISCO Certified Network Professional (CCNP) certificate provides students with advanced skills in LAN/WAN networking technologies with an emphasis on CISCO methodology. These courses will provide an in-depth study of theory and practical hands-on lab activities to prepare the student for the CCNP certification objectives. Topics include routing protocols, switching technology, remote access setup and maintenance, building multi-layer networks, and networking troubleshooting. Students are required to take the following 4 courses:

ITCC 2032: CCNP 1 Advanced Routing 96 hrs

ITCC 2036: CCNP2 Remote Access 96 hrs

ITCC 2040: CCNP 3 Multilayer Switching 96 hrs

ITCC 2044: CCNP 4 Network Troubleshooting 96 hrs

Total: 384 hrs

Additional Cisco Courses/ Electives

The following courses are designed for the Cisco Associate or Professional seeking additional training. These classes focus on security and Telephony.

CPMT 2034: Virtual Private Network Security 48 Hrs.

CPMT 2034: Secure PIX 48 Hrs.

CPMT 2034: Basic IP/Telephony 48 Hrs.

CPMT 2034: IP/Telephony Trouble Shooting 48 Hrs

Convergent Technologies/ Telecommunications Technician

This course reviews fundamentals of telecommunications media, including terminology, rules and regulations, safety procedures, industry protocols, installation, connecting maintenance and troubleshooting. Students will acquire skills to read and interpret blueprints to determine wiring requirements; identify telecommunications system components; install, maintain and troubleshoot telecommunications media; discuss internal/external customer relationships; communicate technical information in a clear, precise and logical manner, and update customers on work progress to maintain customer satisfaction

and public relations.

ITNW 1092: Special Topics in Networking And Telecommunications/conv. tech. 48 hrs

Fiber Optic Cable Technician (CFOT)

Earn your CFOT certification or gain the skills to become a network technician for cable companies or save thousands of dollars wiring your home or business. Focus on installation, and repair of fiber optic communication systems including networks and peripherals. Topics include fiber optic technology, state-of-the-art networking systems, installation/repair of fiber optic systems, and testing equipment. CSIR 1091: Basic Certified Optics Technician 24 Hrs.

CSIR 1091: Advanced Optics Technician 16 Hrs.

Total: 40 hrs

Geographic Information Systems (GIS)

Gain the skills to use low end mapping software with a play school speak and spell to private and public sector. The dynamic Geographic Information System (GIS) Software Course provides fundamental training on planning and problem-solving, using the latest 8.3 version of GIS Arc View software. Students will learn to identify and use basic GIS concepts and terminology, how to collect and analyze spatial data, solve problems, produce maps, charts, tables, reports, design and create macros, and much more with the assistance of this software.

CRTG 1025: Beginning GIS 16 Hrs.

CRTG 2020: Intermediate GIS 32 Hrs.

CRTG 1001: Advanced GIS 48 Hrs.

Total: 96 Hours

Computer/Network Security and Forensics

Computer System Forensics consists of an in-depth study of system forensics including methodologies used for analysis of computer security breaches. Students gather and evaluate evidence to perform postmortem analysis of security breaches. Courses may be viewed as 2 separate groups. The first involves preventative security and the latter refers to damage control and forensics when a breach has occurred.

Computer/Network Security

ITSY1000: Fundamentals of Information Security 48 hrs

ITSY 2000: Operating System Security 48 hrs

ITSY 2001: Firewalls and Network Security 48 hrs

ITSY 2041: Security Management Practices 48 hrs

Total: 192

Computer System Forensics

ITSY 2001: Incident Response Handling 48 hrs

ITSY 2043: Computer System Forensics 48 hrs

Total 96 hrs

Homeland Security

Homeland Defense

HMSY 1001: America is a target for terrorists. Compares and contrasts various international terrorist groups and their ideologies. Examines and defines the various government agencies that are involved in the War on Terrorism. Examines Weapons of Mass Destruction issues.

HMSY 1031 : A study of the traditional philosophy of war before September 11, 2001, as well as present thoughts about war and methods of fighting. Includes the history of terrorism since World War II and how these events have shaped modern terrorism. Also covers terrorist incidents against American targets from 1979 (fall of Iran) to 1991 (Desert Storm), characteristics of terrorists, terrorist training manuals, and analyses of terrorist operations such as bombings, suicide bombings, ambushes, kidnappings, assassinations, and chemical attacks. Discussion will focus on facility protection, target value assessments, and threat vulnerability assessments.

HMSY 1034 : A study of terrorism threats and plans in the event of terrorist activity. Includes needs of children, the elderly, and pets, home and work disaster kits. Topics include recommendations by the American Red Cross and the Peninsula Emergency Preparedness Committee (PEP-C) for disaster planning.

HMSY 1001: Terrorism I 7 hrs

HMSY 1031: Terrorism and Facility Protection Operations 7 hrs

HMSY1034: Preparing for Terrorism and Disasters 7 hrs

OSHA Training

Occupational Safety and Health Standards for General Industry

This course emphasizes hazard identification, avoidance, control and prevention in the workplace. OSHA policies, procedures, and standards are covered. Upon completion of this course, a wallet card and certificate will be issued. OSHT 1015: Occupational Safety and Health Standards for General Industry, 10 Hrs

Multimedia**Marketable Skills Awards/ Multimedia Courses****Marketable Skills Achievement Award—Internet Commerce**

The Marketable Skills Achievement Award program in Internet Commerce enables the participants to acquire knowledge and skills needed to be successful in the web development. This four-course program gives participants hands-on experience with the industries latest tools used in the creation of basic and dynamic web applications. IMED 1001 or equivalent competency and basic computer skills are required to enroll.

IMED 1016: Web Page Design I 48 hrs

IMED 2009: Internet Commerce 48 hrs

MRKG 1011: Principles of Marketing 48 hrs

IMED 2066: Multimedia Practicum 120 hrs

Total 264

Marketable Skills Achievement Award—Digital Video

The Marketable Skills Achievement Award program in Digital Video enables participants to acquire the knowledge and skills needed in the digital video production field. This program takes participants from basics through more advanced techniques. It concludes with a 120-hour practicum. Participants gain real-world experience as they interact with clients to produce videos. In addition, participants will have materials they can use in their portfolios. Emphasis will be on planning, storyboarding, shooting, editing, motion graphics production, location sound, and basic lighting. Cross-platform exporting/importing techniques will also be addressed. In addition, participants are to take either Digital Sound or Special Topics-3D, as per their interest. Completion of ITSC1001 or equivalent competency is required to enroll.

IMED 1051: Digital Video 64 hrs

IMED 2041: Advanced Digital Video 64 hrs

IMED 1043: Digital Sound **OR** 64 hrs

IMED 1091 Special Topics: 3D Animation 64 hrs

IMED 2066 Multimedia Practicum 120 hrs

Total: Approx. 312 hrs

Macromedia

This track will take you from beginning web design basic to web specialist skills. Students will learn how to organize a web site by producing a design document. Special attention will be applied to information architecture, navigation and site layout. Students are also introduced to technology issues such as appropriate file formats for media, HTML, CSS, JavaScript, Adobe Photoshop 7, Fireworks, and Dreamweaver. Students will export various graphic file formats, JavaScript and HTML. Students Macromedia Dreamweaver MX to create an easy to update website.

ITNW 1059.202: Web Planning Essentials 16 Hrs.

ITNW 1050.303: Web Layout Optimization 32 Hrs.

ITNW 1050.304: Web Content & Templates 32 Hrs.

Multimedia Courseware Development

Instruction in multimedia development employs an icon-based development tool. Topics include, interactivity, branching, navigation, and interface/ information design using industry standard authoring software.

IMED 1005: Multimedia Courseware Development I 64 hrs

IMED 2005: Multimedia Courseware Development II 64 hrs

Additional Multimedia Courses/Prerequisites:

Students may take the following courses to prepare them for more advanced multimedia courses OR to enhance multimedia knowledge. Intro to Multimedia- Students survey 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 is on conceptualizing and producing effective multimedia. This course includes introductions to Photoshop, Flash, Dreamweaver, Illustrator and Adobe Premiere.

IMED 1001: Intro to Multimedia 64 hrs

Additional Courses:

IMED 2013: Project Analysis and Design 64 hrs

IMED 1091: Advanced Non Linear Editing 64 hrs

Computer Programming

An introductory course in computer programming serves as the foundation for all 4 marketable skills certificates available at Northwest Vista College. This course emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Topics included language syntax, data and files structures, input/output devices, and files. Students will use structured programming techniques, develop correct executable programs, and create appropriate documentation. All Marketable Skills Achievement Awards in Programming begin with this course. Students interested in learning specific programming languages can select one of three independent Marketable Skills Achievement Awards.

Marketable Skills Achievement Awards- Programming**C++ Programming**

ITSE 1002: Intro to Computer Programming 48 hrs
ITSE 1007: Introduction to Database Management Systems 48 hrs
ITSE 1011: Web Page Programming 48 hrs
ITSE 2071: Web Development Tools 48 hrs

Total 192 hrs

Java Programming

ITSE 1002: Introduction to Computer Programming 48 hrs
ITSE 2017: Java Programming 48 hrs
ITSE 2057: Advanced Object Oriented Programming 48 hrs

Total 144 hrs

Visual Basic

ITSE 1002: Intro to Computer Programming 48 hrs
ITSE 1031: Introduction to Visual Basic Programming 48 hrs
ITSE 2049: Advanced Visual Basic Programming 48 hrs

Total: 144 hrs.

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Northwest Vista College

Earning a Degree or Certificate

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Applying for Graduation

An application for graduation must be submitted to Student Success by the following deadlines:

- **October 1** for Fall completion
- **February 1** for Spring completion
- **February 15** for Summer completion
AND participation in the *preceeding* May Commencement
- **July 1** for Summer completion
AND participation in the *following* May Commencement

Applications will not be accepted after the deadline has passed. Graduation applications are accepted after completion of 30 semester hours but no later than the published deadline date for the semester of graduation. Students seeking certificates requiring fewer than 60 hours should file an application for graduation after completing half of the certificate requirements. All candidates should list the catalog under which graduation is requested when completing the application for graduation.

A student may apply for graduation under provisions of the catalog for the year in which the student was admitted initially into Northwest Vista College or as outlined in any college catalog subsequent to the first enrollment date. Degree requirements must be completed within five academic years from the first date of the catalog selected. A student may file a petition to Student Success for an extension of the five-year rule. Prior to graduation review, the applicant must provide official transcripts reflecting the complete college record. A candidate need not be enrolled during the semester that the application for graduation is made nor during the semester in which the degree is conferred.

All candidates for degrees and certificates in May are encouraged to be present at the commencement exercises, although attendance at the exercise is not mandatory. No formal commencement ceremony is held in August or December. A Fall graduate may elect to participate in the graduation ceremony the following May. A candidate for August graduation may participate in the May graduation ceremony preceding summer completion provided no more than two courses are required to complete program requirements. An application for August graduation must be submitted by February 15th for participation in the May graduation ceremony.

There is no graduation fee. The diploma and cap and gown are provided by the college.

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Graduation Requirements

Northwest Vista College provides four forms of recognition for satisfactory completion of work:

- Associate of Arts Degree
- Associate of Science Degree
- Associate of Applied Science Degree
- Certificate of Completion

A student may be awarded an associate degree or certificate by:

- Completing all required courses for the specific degree or certificate. With the exception of developmental level courses (those beginning with the number zero), courses listed in the college catalog are acceptable as requirements or electives applicable to at least one degree or certificate program.
- Completing the prescribed number of credit hours for the specific degree or certificate.
- Achieving a cumulative grade point average of 2.0 (excluding developmental level coursework).
- Completing each "core requirement" for the degree with a grade of "C" or better.
- For any Associate of Applied Science degree or certificate program, completing each course required with a grade of "C" or better.
- Earning at least 25% of credit hours required for graduation in residency at Northwest Vista College.
- Submitting official transcripts of all coursework attempted at other colleges and universities.
- Fulfilling all Texas Success Initiative (TSI) requirements.

A student may earn either an Associate of Arts or an Associate of Science degree. In addition a student may earn one or more Associate of Applied Science degrees provided that all requirements for each degree are met and a minimum of 15 hours difference in course work for each degree is met.

Persons having been awarded baccalaureate-level or higher degrees are not usually accepted as associate degree candidates, other than in applied science programs.

It is the student's responsibility to ensure that all substitutions, by-pass exams, waivers and/or a list of any electives that are to be approved by the department representative be on file in Student Success no later than:

- **October 1** for Fall completion
- **February 1** for Spring completion
- **February 15** for Summer completion
AND participation in the *preceeding* May Commencement
- **July 1** for Summer completion
AND participation in the *following* May Commencement

Transferred and nontraditional credit may meet graduation requirements if equivalent to Northwest Vista College courses; such equivalencies will be determined by the Vice President or designee. Petitions for course waivers or substitutions are available in Student Success.

Participation in the graduation ceremony does not ensure automatic fulfillment of requirements and that a degree will be awarded. Diplomas will be distributed through Student Success once degree or certificate requirements have been met and verified by Student Success.

Questions concerning the evaluation of the application for graduation should be directed to the Student Success before the deadline date.

Honor Graduates

Candidates who maintain an overall grade point average of 3.75 or above in college-level courses attempted at Northwest Vista College, as well as courses from other institutions which apply to their degree or certificate, are considered honor graduates.

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Graduate Guarantee

If an Associate of Applied Science (A.A.S.) graduate or certificate completer, whose course work began in the Fall 1995 semester or thereafter, is judged by an employer to be lacking in technical job skills identified as exit competencies for the specific degree or certificate program, the graduate will be provided up to nine tuition-free credit hours of additional skill training by the college awarding the degree or certificate under the conditions of this policy.

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

Conditions applying to this guarantee policy:

- The graduate/completer must have earned the A.A.S. degree or certificate in a technical program published in the college's catalog.
- The graduate/completer must have completed the A.A.S. degree or certificate with a majority (75%) of the credits being earned at Northwest Vista College awarding the degree within a four-year time span from initial enrollment. The last 15 semester hours of credit **MUST** be completed at Northwest Vista College.
- Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the President or designee.
- The graduate/completer must commence employment within six (6) months of graduation/completion.
- The employer must certify in writing that the employee is lacking entry level skills which were identified by THE COLLEGE AWARDED THE DEGREE OR CERTIFICATE AS THE PROGRAM EXIT COMPETENCIES AS APPROVED BY THE PROGRAM ADVISORY COMMITTEE. The employer must specify the areas of deficiency within ninety (90) days of the graduate/completer's initial employment.
- The employer, graduate/completer, and representatives of the college will develop a written educational plan for retraining.
- Retraining will be limited to nine (9) credit hours related to the identified skill covered by the retraining plan.
- All retraining must be completed within one calendar year from the time agreed upon for the educational plan.
- The graduate/completer and/or employer is responsible for the costs of books, insurance, uniforms, fees, and /or other course-related expenses.

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- [Computer Programming](#)
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Certificate

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Northwest Vista College

Applied Science and Technology

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Northwest Vista College offers Associate of Applied Science Degree programs and Certificate programs. Each degree and certificate plan is goal-directed to ensure that each course is relevant to the program title. The objective of each program is to develop career and job-entry skills. Associate of Applied Science degree and certificate programs are designed to prepare students for specific careers and as such, are not designed for transfer to baccalaureate degree institutions. However, for certain programs, Northwest Vista College may have established articulation and transfer agreements with specific universities. For information on transfer, consult a Student Success Specialist or a faculty member in the program. The courses identified in each program may be offered through Corporate and Community Development for continuing education units.

Each program is created with the assistance of a community advisory committee composed of individuals with expertise in the field. The advisory committees serve to guide and support Northwest Vista College in establishing direction for the program and career opportunities for students.

Northwest Vista College currently offers the following applied degree and certificate programs:

Associate of Applied Science

- [Advanced Water Treatment](#)
- [Biotechnology](#)
- [Community Health Advisor/Social and Human Services Assistant](#)
- [Computer Programming](#)
- [Computer Support](#)
- [Information Security and Assurance](#)
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- [Multimedia Specialist](#)
- [Network Administration](#)
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Certificates

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Marketable Skills Achievement Award

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Northwest Vista College

Advanced Water Treatment Associate of Applied Science

This degree is structured to prepare graduates for immediate and continuing employment opportunities in the water treatment industry. Students will have both academic and state-of-the-art technical training allowing them to be employed immediately as entry-level technicians in a variety of water treatment settings, including municipal drinking water plants and water recycling plants, the semiconductor industry, the food and dairy industry, the petrochemical industry, the electric power generation industry, industrial wastewater plants, and government agencies. Students also will be prepared to pass exams required by the Texas Commission on Environmental Quality (TCEQ) for municipal water treatment professionals. The program centers on project-based learning in which students are introduced to water treatment systems; water treatment plant equipment; conventional, pretreatment membrane, ion exchange, and high purity technologies; monitoring and troubleshooting; water analysis; and water treatment controllers. Students are encouraged to enroll full time. Special fees are associated with this program.

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TOTAL CREDIT HOURS REQUIRED: 60

Semester I

AWTT 1371 Introduction to Water Treatment Systems (3 Credit Hours)
AWTT 1171 Plant Equipment (1 Credit Hour)
AWTT 1471 Conventional and Pretreatment Water Technologies (4 Credit Hours)
EPCT 2315 Water Chemistry (3 Credit Hours)
MATH 1332* Liberal Arts Mathematics (3 Credit Hours)

Semester II

AWTT 1472 Membrane Technologies (4 Credit Hours)
AWTT 1473 Membrane Technologies and Troubleshooting (4 Credit Hours)
ENGL 1301* Freshman Composition I (3 Credit Hours)
*Select one course from the following subject areas:
BIOL , CHEM (3 Credit Hours)

Semester III

AWTT 1273 Water Analysis and Monitoring (2 Credit Hours)
AWTT 1373 Pretreatment and Troubleshooting (3 Credit Hours)
AWTT 2372 Advanced Membrane Monitoring (3 Credit Hours)
AWTT 2371 Water Treatment Controllers (3 Credit Hours)
ECON 2301* Macroeconomics (3 Credit Hours)
ENGL 1302 Freshman Composition II (3 Credit Hours)

Semester IV

AWTT 2571 Ion Exchange and High Purity Technologies (5 Credit Hours)
AWTT 2474 Certification Review (4 Credit Hours)
SPCH 1321 Business and Professional Speaking (3 Credit Hours)
*Select one course from the following subject areas:
ARTS, HIST, HUMA, MUSI, PHIL (3 Credit Hours)

Northwest Vista College

Biotechnology Associate of Applied Science

The Biotechnology training program will provide students with the necessary general education courses, applicable workforce skills, and biotechnology experience to successfully perform tasks required in the basic research and industrial laboratory areas. Graduates will be able to follow and analyze research protocols, communicate effectively, maintain accurate records, possess adequate computer skills, and perform experiments using current instrumentation and procedures found in the workplace.

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TOTAL CREDIT HOURS REQUIRED: 65

Semester I

MATH 1314* College Algebra (3 Credit Hours)
ENGL 1301 Freshman Composition I (3 Credit Hours)
CHEM 1311* General Chemistry I (3 Credit Hours)
CHEM 1111 General Chemistry I Lab (1 Credit Hours)
BIOL 1406* General Biology I (4 Credit Hours)
BITC 1311 Introduction to Biotechnology (3 Credit Hours)

Semester II

BITC 1402 Biotech. Lab. Methods and Techniques (4 Credit Hours)
CHEM 1312 General Chemistry II (3 Credit Hours)
CHEM 1112 Gen. Chem. II Lab (1 Credit Hours)
BIOL 1407 General Biology II (4 Credit Hours)
COSC 1301 Introduction to Computers and Information Systems (3 Credit Hours)

Semester III

Science Elective (select course from Natural Sciences [core listing](#)) (4 Credit Hours)
PHIL 2306* Ethics (3 Credit Hours)

Semester IV

BITC 1401 Biotech. Laboratory Instrumentation (4 Credit Hours)
BITC 2431 Cell Culture Techniques (4 Credit Hours)
BIOL 2421 Microbiology (4 Credit Hours)
PSYC 2301* Introduction to Psychology (3 Credit Hours)

Semester V

SPCH 1321 Business and Professional Speaking (3 Credit Hours)
BITC 2401 Molecular Biology Techniques (4 Credit Hours)

BITC 2486 Internship-Biological Technology/Technician I (4 Credit Hours)

*General Core Requirements

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Northwest Vista College

Community Health Advisor / Social and Human Services Assistant Associate of Applied Science

This program prepares students to work in public health, non-profit and commercial health maintenance companies or organizations in the management of health services. Emphasis is on health education, health promotion and community outreach with studies in a wide range of health topics including environmental health, health care delivery systems, nutrition, medical terminology, ethics, human anatomy and psychology. Coursework in this program is intended to develop and enhance the skills of community health advisors, social and human service assistants, and other people interested in working in the field of community health and advocacy.

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TOTAL CREDIT HOURS REQUIRED: 62-63

(Pending Texas Higher Education Coordinating Board approval)

Semester I

CHLT 1301 Introduction to Community Health (3 Credit Hours)
CHLT 1340 Community Health Advocacy (3 Credit Hours)
CHLT 1305 Community Nutrition (3 Credit Hours)
ENGL 1301 Freshman Composition I (3 Credit Hours)
MATH 1314* College Algebra (3 Credit Hours)

Semester II

HITT 1305 Medical Terminology (3 Credit Hours)
CHLT 1302 Wellness and Health Promotion (3 Credit Hours)
ENGL 1302 Freshman Composition II (3 Credit Hours)
CHLT 1342 Community Health Field Methods (3 Credit Hours)

Semester III

COSC 1301 Introduction to Computer & Information Systems (3 Credit Hours)
SPCH 1311* Intro to Speech Communications (3 Credit Hours)
KINE 1306 First Aid and CPR (3 Credit Hours)

Certificate Internship

CHLT 1280 Cooperative Education (internship) (2 Credit Hours)

Semester IV

BIOL 2404* Human Anatomy & Physiology (4 Credit Hours)
PSYC 2319* Social Psychology (3 Credit Hours)
CHLT 1391 Special Topics in Community Health (3 Credit Hours)
SPAN 2316 Career Spanish
or SPAN 1411 Elementary Spanish I

Semester V

PHIL 2306* Ethics (3 Credit Hours)

PSYC 2310 Early Childhood Development (3 Credit Hours)
or SOCI 2301 Marriage and Family
PSYC 2317 Statistics for Behavioral Sciences (3 Credit Hours)
Internship
CHLT 2280 Cooperative Education (Internship) (2 Credit Hours)

*General Core Requirements

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Northwest Vista College

Computer Programming Associate of Applied Science

This program prepares students to work as Computer Programmers and Web Programmers both in commercial and non-profit settings. It provides students with hands-on experience developing software packages and web applications using the latest technologies in the computer industry.

The Computer Programming Associate of Applied Science covers computer and web programming languages and software design skills. Technical competencies include database systems, data structures, various computer and web programming languages, and information systems design.

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TOTAL CREDIT HOURS REQUIRED: 62

Semester I

ITSE 1302 Computer Programming (3 Credit Hours)
ENGL1301* Freshman Composition I (3 Credit Hours)
MATH 1314* College Algebra (3 Credit Hours)
PHIL 2303* Logic (3 Credit Hours)
SPCH 1321 Business and Professional Speaking (3 credit hours)
or SPCH 1311 Intro to Speech Communication

Semester II

ITSE 2317 JAVA Programming (3 Credit Hours)
ITSE 1331 Introduction to Visual Basic Programming (3 Credit Hours)
ENGL 1302* Freshman Composition II (3 Credit Hours)
ITSW 1307 Introduction to Database Management Systems (3 Credit Hours)
ITSE 1311 Beginning Web Page Programming (3 Credit Hours)

Semester III

ITSE 2357 Advanced Object-Oriented Programming (3 Credit Hours)
ECON 2301* Macroeconomics (3 Credit Hours)
ITSE 1307 Introduction to C++ Programming (3 Credit Hours)
ITSE 2302 Intermediate Web Programming (3 Credit Hours)

Semester IV

ITSE 2345 Data Structures (3 Credit Hours)
ITSE 2349 Advanced Visual Basic Programming (3 Credit Hours)
ITSE 2331 Advanced C++ Programming (3 Credit Hours)
INEW 2340 Object Oriented Design (3 Credit Hours)

Semester V

ITSE 2286 Internship - Computer Programming (2 Credit Hours)

Select two courses from the following list:

INEW 2334 Advanced Web Page Programming (ASP.NET) (3 Credit Hours)
ITSE 1392 Special Topics in Computer Programming (3 Credit Hours)
ITSE 2309 Database Programming (3 Credit Hours)
ITSE 2347 Advanced Database Programming (3 Credit Hours)
ITNW 1325 Fundamentals of Networking Technologies (3 Credit Hours)
ITCC 2307 Fundamentals of UNIX (3 Credit Hours)
or ITSC 1307 UNIX Operating System I (3 Credit Hours)

*General Core Requirements

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Northwest Vista College

Computer Support (PC Help Desk) Associate of Applied Science

This program is structured to prepare graduates for immediate and continuing employment opportunities as Computer Support (PC Help Desk) Specialist. This program will train students to investigate, analyze, and resolve microcomputer software and hardware problems. Students will learn to install and configure microcomputers, software and peripherals and work effectively with users to find answers to questions relating to hardware and software.

Computer Support Specialists will understand Help Desk automation technologies, tutor and coach users and evaluate hardware and software for ease of use and compatibility. Specifically, the major is designed to ensure a thorough knowledge of common operating systems, business applications and hardware and peripheral troubleshooting. Technical material covers the understanding of operating systems, popular word processing, spreadsheet, database and presentation software. It will include PC architecture, network design, implementation, and troubleshooting.

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TOTAL CREDIT HOURS REQUIRED: 61

Semester I

ENGL 1301* Freshman Composition I (3 Credit Hours)
ITSC 1325 Personal Computer Hardware (3 Credit Hours)
ITSE 1302 Computer Programming (3 Credit Hours)
ITSY 1300 Fundamentals of Information Security (3 Credit Hours)

Semester II

MATH 1314* College Algebra (3 Credit Hours)
ITCC 1302 CCNA 1: Networking Basics (3 Credit Hours)
ITSC 1305 Introduction to PC Operating Systems (3 Credit Hours)
*Select one course from the following subject areas:
ARTS, HIST, HUMA, MUSI, PHIL (3 Credit Hours)

Semester III

ITCC 1306 CCNA 2: Routers and Routing Basics V3.0 (3 Credit Hours)
ITSY 2341 Security Management Practices (3 Credit Hours)
or
PHIL 2306 Ethics
ITNW 2301 Administering Servers (3 Credit Hours)
CSIR 1303 Telecommunication Systems Installer (3 Credit Hours)
or EECT 1307 Convergent Technologies

Semester IV

ECON 2301* Macroeconomics (3 Credit Hours)
SPCH 1321* Business and Professional Speaking (3 Credit Hours)
ITSC 1307 UNIX Operating System I (3 Credit Hours)
ITCC 1342 CCNA 3: Switching Basics and Intermediate Routing (3 Credit Hours)

Semester V

ITCC 1346 CCNA 4: WAN Technologies (3 Credit Hours)

ITSC 2339 Personal Computer Help Desk (3 Credit Hours)

ITNW 2335 Network Troubleshooting and Support (3 Credit Hours)

CPMT 2334 Network Security/Cisco (3 Credit Hours)

ITSC 2186 Internship - Computer and Information Sciences, General (1 Credit Hour)

*General Core Requirements

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Northwest Vista College

Information Security and Assurance Associate of Applied Science

This Associate of Applied Science degree is structured to prepare graduates for immediate and continuing employment opportunities as Information Security and Assurance Technicians both in business and nonprofit settings. Students will gain academic and technical training that prepares them for immediate employment in entry-level information security positions.

The program centers on project-based learning in which students are introduced to the nature, scope, and history of security services, essential elements of security, the monitoring of networks and identification of common attacks. Students will respond to incidents, coordinate and understand security policies, and implement security utilizing various operating systems. Technical competencies include the design, configuration, implementation, and the administration of networked systems, writing and implementing security policies and the protection of information.

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TOTAL CREDIT HOURS REQUIRED: 64

Semester I

ENGL 1301* Freshman Composition I (3 Credit Hours)
SPCH 1321* Business and Professional Speaking (3 Credit Hours)
BUSI 1301 Introduction to Business (3 Credit Hours)
MATH 1314* College Algebra (3 Credit Hours)

Semester II

ENGL 1302* Freshman Composition II (3 Credit Hours)
ITNW 1325 Fundamentals of Networking Technologies (3 Credit Hours)
ITSC 1325 Personal Computer Hardware (3 Credit Hours)
ITSE 1302 Computer Programming (3 Credit Hours)
*Select one course from the following subject areas:
ARTS, HIST, HUMA, MUSI, PHIL (3 Credit Hours)

Semester III

ITSC 1305 Introduction to PC Operating Systems (3 Credit Hours)
EECT 1307 Convergent Technologies (3 Credit Hours)
ITSY 1300 Fundamentals of Information Security (3 Credit Hours)
or
ITNW 1312 Fundamentals of Information Security
ITSC 1307 UNIX Operating System I (3 Credit Hours)
ENGL 2311 Technical Writing (3 Credit Hours)

Semester IV

ITSY 2341 Security Management Practices
or
PHIL 2306 Ethics (3 Credit Hours)
ITSY 2342 Incident Response and Handling (3 Credit Hours)
ECON 2301* Macroeconomics (3 Credit Hours)

ITCC 1306 CCNA 2: Routers and Routing Basics V3.0 (3 Credit Hours)
ITSY 2343 Computer System Forensics (3 Credit Hours)

Semester V

ITSY 2300 Operating System Security (3 Credit Hours)

CPMT 2334 Network Security/Cisco (3 Credit Hours)

ITNW 2164 Practicum - Business Systems Networking and Telecommunications (1 Credit Hour)

*General Core Requirements

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Northwest Vista College

Instructional Assistant Program Associate of Applied Science

The Instructional Assistant program is designed to prepare new and current school employees to work as instructional assistants in public and private schools. The program provides a solid foundation in pedagogy and general education needed for success as an instructional assistant. Content includes reading strategies, math and science, classroom management, multicultural principles, and other skills necessary to facilitate learning in a classroom setting. Completion of this AAS program will fulfill the current No Child Left Behind Act requirements mandated by federal legislation.

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TOTAL CREDIT HOURS REQUIRED: 61

Semester I

EDTC 1325 Principals and Practices of Multicultural Education (3 Credit Hours)
EDTC 1307 Teaching Reading in the Elementary School (3 Credit Hours)
EDTC 1313 Introduction to Educational Software and Technology (3 Credit Hours)
TECA 1354 Child Growth and Development (3 Credit Hours)

Semester II

CDEC 1359 Children with Special Needs (3 Credit Hours)
ENGL 1301 Freshman Composition I (3 Credit Hours)
CDEC 1313 Curriculum Resources for Children (3 Credit Hours)
EDTC 1321 Bilingual Education (3 Credit Hours)

Semester III

EDTC 1311 Instructional Practices-Effective Learning Environments (3 Credit Hours)
SPCH 1318* Interpersonal Communications (3 Credit Hours)
PSYC 2319* Social Psychology (3 Credit Hours)
ENGL 1302 Freshman Composition II (3 Credit Hours)

Semester IV

MATH 1332* Liberal Arts Math (3 Credit Hours)
CDEC 2341 The School Age Child (3 Credit Hours)
EDTC 1317 Developing Positive Student Behavior (3 Credit Hours)
SPAN 1411 Elementary Spanish I (4 Credit Hours)

Semester V

HUMA 1301* Introduction to Humanities I (3 Credit Hours)
CDEC 1357 Math and Sciences for Early Childhood (3 Credit Hours)
BIOL 1322* Nutrition (3 Credit Hours)
EDTC 1364 Field Experience-Teacher Assistant (3 Credit Hours)

*General Core Requirements

Northwest Vista College

Multimedia Specialist Associate of Applied Science

The Multimedia Specialist program prepares students to work as Multimedia Authors, Web Page Designers, AudioVisual Specialists and Learning Center Technology Coordinators for schools, businesses and other institutions. The program provides students with hands-on exposure to all the technological tools that are used in the business and education worlds. The program's learning environment is intended for open-ended projects and collaborative work.

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TOTAL CREDIT HOURS REQUIRED: 62

Semester I

ENGL 1301*Freshman Composition I (3 Credit Hours)
ARTS 1311*Design I (3 Credit Hours)
IMED 1401 Introduction to Multimedia (4 Credit Hours)
MRKG 1311 Principles of Marketing (3 Credit Hours) or
COMM 2327 Principles of Advertising (3 Credit Hours)

Semester II

IMED 1351 Digital Video (3 Credit Hours)
IMED 1343 Digital Sound (3 Credit Hours)
IMED 1316 Web Page Design I (3 Credit Hours)
IMED 1305 Multimedia Courseware Development (3 Credit Hours)

Semester III

IMED 2313 Project Analysis and Design (3 Credit Hours)
IMED 2166 Multimedia Practicum (1 Credit Hour)
Select three courses from the following: (9 Credit Hours)

IMED 2305 Multimedia Courseware Development II
IMED 2309 Internet Commerce
IMED 2341 Advanced Digital Video
IMED 1391 Special Topics in Educational Media Tech (3D Animation)

Semester IV

SPCH 1311 Intro to Speech Communication (3 Credit Hours)
COMM 1307 Intro to Mass Communication
or
COMM 2327 Principles of Advertising (3 Credit Hours)
ENGL 1302 Freshman Composition II (3 Credit Hours)
Select one course from the following subjects:
ARTS, MUSIC or COMM (3 Credit Hours)

Semester V

MATH 1314* College Algebra (3 Credit Hours)
*Select 3 hours from Behavioral or Social Science [core listing](#) (3 Credit Hours)

Select 3 hours from Literature [core listing](#)** (3 Credit Hours)

*Select 3 hours from Humanities [core listing](#)** (3 Credit Hours)

*General Core Requirements

**Select course from the [core curriculum course selection list](#) when specific courses are not listed.

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Northwest Vista College

Network Administration Associate of Applied Science

This Associate of Applied Science major is structured to prepare graduates for immediate and continuing employment opportunities as Network Administrators both in business and non-profit settings. Students will gain academic and technical training that prepares them for immediate employment as entry-level network administrators. Students will also have the additional benefit of Cisco training (Semesters 1-4), as preparation for certification as a Cisco Certified Network Associate.

The program centers on project-based learning in which students use Solaris, Linux Red Hat, and are introduced to Windows 2000/2003 Server/Professional operating systems. Students will be required to design, configure, and implement a network using appropriate hardware and software. Specifically, the major is designed to ensure a thorough knowledge of enterprise networking and includes extensive practice using contemporary technologies in the administration of these networks and an understanding of project management, firewalls (Cisco PIX Firewall) as it relates to information technology. Technical competencies include the design, configuration, implementation, and the administration of networked systems.

A prerequisite for entry into this program is the successful completion COSC 1301 or equivalent demonstrated competency.

This degree offers:

2+2 program with Texas A&M University, Palo Alto Campus in San Antonio

transfer agreement with UTSA

Tech Prep agreement with NISD for Cisco training (see program coordinator for details.)

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TOTAL CREDIT HOURS REQUIRED: 61

Semester I

ENGL 1301* Freshman Composition I (3 Credit Hours)

ITNW 1325 Fundamentals of Networking Technologies (3 Credit Hours)

ITSC 1307 UNIX Operating System I (3 Credit Hours)

ITSC 1325 Personal Computer Hardware (3 Credit Hours)

Semester II

ENGL 1302 Freshman Composition II (3 Credit Hours)

ITCC 1302 LAN Design and Protocols: CISCO 1 (3 Credit Hours)

SPCH 1321* Business and Professional Speaking (3 Credit Hours)

ITCC 1306 Basic Router Configuration: Cisco 2 (3 Credit Hours)

Semester III

EECT 1307 Convergent Technologies (3 Credit Hours)

ITNW 1351 Fundamentals of Wireless LANs (3 Credit Hours)

ITCC 1342 Local Area Networks (LAN) (VLAN Switching): Cisco 3 (3 Credit Hours)

ITCC 1346 Wide Area Management (WAN): Cisco 4 (3 Credit Hours)

Semester IV

ECON 2301* Macroeconomics (3 Credit Hours)

MATH 1314* College Algebra (3 Credit Hours)

ITNW 2301 Administering Servers (3 Credit Hours)

ITCC 2332 Advanced Routing: CCNP 5 (3 Credit Hours)

Semester V

ENGL 2311 Technical Writing (3 Credit Hours)

PHIL 2306* Ethics (3 Credit Hours)

ITSY 2300 Operating Systems Security (Linux Fedora Core or SUSE Linux)

CPMT 2334 Network Security: IOS Security and PIX Firewall - Cisco (3 Credit Hours)

ITNW 2164 Practicum - Business Systems Networking and Telecommunications (1 Credit Hour)

*General Core Requirements

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Northwest Vista College

Web Database Programmer Associate of Applied Science

This program is designed to be an integration web development and database development. Students will learn to design and develop web applications as the front-end and database systems as the back-end. The skills acquired through this degree can be applied to all Internet applications, including Internet Commerce.

The curriculum concentrates on three areas: web development, database development, and object-oriented analysis and design. In the web development courses, students will learn HTML, DHTML, XHTML, XML, CSS, ASP.NET, PHP, JavaScript, Web development tools such as Dream Weaver, Flash, and Fireworks. In the database development courses, students will learn how to design and create a database using ACCESS, SQLServer, MySQL, and other DBMS. Students will learn how to integrate the database and web pages to create useful, interactive websites. In the object-oriented courses, students will learn how to use an object-oriented language such as Java and tools such as Rational Rose to analyze and design a system to meet the industry's needs today.

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TOTAL CREDIT HOURS REQUIRED: 62

Semester I

ENGL 1301* Freshman Composition I (3 Credit Hours)
MATH 1314* College Algebra (3 Credit Hours)
PHIL 2303* Logic (3 Credit Hours)
ITSE 1302 Computer Programming (3 Credit Hours)
ITSE 1311 Beginning Web Page Programming (3 Credit Hours)

Semester II

ENGL 1302 Freshman Composition II (3 Credit Hours)
ITNW 1325 Fundamentals of Networking Technologies (3 Credit Hours)
ITSW 1307 Introduction to Database Management Systems (3 Credit Hours)
ITSE 2317 Java Programming (3 Credit Hours)
ITSE 2302 Intermediate Web Programming (3 Credit Hours)

Semester III

SPCH 1321 Business and Professional Speaking (3 Credit Hours)
ITSC 1307 UNIX Operating System I (3 Credit Hours)
ITSE 1331 Introduction to Visual Basic Programming (3 Credit Hours)
INEW 2340 Object-Oriented Design (3 Credit Hours)
INEW 2334 Advanced Web Page Programming (ASP.NET) (3 Credit Hours)

Semester IV

ECON 2301* Macroeconomics (3 Credit Hours)
ITSE 2309 Database Programming (3 Credit Hours)
ITSE 1392 Special Topics in Computer Programming (Advanced) (3 Credit Hours)
Select from one of the following:
ITSE 2349 Advanced Visual Basic Programming (3 Credit Hours)

ITSE 2357 Advanced Object-Oriented Programming (3 Credit Hours)

ITSC 2337 UNIX Operating System II (3 Credit Hours)

ITNW 2321 Networking with TCP/IP (3 Credit Hours)

Semester V

ITSE 2347 Advanced Database Programming (3 Credit Hours)

ITSE 2286 Internship - Computer Programming (2 Credit Hours)

*General Core Requirements

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Northwest Vista College

Braille Textbook Transcriber Certificate

The Braille Textbook Transcriber program will provide students with the necessary general education coursework, applicable workforce skills, and Braille transcribing experience to successfully perform tasks required in the basic Braille transcription of Kindergarten through 12th grade textbooks. Graduates will be able to read and write Braille, demonstrate proficiency in transcribing and proofreading, use basic tactile graphic production methods, possess adequate computer skills and knowledge of Braille production technology, and use standard small business practices.

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TOTAL CREDIT HOURS REQUIRED: 39

Semester I

ENGL 1301 Freshman Composition I (3 Credit Hours)
COSG 1301 Introduction to Computers & Information Systems (3 Credit Hours)
BRTT 1471 Reading and Writing Braille I (4 Credit Hours)
BUSG 2309 Small Business Management (3 Credit Hours)

Semester II

BRTT 1472 Reading and Writing Braille II (4 Credit Hours)
BRTT 2378 Tactile Graphics (3 Credit Hours)
BRTT 1271 Introduction to Other Codes (2 Credit Hours)

Semester III (Summer)

BRTT 2476 Textbook Braille Formatting I (4 Credit Hours)
BRTT 2474 Technology for Braille Transcription I (4 Credit Hours)

Semester IV

BRTT 2477 Textbook Braille Formatting II (4 Credit Hours)
BRTT 2174 Practicum - Braille Textbook Transcriber (1 Credit Hour)
BRTT 2478 Technology for Braille Transcription II (4 Credit Hours)

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Northwest Vista College

Community Health Advisor Certificate

This program prepares students to work in public health, non-profit and commercial health maintenance companies or organizations in the management of health services. Emphasis is on health education, health promotion and community outreach with studies in a wide range of health topics including environmental health, health care delivery systems, nutrition, medical terminology, ethics, human anatomy and psychology. Coursework in this program is intended to develop and enhance the skills of community health advisors, social and human service assistants, and other people interested in working in the field of community health and advocacy.

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TOTAL CREDIT HOURS REQUIRED: 17

(Pending Texas Higher Education Coordinating Board approval)

Semester I

CHLT 1301 Introduction to Community Health (3 Credit Hours)

CHLT 1340 Community Health Advocacy (3 Credit Hours)

CHLT 1305 Community Nutrition (3 Credit Hours)

Semester II

CHLT 1342 Community Health Field Methods (3 Credit Hours)

CHLT 1302 Wellness and Health Promotion (3 Credit Hours)

Summer Semester III

CHLT 1280 Cooperative Education (internship) (2 Credit Hours)

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Northwest Vista College

Computer Programming Certificate

This program prepares students to work as Computer Programmers and Web Programmers both in commercial and non-profit settings. The program provides students with hands-on experience developing software packages and web applications using the latest technologies in the computer industry.

The Certificate covers computer and web programming languages and software design skills. Technical competencies include various computer and web programming languages and information systems design.

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TOTAL CREDIT HOURS REQUIRED: 32

Semester I

ITSE 1302 Computer Programming (3 Credit Hours)

MATH 1314 College Algebra (3 Credit Hours)

PHIL 2303 Logic (3 Credit Hours)

Semester II

ITSE 2317 JAVA Programming (3 Credit Hours)

Select two courses from the following list:

ITSE 1331 Introduction to Visual Basic Programming (3 Credit Hours)

ITSE 1307 Introduction to C++ Programming (3 Credit Hours)

ITSE 1311 Beginning Web Page Programming (3 Credit Hours)

Semester III

ITSE 2357 Advanced Object-Oriented Programming (3 Credit Hours)

INEW 2340 Object Oriented Design (3 Credit Hours)

ITSE 2286 Internship - Computer Programming (2 Credit Hours)

Select two courses from the following list:

ITSE 2349 Advanced Visual Basic Programming (3 Credit Hours)

ITSE 2331 Advanced C++ Programming (3 Credit Hours)

ITSE 2302 Intermediate Web Programming (3 Credit Hours)

A course approved by program coordinator

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Northwest Vista College

Computer Support (PC Help Desk) Certificate

This program is structured to prepare graduates for immediate and continuing employment opportunities as Computer Support (PC Help Desk). This program will train students to investigate, analyze, and resolve microcomputer software and hardware problems. Students will learn to install and configure microcomputers, software and peripherals and work effectively with users to find answers to questions relating to hardware and software.

Computer Support Specialists will understand Help Desk automation technologies, tutor and coach users and evaluate hardware and software for ease of use and compatibility. Specifically, the major is designed to ensure a thorough knowledge of common operating systems, business applications and hardware and peripheral troubleshooting. Technical material covers the understanding of operating systems, popular word processing, spreadsheet, database and presentation software. It will include PC architecture, network design, implementation, and troubleshooting.

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TOTAL CREDIT HOURS REQUIRED: 40

Semester I

ENGL 1301 Freshman Composition I (3 Credit Hours)
MATH 1314 College Algebra (3 Credit Hours)
ITSC 1325 Personal Computer Hardware (3 Credit Hours)
ITCC 1302 CCNA 1: Networking Basics (3 Credit Hours)

Semester II

ITSY 1300 Fundamentals of Information Security (3 Credit Hours)
ITSC 1305 Introduction to PC Operating Systems (3 Credit Hours)
CSIR 1303 Telecommunication Systems Installer (3 Credit Hours)
ITSE 1302 Computer Programming (3 Credit Hours)

Semester III

ITSC 1307 UNIX Operating System I (3 Credit Hours)
ITNW 2301 Administering Servers (3 Credit Hours)
ITSC 2339 Personal Computer Help Desk (3 Credit Hours)

Semester IV

ITNW 2335 Network Troubleshooting and Support (3 Credit Hours)
CPMT 2334 Network Security (Cisco) (3 Credit Hours)
ITSC 2186 Internship - Computer and Information Sciences, General (1 Credit Hour)

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Northwest Vista College

Instructional Assistant Program Certificate

The Instructional Assistant program is designed to prepare new and current school employees to work as instructional assistants in public and private schools. The program provides a solid foundation in pedagogy and general education needed for success as an instructional assistant. Content includes reading strategies, math and science, classroom management, multicultural principles, and other skills necessary to facilitate learning in a classroom setting. Completion of this AAS program will fulfill the current No Child Left Behind Act requirements mandated by federal legislation.

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TOTAL CREDIT HOURS REQUIRED: 36

Semester I

EDTC 1325 Principles and Practices of Multicultural Education (3 Credit Hours)
EDTC 1307 Teaching Reading in the Elementary School (3 Credit Hours)
EDTC 1313 Introduction to Educational Software and Technology (3 Credit Hours)
TECA 1354 Child Growth and Development (3 Credit Hours)

Semester II

CDEC 1359 Children with Special Needs (3 Credit Hours)
ENGL 1301 Freshman Composition I (3 Credit Hours)
CDEC 1313 Curriculum Resources for Children (3 Credit Hours)
EDTC 1321 Bilingual Education (3 Credit Hours)

Semester III

EDTC 1311 Instructional Practices - Effective Learning Environments (3 Credit Hours)
SPCH 1318 Interpersonal Communications (3 Credit Hours)
PSYC 2319 Social Psychology (3 Credit Hours)
ENGL 1302 Freshman Composition II (3 Credit Hours)

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Northwest Vista College

Multimedia Specialist Certificate

The Multimedia Specialist program prepares students to work as Multimedia Authors, Web Page Designers, AudioVisual Specialists and Learning Center Technology Coordinators for schools, businesses and other institutions. The program provides students with hands-on exposure to all the technological tools that are used in the business and education worlds. The program's learning environment is intended for open-ended projects and collaborative work.

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TOTAL CREDIT HOURS REQUIRED: 35

Semester I

ENGL 1301 Freshman Composition I (3 Credit Hours)
ARTS 1311 Design I (3 Credit Hours)
IMED 1401 Introduction to Multimedia (4 Credit Hours)
MRKG 1311 Principles of Marketing
or
COMM 2327 Principles of Advertising (3 Credit Hours)

Semester II

IMED 1351 Digital Video (3 Credit Hours)
IMED 1343 Digital Sound (3 Credit Hours)
IMED 1316 Web Page Design I (3 Credit Hours)
IMED 1305 Multimedia Authoring I (3 Credit Hours)

Semester III

IMED 2313 Project Analysis and Design (3 Credit Hours)
IMED 2166 Multimedia Practicum (1 Credit Hour)
AND Select two courses from the following: (6 Credit Hours)

IMED 2305 Multimedia Authoring II
IMED 2309 Internet Commerce
IMED 2341 Advanced Digital Video
IMED 1391 Special Topics - 3D Animation

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Northwest Vista College

Network Administration Certificate

This Associate of Applied Science major is structured to prepare graduates for immediate and continuing employment opportunities as Network Administrators both in business and non-profit settings. Students will gain academic and technical training that prepares them for immediate employment as entry-level network administrators. Students will also have the additional benefit of Cisco training (Semesters 1-4), as preparation for certification as a Cisco Certified Network Associate.

The program centers on project-based learning in which students use Windows 2000/2003 Server/Professional, Splaris, and LINUX Red Hat operating systems. Students will be required to design, configure, and implement a network using appropriate hardware and software. Specifically, the major is designed to ensure a thorough knowledge of enterprise networking and includes extensive practice using contemporary technologies in the administration of these networks as it relates to information technology. Technical competencies include the design, configuration, implementation, and the administration of networked systems.

A prerequisite for entry into this program is the successful completion COSC 1301 or equivalent demonstrated competency.

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TOTAL CREDIT HOURS REQUIRED: 42

Semester I

ENGL 1301*Freshman Composition I (3 Credit Hours)
MATH 1314* College Algebra (3 Credit Hours)
ITNW 1325 Fundamentals of Networking Technologies (3 Credit Hours)
ITSC 1325 Personal Computer Hardware (3 Credit Hours)

Semester II

ITCC 1306 Basic Router Configuration: Cisco 2 (3 Credit Hours)
ITSC 1307 UNIX Operating System I (3 Credit Hours)
ITCC 1302* Local Area Networks Design and Protocols: Cisco 1 (3 Credit Hours)

Semester III

ITNW 1351** Fundamentals of Wireless LAN (3 Credit Hours)
ITCC 1342 Local Area Management (LAN): Cisco 3 (3 Credit Hours)
ITCC 1346 Wide Area Management (WAN): Cisco 4 (3 Credit Hours)

Semester IV

CPMT 2334**** Network Security: IOS Security and PIX Firewall - Cisco (3 Credit Hours)
ITSY 2300 Operating Systems Security (Linux Red Hat/Fedora Core) (3 Credit Hours)
ITNW 2164 Practicum - Business Systems Networking and Telecommunications (3 Credit Hours)
ITNW 2301* Administering Servers (3 Credit Hours)

*Prerequisite: ITNW 1325 or ITCC 1302

**Prerequisite: ITCC 1306

*General Core Requirement

***Prerequisite: ITCC 1346

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Northwest Vista College

Pharmacy Technology Certificate

The Pharmacy Technology program prepares students to serve as pharmacy technicians in both the community and hospital settings. Students receive academic and medical training and learn how to support pharmacists during patient consultations, counter dispensing operations, and prescription preparation. A certificate option is currently available, and an AAS degree is under development.

An interview with Pharmacy Technology Advisory Committee members must be successfully completed prior to full acceptance into the Pharmacy Technology program. Prior to acceptance into the program, PHRA 1301, PHRA 1209 and HITT 1305 may be taken. All other courses require previous approval and/or acceptance into the program. Northwest Vista College is accredited for pharmacy technician training by the American Society of Health-Systems Pharmacists (ASHP).

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TOTAL CREDIT HOURS REQUIRED: 41

(Pending Texas Coordinating Board Approval)

Semester I

PHRA 1301 Introduction to Pharmacy (3 Credit Hours)
PHRA 1209 Pharmaceutical Mathematics I (2 Credit Hours)
HITT 1305 Medical Terminology (3 Credit Hours)
PHRA 1205 Drug Classification (2 Credit Hours)
PHRA 1441 Pharmacy Drug Therapy & Treatment (4 Credit Hours)

Semester II

PHRA 1313 Community Pharmacy Practice (3 Credit Hours)
PHRA 1345 Intravenous Admixture/Compounding (3 Credit Hours)
PHRA 1349 Institutional Pharmacy Practice (3 Credit Hours)
COSC 1301 Introduction to Computer and Info. Systems (3 Credit Hours)
ENGL 1301 Freshman Composition I (3 Credit Hours)

Semester III

PHRA 1191 Special Topics in Pharmacy (1 Credit Hour)
PHRA 2164* Internship - Pharmacy Technician (2 Credit Hours)

Semester IV

PHRA 2165* Internship - Pharmacy Technician (3 Credit Hours)
PSYC 2301 Introduction to Psychology (3 Credit Hours)
SPCH 1311 Introduction to Speech Communication (3 Credit Hours)

* PHRA 2288 AND 2388 taken only after completion of all other PHT courses.

Northwest Vista College

Web/Database Programmer Certificate

The Web/Database Programmer program is designed to be an integration of two of today's market's most needed areas, web development and database development. Students will learn to design and develop web applications as the front-end and database systems as the back-end.

Students will learn to design and implement database systems using SQL, together with different Database Management Systems such as Oracle, SQLServer, and the open source system MySQL. Meanwhile, they will learn the different programming and scripting languages such as Java, Visual Basic, PHP, JSP, Perl, Javascript, ASP, etc, and web development tools such as DreamWeaver, ColdFusion, Flash, Microsoft FrontPage etc. to provide the interface for the database.

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TOTAL CREDIT HOURS REQUIRED: 38

Semester I

MATH 1314* College Algebra (3 Credit Hours)
ITSE 1302 Computer Programming (3 Credit Hours)
ITSE 1311 Web Page Programming (3 Credit Hours)
ITSW 1307 Introduction to Database Management Systems (3 Credit Hours)

Semester II

ITSE 2317 Java Programming (3 Credit Hours)
ITSE 2302 Intermediate Web Programming (3 Credit Hours)
ITSE 1331 Introduction to Visual Basic Programming (3 Credit Hours)

Semester III

INEW 2340 Object-Oriented Design (3 Credit Hours)
INEW 2334 Advanced Web Page Programming (3 Credit Hours)
ITSE 2309 Database Programming (3 Credit Hours)
ITSE 1392 Special Topics in Computer Programming (3 Credit Hours)

Semester IV

ITSE 2347 Advanced Database Programming (3 Credit Hours)
ITSE 2286 Internship - Computer Programming (2 Credit Hours)

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Northwest Vista College

Corporate and Community Development

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Continuing Education

Alternative Teacher Certification Program

The purpose of the program is to prepare an individual to successfully pass the TExES exams. It is necessary for the student to study pedagogy and content areas before teaching in Texas. In addition, the State Board for Educator Certification (SBEC) requires the individual to complete an internship before granting the Standard Teacher Certification. Northwest Vista College offers certification preparation in two special needs areas: Bilingual Generalist (Early Childhood - 4th grade, Spanish) and Special Education (Early Childhood - 12th Grade).

Requirements for Admission to Teacher Preparation Program

To be admitted to the NVC Teacher Education Program, an individual must:

1. Have a Bachelor's Degree (official transcripts required).
2. Have a minimum Grade Point Average (GPA) of 2.7. Any student who does not have a 2.7 cumulative GPA must obtain special permission for enrollment.
3. Complete 6-9 hours of freshman and sophomore English with no less than a 2.0 average and with no grade lower than a "C".
4. Pass all three sections of the Texas Higher Education Assessment (THEA), with a score of 260 or above on the Reading section, 240 or above on the Math, and 220 or above on Written Language. We do not accept exemptions for the THEA.
5. Have three written professional recommendations who are familiar with the applicant's work and can discuss his/her potential as a teacher.
6. Complete an interview with the Teacher Education Admissions and Review Committee. Call 348-2401 for more information.
7. If applicant's native language is not English, an official score on one of the following English proficiency exams is required: Michigan Test of English Language Proficiency with a Level 6 score, or Test of English as a Foreign Language (TOEFL) with a score of 400.
8. Submit a Teacher Education Program application for admission and fee (\$55 non-refundable).

Program Structure

Content Area

The content area curriculum will include current research and methodology. Faculty will provide the background in educational philosophy, theory, pedagogy, technology, education content, and best teaching practices to succeed in the classroom.

Pedagogy and Professional Responsibilities (PPR Curriculum)

1. Supportive Environment
2. Human Development/Human Diversity
3. How Learning Occurs/Student Motivation
4. Planning and Teaching the Lesson
5. Special Populations
6. Classroom Management
7. Authentic Assessment
8. Higher Order Thinking
9. Working with the School, Parents and Community
10. TExES preparation and practice

Internship- Individual completes one year as Teacher of Record with a school district in Texas.

TxBESS Mentoring Program- NVC provides coaching, modeling, and instruction to Teacher of Record during the Internship.

TExES Practice Workshops - NVC provides workshops to prepare student for PPR & Content Area exams.

Field Based Experiences (Student must complete 20 hours)

- Tutoring Early Childhood—12th grade students
- Classroom observations
- Practice teaching
- Substitute teaching
- Service learning projects

To ensure attainment, benchmarks demonstrating student mastery of these professional development standards, competencies, and proficiencies are built into the program. Written assessments, performance assessments, reflections, products of teaching, evaluations, and professional teaching portfolios comprise program elements.

Alternative Teacher Certification Courses

Pedagogy and Professional Responsibilities

- Designing Instruction
- Classroom Environment
- Implementation of Instruction and Assessment
- Professional Roles/Responsibilities

Special Education Content

- Understanding Individuals with Disabilities and Evaluating Needs
- Promoting Student Learning and Development
- Promoting Student Achievement (Language Arts, Reading, Math)
- Foundations, Professional Roles and Responsibilities

Bilingual Generalist Content

- Bilingual Education
- English Language Arts and Reading
- Fine Arts, Health, and Physical Education
- Mathematics
- Science
- Social Studies

Children's Enrichment

The Children's Enrichment Programs are designed to assist life-long learners by integrating creativity, hands-on/practical activities, interactive computer programs and movement in cooperative learning groups. The Northwest Vista College approach, Active Learning, will motivate children to continuously participate in courses such as: Reading Adventures, Math Mania, Spanish Language and Culture, Beginner's Violin, Guitar, Piano, Flute, Jazz, Modern Dance and KIDS Summer Jamboree.

Dance Academy

It is the goal of the Dance Academy at Northwest Vista College to provide holistic dance education to children and adults of all ages. By emphasizing individual achievement rather than competition, students are able to experience the full spectrum of dance and movement. The classroom environment is designed to nurture the creative expression of the student and provide a means of exercise for the body, mind, and spirit. As the Northwest Vista College facilities continue to expand, so will the course offerings. There are plans to create a complete developmental dance curriculum that will include beginner, intermediate, and advanced classes in ballet, jazz, creative movement, and modern and ballroom dance. Dance courses are available for students 6 years and up.

English as a Second Language (ESOL/COMG)

Northwest Vista College offers courses in Speaking/Listening, Grammar, Reading, and Writing for non-native speakers. Participation in the COMG 1000 courses will prepare students for better employment and U.S. citizenship testing. There are six progressive levels available for students who are developing their skills for American English proficiency. After completing level six of the program, students are mainstreamed directly into regular academic college courses. The Michigan Test is required for admission. Free Michigan testing is available in Student Success.

Native Landscaping

Are you interested in learning about landscape design using Texas native plants? Want to learn more about the insects in your garden? Whether you are a weekend gardener or work in the landscaping or nursery business, come and learn from the experts!

Northwest Vista College offers these courses:

- **Introduction to Xeriscaping:** Creating a Native Landscape
 - **Entomology:** Environmentally-Friendly Methods for Managing the Insects in Your Garden
 - **Gardening:** Admiring the Exotic, Treasuring the Native
 - **Landscaping and Grounds keeping**
-

Technology Programs

CompTIA Certifications

A+ Certification - Program Plan

The purpose of the program is to prepare an individual to successfully pass CompTIA's A+ Certification Exam. The series consists of 2 courses: **ITSC 1025 - PC Hardware** and **ITSC 1046 - Intro to PC Operating Systems**. A+ Certification also serves as the foundation (pre-requisite) for more advanced technical certifications. This program prepares students for a career in PC repair and troubleshooting. Students completing this series will be able to build, troubleshoot and repair personal computer systems.

ITSC 1025 - PC Hardware 48
 ITSC 1046 - Intro to PC Operating Systems 48
Total 96 Hours

Network + Certification - Program Plan

Network + students learn the fundamentals of Networking on any type of computer network. This course helps to prepare students for CompTIA's Network + exam. Prerequisites-Knowledge of Windows Operating Systems is recommended, A+ certification or equivalent knowledge and 18-24 months of general computer experience.

ITNW 1058- Special Topics- Network+ 48

Security+ – Program Plan

This course teaches the fundamentals of networking security. Students will learn independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP client. This course helps students prepare for CompTIA's Security + examination. This course is intended for an Information Technology professional who has networking and administrative skills in Windows-based TCP/IP networks and familiarity with other operating systems, such as NetWare, Macintosh, UNIX/ Linux, and OS2.

Prerequisites: CompTIA's A+ and Network + certifications or Equivalent knowledge and 6 months of experience in networking.

ITSY 2000- Special Topics- Security + 48

Electronics Technicians Association (ETA's) Certified Network System Technician (CNST)

This course teaches the fundamentals of networking security. Students will learn independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP client. This course is intended for an Information Technology professional who has networking and administrative skills in Windows-based TCP/ IP networks and familiarity with other operating systems, such as NetWare, Macintosh, UNIX/ Linux, and OS2. Prerequisites: CompTIA's A+ and Network + certifications or Equivalent knowledge and 6-9 months of experience in networking. ITMC 1001

Microsoft Networking Essentials 48 Hrs

ITNW 1054 Implement/Support Server 48 Hrs.

ITNW 1025 Fundamentals of Networking 48 Hrs.

Total: 144 hours

Microsoft Certifications

Microsoft Office Specialist (MOS) Certification Training Program Plan

These courses prepare students for the Microsoft Office Specialist Certification exams as well as provide skills in Microsoft Applications for personal or business use. Certification requires passing one or more certification exams in Microsoft Office (Word, Excel, PowerPoint, Access, Outlook, Project). The classes are offered in 8-16 hour formats to allow each person to begin at the appropriate level. Prerequisites- Knowledge of and experience with Windows Operating Systems. Requirements for Microsoft Office Specialist-Master to include all courses in Word, Excel and PowerPoint and choice of elective courses (either Access or Outlook)

Required for Master MOS certification

Microsoft Word

POFI 1024- Word Processing Applications I 8 hrs

POFI 1042- Word Processing Applications II 8 hrs

POFI 2037- Word Processing Applications III 8 hrs

Total: 24 hrs

Microsoft Excel

ITSW 1022-Introduction to Electronic Spreadsheets 8 hrs

ITSW 1046- Intermediate Electronic Spreadsheets 8 hrs

ITSW 2049- Advanced Electronic Spreadsheets 8 hrs

Total: 24 hrs

Microsoft PowerPoint

ITSW 1037 Introduction to Presentation Software 8 hrs

ITSW 2036 Advanced Presentation Software 8 hrs

Total: 16 hrs

Elective Choices for Master MOS Certification

Microsoft Outlook

ITSW 1021 Introduction to Integrated Productivity Programs 8 hrs

ITSW 1047 Intermediate Integrated Productivity Programs 8 hrs

ITSW 2048 Advanced Integrated Productivity Programs 8 hrs

Total: 24 hrs**Microsoft Access**

ITSW 1053 Introduction to Database/File Management 16 hrs

ITSW 1055 Intermediate Database/File Management 8 hrs

ITSW 2047 Advanced Database/ File Management 8 hrs

Total: 32 hrs**Master MOS Certification 88-96 hrs****Microsoft Project**

Students wishing to become proficient in Microsoft Project may take this course:

ITSC 1022 Computer Applications: Microsoft Project 16 Hrs.

Microsoft Certified Desktop Support Technician

MCDST candidates are required to pass two core exams. The Microsoft Certified Desktop Support Technician (MCDST) credential proves that you have the skills to successfully support end users and to successfully troubleshoot desktop environments running on the Microsoft Windows operating system. The two tests required are as follows: *Supporting Users and Troubleshooting a Microsoft Windows XP Operating System (Exam 70–271): Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System) Exam 70–272 .*

ITSC 2039: Computer Help Desk Specialist 48 hrs

ITSC 2035: Application Problem Solving 48 hrs

Microsoft Certified Systems Administrator (MCSA)

The MCSA program is designed to assist students in learning to become an MCSA. MCSA track totals **192 hours** . Microsoft Certified Systems Administrator (MCSA) candidates (Microsoft Windows Server™) track are required to satisfy the following requirements:

Core Exams/Courses

Microsoft Certified System Administrator (MCSA) Core

(Each Class Is 48 Hrs)

ITMC1019: Managing and Maintaining a Microsoft Windows Server 2003 Environment (Exam 70–290)

ITMC 1041:Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network (Exam70–291)

Infrastructure

ITMC 1058: Installing, Configuring, and Administering Microsoft Windows XP Professional (Exam 70–270)

MCSA Electives

Choice of one of the following:(Each class is 48 hrs)

ITMC 2008: Implementing and Supporting Microsoft Systems Management Server 2.0(Exam 70–086) ITMC 2055:

Installing, Configuring, and Administering Microsoft Internet Security and Acceleration (ISA)Server, Enterprise Edition (Exam 70-227)

ITMC 2003: Installing, Configuring, and Administering Microsoft SQL Server™ Enterprise Edition (Exam70-228)

ITMC 2004: Implementing and Managing Microsoft Exchange Server 2003(Exam 70-299)

ITSY 2033: Implementing and Administering Security in a Microsoft Windows Server Network (Exam 70-284)

Alternate Elective

CompTIA A+ and CompTIA Network+

Certificate In Microsoft® Certified Systems Engineer Preparation (MCSE)

The objective of the Certificate in Microsoft® Certified Systems Engineer (MCSE) Preparation is to increase job performance and productivity of current employees and job-seeking students who wish to work in the computer-networking field Students complete six courses totaling approximately **288 hours**. The Network Essential course can be satisfied through the Certified Network Systems Technician program. Students must pass at least six separate certification exams given by Microsoft to receive the MCSE designation.

Microsoft Certified System Engineer (MCSE) Core (Each course is 48 hrs and \$354)

ITMC 1019: Managing and Maintaining a Microsoft Windows Server Environment (Exam 70–290)

ITMC 1041:Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure (Exam 70–291)

ITMC 1042: Planning and Maintaining a MS Windows Server Network Infrastructure (Exam 70-293)

ITMC 1043: Planning, Implementing and Maintaining an MS Win Server Active Directory Infrastructure(Exam 70-294)

ITMC 1058: Installing, Configuring, and Administering Microsoft Windows XP Professional (Exam 70–270)

Choice of ONE Design Course Elective (Each are 48 hrs and \$354):

ITMC 2031: Designing an MS Win Server Active Directory and Network Infrastructure (Exam 70-297)

ITMC 2033: Designing Security for MS Windows Environment (Exam 70-298)

MCSE Electives- Choice of ONE of the following:

ITMC 2008: Implementing and Supporting Microsoft Systems Management (SMS) Server 2.0(Exam 70–086)

ITMC 2055: Installing, Configuring, and Administering Microsoft Internet Security and Acceleration (ISA) Server, Enterprise Edition (Exam 70-227)

ITMC 2003: Installing, Configuring, and Administering Microsoft SQL Server™ Enterprise Edition (Exam70-228)

ITMC 2004: Implementing and Managing Microsoft Exchange Server 2003(Exam 70-299)

ITSY 2033: Implementing and Administering Security in a Microsoft Windows Server Network (Exam 70-284)

Total 288 hrs

ORACLE Programs

Oracle Database Administrator

Students seeking to become an Oracle Database Administrator must complete two classes:

ITSE 1045: Introduction to Oracle SQL An introduction to the design and creation of relational databases using Oracle.

Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL). Write Structured Query Language (SQL) statements using Oracle; select and sort data; and produce reports with SQL*Plus; create and manage tables, which include constraints; create Views and other database objects.

ITSE 2054 Advanced Oracle PL/SQL- Retrieve data including SET operators, correlated subqueries, and hierarchical queries; write SQL scripts that generate other SQL scripts; and write and execute a script that generates a script of drop table commands and insert commands; create procedures and functions using; create a package to group together variables, cursors, exceptions, procedures, and functions; and invoke a package constraint.

ITSE 1045:Introduction to Oracle SQL 50 Hrs.

ITSE 2054:Advanced Oracle PL/SQL 50 Hrs.

Total: 100 hrs

Red Hat Programs

GNU for You! Introduction to Linux/Unix Environment

Class is ideal for beginners to understand the Linux operating system. Students learn commands, batch files, processing, KDE, GNU, X-Windows and much more. This course will examine open source software,multi-user concepts, terminal emulation, and basic unit commands.

ITNW 1010: Introduction to Unix//Linux GNU for you 16 hrs

Red Hat Technician Program

This series of courses is designed to assist students to become a Red Hat Technician. Students are required to take two courses:

ITNW 1091 RH 033 RHA RED HAT COMPUTING ESSENTIALS

UNIX History and Principles,GNU Project, FSF, and the GPL. Linux Origins and Benefits, Red Hat Offerings, Recommended Hardware Requirements, Logging in, Running Commands, Linux File Hierarchy Concepts, Current Working Directory, Changing Directories, Listing Directory Contents, The Home Directory, Absolute Pathnames, Relative Pathnames, File Names, Copying Files Renaming and Directories and Red Hat Graphical Environments. Course covers program shell and scripting.

ITNW 1091 RH 133 LINUX CORE SYSTEM ADMINISTRATION For users of Linux (or UNIX) who want to start building skills in systems administration on Red Hat Enterprise Linux. Students learn to attach and configure a workstation on an existing network.

ITNW 1091: RH033 Linux Red Hat Computing Essentials 64 Hrs

ITNW 1091: RH133 Linux Red Hat Core Administration 64 Hrs

Total 128 hrs

Unix Network Administration

This series covers management of the Apache Web server for maintaining web pages. Technical competencies include networking fundamentals, and introduction to UNIX, basic utility commands, shell scripting, building and editing configuration files, starting and stopping basic network services, managing users and groups, monitoring and analyzing network traffic, and network security concepts.

ITCC 2007: Fundamentals of Networking Technologies (UNIX) 64 hrs

ITSC1007: Unix I 64 hrs

ITSC2037: Unix II 64 hrs

Cisco Programs

Cisco Certified Network Associate (CCNA)

This certification meets employment standards for the Network Industry. Cisco Network Academies provide a board of skills from basic to advance Network concepts. This course is web-based instruction with hands-on training in computer labs. Students will learn conceptual and technical skills to design, install and operate, and maintain state-of-the-art computer networks. In the labs, students will build local and wide area networks that will comply to real world settings. CCNA certified professionals install, configure, and operate LAN, WAN, and dial access services for small network.

Cisco Academy

Northwest Vista College, your local Cisco Networking Academy, is offering Cisco Certified Networking Associate (CCNA) certification. This certification meets employment standards for the Networking Industry. Cisco Networking Academies provides a complete range of basic through advanced networking concepts using web based and lab instruction. Web-based instruction allows the student to learn the conceptual and technical skills needed to design, install, operate and maintain state-of-the-art computer networks. In the lab, students build local and wide area networks that will be used in real job settings. These skills can help graduates find careers in developing computer networks for academic institutions and major corporations. The Cisco Academy is an approved program for Veteran's benefits.

Course Descriptions

Cisco Term 1 ITCC 1002

CCNA1: Networking Basics

Networking Basics is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA 1 introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. While no previous knowledge of Cisco is required, class participants should have a basic knowledge of computer hardware or an A+ certification, Windows 2000 and the Internet.

Cisco Term 2 ITCC 1006

CCNA2: Routers and Routing Basics v3.0

Routers and Routing Basics is the second of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA 2 focuses on initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and access control list (ACLs). Students will develop skills on how to configure a router, manage Cisco IOS Software, configure routing protocols, and create access lists controlling access to the router.

Cisco Term 3 ITCC 1042

CCNA3: Switching Basics and Intermediate Routing

The course focuses on advanced IP addressing techniques (Variable Length Subnet Masking [VLSM]), intermediate routing protocols (RIP version 2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), and VLAN Trunking Protocol (VTP).

Cisco Term 4 ITCC 1044

CCNA4: WAN Technologies

WAN Technologies is the last of four courses leading to the Cisco Certified Network Associate (CCNA) certification. The 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 taking the CCNA Exam.

Cisco Certified Network Professional (CCNP) Upon completion of the CCNA program, students may continue with the CCNP program. The CISCO Certified Network Professional (CCNP) certificate provides students with advanced skills in LAN/WAN networking technologies with an emphasis on CISCO methodology. These courses will provide an in-depth study of theory and practical hands-on lab activities to prepare the student for the CCNP certification objectives. Topics include routing protocols, switching technology, remote access setup and maintenance, building multi-layer networks, and networking troubleshooting. Students are required to take the following 4courses:

ITCC 2032: CCNP 1 Advanced Routing 96 hrs

ITCC 2036: CCNP2 Remote Access 96 hrs

ITCC 2040: CCNP 3 Multilayer Switching 96 hrs

ITCC 2044: CCNP 4 Network Troubleshooting 96 hrs

Total: 384 hrs

Additional Cisco Courses/ Electives

The following courses are designed for the Cisco Associate or Professional seeking additional training .These classes focus on security and Telephony.

CPMT 2034: Virtual Private Network Security 48 Hrs.

CPMT 2034: Secure PIX 48 Hrs.

CPMT 2034: Basic IP/Telephony 48 Hrs.

CPMT 2034: IP/Telephony Trouble Shooting 48 Hrs

Convergent Technologies/ Telecommunications Technician

This course reviews fundamentals of telecommunications media, including terminology, rules and regulations, safety procedures, industry protocols, installation, connecting maintenance and troubleshooting. Students will acquire skills to read and interpret blueprints to determine wiring requirements; identify telecommunications system components; install, maintain and troubleshoot telecommunications media; discuss internal/external customer relationships; communicate technical information in a clear, precise and logical manner, and update customers on work progress to maintain customer satisfaction

and public relations.

ITNW 1092: Special Topics in Networking And Telecommunications/conv. tech. 48 hrs

Fiber Optic Cable Technician (CFOT)

Earn your CFOT certification or gain the skills to become a network technician for cable companies or save thousands of dollars wiring your home or business. Focus on installation, and repair of fiber optic communication systems including networks and peripherals. Topics include fiber optic technology, state-of-the-art networking systems, installation/repair of fiber optic systems, and testing equipment. CSIR 1091: Basic Certified Optics Technician 24 Hrs.

CSIR 1091: Advanced Optics Technician 16 Hrs.

Total: 40 hrs

Geographic Information Systems (GIS)

Gain the skills to use low end mapping software with a play school speak and spell to private and public sector. The dynamic Geographic Information System (GIS) Software Course provides fundamental training on planning and problem-solving, using the latest 8.3 version of GIS Arc View software. Students will learn to identify and use basic GIS concepts and terminology, how to collect and analyze spatial data, solve problems, produce maps, charts, tables, reports, design and create macros, and much more with the assistance of this software.

CRTG 1025: Beginning GIS 16 Hrs.

CRTG 2020: Intermediate GIS 32 Hrs.

CRTG 1001: Advanced GIS 48 Hrs.

Total: 96 Hours

Computer/Network Security and Forensics

Computer System Forensics consists of an in-depth study of system forensics including methodologies used for analysis of computer security breaches. Students gather and evaluate evidence to perform postmortem analysis of security breaches. Courses may be viewed as 2 separate groups. The first involves preventative security and the latter refers to damage control and forensics when a breach has occurred.

Computer/Network Security

ITSY1000: Fundamentals of Information Security 48 hrs

ITSY 2000: Operating System Security 48 hrs

ITSY 2001: Firewalls and Network Security 48 hrs

ITSY 2041: Security Management Practices 48 hrs

Total: 192

Computer System Forensics

ITSY 2001: Incident Response Handling 48 hrs

ITSY 2043: Computer System Forensics 48 hrs

Total 96 hrs

Homeland Security

Homeland Defense

HMSY 1001: America is a target for terrorists. Compares and contrasts various international terrorist groups and their ideologies. Examines and defines the various government agencies that are involved in the War on Terrorism. Examines Weapons of Mass Destruction issues.

HMSY 1031 : A study of the traditional philosophy of war before September 11, 2001, as well as present thoughts about war and methods of fighting. Includes the history of terrorism since World War II and how these events have shaped modern terrorism. Also covers terrorist incidents against American targets from 1979 (fall of Iran) to 1991 (Desert Storm), characteristics of terrorists, terrorist training manuals, and analyses of terrorist operations such as bombings, suicide bombings, ambushes, kidnappings, assassinations, and chemical attacks. Discussion will focus on facility protection, target value assessments, and threat vulnerability assessments.

HMSY 1034 : A study of terrorism threats and plans in the event of terrorist activity. Includes needs of children, the elderly, and pets, home and work disaster kits. Topics include recommendations by the American Red Cross and the Peninsula Emergency Preparedness Committee (PEP-C) for disaster planning.

HMSY 1001: Terrorism I 7 hrs

HMSY 1031: Terrorism and Facility Protection Operations 7 hrs

HMSY1034: Preparing for Terrorism and Disasters 7 hrs

OSHA Training

Occupational Safety and Health Standards for General Industry

This course emphasizes hazard identification, avoidance, control and prevention in the workplace. OSHA policies, procedures, and standards are covered. Upon completion of this course, a wallet card and certificate will be issued.
OSHT 1015: Occupational Safety and Health Standards for General Industry, 10 Hrs

Multimedia**Marketable Skills Awards/ Multimedia Courses****Marketable Skills Achievement Award—Internet Commerce**

The Marketable Skills Achievement Award program in Internet Commerce enables the participants to acquire knowledge and skills needed to be successful in the web development. This four-course program gives participants hands-on experience with the industries latest tools used in the creation of basic and dynamic web applications. IMED 1001 or equivalent competency and basic computer skills are required to enroll.

IMED 1016: Web Page Design I 48 hrs

IMED 2009: Internet Commerce 48 hrs

MRKG 1011: Principles of Marketing 48 hrs

IMED 2066: Multimedia Practicum 120 hrs

Total 264

Marketable Skills Achievement Award—Digital Video

The Marketable Skills Achievement Award program in Digital Video enables participants to acquire the knowledge and skills needed in the digital video production field. This program takes participants from basics through more advanced techniques. It concludes with a 120-hour practicum. Participants gain real-world experience as they interact with clients to produce videos. In addition, participants will have materials they can use in their portfolios. Emphasis will be on planning, storyboarding, shooting, editing, motion graphics production, location sound, and basic lighting. Cross-platform exporting/importing techniques will also be addressed. In addition, participants are to take either Digital Sound or Special Topics-3D, as per their interest. Completion of ITSC1001 or equivalent competency is required to enroll.

IMED 1051: Digital Video 64 hrs

IMED 2041: Advanced Digital Video 64 hrs

IMED 1043: Digital Sound **OR** 64 hrs

IMED 1091 Special Topics: 3D Animation 64 hrs

IMED 2066 Multimedia Practicum 120 hrs

Total: Approx. 312 hrs

Macromedia

This track will take you from beginning web design basic to web specialist skills. Students will learn how to organize a web site by producing a design document. Special attention will be applied to information architecture, navigation and site layout. Students are also introduced to technology issues such as appropriate file formats for media, HTML, CSS, JavaScript, Adobe Photoshop 7, Fireworks, and Dreamweaver. Students will export various graphic file formats, JavaScript and HTML. Students Macromedia Dreamweaver MX to create an easy to update website.

ITNW 1059.202: Web Planning Essentials 16 Hrs.

ITNW 1050.303: Web Layout Optimization 32 Hrs.

ITNW 1050.304: Web Content & Templates 32 Hrs.

Multimedia Courseware Development

Instruction in multimedia development employs an icon-based development tool. Topics include, interactivity, branching, navigation, and interface/ information design using industry standard authoring software.

IMED 1005: Multimedia Courseware Development I 64 hrs

IMED 2005: Multimedia Courseware Development II 64 hrs

Additional Multimedia Courses/Prerequisites:

Students may take the following courses to prepare them for more advanced multimedia courses **OR** to enhance multimedia knowledge. Intro to Multimedia- Students survey 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 is on conceptualizing and producing effective multimedia. This course includes introductions to Photoshop, Flash, Dreamweaver, Illustrator and Adobe Premiere.

IMED 1001: Intro to Multimedia 64 hrs

Additional Courses:

IMED 2013: Project Analysis and Design 64 hrs

IMED 1091: Advanced Non Linear Editing 64 hrs

Computer Programming

An introductory course in computer programming serves as the foundation for all 4 marketable skills certificates available at Northwest Vista College. This course emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Topics included language syntax, data and files structures, input/output devices, and files. Students will use structured programming techniques, develop correct executable programs, and create appropriate documentation. All Marketable Skills Achievement Awards in Programming begin with this course. Students interested in learning specific programming languages can select one of three independent Marketable Skills Achievement Awards.

Marketable Skills Achievement Awards- Programming

C++ Programming

ITSE 1002: Intro to Computer Programming 48 hrs
ITSE 1007: Introduction to Database Management Systems 48 hrs
ITSE 1011: Web Page Programming 48 hrs
ITSE 2071: Web Development Tools 48 hrs

Total 192 hrs

Java Programming

ITSE 1002: Introduction to Computer Programming 48 hrs
ITSE 2017: Java Programming 48 hrs
ITSE 2057: Advanced Object Oriented Programming 48 hrs

Total 144 hrs

Visual Basic

ITSE 1002: Intro to Computer Programming 48 hrs
ITSE 1031: Introduction to Visual Basic Programming 48 hrs
ITSE 2049: Advanced Visual Basic Programming 48 hrs

Total: 144 hrs.

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Northwest Vista College

Digital Video Marketable Skills Achievement Award

The Marketable Skills Achievement Award program in Digital Video enables participants to acquire the knowledge and skills needed in the fast growing, digital video production field. This four-course program will take participants from the basics through more advanced techniques and will conclude with a 120-hour practicum. In this practicum, participants will gain real-world experience as they interact with clients to produce videos for Northwest Vista College. In addition, participants will have materials they can use in their portfolios. Portfolios are necessary for those seeking employment in Digital Video.

Emphasis will be on planning, storyboarding, shooting, editing, motion graphics production, location sound, and basic lighting. Cross-platform exporting/importing techniques will also be addressed.

TOTAL CREDIT HOURS REQUIRED: 10

IMED 1351 Digital Video (3 Credit Hours)

IMED 2341 Advanced Digital Video (3 Credit Hours)

IMED 1343 Digital Sound

or IMED 1391 Special Topics in Educational Media Tech - 3D Animation (3 Credit Hours)

IMED 2166 Multimedia Practicum (1 Credit Hour)

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Northwest Vista College

Internet Commerce Marketable Skills Achievement Award

The Internet Commerce Marketable Skills Achievement Award program enables participants to acquire the sought after knowledge and skills needed to be successful in the world of web development. During this four-course program, participants will get hands-on experience with the industries' latest tools used in the creation of basic web designs to dynamic web applications, as well as exposure to marketing concepts related to the field of internet commerce.

TOTAL CREDIT HOURS REQUIRED: 10

IMED 1316 Web Page Design I (3 Credit Hours)
IMED 2309 Internet Commerce (3 Credit Hours)
MRKG 1311 Principles of Marketing (3 Credit Hours)
IMED 2166 Multimedia Practicum (1 Credit Hour)

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Northwest Vista College

Computer Programming Marketable Skills Achievement Awards

Students interested in learning a specific programming language can select from one of the three independent Marketable Skills Achievement Awards in JAVA, C++ or Visual Basic.Net programming. These awards prepare students to work as Computer Programmers in both commercial and non-profit settings. The programs provide students with hands-on experience developing software packages using the latest technology in the computer industry.

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Java Programming

TOTAL CREDIT HOURS REQUIRED: 9

ITSE 1302 Computer Programming (3 Credit Hours)

ITSE 2317 JAVA Programming (3 Credit Hours)

ITSE 2357 Advanced Object-Oriented Programming (3 Credit Hours)

C++ Programming

TOTAL CREDIT HOURS REQUIRED: 9

ITSE 1302 Computer Programming (3 Credit Hours)

ITSE 1307 Introduction to C++ Programming (3 Credit Hours)

ITSE 2331 Advanced C++ Programming (3 Credit Hours)

Visual Basic.NET Programming

TOTAL CREDIT HOURS REQUIRED: 9

ITSE 1302 Computer Programming (3 Credit Hours)

ITSE 1331 Introduction to Visual Basic Programming (3 Credit Hours)

ITSE 2349 Advanced Visual Basic Programming (3 Credit Hours)

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Northwest Vista College

Cisco Certified Network Associate Marketable Skills Achievement Award

CCNA Courses 1 through 4 of the Academy program, equivalent to 280 hours of instruction, provide students with a basic foundation in networking. Students who successfully complete this portion of the program are eligible to earn Cisco Certified Network Associate (CCNA) certification and will be awarded a Marketable Skills Achievement Award from Northwest Vista College. Students will learn to operate the router and switch IOS, configure DHCP, NAT, frame relay, and a host of other protocols in a simulated local area and wide area networked environment. Students will learn how to manage these local and wide area networks, using the latest WAN technologies.

TOTAL CREDIT HOURS: 12

ITCC 1302 Local Area Networks Design and Protocols: Cisco 1 (3 Credit Hours)

ITCC 1306 Basic Router Configuration: Cisco 2 (3 Credit Hours)

ITCC 1342 Local Area Management (LAN): Cisco 3 (3 Credit Hours)

ITCC 1346 Wide Area Management (WAN): Cisco 4 (3 Credit Hours)

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Northwest Vista College

Cisco Certified Network Professional Marketable Skills Achievement Award

CCNP 1 through 4 of the Academy program, also equivalent to 280 hours of instruction, are more advanced. Students learn about complex network configurations and how to diagnose and troubleshoot network problems. Students who successfully complete the advanced curriculum are eligible to earn Cisco Certified Network Professional (CCNP) certification and will be awarded a Marketable Skills Achievement Award from Northwest Vista College. These four courses of the curriculum will be taught at the Kelly ATC Center in San Antonio.

TOTAL CREDIT HOURS: 12

ITCC 2332 CCNP 5: Advanced Routing (3 Credit Hours)
ITCC 2336 CCNP 6: Remote Access (3 Credit Hours)
ITCC 2340 CCNP 7: Multilayer Switching (3 Credit Hours)
ITCC 2344 CCNP 8: Network Troubleshooting (3 Credit Hours)

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Northwest Vista College

Network Security, Wireless, and CISCO PIX Firewall Technician Marketable Skills Achievement Award

This Marketable Skills Achievement Award will teach students to design and implement security solutions and wireless networks that will reduce the risk of revenue loss and vulnerability. The courses will combine hands-on experience and instructor-led learning for students. There will be particular emphasis on Security policy design and management, firewall and secure router design, installation, and maintenance. Successful completion of the course will also prepare students for the COMPTIA Security+ examination.

TOTAL CREDIT HOURS REQUIRED: 9

ITNW 1351 Fundamentals of Wireless LANS (3 Credit Hours)
ITSY 2300 Operating Systems Security (3 Credit Hours)
CMPT 2334 Network Security: CISCO (3 Credit Hours)

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Northwest Vista College

LINUX and UNIX Systems Administration Marketable Skills Achievement Award

Students will learn to setup, configure, maintain, and manage Linux and UNIX-based networks. Upon completion of study, students will learn how to operate from the command-line environment on a Linux or UNIX platform and manage and administer networks utilizing Linux networked operating system. Students will learn to configure the Apache Web Server, share files utilizing NFS, setup and support Windows clients with SAMBA, and provide DNS and DHCP services with Linux. Students will also learn to create IPTABLES to provide firewall services on the Linux server/workstation level.

TOTAL CREDIT HOURS: 9

ITNW 1325 Fundamentals of Networking Technologies (3 Credit Hours)
ITSC 1307 UNIX Operating System I (3 Credit Hours)
ITSY 2300 Operating Systems Security (3 Credit Hours)

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Northwest Vista College

Arts and Sciences

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Associate of Arts

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- [Criminal Justice](#)
- [New Media Communication](#)
- [Music Technology](#)
- [Information Systems](#)
- [International Studies](#)
- [Teaching](#)

Associate of Science

- [Computer Science](#)
 - [Engineering](#)
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Programs in the Arts and Sciences are designed to assist students in developing their analytical reasoning ability, their communication and human relations skills, and their perception of the world with all its intricate beauty and its complex problems. Faculty and staff strive to provide an educational environment which is stimulating academically and which offers students opportunities to grow as individuals and as responsible citizens and to realize their personal goals.

Courses are designed as part of a logical, competency-based curriculum. A 46-hour core, transferable to any Texas public bachelor degree granting institution, is the basis for a general education that prepares students for success in higher-level courses. Northwest Vista College faculty have identified core competencies (ASK) that should be met through the core requirements.

The Attitudes, Skills, and Knowledge Competencies addressed by the faculty are:

Attitudes

- Behave with integrity and practice personal and social responsibility
- Value lifelong learning and wellness
- Accept change, nuance, and uncertainty

- Value diversity and differences in people

Skills

- Communicate effectively (visual, verbal, written and listening)
- Cooperate and collaborate effectively
- Think critically and creatively
- Use technology appropriately and effectively
- Set goals and assess progress

Knowledge

- Understand various ways of knowing, and how individual disciplines investigate and interpret the world
- Understand the American Experience and its place in an interdependent world

The faculty is committed to excellence in teaching and to flexibility in instructional approaches. The faculty makes every effort to explain clearly course objectives and grading standards, to keep abreast of current research and practice, and to assist students in achieving maximum potential.

Students may seek either an Associate of Arts or an Associate of Science degree. Core curriculum requirements vary slightly. The programs can be completed in two years provided the student enrolls full-time. Students requiring additional pre-college level course work will need additional time to complete the degree. Students attending part-time will also require more than two years for completion.

Faculty advisors and Student Success Advisors are available to assist students in career counseling, selecting a field of study, and meeting degree requirements. Students who plan to attend a senior college or university in pursuit of a bachelor's degree should consult the catalog or with a representative of the senior institution for their specific course requirements. Student Success Advisors can guide students with transfer questions.

ASSOCIATE OF ARTS / ASSOCIATE OF SCIENCE*

Degree Requirements

(46-Hour Core)

- **Communication** (Semester Credit Hours: 9)
ENGL 1301 Freshman Comp I
ENGL 1302 Freshman CompII
SPCH 1311 Intro to Speech Comm**
- **Mathematics** (Semester Credit Hours: 3)
Select one from Mathematics [core listing](#).
- **Natural Sciences** (Semester Credit Hours: 6)
BIOL, CHEM, GEOL, PHYS
Select courses from Natural Sciences [core listing](#).
Courses with labs (4-hour courses) are encouraged.
- **Humanities and Visual/Performing Arts** (Semester Credit Hours: 9)
Select 3 hours from Visual/Performing Arts [core listing](#).
Select 3 hours from Humanities [core listing](#).
Select 3 hours from Literature [core listing](#).
- **Social and Behavioral Sciences** (Semester Credit Hours: 15)
US History:
HIST 1301 History of the US I
HIST 1302 History of the US II
Political Science***
GOVT 2305 Federal Government
GOVT 2306 Texas Government
Select 3 hours from Social & Behavioral Science [core listing](#).

- **Computer Literacy** (Semester Credit Hours: 3)
COSC 1301 or higher level computer course--
may include IMED, ITNW, ITSE, ITSC, ITCC, ITSY
- **Physical Education** (Semester Credit Hours: 1-2)
- **Electives** (Semester Credit Hours: 12-15)

TOTAL CREDIT HOURS 60-62

Courses selected for BA or BS degrees vary with individual senior colleges and universities. A course may be used only once to fulfill degree requirements. Areas of concentration for the AA or AS degree in Business Administration, Criminal Justice, Engineering, New Media Communications, Music, Interdisciplinary Studies and International Studies are included in the catalog. Select the general AA or AS degree above or one of the specific degree plans that follow.

*For the Associate of Science degree, at least 9 hours of electives must be from math, science, or computer science.

** OR SPCH 1315 Public Speaking, or SPCH 1321 Business and Professional Speaking (check with senior institution for requirement for specific major)

*** Students who have completed a GOVT class should check with Student Success or appropriate course to satisfy requirements.

Note: Students may earn either a general AA/AS degree or may select a specialized AA/AS degree. Students earning more than one Associate of Arts/Associate of Science degree are required to use different electives for each degree.

Requirements for 2+2 Transfer Programs

Student Success maintains current 2+2 Transfer agreements. If a student follows the curriculum identified in the 2+2 agreements, there will be no loss of credit in transferring course work from Northwest Vista College to the senior institution. If a student completes the entire first two years of any such 2+2 program with a minimum of 60 applicable degree hours, he or she will have satisfied requirements for an applicable Associate of Arts or Associate of Science transfer degree. These hours of credit must include 15 hours in core curriculum areas as required by the Southern Association of Colleges and Schools which must include at least one course each in the following areas: humanities/fine arts; social/behavioral sciences; natural science and mathematics. The hours must also include the courses required by the Texas Higher Education Act as set forth in Subchapter F, sections 51.301 and 51.302 (six semester hours in United States/Texas government and six semester hours in United States/Texas history).

Students must also have demonstrated competency in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers, as required by the Southern Association of Colleges and Schools. Students should consult Student Success for specific information. NVC's 2+2 transfer agreement with other institutions are on file in Student Success.

Core Curriculum Course Selection List

The core curriculum for the Associate of Arts and the Associate of Science degrees at Northwest Vista College represents a common experience in academic foundations and provides a basis for transferability not only within the Alamo Community College District but also among other Texas colleges/universities. The competency-based core aids in the development of academically capable and knowledgeable students whose basic intellectual skills include reading, writing, speaking and critical thinking.

The forty-six hours of core courses for the Associate in Arts and for Associate in Science degrees reflect the eight core

elements required by the Texas Higher Education Coordinating Board.

Speech

Verify requirement for specific major at college or university to which you plan to transfer.
SPCH 1311, SPCH 1315, SPCH 1321

Mathematics

MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1332*, MATH 1348, MATH 1442, MATH 2318, MATH 2320, MATH 2412, MATH 2413, MATH 2414, MATH 2415 (*AA Students may select.)

Natural Sciences

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.

BIOL 1306, BIOL 1307, BIOL 1308, BIOL 1309, BIOL 1322, BIOL 1406, BIOL 1407, BIOL 1411, BIOL 1413, BIOL 2306, BIOL 2401, BIOL 2402, BIOL 2404,
BIOL 2421, CHEM 1105/1305, CHEM 1107/1307, CHEM 1111/1311 CHEM 1112/1312
CHEM 2223/2323, CHEM 2225/2325
GEOG 1301,
GEOL 1345, GEOL 1346, GEOL 1403, GEOL 1404, GEOL 1405,
PHYS 1101/1301, PHYS 1102/1302, PHYS 1105/1305, PHYS 1107/1307,
PHYS 2425, PHYS 2426

Visual/Performing Arts

ARTS 1301, ARTS 1311, ARTS 1316, ARTS 2316, ARTS 2326, ARTS 2333,
ARTS 2346, ARTS 2356
DRAM 1310, DRAM 2366
DANC 2303
MUSI 1301, MUSI 1306

Humanities

ARTS 1303, ARTS 1304
FREN 2312
HIST 2301, HIST 2311, HIST 2312, HIST 2321, HIST 2322, HIST 2323,
HIST 2380, HIST 2381
HUMA 1301, HUMA 1302, HUMA 1315, HUMA 2319, HUMA 2323
IDST 2372, IDST 2373, IDST 2374, IDST 2375
LATI 1311, LATI 1312, LATI 2311, LATI 2312
MUSI 1310
PHIL 1301, PHIL 1304, PHIL 2303, PHIL 2306, PHIL 2307
SPAN 2312, SPAN 2323
ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333,
ENGL 2341, ENGL 2370, ENGL 2373

Social and Behavioral Science

ANTH 2301, ANTH 2302, ANTH 2346, ANTH 2351
CRIJ 1301
ECON 2301, ECON 2302
GEOG 1301, GEOG 1302, GEOG 1303
IDST 2370, IDST 2371
PSYC 2301, PSYC 2303, PSYC 2306, PSYC 2314, PSYC 2316, PSYC 2319,
PSYC 2317, PSYC 2340, PSYC 2370, PSYC 2371
SOC 1301, SOCI 1306, SOCI 1370, SOCI 2301, SOCI 2319

Literature

ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333,
ENGL 2341, ENGL 2370, ENGL 2373, IDST 2374, IDST 2375

Computer Literacy

COSC 1301 or higher level computer course (may include IMED, ITNW, ITSE, ITSC, ITCC, ITSY, ENGR 2304)

Physical Education

Any KINE or PHED course of 1 or more hours

* Applicable only to AAS degrees

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Northwest Vista College

Business Administration Associate of Arts*

The Associate of Arts in Business Administration provides instruction in basic business administration skills. Students in this program will use computers and learn the computer skills and software applications necessary to be successful in future coursework and in the real world business environment. The program fosters an openness and acceptance of differences in cultures and business practices. Business projects may have an international focus.

This program of study will prepare graduates for entry-level employment positions such as: managers, assistant managers, supervisors, and other related administrative jobs.

This program of study will prepare graduates for transfer to 4-year degree programs. This course work will prepare students academically and professionally while developing the social and economic attitudes essential for an entry-level business administration position in today's economic environment and transfer to 4-year degree programs.

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46-Hour Core** plus:

Communication (9 Credit Hours)

ENGL 1301 Freshman Composition I
ENGL 1302 Freshman Composition II
SPCH 1321** Business and Professional Speaking

Mathematics (3-6 Credit Hours)

MATH 1314 College Algebra
MATH 1325 Calculus for Business
All Students must complete MATH 1325
Note: Check with Business Academic Leader if transfer institution has different math requirements.

Natural Sciences (6 Credit Hours)

BIOL, CHEM, GEOL, PHYS
Select courses from Natural Sciences** [core listing](#).
Courses with labs (4-hour courses) are encouraged.

Humanities and Visual/Performing Arts (9 Credit Hours)

Select 3 hours from Visual/Performing Arts** [core listing](#).
Select 3 hours from Humanities** [core listing](#).
Select 3 hours from Literature** [core listing](#).

Social and Behavioral Science (15 Credit Hours)

US HISTORY

HIST 1301 History of the U.S. I

HIST 1302 History of the U.S. II

Political Science**

GOVT 2305 Federal Government

GOVT 2306 State Government

Social/Behavioral Sciences

ECON 2301 Macroeconomics

Computer Literacy (3 Credit Hours)

BCIS 1305 Business Computer Applications

OR

COSC 1301 Introduction to Computer & Information Systems

Physical Education (1-2 Credit Hours)**

Select 1 or 2 hours from Physical Education/Kinesiology core listing.

Additional Courses (12 Credit Hours)

ACCT 2301 Principles of Accounting I

ACCT 2302 Principles of Accounting II

ECON 2302 Microeconomics

Select 1 course from the following list (3-4 Credit Hours)

MATH 1442, ENGL 2311, Foreign Language***

or requirements at transfer institution

TOTAL CREDIT HOURS 61-63

***NOTE:** Check with the four-year university to which you plan to transfer to ensure that courses taken at Northwest Vista College are the courses that will apply to the appropriate degree.

**Students who have completed a GOVT class should check with [Student Success](#) for appropriate course to satisfy requirements.

*** It is recommended that international business majors select at least 2 semesters of a foreign language.

Select courses from the [core curriculum course selection list](#) when specific courses are not listed.

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Northwest Vista College

Criminal Justice Associate of Arts*

The Associate of Arts in Criminal Justice is designed to provide students with a basic foundation in legal studies. Students will gain a broad understanding of the historical and philosophical basis of criminal law as well as the substantive and procedural aspects. The field of study curriculum, as listed in the additional requirements, has been approved by the Texas Higher Education Coordinating Board. Upon successful completion of the program, students may use this Associate of Arts degree to satisfy the first two years of any criminal justice bachelor's degree program in Texas Public Universities.

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46-Hour Core**

Communication (9 Credit Hours)

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ENGL 1302 Freshman Composition II
SPCH 1311** Introduction to Speech Communication

Mathematics** (3 Credit Hours)

Natural Sciences** (6 Credit Hours)

Humanities and Visual/Performing Arts (9 Credit Hours)

Select 3 hours from Visual/Performing Arts** [core listing](#).
Select 3 hours from Humanities** [core listing](#).
Select 3 hours from Literature** [core listing](#).

Social and Behavioral Science** (15 Credit Hours)

Computer Literacy** (3 Credit Hours)

Physical Education** (1-2 Credit Hours)

Additional Requirements (15 Credit Hours)

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

TOTAL CREDIT HOURS 61-62

***NOTE:** Check with the four-year university to which you plan to transfer to ensure that courses taken at Northwest Vista College are the courses that will apply to the appropriate degree.

** Select courses from the [core curriculum course selection list](#) when specific courses are not listed.

*** It is recommended that international business majors select at least 2 semesters of a foreign language.

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Northwest Vista College

New Media Communications Associate of Arts*

The Associate of Arts in New Media Communications is designed for students pursuing careers in broadcasting, public relations, web publishing and the rapidly changing field of new media. Students gain both an understanding of the function and importance of mass media in the business world and American society. The program provides students with hands-on exposure to all the technological tools that are used in the business and education worlds.

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46-Hour Core**

Communication (9 Credit Hours)

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ENGL 1302 Freshman Composition II
SPCH 1311** Introduction to Speech Communication

Math (3 Credit Hours)**

Natural Sciences (6 Credit Hours)**

Humanities and Visual/Performing Arts (9 Credit Hours)

ARTS 1311 Design I
HUMA 1301 Intro to Humanities I
ENGL 2341 Forms of Literature (Film)

Computer Literacy (3 Credit Hours)**

COSC 1301 or higher level computer course - may include IMED,
ITNW, ITSE, ITSC, ITCC

Social and Behavioral Sciences (15 Credit Hours)

US History
HIST 1301 History of the U.S.
HIST 1302 History of the U.S. II
Political Science
GOVT 2305 Federal Government
GOVT 2306 Texas Government
Social/Behavioral Sciences (3 hours) **

Physical Education (1-2 Credit Hours)**

Additional Requirements

IMED 1401 Introduction to Multimedia (4 Credit Hours)

IMED 1343 Digital Sound (3 Credit Hours)

IMED 1351 Digital Video (3 Credit Hours)

COMM 1307 Intro to Mass Communication (3 Credit Hours)

Select one from the following:

COMM 2311 Newsgathering and Writing I (3 Credit Hours)

COMM 2327 Principles of Advertising (3 Credit Hours)

COMM 2339 Writing for Radio, TV, and Film (3 Credit Hours)

TOTAL CREDIT HOURS 62-63

***NOTE:** Check with the four-year university to which you plan to transfer to ensure that courses taken at Northwest Vista College are the courses that will apply to the appropriate degree.

** Select courses from the [core curriculum course selection list](#) when specific courses are not listed.

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Northwest Vista College

Music Technology Associate of Arts*

This program is designed to prepare vocal or instrumental students with additional skills in computer music and recording technology. Training is provided in current music software and digital sound. Students will acquire the skills necessary to use sequencers, sampling devices and other digital media as a composition, production, arranging and recording tool. Students will also learn to compose and arrange music for corporate video, television, and film.

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46-Hour Core**

Communication (9 Credit Hours)

ENGL 1301 Freshman Composition I
ENGL 1302 Freshman Composition II
SPCH Choose one of the following: SPCH 1311, 1315, 1321

Mathematics (3 Credit Hours)**

Natural Sciences (6 Credit Hours)**

Humanities and Visual/Performing Arts (9 Credit Hours)

Visual/Performing Arts
MUSI 1306 Music Appreciation
Humanities
MUSI 1310 American Music
Literature
Recommended: ENGL 2341 Forms of Literature (Film)

Computer Literacy (3 Credit Hours)

COSC 1301 - Introduction to Computer and Information Systems or higher level computer course - may include IMED, ITNW, or ITSE

Social and Behavioral Sciences (15 Credit Hours)

US History
HIST 1301 History of the U.S.
HIST 1302 History of the U.S. II
Political Science
GOVT 2305 Federal Government
GOVT 2306 Texas Government
Social/Behavioral Sciences (3 hours) **

Physical Education (1-2 Credit Hours)**Additional Requirements (20 Credit Hours)**

MUSI 1211 - Theory of Music I
MUSI 1212 - Theory of Music II
MUSI 1216 - Ear Training I
MUSI 1217 - Ear Training II
MUSI 1390 - Electronic Music I
MUSI 1391 - Electronic Music II
IMED 1343 - Digital Sound
MUAP 11XX - Applied Music (three semesters)

TOTAL CREDIT HOURS 66-67

***NOTE:** Check with the four-year university to which you plan to transfer to ensure that courses taken at Northwest Vista College are the courses that will apply to the appropriate degree.

** Select courses from the [core curriculum course selection list](#) when specific courses are not listed.

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Northwest Vista College

Information Systems Associate of Arts*

This program is designed to prepare students for careers designing, managing and re-engineering information systems in corporations and public agencies. The curriculum includes the basic coursework for transfer to a major university for that student who wishes to major in Information Systems. In addition to stressing problem solving skills, the content of this program's courses is designed to strengthen the students' written, oral, and interpersonal communication skills that are critical to success in the information systems field.

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46-Hour Core**

Communication (9 Credit Hours)

ENGL 1301 Freshman Composition I
ENGL 1302 Freshman Composition II
Select 3 credit hours from Speech core listing.

Mathematics (6 Credit Hours)

MATH 1314 College Algebra
MATH 1325 Calculus for Business

Natural Sciences (6-8 Credit Hours)

BIOL, CHEM, GEOL, PHYS
Select courses from Natural Sciences** [core listing](#).
Courses with labs (4-hour courses) are encouraged.

Humanities and Visual/Performing Arts (9 Credit Hours)**

Select 3 hours from Visual/Performing Arts core listing.
Select 3 hours from Humanities core listing.
Select 3 hours from Literature core listing.

Social and Behavioral Sciences (15 Credit Hours)**

US History (6 Credit Hours):

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

Political Science (9 Credit Hours):

GOVT 2305 Federal Government
GOVT 2306 Texas Government
Select 3 hours from the Social and Behavioral Science core listing.

Computer Literacy (3 Credit Hours) **

COSC 1301 or higher level computer course
(May include IMED, ITNW, ITSE, ITSC, ITCC, ITSY, ENGR 2304)

Physical Education (1-2 Credit Hours) **

Select 1 or 2 hours from Physical Education core list.

Additional Requirements:

ACCT 2302 Principles of Accounting II
ECON 2302 Macroeconomics
COSC 1315 Fundamentals of Programming
COSC 1336 Programing Fundamentals I

TOTAL CREDIT HOURS 64-65

***NOTE:** Check with the four-year university to which you plan to transfer to ensure that courses taken at Northwest Vista College are the courses that will apply to the appropriate degree.

** Select courses from the [core curriculum course selection list](#) when specific courses are not listed.

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Northwest Vista College

International Studies Associate of Arts*

At no other time in history have nations and peoples of the world come to rely upon one another more than today. Our social, political and economic futures are connected to form an interdependent international web. Northwest Vista College recognizes the challenges of life on a global scale and has designed courses to assist our students and community in expanding their worldview. Whether your immediate goal is a four-year education, entry into the workplace, or if you simply have an interest in other peoples, places, and languages, Northwest Vista College offers a variety of courses that will prepare you for the future in a growing global context.

Contact [Sandra Uribe](#) at 348-2312 for further information.

Students have two options:

1. Students that successfully complete three or more courses that have been designated "International" will receive a special Certificate of Recognition from the college.
2. Students may choose an Associate's Degree program in International Studies or International Business.

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46-Hour Core**

Communication (9 Credit Hours)

ENGL 1301 Freshman Composition I (required)
ENGL 1302 Freshman Composition II (required)
SPCH 1311 Introduction to Speech Communication
or SPCH 1315 Public Speaking
or SPCH 1321 Business and Professional Speaking

Math (3 Credit Hours)**

Natural Sciences (6 Credit Hours) **

Humanities and Visual/Performing Arts (9 Credit Hours)**

Social and Behavioral Sciences (15 Credit Hours)

US History
HIST 1301 History of the U.S.
HIST 1302 History of the U.S. II
Political Science
GOVT 2305 Federal Government
GOVT 2306 Texas Government
Social/Behavioral Sciences (3 hours) **

Computer Literacy (3 Credit Hours) **

COSC 1301 or higher level computer course

Modern languages (6 Credit Hours - required)

Humanities 1301 Introduction to International Studies (Required)

HUMA 1302 World Cultures (recommended)

IDST 2372/HIST 2321 World Civilizations I

IDST 2373/HIST 2322 World Civilizations II

HIST 2323 World Cultures

PHIL 1304 World Religions

ARTS 1303/1304 Art History Survey

MUSI 1370 Music Appreciation

ENGL 2332/2333 World Literature I or II

Social Science Electives (9 Credit Hours)

Select 3 courses from this list:

SOCI 1301 Introduction to Sociology

SOCI 1306 Contemporary Social Problems

ECON 2301 Macroeconomics

ECON 2302 Microeconomics

ANTH 2351 Cultural Anthropology

GEOG 1301 Geography of the World

Note: Capstone required for students seeking a terminal degree

Physical Education (1-2 Credit Hours) ****TOTAL CREDIT HOURS 61-62**

***NOTE:** Check with the four-year university to which you plan to transfer to ensure that courses taken at Northwest Vista College are the courses that will apply to the appropriate degree.

** Select courses from the [core curriculum course selection list](#) when specific courses are not listed.

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Northwest Vista College

Associate of Arts* In Teaching

The Associate of Arts in Teaching is designed for students pursuing certification in Early Childhood (EC)-4, 4-8, EC-12, 8-12, and Other EC-12. Early Childhood Degree Specialization is not offered. Students in the program will gain an understanding of curriculum & instruction and teaching to special populations. A field experience is also a requirement of this program.

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46-Hour Core**

Communication (9 Credit Hours)

ENGL 1301 Freshman Composition I
ENGL 1302 Freshman Composition II

SPCH 2341 Oral Interpretation Recommended
or one of the following:
SPCH 1311 Introduction to Speech Communication
SPCH 1315 Public Speaking
SPCH 1321 Business and Professional Speaking

Math (3 Credit Hours)

MATH 1314 College Algebra

Natural Sciences (6 Credit Hours)*

Humanities and Visual/Performing Arts (9 Credit Hours)

IDST 2372 or IDST 2373 World Civilizations
IDST 2374 or IDST 2375 World Literature
Select 3 credit hours from Visual/Performing Arts**

Social and Behavioral Sciences (15 Credit Hours)

US History
HIST 1301 History of the U.S. I
HIST 1302 History of the U.S. II
Political Science
GOVT 2305 American Government I
GOVT 2306 American Government II
Social/Behavioral Sciences
IDST 2370 Individual, Family, and Community
or IDST 2371 Society and Social Issues
or IDST 2377 Modes of Inquiry

Computer Literacy (3 Credit Hours)

COSC 1301, or higher lever computer course

Physical Education (1 Credit Hour)

Additional Requirements for EC-4, 4-8, and EC-12

MATH 1350 & 1351 - Fundamentals or Math for Teachers (6 credit hours)
EDUC 1301 - Intro to the Teaching Profession (requires lab) (3 credit hours)
(formerly IDST 1301 Schools and Society)
EDUC 2301 Special Populations (requires lab) (3 credit hours)
Natural Sciences (8 credit hours)

TOTAL CREDIT HOURS 66

Additional Requirements for 8-12 and Other EC-12

EDUC 1301 - Intro to the Teaching Profession (requires lab) (3 credit hours)
(formerly IDST 1301 Schools and Society)
EDUC 2301 - Special Populations (requires lab) (3 credit hours)
Content area teaching fields/academic discipline (12 credit hours)

TOTAL CREDIT HOURS 64

***NOTE:** Check with the four-year university to which you plan to transfer to ensure that courses taken at Northwest Vista College are the courses that will apply to the appropriate degree.

** Select courses from the [core curriculum course selection list](#) when specific courses are not listed.

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Northwest Vista College

Computer Science Associate of Science

This Associate of Science degree prepares students for entry-level positions as software developers. The program provides students with hands-on experience developing software applications to learn the skills necessary for success in the computer industry.

This major also provides a foundation for transfer into a 4-year computer science program. The program includes courses from the field of study curriculum for computer science that has been approved by the Texas Higher Education Coordinating Board.

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TOTAL CREDIT HOURS REQUIRED: 66-67

[46-Hour Core](#) Plus:

Communication (9 Credit Hours)

ENGL 1301 Freshman Composition I

ENGL 1302 Freshman Composition II

Select 3 hours from Speech** [core listing](#).

Mathematics (12 Credit Hours)

MATH 2413 Calculus I

MATH 2414 Calculus II

MATH 2415 Calculus III

Natural Sciences (8 Credit Hours)

BIOL, CHEM, GEOL, PHYS

Select courses from Natural Sciences** [core listing](#). Some universities have specific requirements, please check with the university you plan to which you plan to transfer.

PHYS 2425 and PHYS 2426 are part of the field of study curriculum for computer science.

Humanities and Visual/Performing Arts (9 Credit Hours)

Select 3 hours from Visual/Performing Arts** [core listing](#).

Select 3 hours from Humanities** [core listing](#).

Select 3 hours from Literature** [core listing](#).

Social/Behavioral Sciences (15 Credit Hours)

US History

HIST 1301 History of the U.S. I

HIST 1302 History of the U.S. II

Political Science

GOVT 2305 Federal Government

GOVT 2306 Texas Government

Select 3 hours from Social/Behavioral Sciences** [core listing](#).

Computer Literacy (3 Credit Hours)

COSC 1315 Fundamentals of Programming

Physical Education** (1-2 Credit Hours)

Select 1 or 2 hours from Physical Education ** [core listing](#).

Additional Requirements (9 Credit Hours)

COSC 1336 Programming Fundamentals I

COSC 1337 Programming Fundamentals II

COSC 2336 Programming Fundamentals III

* **NOTE:** Check with the four-year university to which you plan to transfer to ensure that courses taken at Northwest Vista College are the courses that will apply to the appropriate degree.

** Select courses from the [core curriculum course selection list](#) when specific courses are not listed.

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Northwest Vista College

Engineering Associate of Science*

The Associate of Science in Engineering is designed to provide students with the skills needed for success in a four-year engineering program. Students will study core subjects required for transfer to a university engineering program. Certain elements of the degree plan will vary depending on the engineering field of specialization that the student chooses. Students also will learn to apply science and mathematics to solve open-ended engineering problems and incorporate the use of computers to help solve, organize and present solutions to various engineering problems.

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Communication (9 Credit Hours)

ENGL 1301 Freshman Composition I
ENGL 1302 Freshman Composition II
SPCH **

Mathematics (8 Credit Hours)

MATH 2413 Calculus I
MATH 2414 Calculus II

Natural Sciences (12 Credit Hours)

Select any 3 courses combinations in the following list:

PHYS 1101/1301 General Physics I + lab
PHYS 1102/1302 General Physics II + lab
PHYS 2425 University Physics I
PHYS 2426 University Physics II
CHEM 1111/1311 General Chemistry I + lab
CHEM 1112/1312 General Chemistry II + lab
BIOL 1406 General Biology I
BIOL 1407 General Biology II

Humanities and Visual/Performing Arts (9 Credit Hours)

Select 3 hours from Visual/Performing Arts** core listing.
Select 3 hours from Humanities** core listing.
Select 3 hours from Literature** core listing.

Social/Behavioral Sciences (15 Credit Hours)

US History
HIST 1301 History of the U.S.
HIST 1302 History of the U.S. II

Political Science
GOVT 2305 Federal Government
GOVT 2306 Texas Government
Social/Behavioral Sciences (3 hours) **

Computer Literacy (3 Credit Hours)

COSC 1301 Introduction to Computer & Information Systems
or
ENGR 2304 Computer Programming with Engineering Applications

Physical Education (1-2 Credit Hours)**

Additional Requirements (7-8 Credit Hours)

ENGR 1201 Introduction to Engineering
ENGR 2302 Engineering Mechanics: Dynamics
ENGR 2301 Engineering Mechanics I: Statics
or
ENGR 1201 Introduction to Engineering

TOTAL CREDIT HOURS 64-66

***NOTE:** Check with the four-year university to which you plan to transfer to ensure that courses taken at Northwest Vista College are the courses that will apply to the appropriate degree.

** Select courses from the [core curriculum course selection list](#) when specific courses are not listed.

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Accounting (ACCT)

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2301 PRINCIPLES OF ACCOUNTING I (3-3-0)

Prerequisite: None

Fees: Laboratory

This course covers the theory and practice of measuring, recording, reporting and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: Operating cycle, transaction analysis, revenue and expense matching, accruals, deferrals, internal control, cash, merchandising, receivables, inventory, fixed assets, liabilities, and corporate organization. (CIP 5203015104)

2302 PRINCIPLES OF ACCOUNTING II (3-3-0)

Prerequisite: ACCT 2301

Fees: Laboratory

This course is a continuation of ACCT 2301. This course covers the theory and practice and principles of measuring, recording, reporting and interpreting financial data for business units with an emphasis on corporate, manufacturing and managerial applications. Topics include corporate debt and equity financing, cash flow projections and analysis, financial statement analysis, process cost systems, cost behavior, budgeting, standard costs, decentralized/multi-plant operations, differential analysis and capital investments. (CIP 5203015104)

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Northwest Vista College

Advanced Water Treatment (AWTT)

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1171 PLANT EQUIPMENT (1-0-2)

Corequisites: AWTT 1371 and AWTT 1471

Fees: Special

This course covers basic hand tools, equipment, chemical injections, safety and troubleshooting of water treatment systems. Students will also gain an understanding of piping and instrumentation diagrams. Hands-on experience with pumps, valves, gauges and meters is provided. (CIP 15050600)

1273 WATER ANALYSIS AND MONITORING (2-1-2)

Prerequisite: AWTT 1473

Corequisites: AWTT 1373 and AWTT 2372

Fees: Special

This course covers standard laboratory procedures according to local, state and federal guidelines. Students will learn to perform on-stream analysis for the measurement of silica, organic compounds, ions, particles and microorganisms. (CIP 15050600)

1371 INTRODUCTION TO WATER TREATMENT SYSTEMS (3-3-0)

Corequisites: AWTT1171 and AWTT 1471

Fees: Special

This course is an introduction to the various sources and problems associated with raw water. Topics discussed include pretreatment, purification, distribution and water treatment safety. Students will see actual water plant operations and learn about water purification at a local level. (CIP 15050600)

1373 PRETREATMENT AND TROUBLESHOOTING (3-2-2)

Corequisites: AWTT 1273 and AWTT 2372

Fees: Special

Students learn the operation, monitoring, and troubleshooting of membrane pretreatment equipment including multimedia filters and activated carbon beds. Course topics also include prevention of scaling, fouling, and chemical attack problems in membrane units. (CIP 15050600)

1471 CONVENTIONAL AND PRETREATMENT

WATER TECHNOLOGIES (4-3-2)

Prerequisite: COSC 1301

Corequisites: AWTT 1371 and AWTT 1171

Fees: Special

This course examines the technologies required to produce safe drinking water and pretreated water for advanced technology and manufacturing. Course content includes media filtration, clarification, cartridge filtration, bag filtration, membrane filtration, silt dispersants, biocides, acids, scales inhibitors, sulfite compounds, ultraviolet irradiation and softening. (CIP

15050600)

1472 MEMBRANE TECHNOLOGIES (4-3-2)

Prerequisite: AWTT 1471

Corequisite: AWTT1473

Fees: Special

This course provides an overview of the theory, processes and equipment used in common membrane water treatment systems. Content includes microfiltration, ultrafiltration, electro dialysis, electrodeionization, nanofiltration and reverse osmosis membrane technologies. Students will also examine system design considerations and membrane integration into water treatment systems.

(CIP 15050600)

1473 MEMBRANE TECHNOLOGIES AND TROUBLESHOOTING (4-3-2)

Prerequisite: AWTT 1471

Corequisite: AWTT 1472

Fees: Special

This course introduces initial monitoring and troubleshooting skills required to effectively operate and maintain membrane water treatment systems. Students will learn to identify when scaling, fouling, chemical attack or other problems occur. Monitoring and troubleshooting of microfiltration, ultrafiltration, nanofiltration, reverse osmosis, and electrodeionization units will be covered.

(CIP 15050600)

2371 WATER TREATMENT CONTROLLERS (3-3-0)

Corequisites: AWTT 1273 and AWTT 1373

Fees: Special

This self-paced CD-ROM course provides an overview of programmable logic controllers (PCLs) used to control water treatment systems. Topics include basic electronics, electronic circuits, ladder logic and troubleshooting electronic circuits.

(CIP 15050600)

2372 ADVANCED MEMBRANE MONITORING (3-3-0)

Corequisites: AWTT 1273 and AWTT 1373

Fees: Special

This course addresses advanced troubleshooting procedures and techniques required for identifying and correcting common membrane unit problems, including probing, profiling, element replacements, element autopsies and chemical cleaning. Students will also use mathematical calculations and computer software to conduct trend analysis. (CIP 15050600)

2474 CERTIFICATION REVIEW (Capstone) (4-4-0)

Prerequisite: AWTT 2372

Corequisite: AWTT 2571

Fees: Special

This project-based course reviews water plant operations and safe drinking water laws in preparation for state certification exams. Student will use case studies, process flows, practice exams and problem solving workshops to synthesize previous coursework and prepare for work in municipal and industrial sectors. (CIP 15050600)

2571 ION EXCHANGE AND HIGH PURITY TECHNOLOGIES (5-5-1)

Prerequisite: AWTT 2372

Corequisite: AWTT 2474

Fees: Special

This course examines the characteristics of feedwater contaminants and the fundamental principles of ion exchange water purification. Course topics also include principles and operation of post-ion exchange equipment such as ultraviolet irradiation units and final filters, as well as minimization of dead legs and disinfection of high purity water piping. (CIP 15050600)

Northwest Vista College

American Sign Language (SGNL)

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SGNL 2301 and 2302 may be taken for Foreign Language Credit.

1301 American Sign Language Basic I (3-3-0)

Introduction to American Sign Language. Emphasis will be placed on acquiring visual receptive skills and basic communication using the direct experience method. Aspects of Deaf culture and community will be incorporated. (CIP 5102055132)

1302 American Sign Language Basic II (3-3-0)

Prerequisite: SGNL 1301 or equivalent

A continuation of SGNL 1301. The course will focus on further development of receptive, expressive and basic conversational skills as well as cultural features of the language. (CIP5102055132)

2301 American Sign Language Intermediate I (3-3-0)

Prerequisite: SGNL 1302

This course integrates and refines expressive and receptive skills in American Sign Language (ASL), which includes recognition of sociolinguistic variations. The preferred method of instruction will be a practice-oriented approach to language acquisition that includes the use of multimedia.

Northwest Vista College

Anthropology (ANTH)

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2301 PHYSICAL ANTHROPOLOGY (3-3-0)

Prerequisite: None

Overview of human origins and biocultural adaptations. Also introduces methods and theory in the excavation and interpretation of material remains of past cultures. (CIP 4503015125)

2302 INTRODUCTION TO ARCHEOLOGY (3-3-0)

Prerequisite: None

This course examines the basic concepts, techniques and terminology of both classic and contemporary archeology and the relationship to anthropology. (CIP 4503015125)

2346 INTRODUCTORY ANTHROPOLOGY (3-3-0)

Prerequisite: None

This survey course explores the fundamentals of both cultural and physical anthropology. The principle goals of cultural anthropology are to explore and explain human diversity: just what is the range of differences among human societies, and how do we account for the differences that exist between tribal peoples and Western society? The principle goals of physical anthropology are to study human evolution both from a structural and behavioral perspective. (CIP 4502015142)

2351 CULTURAL ANTHROPOLOGY (3-3-0)

Prerequisite: None

Students learn basic anthropological concepts and examine variations in culture, society, social structure, and ideology. Special emphasis is given to cross-cultural comparison and communication and the processes governing culture continuity and change. Basic social institutions are examined from a global perspective to illuminate the underlying unity of diverse cultural expressions. (CIP 4502015325)

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Northwest Vista College

Art - Fine Art (ARTS)

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1301 ART APPRECIATION (3-3-0)

Prerequisite: None

Introduces universal visual language, techniques, and a brief overview of art history. Students explore the basics of art through text and image analysis with hands on activities designed to develop visual, cultural and aesthetic awareness. (CIP 5007035126)

1303 ART HISTORY SURVEY I (3-3-0)

Prerequisite: None

Students explore world art through text, digital imaging, and hands on activities. Prehistoric art, ancient civilizations, and the Middle Ages through the early renaissance are examined. Art works are considered in their historical context with emphasis on social and cultural values. (CIP 5007035126)

1304 ART HISTORY SURVEY II (3-3-0)

Prerequisite: None

Students explore world art through text, digital imaging, and hands on activities. The Renaissance, Baroque, and Modern Periods to the present are examined. Art works are considered in their historical context with emphasis on social and cultural values. (CIP 5007035226)

1311 DESIGN I (3-3-3)

Prerequisite: None

Fees: Laboratory

This course introduces the basic visual language of art. Students will explore the fundamentals of design with emphasis on two dimensional media. Design methods will include computers and traditional techniques. (CIP 5004015326)

1312 DESIGN II (3-3-3)

Prerequisite: ARTS 1311

Fees: Laboratory

This course further introduces the basic visual language of art. Students will explore the fundamentals of design with emphasis on three dimensional media. Design methods can include computers and traditional techniques. (CIP 5004015326)

1316 DRAWING I (3-3-3)

Prerequisite: None

Fees: Laboratory

This course introduces the basic principles and techniques of drawing. Students will explore a variety of media and subjects and expand their perceptual and descriptive possibilities. Drawing will be considered as developmental process as well as an end in itself. (CIP 5007055226)

1317 DRAWING II (3-3-3)

Prerequisite: ARTS 1316

Fees: Laboratory

This course continues an exploration of the basic principles and techniques of drawing. In addition students will explore a variety of media which includes wet processes and color. Students will focus on expressive and conceptual aspects of drawing including advance composition and the development an individual approach to theme and content. (CIP 5007055226)

2311 DESIGN III (3-3-3)

Prerequisite: ARTS 1311 and ARTS 1312

Fees: Laboratory

This course is a development of two- and three-dimensional projects in a variety of materials. Emphasis is on individual expression and color theory. (CIP 5004015326)

2316 PAINTING I (3-3-3)

Fees: Laboratory

This studio course stresses fundamental concepts of painting with acrylics. Emphasis is on painting from still life, models, and the imagination. (CIP 5007085226)

2317 PAINTING II (3-3-3)

Prerequisite: ARTS 2316

Fees: Laboratory

Continuation of the concepts and techniques and uses of various painting media. (CIP 5007085226)

2323 DRAWING III (3-3-3)

Prerequisite: Arts 1311, Arts 1317.

Fees: Laboratory

This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. (CIP 5007055326)

2324 DRAWING IV (3-3-3)

Prerequisite: Arts 2323

Fees : Laboratory

This course continues Arts 2323. Emphasis is on individual expression. (CIP 5007055326)

2326 SCULPTURE I (3-3-3)

Prerequisite: None

This course is an art studio course which explores three-dimensional concepts of form in a variety of media. (CIP 5007095126)

2327 SCULPTURE II (3-3-3)

Prerequisite: ARTS 2326

This course is an art studio course which continues ARTS 2326 with emphasis on individual expression. With the instructor's approval, this course may be repeated once for an additional 3 hours credit as a study in advanced problems and techniques. (CIP 5007095126)

2333 PRINTMAKING I (3-3-3)

Prerequisite: None

This course is an art studio course which explores various non-toxic printmaking techniques. (CIP 5007105126)

2334 PRINTMAKING II (3-3-3)

Prerequisite: ARTS 2333

This course is an art studio course offering a continuation of ARTS 2333 including the opportunity to specialize printmaking skills with an emphasis on personal expression. With the instructor's approval, this course may be repeated once for an additional 3 hours credit as a study in advanced problems and techniques. (CIP 5007105126)

2346 CERAMICS I (3-3-3)

Prerequisite: None

Fees: Laboratory

Instruction in the basics of ceramics concepts and techniques.
(CIP 5007115126)

2347 CERAMICS II (3-3-3)

Prerequisite: ARTS 2346

Fees: Laboratory

Continuing instruction in ceramics concepts and techniques.
(CIP 5007115126)

2348 DIGITAL ART (3-3-3)

Prerequisite: None

Fees: Laboratory

This is a studio art course that explores the potential of the computer hardware and software medium for its visual, conceptual, and practical uses in the visual arts.
(CIP 5004025126)

2356 PHOTOGRAPHY I (3-3-3)

Prerequisite: None

Fee: Laboratory

This course is an introduction to the basics of photography including camera operation, techniques, and presentation skills; it has a fine arts emphasis. Emphasis is on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. Digital camera techniques and computer darkroom technology will be covered.

(CIP 5006055126)

2357 PHOTOGRAPHY II (3-3-3)

Prerequisite: ARTS 2356

Fee: Laboratory

This course extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process; it has a fine arts emphasis. Continuing exploration of Digital camera techniques and computer darkroom technology using traditional approaches.

(CIP 5006055226)

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Northwest Vista College

Alcohol/Drug Abuse Counseling (DAAC)

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1307 ADDICTED FAMILY INTERVENTION (3-3-0)

Prerequisite: None

This course is an introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Includes discussion of the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective. Students will learn to discuss and explain the family as a dynamic system; explain the effects of addiction on the dynamics of a family system; describe and differentiate between various family treatment processes and their applicability to traditional and nontraditional family systems; and discuss the role of the family in the addictive and recovery process. (CIP 5115010000)

Northwest Vista College

Biology (BIOL)

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1308 INTRODUCTORY GENERAL BIOLOGY I (3-3-0)

Prerequisite: None

Fees: Laboratory

An introductory course designed to meet Natural Science core requirements. The course will help students develop an awareness of (CIP 2601015124)

1322 NUTRITION (3-3-0)

Prerequisite: None

Students study the fundamentals of health and disease during the age continuum from infancy to the aged. Topics will include the relationship of food to health. Carbohydrates, fats, proteins, vitamins, and minerals will be presented to show their impact on the body. Body processes such as digestion, absorption, food habits, and beliefs will also be examined. (CIP 1905025133)

1406/1306 GENERAL BIOLOGY I (4-3-3)/(3-3-0)

Prerequisite: None

Fees: Laboratory

This introductory course includes the history and philosophy of the science of biology, basic chemistry, energetics, physical phenomena, genetics, evolution, taxonomy and a survey of the five kingdoms of living things. This course may be taken without the lab, BIOL 1306, for those degree plans not requiring a lab component. (CIP 2601015124)

1407/1307 GENERAL BIOLOGY II (4-3-3)/(3-3-0)

Prerequisite: BIOL 1406

Fees: Laboratory

Continuation of Biology 1406. Emphasis is on structure and function of living organisms and ecology. This course may be taken without the lab, BIOL 1306, for those degree plans not requiring a lab component. (CIP 2601015124)

1411 GENERAL BOTANY (4-3-3)

Prerequisite: BIOL 1406

Fees: Laboratory

Students explore plant science including structure, reproduction, physiology, and classification of plants. The laboratory exercises will enhance the content. (CIP 2603015124)

1413 GENERAL ZOOLOGY (4-3-3)

Prerequisite: BIOL 1406

Fees: Laboratory

This survey course of the animal kingdom emphasizes taxonomy, morphology, physiology and ecology. Laboratory exercises will complement the lecture topics. (CIP 2607015103)

2306 HUMAN ECOLOGY (3-3-0)

Prerequisite: None

Fees: Laboratory

This course explores the interrelationships and interdependence between humans and their environment. The nature of humans, their technology, environmental perception, pollution, water supply, urbanization, wildlife, soils, mineral resources and other natural phenomena are studied. Group social, political and economic implications for humans and their environment are discussed. (CIP 0301025101)

2401 HUMAN ANATOMY AND PHYSIOLOGY I (4-3-3)

Prerequisite: None

Recommendation: Students with little or no Biology background should take BIOL 1406 prior to enrollment in this class.

Fees: Laboratory

Students study the structure and function of cells and body systems with emphasis on the integumentary, skeletal, muscular, and nervous systems. Laboratory exercises are also included and serve to enhance the content. This course must be followed by BIOL 2402 to complete a science requirement. (CIP 2607065103)

2402 HUMAN ANATOMY AND PHYSIOLOGY II (4-3-3)

Prerequisite: BIOL 2401 with a grade of "C" or better

Fees: Laboratory

Students study the structure and function of the endocrine, digestive, respiratory, cardiovascular, lymphatic, genitourinary, and reproductive systems. Human growth, development and genetics are also included. The laboratory exercises will enhance the content. Satisfies the requirements of human anatomy and physiology for some paramedical and allied health curricula. (CIP 2607065124)

2404 HUMAN ANATOMY AND PHYSIOLOGY (4-3-4)

Prerequisite: None

Fee: Laboratory

Students explore the fundamental principles of body systems and their functions, including basic disease and general diagnostic and therapeutic processes, system-specific terminology, and general pharmacology-related topics. Satisfies the requirements of human anatomy and physiology for some paramedical and allied health curricula. (CIP 2607065103)

2421 MICROBIOLOGY (4-3-4)

Prerequisite: BIOL 1406 or CHEM 1107 and 1307 or 1111 and 1311 with a grade of "C" or better

Fees: Laboratory

The morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms are studied. Pure cultures

of microorganisms grown on selected media are used in learning laboratory techniques. (CIP 2605015103)

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Northwest Vista College

Biotechnology (BITC)

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1311 INTRODUCTION TO BIOTECHNOLOGY (3-2-3)

Prerequisites: Eligibility for enrollment in College Algebra (MATH 1314).

Fees: Laboratory

This course is an introduction to biotechnology including career possibilities, history and applications of DNA/RNA technology, molecular biology, bioethics, and laboratory safety practices. (CIP 4101010000)

1401 BIOTECHNOLOGY LABORATORY INSTRUMENTATION (4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or higher.

Fees: Laboratory

This course covers the theory, applications, and operation of various analytical instruments, with lecture and laboratory experiences and emphasis centered on quantitative and qualitative analyses using centrifugation, electrophoresis, spectrophotometry, and chromatography. (CIP 4101010000)

1402 BIOTECHNOLOGY LABORATORY METHODS & TECHNIQUES(4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or higher.

Fees: Laboratory

This course is a study of laboratory operations, management, equipment, instrumentation, quality control techniques, and laboratory safety practices and procedures. Using pH meters, mixing buffers, performing measurements, standardizing and preparing solutions, and performing separatory techniques will be covered. (CIP 4101010000)

2401 MOLECULAR BIOLOGY TECHNIQUES (4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or higher.

Fees: Laboratory

This course is an introduction to the theory and laboratory techniques in molecular biology with an emphasis on proteins, gene expression and regulation, recombinant DNA, and nucleic acids. (CIP 4101010000)

2431 CELL CULTURE TECHNIQUES (4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or higher.

Fees: Laboratory

This course is a study of cell culture techniques. Laboratory emphasis is on the principles and practices of initiation, cultivation, maintenance, and preservation of cell lines and their applications. (CIP 4101010000)

2486 INTERNSHIP-BIOLOGICAL TECHNOLOGY/TECHNICIAN I (4-1-20)

Prerequisites: Completion of BITC 1311 with a grade of C or higher and approval of Program Coordinator
Fees: Laboratory

This course includes an experience external to the college for a student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that directly relate to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (CIP 4101010000)

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Northwest Vista College

Braille Textbook Transcriber (BRTT)

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1271 INTRODUCTION TO OTHER CODES (2-0-3)

Prerequisite: BRTT 1471

Fees: Laboratory

An overview of specialized codes such as Nemeth, Music, Computer, and Chemistry is presented. Lessons will introduce the unique aspects and practical applications of these codes and explain how the student can continue learning these specialized codes. (CIP 10001010000)

1471 READING AND WRITING BRAILLE I (4-3-2)

Prerequisite: COSC 1301 or concurrent enrollment

Fees: Laboratory

This course is an introduction to the rules for using contracted and uncontracted braille in the preparation of brailled documents. The main focus of the course is the completion of Lessons 1-11 of the Instruction Manual for Braille Transcribing. Additionally, students will gain experience with reading hard copy and simulated braille, writing braille using direct 6-key computer entry, and become familiar with a braillewriter and a slate and stylus. (CIP 10001010000)

1472 READING AND WRITING BRAILLE II (4-3-2)

Prerequisite: BRTT 1471

Fees: Laboratory

The focus of this course is the completion of Lessons 12-20 of the Instruction Manual for Braille Transcribing with a concentration on further development of necessary skills required in transcribing books from print to braille. The manuscript required for NLS certification will be completed before receiving a grade. (Note: A student completing and submitting the manuscript, but lacking certification may enroll in BRTT 2476 Textbook Braille Formatting in the third semester.) (CIP 10001010000)

2174 PRACTICUM - BRAILLE TEXTBOOK TRANSCRIBER (1-0-10)

Prerequisite: Approval of Program Coordinator

Fees: Laboratory

Students will be expected to discuss their goals as a Braille transcriber with the instructor and use this practicum to work toward those goals. Students will gain practical experience in conducting braille transcribing as their own business and have an opportunity to work on a Capstone Project to be discussed with and monitored by their instructor. (CIP 10001010000)

2378 TACTILE GRAPHICS (3-3-0)

Prerequisite: BRTT 1471
Fees: Laboratory

This course introduces a variety of methods for creating tactile graphics. Content includes an overview of production equipment, tools, and supplies used for tactile graphics. Working with several media, students will create simple to complex raised line drawings including single and multiple line representations, charts, graphs, and maps. Lessons in writing picture descriptions, cartoon descriptions and basic transcribers notes will also be included.
(CIP 10001010000)

2474 TECHNOLOGY FOR BRAILLE TRANSCRIPTION I (4-2-3)

Prerequisite: BRTT 1472
Fees: Laboratory

This course begins integrating braille formatting principles and rules with the technology of braille transcription. The concepts and principles of translation into contracted Braille from electronic publisher's files will be introduced and demonstrated using the standard Braille translation software programs. Scanning and OCR, as it pertains to Braille, will provide students with another basic tool in creating electronic files for braille translation in the absence of publisher's files. Students will use Microsoft Word to prepare files for the braille translation process. This course will incorporate the same principles learned in "Textbook Braille Formatting 1" and will further develop proofreading skills when using translation software, and embossing files. (CIP 10001010000)

2476 TEXTBOOK BRAILLE FORMATTING I (4-4-0)

Prerequisite: BRTT 1472
Fees: Laboratory

This course focuses on the special braille formatting rules and techniques in the *BANA Braille Formats: Principles of Print to Braille Transcription* to be applied when transcribing print textbooks. The *NBA Braille Formats Course* (a study guide based on *Braille Formats*) is the foundation for the course.
(CIP 10001010000)

2477 TEXTBOOK BRAILLE FORMATTING II (4-4-0)

Prerequisite: BRTT 2476
Fees: Laboratory

Students will continue refining their skills in textbook formatting. The course continues with the study of the *BANA Braille Formats: Principles of Print to Braille Transcription and Techniques* and other BANA Braille codes specific to science, mathematics, foreign language, computer science, chemistry, and music. Students will have the opportunity to work on a sample textbook. A guided hands-on formatting of a sample textbook aids the student in learning the complexities of successfully formatting a textbook. (CIP 10001010000)

2478 TECHNOLOGY FOR BRAILLE TRANSCRIPTION II (4-2-3)

Prerequisite: BRTT 1472
Fees: Laboratory

This course continues the study of the application of current braille translation software for transcribing textbooks. The concepts and principles of translation into contracted Braille from electronic publisher's files is continued. Students will use Microsoft Word to prepare files for the braille translation process. This course will incorporate the same principles learned in "Textbook Braille Formatting 2" and will further develop proofreading skills when using translation software, and embossing files.
(CIP 10001010000)

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Northwest Vista College

Business Enterprise Management and Operations (BUSG)

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2309 SMALL BUSINESS MANAGEMENT (3-3-0)

Prerequisite: None

This course examines the unique aspects of managing a small business. Topics address management functions including how managers plan, exercise leadership, organize, and control the operations.
(CIP 5207010000)

Northwest Vista College

Business Computer Information Systems (BCIS)

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1305 Business Computer Applications (3-3-0)

Prerequisite: None

Fees: Laboratory

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. (CIP 1102025404)

Northwest Vista College

Business (BUSI)

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1301 INTRODUCTION TO BUSINESS (3-3-0)

Prerequisite: None

This course provides an introduction to business operations in a global context. Students examine U.S. and international business systems and the global and legal contexts of business. Students acquire and enhance skills needed for employability and success in today's workplace. (CIP 5201015104)

1307 PERSONAL FINANCE (3-3-0)

Prerequisite: None

Students explore personal financial issues including personal financial standing, credit use, home ownership, savings, taxes, major acquisitions, insurance, financial planning, investments, and estate planning. Students examine various personal financial planning problems of individuals and families. (CIP 1904015109)

2301 BUSINESS LAW (3-3-0)

Prerequisite: None

Students explore the origin and development of law, principle of torts, criminal law, and government regulations as applied to U.S. and global business operations. Studies include legal analysis and the application of law to contracts, agencies, sales, negotiable instruments, secured transactions, personal property, and bailments. (CIP 2201015124)

Northwest Vista College

Chemistry (CHEM)

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1105 INTRODUCTORY CHEMISTRY LABORATORY I (1-0-3)

Fees: Laboratory

This laboratory course, designed to accompany CHEM 1305, provides an introduction to methods and techniques of chemical experimentation, and emphasizes the study of the principles of inorganic chemistry. (CIP 4005015103)

1107 INTRODUCTORY CHEMISTRY LABORATORY II (1-0-3)

Prerequisite: To enroll, a student must have credit for CHEM 1105 with a grade of "C" or better

Fees: Laboratory

This laboratory course is designed to accompany CHEM 1307 with an emphasis on organic and biochemistry. (CIP 4005015103)

1111 GENERAL CHEMISTRY LABORATORY I (1-0-3)

Fees: Laboratory

This laboratory course is designed to accompany CHEM 1311. This course provides a quantitative study of the properties of chemical substances. This is a math intensive (MI) course. (CIP 4005015203)

1112 GENERAL CHEMISTRY LABORATORY II (1-0-3)

Prerequisite: Credit for CHEM 1311 and CHEM 1111 or their equivalent with a grade of "C" or better

Fees: Laboratory

This laboratory course involves principles and practices of separation and identification of ions and selected laboratory study related to topics in CHEM 1312. This course is math intensive (MI). (CIP 4005015203)

1305 INTRODUCTORY CHEMISTRY I (3-3-0)

Prerequisite: To enroll, a student must show eligibility to take MATH 0303 or have a minimum grade of a "C" in MATH 0302.

This course provides an introduction to elementary inorganic chemistry and is suitable for non-science majors and students pursuing degrees in Nursing. If the student's degree plan requires a laboratory, then the student should also take CHEM 1105. This course is math intensive (MI). (CIP 4005015139)

1307 INTRODUCTORY CHEMISTRY II (3-3-0)

Prerequisite: To enroll, a student must have completed CHEM 1305 or its equivalent, with a grade of "C" or better.

This course provides an introduction to elementary organic chemistry and biochemistry and is suitable for non-science majors and students pursuing degrees in nursing. If the student's degree plan requires a laboratory, then the student should also take CHEM 1107. This course is math intensive (MI). (CIP 4005015103)

1311 GENERAL CHEMISTRY LECTURE I (3-3-0)

Prerequisite: To enroll, a student must have completed MATH 1314 (College Algebra) or be concurrently enrolled.

This course covers the fundamental principles of inorganic chemistry: modern atomic theory, chemical bonding, states of matter, solutions, stoichiometry and other topics. This course is suitable for science majors. If a laboratory is also needed, the student should also take CHEM 1111. This course is equivalent to the lecture portion of CHEM 1411. This course is Math Intensive (MI). (CIP 4005015203)

1312 GENERAL CHEMISTRY LECTURE II (3-3-0)

Prerequisite: Completion of CHEM 1311 or its equivalent with a grade of "C" or better.

This course is a continuation of CHEM 1311. Topics include molecular and ionic equilibria, elementary thermodynamics, electrochemistry, nuclear chemistry, and an introduction to organic chemistry. This course is Math Intensive (MI). (CIP 4005015203)

2223 ORGANIC CHEMISTRY LABORATORY I (2-1-3)

Prerequisite: Credit for CHEM 2323 or concurrent enrollment.
Fees: Laboratory

This course includes introductory organic laboratory techniques and preparation, and molecular modeling. (CIP 4005045203)

2225 ORGANIC CHEMISTRY LABORATORY II (2-1-3)

Prerequisite: CHEM 2223 with a grade of "C" or better, and credit for CHEM 2325 or concurrent enrollment.
Fees: Laboratory

This course is a continuation of CHEM 2223 with emphasis on organic analysis and molecular modeling. (CIP 4005045203)

2323 ORGANIC CHEMISTRY I (3-3-0)

Prerequisite: Credit for CHEM 1412 or its equivalent, with an average grade in chemistry not lower than "C".

This course is primarily for students majoring in chemistry, chemical engineering, or other physical, biological, medical or dental sciences; open to others. (CIP 4005045203)

2325 ORGANIC CHEMISTRY II (3-3-0)

Prerequisite: Completion of CHEM 2323 or its equivalent with a grade of "C" or better.

This course is a continuation of CHEM 2323. (CIP 4005045203)

2401 QUANTITATIVE ANALYSIS (4-3-3)

Prerequisite: CHEM 1412 or equivalent with a grade of "C" or better.

This course includes the theory and practice of some general methods of quantitative chemical analysis, including gravimetric, volumetric, potentiometric, spectroscopic, and chromatographic techniques; designed for students planning a career in Chemistry, chemical technology and related fields. (CIP 4005025103)

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Northwest Vista College

Child Development/Early Childhood (CDEC)

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1313 CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAMS (3-3-0)

Prerequisites: None

This course covers the fundamentals of curriculum design and implementation in developmentally appropriate programs for children. (CIP 19070900)

1357 MATH AND SCIENCES FOR EARLY CHILDHOOD (3-3-0)

Prerequisites: None

This course addresses principles, methods, and materials for teaching children math and science concepts through discovery and play. (CIP 19070900)

1359 CHILDREN WITH SPECIAL NEEDS (3-3-0)

Prerequisites: None

This course provides an overview 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. (CIP 19070900)

2341 THE SCHOOL AGE CHILD (3-3-0)

Prerequisites: None

This course covers an overview of appropriate programs for the school age child (5 to 13 years), including an overview of development, appropriate environments, materials, and activities and teaching/ guidance techniques. (CIP 19070900)

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Northwest Vista College

Chinese (CHIN)

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1411 Elementary Chinese I (4-3-2)

Prerequisite: None

Fees: Laboratory

Students will learn the fundamentals of Chinese through the development of the four basic skills: listening, speaking, reading and writing. The sound system (*Pin Yin*), and the basic strokes of Chinese writing will be introduced. Chinese culture will be highlighted throughout. Language lab is required. (CIP 1603015131)

1412 Elementary Chinese II (4-3-2)

Prerequisite: CHIN 1411 or departmental approval

This course is a continuation of CHIN 1411. Students are introduced to more advanced language structures. Language lab is required. (CIP 1603015131)

2311 Intermediate Chinese I (3-3-0)

Prerequisite: CHIN 1412 or equivalent

Students review Chinese grammar. Emphasis is on the expansion of basic language skills as well as knowledge of Chinese culture through guided speaking, reading, and writing exercises designed to improve mastery of the language. (CIP 1603015231)

2312 Intermediate Chinese II (3-3-0)

Prerequisite: CHIN 2311 or departmental approval

This course emphasizes the development of proficiency and self-confidence through increased practice of the four skills (listening, speaking, reading and writing), as well as a broader understanding of the Chinese culture through use of authentic materials. (CIP 1603015231)

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Northwest Vista College

Communications (COMM)

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1307 INTRODUCTION TO MASS COMMUNICATIONS (3-3-0)

Prerequisite: None

This course develops an understanding of the interrelationships of the mass media in society and examines the influences governing the development of mass communication processes. It includes an overview of mass media: their functions, structures, supports, and influences.
(CIP 0904035106)

2311 NEWS GATHERING & WRITING I (3-3-0)

Prerequisite: COMM 1307

This course introduces the fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing and delivering news in a professional manner. The class meets for part of the semester at a local public broadcasting radio or TV station. Student material will be produced for broadcast. Transportation is required.
(CIP 0904015706)

2327 PRINCIPLES OF ADVERTISING (3-3-0)

Prerequisite: COMM 1307

This course explores the fundamentals of advertising including its development, marketing theory and strategy, copy writing, and design and analysis. Other topics will include ethics in advertising, media literacy and the "Consumer Culture." (CIP 09002015106)

2339 WRITING FOR RADIO, TELEVISION AND FILM (3-3-0)

Prerequisite: COMM 1307

This course introduces basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news documentary, and fictional materials.
(CIP 0904025106)

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Northwest Vista College

Community Health Services/Liaison/Counseling (CHLT)

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1301 Introduction to Community Health (3-2-2)

Prerequisite: None

Designed to provide a basic understanding of variables that affect health sectors in the community. List the determinants of health at the individual and community level; implement community assessment techniques to include demographics, mapping, and analysis of governmental agency services; describe tracking techniques of clients and services; specify the dynamics in relationship building among groups, organizations, and individuals in a community; and identify initiatives that will impact the health status of a poor under-served community. (CIP 511504000)

1302 Wellness and Health Promotion (3-3-0)

(Replaces HPRS 1372)

Prerequisite: None

Overview of wellness theory and its application throughout the life span. Focus is on attitude development, impact of cultural beliefs, and communication methods. Includes health behavior theories and approaches to behavior modification. Define wellness and health promotion; explain personal, social, cultural, nutritional, and environmental components of wellness; and correlate concepts of wellness and healthy lifestyle. Develop specific health promotion strategies for various populations, including primary, secondary, and tertiary prevention strategies; recognize and appropriately respond to beliefs, values, culture, and languages of the population served; and evaluate the success of existing and newly developed health promotion strategies. (CIP 511504000)

1305 Community Nutrition (3-2-2)

(Replaces FDNS 1309)

Prerequisite: None

Study of the cultural aspects and public policy of food and nutrition and the socioeconomic and psychological aspects of nutrition throughout the life cycle. Develop culturally appropriate community-level interventions to improve nutrition for vulnerable populations; explain the basic nutrition principles from prenatal care to care for the aging; increase knowledge of cultural influences on diet and food preference; assess clients' diets utilizing interview techniques; calculate BME and caloric intake for normal and abnormal physiological conditions; and locate appropriate community resources and public-sector programs. (CIP 511504000)

1340 Community Health Advocacy (3-2-2)

(Replaces HITT 1345)

Prerequisite: None

Study of local, regional, and national health care and social service resources. Identification of organizations, support groups, and health care delivery systems to be used for client referral. Activities include visits to various local agencies and attendance/ participation in related activities. Identify various public and private programs and their eligibility requirements; develop/define methods used for client eligibility and referral; identify the levels and settings of health care and roles of various health occupations within the community; and assist clients in meeting eligibility requirements and accessing needed services and benefits. (CIP 511504000)

1342 Community Health Field Methods (3-2-2)

Prerequisite: None

Preparation for field work with individuals, families, and groups emphasizing teaching and capacity-building skills. Topics include outreach methods, area canvassing, home visiting, group work, community events, and community organizing. Implement neighborhood/rural outreach campaigns; conduct informal counseling and educational sessions with individuals, families, and community groups; organize community events for purposes of developing community capacity for change. (CIP 511504000)

1280/2280 Cooperative Education**Community Health Services/Liaison/Counseling (2-1-10)**

(Replaces HITT 1460/2460)

Prerequisite: Approval of Instructor

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. As outlined in the learning plan, Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, 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 occupation and the business/industry. (CIP 511504000)

1391/2391 Special Topics in Community Health Liaison (3-3-0)

Prerequisite: CHLT 1301 and 1340

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry trends.

CHLT 1391 (Intermediate) Special Topics—Basic Medical Interpreting Course will prepare student to act as an interpreter between a provider and a limited English proficiency (LEP) patient/client.

CHLT 2391 (Advanced) Special Topics—Health and Human Services Administration, Planning and Evaluation Course will cover planning, management and evaluation issues in health and social services, including management of client/patient records and supervision of entry-level personnel. Prerequisite: CHLT 1301 and CHLT 1340 (CIP 511504000)

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Northwest Vista College

Computer Science (COSC)

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1301 INTRODUCTION TO COMPUTER & INFORMATION SYSTEMS (3-3-0)

Prerequisite: None

Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. A student may not receive credit for both COSC 1301 and CPMT 1303. (CIP 1101015207)

(COSC 1301, OR AN APPROVED EQUIVALENT, IS REQUIRED FOR ALL DEGREE AND CERTIFICATE PROGRAMS.)

1315 FUNDAMENTALS OF PROGRAMMING (3 - 3 - 1)

Prerequisite: MATH 0303 and COSC 1301 or equivalent demonstrated competency

Fees: Laboratory

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. Cross-listed as ITSE 1302 Computer Programming. (CIP 1102015207)

1336 PROGRAMMING FUNDAMENTALS I (3 - 3 - 1)

Prerequisite: COSC 1315 or ITSE 1302

Fees: Laboratory

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 is included in the Field of Study Curriculum for Computer Science.*) Cross-listed as ITSE 2317 Java Programming. (CIP 1102015507)

COSC 1337 PROGRAMMING FUNDAMENTALS II (3 - 3 - 1)

Prerequisite: COSC 1336 or ITSE 2317

Fees: Laboratory

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. (*This course is included in the Field of Study Curriculum for Computer Science.*) Cross-listed as ITSE 2357 Advanced Object-Oriented Programming. (CIP 1102015607)

2336 PROGRAMMING FUNDAMENTALS III (3 - 3 - 1)

Prerequisite: COSC 1337 or ITSE 2357

Fees: Laboratory

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. (*This course is included in the Field of Study Curriculum for Computer Science.*) Cross-listed as ITSE 2345 Data Structures. (CIP 1102015707)

Northwest Vista College

Criminal Justice (CRIJ)

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1301 INTRODUCTION TO CRIMINAL JUSTICE (3-3-0)

Prerequisite: None

This course is a general overview of the history and philosophy of criminal justice and ethical considerations that form the basis of society. Studies include crime definitions by nature and impact, and an overview of the criminal justice system components: law enforcement, court systems, prosecution and defense, the trial process, and corrections. (CIP 4301045124)

1306 COURT SYSTEMS & PRACTICES (3-3-0)

Prerequisite: None

This course is designed to familiarize the student with the U.S. Court System, and the adjudication processes and procedures in the criminal justice systems. (CIP 2201015424)

1310 FUNDAMENTALS OF CRIMINAL LAW (3-3-0)

Prerequisite: None

This course is designed to familiarize the student with substantive criminal law. Emphasis is directed toward the philosophical and historical development of criminal law, major definitions and concepts, classification, elements and penalties of crime using Texas statutes as illustrations. (CIP 2201015325)

2313 CORRECTIONAL SYSTEMS & PRACTICES (3-3-0)

Prerequisite: CRIJ 1301

This course is a study of corrections in the criminal justice system, organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues. (CIP 4301045424)

2328 POLICE SYSTEMS & PRACTICES (3-3-0)

Prerequisite: CRIJ 1301

This course explores the police as a profession. It is comprised of subjects dealing with the organization of law enforcement systems, the role of police, police discretion, ethics, police community interaction, and current and future issues. (CIP 4301045724)

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Northwest Vista College

Telecommunications Technology, General (CSIR)

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1303 Telecommunications Systems Installer (3-2-2)

Prerequisite: COSC 1301 or equivalent demonstrated competency

Fees: Laboratory

This course reviews fundamentals of telecommunications media, including terminology, rules and regulations, safety procedures, industry standards and protocols, installation, connectorization, maintenance, and troubleshooting. General principles of customer service within a technical environment are also studied. Students will acquire skills to read and interpret blueprints to determine wiring requirements; identify telecommunications system components; install, maintain, and troubleshoot telecommunications media; discuss internal/external customer relationships; communicate technical information in a clear, precise, and logical manner; and update customers on work progress to maintain customer satisfaction and public relations. (CIP 1101010000)

Northwest Vista College

Dance (DANC)

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2303 DANCE APPRECIATION (3-3-0)

Prerequisite: None

This survey of primitive, classical, and contemporary dance stresses its interrelationship with cultural developments and other art forms.
(CIP 5003015426)

Northwest Vista College

Data Processing Technology (ITSW)

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1307 Introduction to Database Management Systems (3 - 3 - 1)

Prerequisites: MATH 0303 (or equivalent) and COSC 1301 (or equivalent)

Fees: Laboratory

Introduction to database theory and the practical applications of a database. Identify database terminology and concepts; plan, define, and design a database; design and generate tables, forms, and reports; and devise and process queries. (CIP 11.0802)

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Northwest Vista College

Drama (DRAM)

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1310 INTRODUCTION TO THEATRE – THEATRE APPRECIATION (3-3-0)

Prerequisite: None

This survey of the main fields of theatre activity provides a background for the appreciation and enjoyment of live theatre through an understanding of the elements of theatre management, play analysis, acting, directing and technical theatre. (CIP 5005015126)

2366 INTRODUCTION TO FILM (3-3-0)

Prerequisite: ENGL 1302

Film studies emphasize 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. (CIP 5006025126)

Northwest Vista College

Alcohol/Drug Abuse Counseling (DAAC)

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1307 ADDICTED FAMILY INTERVENTION (3-3-0)

Prerequisite: None

This course is an introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Includes discussion of the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective. Students will learn to discuss and explain the family as a dynamic system; explain the effects of addiction on the dynamics of a family system; describe and differentiate between various family treatment processes and their applicability to traditional and nontraditional family systems; and discuss the role of the family in the addictive and recovery process. (CIP 5115010000)

Northwest Vista College

Information Processing/Data Entry Technician (POFI)

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1200 COMPUTER APPLICATIONS I (2-2-0)

Equivalent to POFT 1027 and POFI 1001

Prerequisite: None

This course provides an overview of computer applications including current terminology and technology. Introduction to computer hardware, software application, and procedures. (CIP 5204070000)

Northwest Vista College

Economics (ECON)

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2301 MACROECONOMICS (3-3-0)

Prerequisite: None

Students are introduced to theory and measurement of changes in the levels of prices, employment, national income, and other aggregates. Topics addressed include money and the banking system, international economics, unemployment and inflation, and government stabilization policy.
(CIP 4506015125)

2302 MICROECONOMICS (3-3-0)

Prerequisite: None

Students are introduced to the economic organization of society with emphasis on how markets, prices, profits, and losses guide and direct economic activity. Throughout the course, economic analysis is applied to a wide range of contemporary problems and issues.
(CIP 4506015125)

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Northwest Vista College

Education (EDUC)

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1301 Introduction to the Teaching Profession (3-3-1)

Formerly IDST 1301 Schools and Society: An Introduction to Education

Prerequisite: None

This course begins with a brief history of American Education, with particular emphasis on its development and the evolution of its current structure as well as its philosophical foundations.

Governance, school finance, and the legal and ethical obligations of teachers will also be explored. Student will analyze and discuss school curriculum, instruction, and the use of technology in schools today. (CIP 1301015128)

2301 Introduction to Special Populations (3-3-1)

Prerequisite: IDST 1301

Students will explore the relationship between schools and diversity within contemporary American society. They will examine the various social problems that students face and the need to establish an educational philosophy that can help meet the many challenges these problems cause. Our current school system will be analyzed from the perspective of language, gender, socioeconomic status, ethnic, and academic diversity. Students will demonstrate critical thinking in determining the interconnections of the above issues. 30 hours of field experience is required. (CIP 1310015128)

Northwest Vista College

Elementary Educational Training (EDTC)

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1305 READING PROBLEMS (3-3-0)

Prerequisite: None

This course provides an introduction to effective methods of identifying and correcting various reading difficulties. Emphasis on the effect of reading difficulties on reading ability and the various techniques recommended for correcting each difficulty and the use of strategic approaches to the teaching of reading. Topics include the importance of direct instruction and motivational learning activities with abundant practice in the act of reading. (CIP 1300001305)

1307 TEACHING READING IN THE ELEMENTARY SCHOOL (3-3-0)

Prerequisite: None

This course examines fundamental concepts and principles of reading instruction. Topics include readiness, beginning reading instruction, how literacy emerges, classroom learning environments, word-attach skills, study skills, comprehension, other aspects of the reading program, and examination of varied materials and techniques for teaching reading. (CIP 1300001305)

1311 INSTRUCTIONAL PRACTICES— EFFECTIVE LEARNING ENVIRONMENT (3-3-0)

Prerequisite: None

This course covers developmentally appropriate strategies in core curriculum areas and the environment. Topics include methods for supporting the lead classroom teacher in planning and implementing educational goals, teamwork skills, and ways of providing and reporting instructional accommodations or modifications. (CIP 1300001501)

1313 INTRODUCTION TO EDUCATIONAL SOFTWARE AND TECHNOLOGY (3-3-0)

Prerequisite: None

This course introduces the use of computer hardware and software in the educational setting including opportunities for guided instruction with several software applications. (CIP 1300001501)

1317 DEVELOPING POSITIVE STUDENT BEHAVIOR (3-3-0)

Prerequisite: None

This course addresses techniques used to influence the development of positive behavior in the school environment. Topics include development of competencies in establishing and managing routines, promoting self-esteem, teaching negotiation/conflict resolution strategies, and enhancing positive self-direction. Emphasis on implementation of a behavior management plan and the role of the teacher assistant in this process. (CIP 1300001501)

1321 BILINGUAL EDUCATION (3-3-0)

Prerequisite: None

This course covers the core techniques of bilingual education. Topics include awareness of cultural diversity, teaching techniques, material development, and historical and philosophical concepts of bilingual/bicultural education. (CIP 1300000201)

1325 PRINCIPLES AND PRACTICES OF MULTICULTURAL EDUCATION (3-3-0)

Prerequisite: None

This course examines cultural variations found in our society and reflected in our pluralistic classrooms. Topics include culturally influenced behavior, major cultures, cultural diversity, and the process of intercultural communication and teaching, including differences in lifestyles, communication styles, learning styles, and various sources of stress for diverse cultural groups. (CIP 1300000201)

1364 FIELD EXPERIENCE—TEACHER ASSISTANT (3-3-0)

Prerequisite: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (CIP 1300001501)

Northwest Vista College

Telecommunications Sciences, General (EECT)

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1307 Convergent Technologies (3-2-2)

Prerequisite: COSC 1301 or equivalent demonstrated competency

Fees: Laboratory

This course is a study of telecommunications convergent technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol. After completing this course, the student will be able to describe different technologies used in the telecommunications industry; identify various architectures used in the telecommunications industry; name the protocols in the telecommunications industry, explain the application of technologies, architectures, and protocols used in the telecommunications industry. (CIP 1101010000)

Northwest Vista College

Engineering (ENGR)

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1201 INTRODUCTION TO ENGINEERING (1-2-1)

Prerequisites: None

This course is an introduction to engineering disciplines and careers. Content includes engineering profession, engineering education process, keys to success in engineering study, and engineering approach to problem-solving. (CIP1401015110)

Note: ENGR 1201 is also open to non-engineering majors.

2301 ENGINEERING MECHANICS I: STATICS (3-3-0)

Prerequisites: PHYS 2425

Corequisite: MATH 2413

Fees: Laboratory

This course presents the calculus-based study of composition and resolution of forces, equilibrium of force systems, free body diagrams, concentrated and distributed loads, centroids, and moments of inertia. Includes engineering applications such as trusses, frames and friction. (CIP 1411015210)

2302 ENGINEERING MECHANICS II: DYNAMICS (3-3-0)

Prerequisite: ENGR 2301

Corequisite: MATH 2414

Fees: Laboratory

This course presents the basic theory and applications of engineering mechanics, with an emphasis on the relative motions of particles and rigid bodies. Work energy relations, impulse-momentum principles, vector algebra and calculus are used to analyze and solve problems. (CIP 1411015310)

2304 COMPUTER PROGRAMMING WITH ENGINEERING APPLICATIONS (3-2-3)

Prerequisites: ITSE 1302

Fees: Laboratory

Computer solutions to basic engineering problems are presented in C ++ computer language. Students practice algorithms, data presentation, and program structures. (CIP 1102015207)

2403 ENGINEERING MECHANICS: STATICS AND DYNAMICS (4-4-0)

Prerequisite: PHYS 2425

Fees: Laboratory

Combined single semester study of statics and dynamics. Calculus based study of dynamics of rigid bodies, force mass acceleration, work energy, and impulse-momentum computation. (CIP 1411015310)

2432 MECHANICS OF MATERIALS (4-4-0)

Prerequisites: MATH 2414 and ENGR 1101

Fees: Laboratory

Course addresses stresses, deformations, stress-strain relationships, torsions, beams, shafts, columns, elastic deflections of beams, combined loading and combined stresses, and related properties of materials. (CIP 1411015110)

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Northwest Vista College

Environmental Engineering Technology (EPCT)

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2315 WATER CHEMISTRY (3-3-0)

Prerequisite: None

Course content addresses basic techniques for sampling and chemical and microbiological analysis of water. Students will design and execute appropriate sampling procedures for water analysis, understand theory and technical data related to quality control, and perform and interpret basic chemical and microbiological tests on water.
(CIP 15050600)

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Northwest Vista College

English (ENGL)

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Note: Courses which begin with a zero, such as 0300, are developmental in nature. While they are especially helpful in preparing students for college-level work—and fulfill TSI requirements—they cannot be substituted for any part of the required college-level English curriculum.

0110 ENGLISH LAB FOR COOPERATIVE LEARNING (0-0-1)

Prerequisite: None

Co-requisite: ENGL 0300 or 0301

Fees: Laboratory

This lab is required for all developmental English classes. It is designed to facilitate the learning of writing through assisted cooperative activities.

0300 BASIC ENGLISH I (3-3-1)

Prerequisite: None

Corequisite: ENGL 0110

Fees: Laboratory

This course is for students who need to improve their basic skills in grammar, spelling, reading, and writing with emphasis on individual sentences and short paragraphs and essays. In order to pass this course, students must pass the required lab. A student who is required by the college to take this course must pass it with an A, B, or C before being allowed to take a higher-level course in the English sequence. (CIP 3201085335)

0301 BASIC ENGLISH II (3-3-1)

Prerequisite: Appropriate placement score or “C” or better in ENGL 0300

Corequisite: ENGL 0110

Fees: Laboratory

Students review and improve their basic skills in standard English with emphasis on fundamental grammatical principles, sentence structure, and punctuation. Writing effective paragraphs and short essays is stressed. In order to pass this course, students must pass the required lab and must pass a departmental exit essay. A student who is required by the college to take this course must pass it with a “C” or better before being allowed to take a higher-level course in the English sequence. (CIP 3201085335)

1301 FRESHMAN COMPOSITION I (3-3-0)

Prerequisite: Appropriate placement score or credit in ENGL 0301 or 0302

Note: ENGL 1301 and ENGL 1302 cannot be taken concurrently.

This course focuses on student essay writing and practice using a variety of logical and organization patterns. Also emphasized are reading and critical thinking skills through written, oral and visual rhetorical methods. It incorporates substantial use of peer review workshops and diverse readings. A research paper is required. (CIP 2304015112)

1302 FRESHMAN COMPOSITION II (3-3-0)

Prerequisite: ENGL 1301 with a "C" or better

Note: ENGL 1301 and ENGL 1302 cannot be taken concurrently.

This is the second course in the freshman composition sequence. Emphasis is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. A research paper to include qualitative and quantitative methods. (CIP 2304015112)

2307 CREATIVE WRITING (3-3-0)

Prerequisite: ENGL 1302

Creative writing offers students the opportunity for intensive practice and development of techniques in a workshop setting. Included are fiction, poetry, and short drama. (CIP 2305015112)

2311 TECHNICAL WRITING (3-3-0)

Prerequisites: ENGL 1302

Students develop their oral and written skills in their major fields of study by analyzing and creating technical papers, scientific reports, and business correspondence. Documents are created on the computer. (CIP 2311015112)

2322 BRITISH LITERATURE THROUGH THE 18TH CENTURY(3-3-0)

Prerequisite: ENGL 1302

This course includes significant works of British writers from the Old English Period through the 18th century. Readings emphasize the major genres and cultural perspectives in British literature. A research paper or term project is required. (CIP 2308015112)

2323 BRITISH LITERATURE IN THE 19TH AND 20TH CENTURIES (3-3-0)

Prerequisite: ENGL 1302

This survey of British literature includes works from the Romantic Period to the present. Readings emphasize the major genres and cultural perspectives in British literature. A research paper or term project is required. (CIP 2308015112)

2327 EARLY AMERICAN LITERATURE THROUGH THE ROMANTIC PERIOD (3-3-0)

Prerequisite: ENGL 1302

Included in this course are works from the Colonial Period to the beginning of Realism. Readings emphasize the major genres and cultural perspectives in American literature. A research paper or term project is required. (CIP 2307015112)

2328 AMERICAN LITERATURE: REALISM THROUGH POST-MODERNISM (3-3-0)

Prerequisite: ENGL 1302

Students are exposed to major works of American literature from the beginning of Realism to the present. Readings emphasize the major genres and cultural perspectives in American literature. A research paper or term project is required. (CIP 2307015112)

2332 WORLD LITERATURE FROM ANTIQUITY THROUGH RENAISSANCE (3-3-0)

Prerequisite: ENGL 1302

This course is a study of representative masterpieces representing a variety of cultures from the ancient world through the Renaissance. Readings emphasize major genres of world literature. A research paper or term project is required. (CIP 2303015212)

2333 MODERN WORLD LITERATURE (3-3-0)

Prerequisite: ENGL 1302

This course exposes students to the literature of the world from the Neoclassical to the present. Readings emphasize major genres of world literature. A research paper or term project is required. (CIP 2303015212)

2341 FORMS OF LITERATURE (3-3-0)

Prerequisite: ENGL 1302

Students focus on one or more literary genres including, but not limited to, poetry, fiction, drama, and film. A research paper or term project is required. (CIP 2303015112)

2370 STUDIES IN LITERATURE (3-3-0)

Prerequisite: ENGL 1302

This course includes selections in literature organized by genre, period, or geographical region. A research paper or term project is required. Course descriptions are available for each semester prior to registration. This course may be repeated for credit when topics vary. (CIP 2303015312)

2373 MULTI-CULTURAL AMERICAN LITERATURE (3-3-0)

Prerequisite: ENGL 1302

This course comprises a survey of the literature of various groups, such as African-American, Asian-American, Hispanic, Native American, and others. A research paper or term project is required. (CIP 2303015312)

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Northwest Vista College

English as a Second Language (ESOL) Inglés Como Segundo Idioma

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0340 SPEAKING/LISTENING 4 (3-3-1)

Prerequisite: Placement testing or approval by instructor

This is an intermediate college-level course to develop the student's ability to listen and communicate in a range of social and academic situations using correct grammar structures for simple narrations, descriptions, as well as increasing vocabulary. Class activities include giving short presentations and leading group discussions. The pronunciation, stress, and intonation of spoken American English are practiced. The lab will give additional practice in oral production and increase oral comprehension of spoken American English. (CIP 3201085535)

0341 READING 4 (3-3-1)

Prerequisite: Placement testing or approval by instructor

This intermediate college-level course is designed to develop academic reading skills by applying context clues, word order, pronoun reference, special signal words, by developing paraphrasing, summarizing, outlining, making inferences, and analyzing selected passages, and by distinguishing fact and opinion. Note: Completion of ESOL 0341 with a "C" or better is equivalent to READ 0301. (CIP 3201085635)

0342 GRAMMAR 4 (3-3-0)

Prerequisite: Placement testing or approval by instructor

This is an intermediate college-level course designed to develop the student's ability to understand and produce compound and complex sentence patterns of American English. Previously studied grammatical structures will be reviewed and practiced. Structures covered in this course will include: compound sentences; complex sentences with time clauses; noun phrases; adjective clauses; adverbial phrases; reflexive and impersonal pronouns; the present perfect tense; and simple modal auxiliaries. (CIP 3201085735)

0343 WRITING 4 (3-3-0)

Prerequisite: Placement testing or approval by instructor

This is an intermediate college-level course designed to develop the student's ability to construct paragraphs with topic sentence, body (contain major and secondary supports), and a conclusion. Emphasis is on planning and writing expository paragraphs using illustrations and examples, definitions,

comparison/contrast, and classification. (CIP 3201085435)

0350 SPEAKING/LISTENING 5 (3-3-1)

Prerequisite: Successful completion of SPEAKING/LISTENING 4, placement testing, or approval by instructor.

This advanced college-level course develops the student's ability to discuss logically concrete topics related to particular interests and special fields using appropriate grammar structures. The students learn to state and support one's opinions, explain in detail and restate other's opinions. Class activities include group discussions and giving formal presentations. The pronunciation, stress, and intonation of spoken American English are practiced. The lab will give additional practice in oral production and increase aural comprehension of spoken American English.
(CIP 3201085535)

0351 READING 5 (3-3-1)

Prerequisite: Successful completion of READING 4, placement testing, or approval by instructor.

This course focuses on the development of higher level reading skills by analyzing and synthesizing, summarizing and outlining, and using analytical thinking skills to recognize authors' purpose and point of view.

Note: Completion of ESOL 0351 with a "C" or better is equivalent to READ 0302. (CIP 3201085635)

0352 GRAMMAR 5 (3-3-0)

Prerequisite: Successful completion of GRAMMAR 4, placement testing, or approval by instructor.

This is an advanced course designed to develop the student's ability to understand and produce more complicated sentence patterns of American English. Previously studied grammatical structures will be reviewed and practiced. Structures covered in this course will include: complex sentences with time and cause-effect clauses, restrictive and non-restrictive adjective clauses, collective and abstract nouns, past and future perfect verb tense, gerunds, infinitives, and causatives. Note: Completion of ESOL 0352 and ESOL 0353 with a "C" or better is equivalent to ENGL 0300.
(CIP 3201085735)

0353 WRITING 5 (3-3-0)

Prerequisite: Successful completion of WRITING 4, placement testing, or approval by instructor.

This is an advanced college-level course to develop paragraph construction skills and begin to learn the essay format. Emphasis is on planning and generating expository paragraphs using cause and effect, persuasion, and definition. Note: Completion of ESOL 0352 and ESOL 0353 with a "C" or better is equivalent to ENGL 0300. (CIP 3201085435)

0360 SPEAKING/LISTENING 6 (3-3-1)

Prerequisite: Successful completion of SPEAKING/LISTENING 5, placement testing, or approval by instructor

This is an advanced course designed to expand communication skills at various levels of discourse in an academic setting. Emphasis is on listening to lectures, taking notes, making presentations, and participating in discussions of an academic nature. The pronunciation, stress and intonation of spoken

English are practiced. The lab will give additional practice in oral production and increase aural comprehension of spoken American English.

(CIP 3201085535)

0361 READING 6 (3-3-1)

Prerequisite: Successful completion of READING 5, placement testing, or approval by instructor

This is an advanced course where students begin reading college-level materials and using critical thinking by discussion and analysis as well as advanced reading skills to comprehend figurative language, to recognize stated and implied main ideas, to evaluate the validity of the author's conclusion and the credibility of selected passages. Note: Completion of ESOL 0361 with a "C" or better is equivalent to READ 0303.

(CIP 3201085635)

0362 GRAMMAR 6 (3-3-0)

Prerequisite: Successful completion of GRAMMAR 5, placement testing, or approval by instructor

This is an advanced, college-level course designed to develop the student's ability to understand and produce more complicated sentence patterns of American English. Previously studied grammatical structures will be reviewed and practiced. Structures covered in this course will include: complex sentences (including noun clauses and conditionals) reduction of adjective clauses, the passive voice, and compound modal auxiliaries. Note: Completion of ESOL 0362 and ESOL 0363 with a "C" or better is equivalent to ENGL 0301. (CIP 3201085735)

0363 WRITING 6 (3-3-1)

Prerequisite: Successful completion of WRITING 5, placement testing, or approval by instructor

This advanced course is designed to perfect written communication in an academic setting. Emphasis is on writing multi-paragraph essays as well as recognizing and producing the type of paragraph or composition that each writing task requires, using language appropriate to audience and purpose. Note: Completion of ESOL 0362 and ESOL 0363 with a "C" or better is equivalent to ENGL 0301. (CIP 32010854735)

0365 ACCENT IMPROVEMENT (3-3-0)

Prerequisite: May be taken with SPEAKING/LISTENING 4 or SPEAKING/LISTENING 5

This course is designed to help students improve their pronunciation and intonations of American English. The phonetic structure of the consonant sounds as well as the vowel sounds, the rules, and the patterns of stress and rhythm are systematically analyzed, and students are given practice in correctly pronouncing each of these sounds and patterns. This course may be repeated. (CIP 3201085535)

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Northwest Vista College

Business Enterprise Management and Operations (BUSG)

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2309 SMALL BUSINESS MANAGEMENT (3-3-0)

Prerequisite: None

This course examines the unique aspects of managing a small business. Topics address management functions including how managers plan, exercise leadership, organize, and control the operations.
(CIP 5207010000)

Northwest Vista College

French (FREN)

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1411 ELEMENTARY FRENCH I (4-3-2)

Prerequisite: None

Fees: Laboratory

Students are introduced to the four basic skills: listening comprehension, oral expression, reading, and writing. Pronunciation, grammar, and practical vocabulary are included. Language laboratory is required. (CIP 1609015113)

1412 ELEMENTARY FRENCH II (4-3-2)

Prerequisite: FREN 1411 or departmental approval

Fees: Laboratory

Students continue developing the skills introduced in FREN 1411. Language laboratory is required. (CIP 1609015113)

2311 INTERMEDIATE FRENCH I (3-3-0)

Prerequisite: FREN 1412 or equivalent

This course focuses on reading, composition, and intense oral practice. A review of grammar is included. (CIP 1609015213)

2312 INTERMEDIATE FRENCH II (3-3-0)

Prerequisite: FREN 2311 or equivalent

This course is a continuation of FREN 2311. Included are composition and contemporary literature. Grammar is reviewed and expanded. (CIP 1609015213)

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Northwest Vista College

Geography (GEOG)

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1301 ELEMENTS OF PHYSICAL GEOGRAPHY (3-3-0)

Prerequisite: None

Students are introduced to the elements of physical geography with an emphasis on the lithosphere (earth's crust), the atmosphere (air), the hydrosphere (water) and the biosphere (living organisms). (CIP 4507015125)

1302 CULTURAL GEOGRAPHY (3-3-0)

Prerequisite: None

This introduction to the study of the interrelationship of humans and earth's physical environment focuses on describing and analyzing the ways language, religion, economy, government, and other cultural phenomena vary or remain constant from one place to another and on explaining how humans function spatially. The differences among people and human diversity are explored. (CIP 4507015125)

1303 GEOGRAPHY OF THE WORLD (3-3-0)

Prerequisite: None

This course provides a comparative study of the development of major cultural regions of the world. Emphasis is on the influence of geography on human development. (CIP 4507015325)

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Northwest Vista College

Geology (GEOL)

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1345 OCEANOGRAPHY (3-3-0)

Prerequisite: None

Fees: Laboratory

This course is an interdisciplinary study of the world's oceans. Topics explored include earth history and plate tectonics, the ocean floor, the water molecule and ocean chemistry, the atmosphere, ocean waves and currents, and elementary marine biology. (CIP 4007035103)

1346 ASTRONOMY (3-3-0)

Prerequisite: None

Fees: Laboratory

This course is a look at the physical bodies that make up the universe, and the laws that govern them. Topics explored include the history of astronomy, astronomical methods and measurements, the life cycles of stars, the solar system, and extra-solar planets. (CIP 4007035103)

1403 PHYSICAL GEOLOGY (4-3-3)

Prerequisite: None

Fees: Laboratory

This course is an introduction to the nature and properties of rocks and minerals: processes by which they are formed, altered and transported; nature and development of the landscape. Laboratory work includes the study of minerals, rocks, and topographic maps. (CIP 4006015103)

1404 HISTORICAL GEOLOGY (4-3-3)

Prerequisite: GEOL 1403

Fees: Laboratory

This course focuses on the history of the earth and development of life relative to geologic time. Laboratory work includes the study of fossils and geologic maps. (CIP 4006015103)

1405 Environmental Geology (4-3-3)

Prerequisite: None

Fees: Laboratory

This course covers human interaction with geologic systems, and the risks and effects of natural geologic hazards such as volcanic eruptions, earthquakes, and floods. Focus is upon the interaction between natural systems and human activity. Topics explored include natural disasters, pollution, groundwater recharge, river systems, and coasts. Laboratory work

includes the study of earth materials, maps, natural disasters, and pollution. There are no prerequisites. (CIP 0301025301)

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Northwest Vista College

Government (GOVT)

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Note: Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions.

Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement.

2301 AMERICAN GOVERNMENT I (3-3-0)

Prerequisite: GOVT 2302

Students compare the Texas and U.S. Constitutions and analyze federalism, citizenship, voting, and local government with an emphasis on the state of Texas. This course can be taken to meet the state requirement for teacher certification. (CIP 4510025125)

2304 INTRODUCTION TO POLITICAL SCIENCE (3-3-0)

This course is an introductory survey of the discipline of political science focusing on the history, scope, and methods of the field and the substantive topics in the discipline. This class will not substitute for required courses GOVT 2305 and GOVT 2306. (CIP 4510015225)

2305 FEDERAL GOVERNMENT (3-3-0)

(Formerly GOVT 2302)

Government 2305 is a general survey course in American national government with emphasis on the U.S. Constitution and covering such topics as federal-state and interstate relations, rights and obligations of citizens, democracy, the legislative process, human rights, political parties, interest groups, the role of media in American politics, the executive, judicial, and administrative functions in federal government. (CIP 4510025125)

2306 TEXAS GOVERNMENT (3-3-0)

(Formerly GOVT 2301)

Government 2306 is a general survey of the United States and Texas Constitutions, federalism, political parties, interest groups, bureaucracy, budgetary process, legislature, governor, court system, county and municipal

organizations, and current problems facing local governments.
(CIP 4510025125)

2389 ACADEMIC COOPERATIVE IN GOVERNMENT (3-3-4)

Prerequisite: GOVT 2301 and GOVT 2302

This instructional program is designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.
(CIP 4501015125)

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Northwest Vista College

Health Information Technology/Technician (HITT)

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1305 MEDICAL TERMINOLOGY (3-3-0)

Prerequisite: None

Study of the word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.
(CIP 5107070000)

1460 CLINICAL EXPERIENCE (4-1-12)

Prerequisite: Approval of Community Health Program Coordinator
Required for completion of the Certificate (replaces CHLT 1380)

This course provides concentrated field experience for synthesis and application of learning from prior coursework. Practical experience is simultaneously related to theory. Close supervision is provided by a clinical preceptor, with regular mentoring sessions with a faculty advisor. The student is expected to develop familiarity with client contact and field research requirements of employment in community health.
(CIP 5107070000)

2460 CLINICAL EXPERIENCE (4-1-12)

Prerequisite: HITT 1460 and Approval of Community Health Program Coordinator
Required for completion of the AAS Degree

This advanced course provides concentrated field experience for synthesis and application of learning from prior coursework. Practical experience is simultaneously related to theory. Close supervision is provided by a clinical preceptor, with regular mentoring sessions with a faculty advisor. The student is expected to demonstrate mastery of client contact and field research requirements of employment in community health.
(CIP 5107070000)

2560 CLINICAL EXPERIENCE (5-1-15)

(Replaces HITT 2589. Open only to students completing earlier degree plans requiring HITT 2589.)

Prerequisite: Approval of Community Health Program Coordinator
This course provides concentrated field experience for synthesis and application of learning from prior coursework. Practical experience is simultaneously related to theory. Close supervision is provided by a clinical preceptor, with regular mentoring sessions with a faculty advisor. The

student is expected to develop familiarity with client contact and field research requirements of employment in community health.
(CIP 5107070000)

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Northwest Vista College

History (HIST)

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1301 HISTORY OF THE UNITED STATES I (3-3-0)

Prerequisite: None

Students explore U.S. history from the discovery of America through the Civil War era, with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half the legislative requirement of six semester hours in American history. (CIP 4508025125)

1302 HISTORY OF THE UNITED STATES II (3-3-0)

Prerequisite: None

Students explore U.S. history from Reconstruction to the present with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half of the legislative requirement for six semester hours in American history. (CIP 4508025125)

2301 TEXAS HISTORY (3-3-0)

Prerequisite: None

In this course, students investigate the development of Texas beginning from its Native American roots, through Spanish and Mexican influence, the Republic of Texas, statehood, Civil War to the present. There is also an inquiry into the history of 19 th century European immigration as well as an exploration of San Antonio history. The emphasis is on the major historical, social, cultural, political and economic movements contributing to the Texas experience. (CIP 4508025225)

2311 WESTERN CIVILIZATION I (3-3-0)

Prerequisite: None

Students learn of the civilization in the west from ancient times through the Enlightenment. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (CIP 4508015425)

2312 WESTERN CIVILIZATION II (3-3-0)

Prerequisite: None

Students explore the development of Western civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (CIP 4508015425)

2321 WORLD CIVILIZATIONS I (3-3-0)

Prerequisite: None

Students explore the cultural histories of particular civilizations important for understanding the modern world: classical Greco-Roman civilization, China of the Han and Tang dynasties, Latin America, medieval Europe, and Islam in the Middle East and Africa through the 15 th century with attention to the emergence of major world religions. Within a general framework of religious, political, social and economic history, the course emphasizes the literature, philosophy, art and music of each of these civilizations. Credit cannot be earned for both HIST 2321 and IDST 2372. (CIP 4508015325)

2322 WORLD CIVILIZATIONS II (3-3-0)

Prerequisite: None

This course is a study of the contact of civilizations and cultural change since the 15 th century. It emphasizes cultural, social, political and economic history of the following periods and movements: the Renaissance, the Scientific Revolution and Enlightenment, the Age of Revolution and Romanticism, Victorian Culture and Imperialism, the culture of the 20th century, and Women's issues in each of these historical eras. Credit cannot be earned for both HIST 2322 and IDST 2373. (CIP 4508015325)

2323 EASTERN CIVILIZATIONS (3-3-0)

Prerequisite: 6 hours of History

Students are introduced to East Asian history and culture from its beginnings until modernity. Focusing on China and Japan, this examines the period from the earliest settlements through their modern transformation. (CIP 4508015325)

2372 ADVANCED HISTORICAL ANALYSIS (3-3-0)

Prerequisite: 6 hours of History

Topics provide in-depth study of selected minority, local, regional, national, or international topics. This course may be repeated when topics vary. (CIP 4508015625)

2380 MEXICAN AMERICAN HISTORY (3-3-0)

Prerequisite: None

Students explore the historical, political, economic, social and cultural development of Mexican Americans throughout the United States. Students will study the major events that address this group's role in and contribution to American history. Credit cannot be earned for both HIST 2380 and HUMA 2319. (CIP 4511015342)

2381 AFRICAN AMERICAN HISTORY (3-3-0)

Prerequisite: None

Students explore the historical, political, economic, social and cultural development of African Americans throughout the United States. Students will study the major events that address this group's role in and contribution to American history. Same as HUMA 2319. Credit cannot be earned for both HIST 2381 and HUMA 2319. (CIP 4511015325)

2389 ACADEMIC COOPERATIVE IN HISTORY (3-3-4)

Prerequisite: HIST 1301 and HIST 1302

This instructional program is designed to integrate on-campus study with practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (CIP 4501015125)

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Northwest Vista College

Humanities (HUMA)

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There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

1301 INTRODUCTION TO THE HUMANITIES I (3-3-0)

Prerequisite: None

This course is a survey of the Humanities in which students engage in an interdisciplinary, multi-perspective and global assessment of cultural, philosophical, political, and aesthetic factors that shape the individual and the society. (CIP 2401035135)

1302 INTRODUCTION TO GLOBAL ISSUES AND PERSPECTIVES (3-3-0)

Prerequisite: None

An interdisciplinary approach to the study of world communities designed to inspire reflection about questions of values in international interactions. Global issues will be viewed from historical, literary, aesthetic, and philosophical perspectives of human experience. (CIP 2401035135)

1315 INTRODUCTION TO THE ARTS (3-3-0)

Prerequisite: None

Understanding purposes and processes in the visual and musical arts including evaluation of selected works. Students explore the basics of art through text, audio, and image analysis with hands on activities designed to develop cultural and aesthetic awareness. (CIP 5001015130)

2319 AMERICAN MINORITIES (3-3-0)

Prerequisite: None

An introduction to historical, economic, social, and cultural development of minority groups. The course may include Women, African-American, Mexican-American, Asian-American and Native American issues. (CIP 4511015342)

2323 WORLD CULTURES (3-3-0)

Prerequisite: None

A study of the development of human societies, including their culture, institutions, modes of communication and patterns of intercultural relations. The fields of physical and cultural anthropology, archeology, linguistics, and ethnology will be introduced. (CIP 4502015142)

Northwest Vista College

Human Development (HUMD)

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0160 COLLEGE VOCABULARY (1-1-2)

Prerequisite: None

This is a self-paced course designed for all students who would like to review their vocabulary skills as an enhancement tool for all college courses. The skills/areas covered include dictionary usage, prefixes-roots-suffixes, contextual analysis, look-alike words, sound-alike words, commonly misunderstood words, sophisticated words, and vocabulary from content-areas.
(CIP 3201015235)

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Northwest Vista College

Information Multimedia Education (IMED)

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1305 MULTIMEDIA COURSEWARE DEVELOPMENT I (3-1-4)

Prerequisite: IMED 1401 or equivalent demonstrated competency

Fees: Laboratory

Instruction in multimedia development employs an icon-based development tool. Topics include interactivity, branching, navigation, and interface/information design using industry-standard authoring software. (CIP 1001010000)

1316 WEB PAGE DESIGN I (3-1-4)

Prerequisite: IMED 1401 or equivalent demonstrated competency

Fees: Laboratory

Students develop skills in the interface design process including selecting interfaces that are meaningful to users and relative to a project's content and delivery system. The emphasis is on aesthetic issues such as iconography, screen composition, colors, and typography. The student will learn to describe user-interface conventions based on human perception principles, critique existing user-interface and screen designs, create effective navigation methods, and screen composition for different multimedia projects. (CIP 1001010000)

1343 DIGITAL SOUND (3-1-4)

Prerequisite: COSC 1301 or equivalent demonstrated competency

Fees: Laboratory

Students learn to digitize sound and incorporate it into multimedia titles for various delivery systems. Emphasis is on compression issues, sampling, synchronizing, and resource management. (CIP 1001010000)

1351 DIGITAL VIDEO (3-1-4)

Prerequisite: COSC 1301 or equivalent demonstrated competency

Fees: Laboratory

Students develop skills in producing and editing video and sound for multimedia productions. Emphasis is on the capture, editing, and outputting of video using a desktop digital video workstation. (CIP 1001010000)

1391 SPECIAL TOPICS IN EDUCATIONAL MEDIA TECH (3-2-2)

Prerequisite: IMED 1305

Fees: Laboratory

Topics address recently identified current events, skills, knowledge, and/or

attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

(CIP 1001010000)

1401 INTRODUCTION TO MULTIMEDIA (4-2-4)

Prerequisite: COSC 1301 or equivalent demonstrated competency

Fees: Laboratory

Students survey 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 is on conceptualizing and producing effective multimedia presentations. (CIP 1001010000)

2166 PRACTICUM (OR FIELD EXPERIENCE) EDUCATIONAL/ INSTRUCTIONAL MEDIA TECHNOLOGY/TECHNICIAN (1-0-10)

Prerequisite: Instructor Permission

Field placements in cooperating businesses, schools, and on-campus, provide assistance to work as Multimedia Authors, Web Page Designers, AudioVisual Specialists and Learning Center Technology Coordinators for schools, businesses and other institutions. (CIP 1001010000)

2305 MULTIMEDIA COURSEWARE DEVELOPMENT II (3-1-4)

Prerequisite: IMED 1305

Fees: Laboratory

In-depth coverage of programming/scripting uses an icon-based authoring system with emphasis on advanced development of interactive multimedia products. (CIP 1001010000)

2309 INTERNET COMMERCE (3-2-2)

Prerequisite: IMED 1316

Fees: Laboratory

This course is 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. (CIP 1001010000)

2313 PROJECT ANALYSIS AND DESIGN (3-2-2)

Prerequisite: IMED 1305

Fees: Laboratory

This introduction to the multimedia planning process includes costing, preparation, production legal issues, and guidelines for pre-production preparation and creation of a comprehensive design document including target audience analysis, purpose and goals, objectives, content outline, flow chart, and storyboard. Emphasis is on content design and production management. (CIP 1001010000)

2341 ADVANCED DIGITAL VIDEO (3-2-2)

Prerequisite: IMED 1351

Fees: Laboratory

Students learn the use of advanced digital video techniques for post-production. Emphasis is on generation and integration of special effects, 2-D animation, and

3-D animation for film, video, CD-ROM, and the Internet. Students will explore new and emerging compression and video streaming technologies.
(CIP 1001010000)

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Northwest Vista College

Information Technology Networking (ITNW)

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1312 FUNDAMENTALS OF INFORMATION SECURITY (3-3-0)

Prerequisite: None

Fees: Laboratory

This course covers basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities to InfoSec, and corresponding counter measures are addressed. The importance of appropriate InfoSec planning and administrative controls is discussed in conjunction with coverage of the elements of information security risk management and the identification of appropriate defenses. Defense topics include: firewalls, encryption, physical security, intrusion detection, and biometrics. (CIP 5212040000)

1325 FUNDAMENTALS OF NETWORKING TECHNOLOGIES (3-2-2)

Prerequisite: COSC 1301 or equivalent demonstrated competency

Fees: Laboratory

This course provides instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Students will utilize various Network Operating Systems to connect computers to communicate and will learn how to implement security procedures. (CIP 5212040000)

1351 Fundamentals of Wireless LANs (3-2-3)

Prerequisite: ITCC 1306 (CCNA2) or Concurrent Enrollment

Fees: Laboratory

This introductory course focuses on the design, installation, configuration, operation, and troubleshooting of 802.11a, 802.11b, and 802.11g Wireless LANs. A comprehensive overview of wireless technologies, devices, security, design, and best practices with a particular emphasis on real world applications and skills is covered.

2164 PRACTICUM (OR FIELD EXPERIENCE) - BUSINESS SYSTEMS NETWORKING AND TELECOMMUNICATIONS (1-0-10)

Prerequisite: Permission of Instructor

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

guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (CIP 5212040000)

2301 ADMINISTERING SERVERS (3-2-2)

Replaces IMTC 1319

Prerequisite: ITNW 1325, ITCC 1322 or concurrent enrollment

Fees: Laboratory

This course covers post-installation and day-to-day administration tasks of various network operating system servers. Course content helps students develop the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Windows 2000 based network. The student will create and manage user accounts and groups; set up and administer permission for files and folders; set up, administer and troubleshoot network printing; monitor and manage network resources and security; and back up and restore files and folders, and utilizing the Active Directory concept. (CIP 5212040000)

2321 NETWORKING WITH TCP/IP (3-2-2)

Prerequisite: ITNW 1325

Fees: Laboratory

This course covers important aspects of TCP/IP networks. Students will set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. (CIP 5212040000)

2335 NETWORK TROUBLESHOOTING AND SUPPORT (3-2-2)

Prerequisite: ITNW 2301

Fees: Laboratory

Students in this course will 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 hard/software. Students will describe troubleshooting procedures, identify research tools to assist in network support, state criticality of documentation of network physical layouts, software installations, licensing, and network operation logs. Students will also demonstrate the capability to identify and resolve network problems and describe and use network management software. (CIP 5212040000)

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Northwest Vista College

Information Technology Cisco Certification (ITCC)

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ITCC 1302 CCNA1: Networking Basics v3.0 (3-2-3)

Prerequisite: None

Fees: Laboratory

Networking Basics is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA 1 introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing and network standards.

While no previous knowledge of Cisco is required, students should have a basic knowledge of computer hardware or an A+ certification, Windows 2000, and the Internet.

ITCC 1306 CCNA2: Routers and Routing Basics v3.0 (3-2-3)

Prerequisite: ITCC 1302 (CCNA1)

Fees: Laboratory

Routers and Routing Basics is the second of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA 2 focuses on initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and access control list (ACLs). Students will develop skills on how to configure a router, manage Cisco IOS Software, configure protocols, and create access lists controlling access to the router.

ITCC 1342 CCNA3: Switching Basics and Intermediate Routing (3-2-3)

Prerequisite: ITCC 1306 (CCNA2)

Fees: Laboratory

The course focuses on advanced IP addressing techniques (Variable Length Subnet Masking [VLSM]), intermediate routing protocols (RIP version 2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (SPT), and VLAN Trunking Protocol (VTP).

ITCC 1346 CCNA4: WAN Technologies (3-2-3)

Prerequisite: ITCC 1342 (CCNA3)

Fees: Laboratory

WAN Technologies is the last of four courses leading to the Cisco Certified Network Associate (CCNA) certification. The 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 taking the CCNA Exam.

ITCC 2332 CCNP5: Advanced Routing v3.0 (3-2-3)

Prerequisite: None
Fees: Laboratory

Advanced Routing is the first of four courses leading to the Cisco Certified Network Professional certification. CCNP5 teaches students how to design, configure, maintain, and scale routed networks. Students learn to use VLSMs, private addressing, and NAT to enable more efficient use of IP addresses. This course teaches students how to implement routing protocols such as RIP v2, EIGRP, OSPF, IS-IS, and BGP. In addition, the course details the important techniques used for route filtering and route redistribution.

ITCC 2336 CCNP6: Remote Access (3-2-3)

Prerequisite: ITCC 2332
Fees: Laboratory

The course covers designing and building remote access networks with Cisco products. Topics include assembling and cabling WAN components, configuring network connections via asynchronous modem, ISDN, X.25, and frame relay architectures and associated protocols. (CIP 11.01002000)

ITCC 2340 CCNP7: Multilayer Switching (3-2-3)

Prerequisite: ITCC 2236
Fees: Laboratory

This course is an introduction to Cisco switches and how to use Cisco switches effectively in networks. Topics include switching concepts, virtual LANs, switch architecture (hardware and software), switch configuration, management and troubleshooting. (CIP 11.01002000)

ITCC 2344 Network Troubleshooting (3-2-3)

Prerequisite: ITCC 2340
Fees: Laboratory

This course is study of troubleshooting methods for internetworks. Topics include Cisco Troubleshooting Tools, diagnosing and correcting problems within TCP/IP, Novell, and AppleTalk networks, and with Frame Relay and ISDN network connections.

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Northwest Vista College

Computer and Information Sciences, General (ITSC)

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1301 INTRODUCTION TO COMPUTERS (3-0-0)

Prerequisite: None

Fees: Laboratory

This course provides an overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments of society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area. Additional topics covered relate to security issues, to include computer viruses and vulnerabilities. (CIP 1101010000)

1305 INTRODUCTION TO PC OPERATING SYSTEMS (3-2-2)

Prerequisite: COSC 1301 or equivalent demonstrated competency

Fees: Laboratory

This provides a study of personal computer operating systems, with emphasis on Windows 98 and Windows 2000. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Fundamental operating system concepts common to all operating systems, including Macintosh and Unix, will be covered. (CIP 1101010000)

1307 UNIX OPERATING SYSTEM I (3-2-2)

Prerequisite: COSC 1301 or equivalent demonstrated competency

Fees: Laboratory

This course is a study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. (CIP 1101010000)

1325 PERSONAL COMPUTER HARDWARE (3-2-2)

Prerequisite: COSC 1301 or equivalent demonstrated competency

Fees: Laboratory

This course is a study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. Students are provided with a basic understanding of microprocessors, data storage devices, memory, and expansion buses. Requires occasional lifting of 10-20 pounds in equipment. (CIP 1101010000)

2186 INTERNSHIP - COMPUTER AND INFORMATION SCIENCES, GENERAL (1-0-10)

Prerequisite: Permission of Program Coordinator

Fees: Laboratory

This course provides an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (CIP 1101010000)

2337 UNIX OPERATING SYSTEM II (3-2-2)

Prerequisite: ITSC 1307

Fees: Laboratory

This course provides an advanced study of the UNIX operating system. Includes advanced concepts of system management and communication, the installation and maintenance of software, network security, and data integrity issues. Utilizing the Solaris Intel-Version Operating System, students will learn how to install, configure and set up a Solaris (UNIX) Server in a client/server network model. Students will configure basic Domain Name Service and Dynamic Host Configuration Protocol Servers. In addition, students will create and manage user accounts on the Solaris server. Topics such as maintenance of software, Solaris network security, and data integrity issues will be covered as well.

2339 PERSONAL COMPUTER HELP DESK (3-2-2)

Prerequisite: ITNW 1325 or ITCC 1302

Fees: Laboratory

This course covers diagnosis and solution of user hardware and software related problems with on-the-job projects in either a Help Desk lab or in short-term assignments for local business. Students will establish a rapport with users in problem-solving situations; analyze user problems and lead them through solutions; maintain problem logs; and formulate problemsolving methodologies. (CIP 1101010000)

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Northwest Vista College

Information Technology Software Engineering (ITSE)

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1302 COMPUTER PROGRAMMING (3-3-1)

Prerequisite: Math 0303 and COSC 1301 or demonstrated competency
Fees: Laboratory

This course is an introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files. The student will use structured programming techniques, develop correct executable programs, and create appropriate documentation. Cross-listed as COSC 1315 Fundamentals of Programming (CIP 1102010000)

*Replaces ITSE 1329, Programming Logic and Design.

1307 INTRODUCTION TO C++ PROGRAMMING (3-3-1)

Prerequisite: ITSE 1302
Fees: Laboratory

This course offers an introduction to computer programming using C++. Emphasis will be on the fundamentals of structured design with development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files. Students will use structured programming techniques, develop correct executable programs, create appropriate documentation, and incorporate pointers and/or arrays to manipulate data. (CIP 1102010000)

1311 WEB PAGE PROGRAMMING (3-3-1)

Prerequisite: COSC 1301 or demonstrated competency
Fees: Laboratory

This course provides instruction in Internet Web page programming including mark-up and scripting languages. This course will concentrate on HTML, CGI, JAVA, JAVASCRIPT, or ASP. The student will be able to create interactive web pages and design, create, test, and debug a web site. (CIP 1102010000)

1331 INTRODUCTION TO VISUAL BASIC PROGRAMMING (3-3-1)

Prerequisite: ITSE 1302
Fees: Laboratory

This course is an introduction to computer programming using Visual BASIC. Emphasis will be on the fundamentals of structured design, development, testing, implementation, and documentation. The course includes

language syntax, data and file structures, input/output devices, and files.
This course uses Visual Basic NET. (CIP 1102010000)

1350 SYSTEM ANALYSIS AND DESIGN (3-3-1)

Now INEW 2340 Object-Oriented Design

Prerequisite: ITSE 2317 or ITSE 1307

Fees: Laboratory

This course is a comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. Students will use system design tools and develop documentation for each phase of the system life cycle. (CIP 1102010000)

1392 SPECIAL TOPICS IN COMPUTER PROGRAMMING (ADVANCED) (3 - 3 - 1)

Prerequisite: ITSE 2302 and ITSE 1307

Fees: Laboratory

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course will concentrate on PHP, which is a server-side HTML embedded scripting language that provides web developers with a full suite of tools for building dynamic websites.
(CIP 1102010000)

2286 INTERNSHIP - COMPUTER PROGRAMMING (2-0-12)

Prerequisite: Permission of Program Coordinator

This course offers an experience external to the college and is for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
(CIP 1102010000)

2302 INTERMEDIATE WEB PROGRAMMING (3-3-1)

Prerequisite: ITSE 1302 and ITSE 1311

Fees: Laboratory

This course addresses intermediate applications for web authoring. Topics may include SSI (server side include), Perl, HTML, Java, Javascript, and/or ASP. Students may also use Java Server Pages and PHP to create dynamic web pages.
(CIP 1102010000)

2309 DATABASE PROGRAMMING (3-3-1)

Prerequisite: ITSE 2317 and ITSW 1307

Fees: Laboratory

This course introduces application development using database programming techniques and emphasizes database structures, modeling, and database access. Students will develop database applications using structured query language, create queries and reports from database tables, and create appropriate documentation. Students will learn to design and implement database systems using programming or scripting languages. (CIP 1102010000)

2317 JAVA PROGRAMMING (3-3-1)

Prerequisite: ITSE 1302 or COSC 1315

Fees: Laboratory

This course is an introduction to JAVA programming with object-orientation. Emphasis will be on the fundamental syntax and semantics of JAVA for applications and web applets. Students will develop correct executable programs and create appropriate documentation.

Cross-listed as COSC 1336 Programming Fundamentals I. (CIP 1102010000)

2331 ADVANCED C++ PROGRAMMING (3-3-1)

Prerequisite: ITSE 1307

Fees: Laboratory

This course provides further application of C++ programming techniques including subjects such as file access, abstract data structures, class inheritance, and other advanced techniques. Students will develop correct, well-documented programs containing complex data structures; incorporate complex input/output file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques. (CIP 1102010000)

2333 Implementing a Database on MS SQLServer (3 - 3 - 1)

Prerequisite: ITSE 2309 and ITSC 1307

Fees: Laboratory

Skills development in the implementation of a database solution using Microsoft SQL Server client/server database management system. Describe the elements of Microsoft SQL Server and its operational environments; describe the elements of the Transact-SQL language; demonstrate and configure the data storage architecture of SQL server. Create and manage files, file groups, databases, tables, and transaction logs; enforce data integrity using constraints, defaults and rules; and create and maintain indexes. Write queries to retrieve and modify data using joins and subqueries; write queries that summarize data; manage locking options and transactions to ensure data concurrency and recoverability; and create views of data. Design and create stored procedures; design and create triggers; and use distributed data. (CIP Code 11.0802)

2345 DATA STRUCTURES (3-3-1)

Prerequisite: ITSE 2357 or COSC 1337

Fees: Laboratory

This course explores further applications of programming techniques including an in-depth look at various data structures and the operations performed on them. Students will develop correct, well-documented programs containing complex data structures; incorporate arrays, records, stacks, queues, lists, and trees; and use searching, sorting, traversal, and recursion techniques. Cross-listed as COSC 2336 Programming Fundamentals III. (CIP 1102010000)

*Replaces ITSE 2321, Introduction to Object-Oriented Programming.

2347 Advanced Database Programming (3 - 3 - 1)

Prerequisite: ITSE 2302 and ITSE 2317

Fees: Laboratory

Application development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access.

The student will develop complex database applications using a structured query language; incorporate security and error trapping; and develop menu-driven database systems using various programming languages such as JDBC. (CIP Code 11.0802)

2349 ADVANCED VISUAL BASIC PROGRAMMING (3-3-1)

Prerequisite: ITSE 1331

Fees: Laboratory

This course examines further applications of programming techniques using Visual Basic. Topics include file access methods, data structures and modular programming, program testing and documentation. Students will develop correct, well-documented programs containing complex data structures, incorporate complex input/output file handling techniques, and develop graphical user interfaces to other software applications. This course uses VisualBasic.NET. (CIP 1102010000)

2356 Oracle Database Administration (3 - 3 - 1)

Prerequisite: ITSE 2309 and ITSC 1307

Fees: Laboratory

Fundamentals of the tasks and functions required of a database administrator using Oracle. Create an operational database using Oracle; will demonstrate the ability to create, delete, and modify associated files; will create, delete, and modify tablespaces, segments, extents, and blocks; start up and shut down an Oracle instance and database; add, delete, and modify users, privileges, and resources; and demonstrate use of National Language and Support (NLS) features. (CIP Code 11.0802)

2357 ADVANCED OBJECT-ORIENTED PROGRAMMING (3-3-1)

Prerequisite: ITSE 2317 or COSC 1336

Fees: Laboratory

This course explores application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, virtual functions, and exception handling. Students will develop correct, well documented programs containing complex data structures, and incorporate complex input/output and file handling techniques.

Cross-listed as COSC 1337 Programming Fundamentals II. (CIP 1102010000)

*Replaces ITSE 1391, Special Topics in Computer Programming.

2371 Web Development Tools (3 - 3 - 1)

Prerequisite: ITSW 1307 and ITSE 2317

Fees: Laboratory

This course will introduce students to the different web development tools such as Dreamweaver, Coldfusion, Flash, FrontPage, etc.. Students will learn to use these tools and the database knowledge and skills acquired in previous courses to develop both the front end web pages and the back end database systems that manipulate the data.

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Northwest Vista College

Data Processing Technology (ITSW)

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1307 Introduction to Database Management Systems (3 - 3 - 1)

Prerequisites: MATH 0303 (or equivalent) and COSC 1301 (or equivalent)

Fees: Laboratory

Introduction to database theory and the practical applications of a database. Identify database terminology and concepts; plan, define, and design a database; design and generate tables, forms, and reports; and devise and process queries. (CIP 11.0802)

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Northwest Vista College

Information Technology Security (ITSY)

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1300 FUNDAMENTALS OF INFORMATION SECURITY (3-2-2)

Prerequisite: None

Fees: None

Basic information security goals of availability, integrity, accuracy, 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.
(CIP 5212040000)

2300 OPERATING SYSTEM SECURITY (3-2-2)

Prerequisite: ITSC 1305

Fees: Laboratory

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network and security implementations. Use best practices to configure operating systems to industry security standards. This course places a strong emphasis on the Linux operating system platform to include the Red Hat and Mandrake systems, along with Linux theory and design. (CIP 5212040000)

2301 FIREWALLS AND NETWORK SECURITY (3-2-2)

Prerequisite: ITNW 1325

Fees: Laboratory

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. (CIP 5212040000)

2341 SECURITY MANAGEMENT PRACTICES (3-3-0)

Prerequisite: ITSY 1300 or ITNW 1312

Fees: None

In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan.
(CIP 5212040000)

2342 INCIDENT RESPONSE AND HANDLING (3-2-2)

Prerequisite: ITNW 1325

Fees: Laboratory

In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures. (CIP 5212040000)

2343 COMPUTER SYSTEM FORENSICS (3-2-2)

Prerequisite: ITNW 1325

Fees: Laboratory

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. (CIP 5212040000)

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Northwest Vista College

Interdisciplinary Studies (IDST)

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Note: IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interested in liberal arts education.

NVC, in accordance with THECB, offers the Associate of Arts in Teaching Degree.

1301 SCHOOLS AND SOCIETY: AN INTRODUCTION TO EDUCATION (3-3-0)

Now EDUC 1301

Prerequisite: None

This course begins with a brief history of American education, with particular emphasis on its development and the evolution of its current structure as compared to other cultures. Students will also analyze and discuss issues of access, diversity, and equity as they relate to areas such as ethnicity, gender, socio-economic status, religion, and disability. Through activities such as service learning and field experiences with varied and diverse populations, students will examine some of the important legal and ethical issues facing teachers today. (CIP 1301015109)

2370 INDIVIDUAL, FAMILY, AND COMMUNITY (3-3-0)

Prerequisite: None

This course integrates approaches from a broad variety of social sciences. The course will focus on theories of the individual, the family, and the community. Students may not receive credit for both IDST 2370 and SOCI 2301. (CIP 4511015442)

2371 SOCIETY AND SOCIAL ISSUES (3-3-0)

Prerequisite: None

This course focuses on broad social and institutional phenomena, including ethnicity, gender, and social conflict. These phenomena will be approached through case studies. Students may not receive credit for both IDST 2371 and SOCI 1306. (CIP 4508015342)

2372 WORLD CIVILIZATIONS I (3-3-0)

Prerequisite: None

Students explore the cultural histories of particular civilizations important for understanding the modern world: classical Greco-Roman civilization, China of the Han and Tang dynasties, Latin America, medieval Europe, and Islam in the Middle East and Africa through the 15 th century. Within

a general framework of political, social, and economic history, the course emphasizes the literature, philosophy, art, and music of each of these civilizations. Students may not receive credit for both HIST 2321 and IDST 2372. (CIP 4508015342)

2373 WORLD CIVILIZATIONS II (3-3-0)

Prerequisite: None

This course is a study of the contact of civilizations and cultural change since the fifteenth century. It emphasizes cultural, social, political and economic history of the following periods and movements: the Renaissance, the Scientific Revolution and Enlightenment, the Age of Revolution and Romanticism, Victorian Culture and Imperialism, the culture of the 20th century, and Women's issues in each of these historical eras. Students may not receive credit for both HIST 2322 and IDST 2373. (CIP 4508015342)

2374 WORLD LITERATURE I, THE NARRATIVE MODE (3-3-0)

Equivalent to ENGL 2332

Prerequisite: ENGL 1301 and 1302

Students explore the narrative mode in literature across the world and across time. Reading selections will include a variety of short fiction and other works. (CIP 2401035135)

2375 WORLD LITERATURE, DRAMATIC & LYRIC MODES (3-3-0)

Equivalent to ENGL 2333

Prerequisite: ENGL 1301 and 1302

Dramatic and lyric modes in literature across the world and across time will be explored. An anthology of lyric poetry will be studied, plays and films such as A Doll House and Citizen Kane will be analyzed. (CIP 2401035135)

2377 MODES OF INQUIRY ACROSS THE FIELDS OF STUDY (3-3-0)

Prerequisites: ENGL 1301 and 1302

This course is a study of thinking in the sciences, social studies, mathematics, language arts, and fine arts through interdisciplinary investigations. Course experiences include modeling, practice, and analysis of ways of inquiring in several subject areas, seeking their implications for interdisciplinary study. (CIP 2401035135)

*Other courses for IDST Majors: Math 1350 & 1351, Fundamentals of Mathematics for teachers;

TECA 1354, Child Growth and Development.

Also see EDUC section of the Catalog.

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Northwest Vista College

Information Processing/Data Entry Technician (POFI)

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1200 COMPUTER APPLICATIONS I (2-2-0)

Equivalent to POFT 1027 and POFI 1001

Prerequisite: None

This course provides an overview of computer applications including current terminology and technology. Introduction to computer hardware, software application, and procedures. (CIP 5204070000)

Northwest Vista College

Kinesiology (KINE)

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KINE 1100 (Previously Country Western Dance)

Aerobics I (Previously KINE 1140) (1 - 1 - 2)

Prerequisite: None

Fees: Laboratory

Students are introduced to the foundation of aerobics as it relates to exercise and cardiovascular fitness training. Fundamentals of personal safety, health related fitness, and exercise adherence is emphasized through out the course of the semester. Coordinating Board Academic Approval Number 3601085128

KINE 1101 Aerobics II (Previously KINE 1141) (1 - 1- 2)

Prerequisite: KINE 1100

Fees: Laboratory

Students continue acquiring knowledge and skill in rhythmic aerobics. Coordinating Board Academic Approval Number 3601085128

KINE 1102 Step Aerobics I (Previously KINE 1157) (1 – 1 – 2)

Prerequisites: None

Fees: Laboratory

Students are introduced to the technique of step aerobics for improvements in cardiovascular fitness. Warm-up, cool down and safety are integrated into each step aerobic routine. Students will gain a thorough understanding on the benefits of aerobic exercise and the use of the three-tier step. Coordinating Board Academic Approval Number 3601085128

KINE 1103 (Previously Beginning Yoga)

Step Aerobics II (Previously KINE 1158) (1 – 1 – 2)

Prerequisites: KINE 1103 or equivalent skills

Fees: Laboratory

Continuation from step aerobics level one, emphasis is on intermediate to advanced step techniques for improvements in cardiovascular fitness. Coordinating Board Academic Approval Number 3601085123

KINE 1104 (Previously Physical Conditioning)

Beginning Yoga (Previously KINE 1103) (1 - 1 - 2)

Prerequisite: None

Fees: Laboratory

Students will learn to redesign the body to improve flexibility, body alignment, posture, and breathing. This method will strengthen and stretch the muscles simultaneously. Coordinating Board Academic Approval Number 3601085123

KINE 1105 (Previously Golf I)

Power Yoga (Previously KINE 1155) (1 - 1 - 2)

Prerequisite: KINE 1104 or instructor approval.
Fees: Laboratory

Continuation from KINE 1104 (Beginning Yoga), emphasis is on intermediate skills for improvements in postural stability, flexibility, and body alignment. Coordinating Board Academic Approval Number 3601085123

KINE 1106 Weight Training I (1 - 1 - 2)

Prerequisite: None
Fees: Laboratory

Students learn resistance training as they develop an individual exercise program that will focus on improving health and wellness. A variety of physical activities are designed to strengthen the cardiopulmonary and skeletal system of the body. The components of muscular strength, muscular endurance, flexibility and cardiovascular fitness will be emphasized throughout the course of the semester. Coordinating Board Academic Approval Number 3601085123

KINE 1107 Weight Training II (1 - 1 - 2)

Prerequisite: KINE 1106
Fees: Laboratory

Students continue the resistance training they began in Weight Training I. Coordinating Board Academic Approval Number 3601085123

KINE 1110 (Previously Fencing I)

Jogging (Previously KINE 1150) (1 - 1 - 2)

Prerequisite: None
Fees: Laboratory

Students are introduced to the foundation of jogging as it relates to aerobic exercise and cardiovascular fitness training. Coordinating Board Academic Approval Number 3601085123

KINE 1111 (Previously Fencing II)

Jogging II (Previously KINE 1151) (1 - 1 - 2)

Prerequisites: KINE 1110
Fees: Laboratory

Students will expand on the mechanics and training principles acquired in Jogging I. Emphasis is placed on improving cardio-respiratory fitness. Coordinating Board Academic Approval Number 3601085128

KINE 1114 Walking For Fitness (1 - 1 - 2)

Prerequisite: None
Fees: Laboratory

Students are introduced to the foundation of walking as it relates to aerobic exercise and cardiovascular fitness training. Coordinating Board Academic Approval Number 3601085123.

KINE 1115 Intermediate Walking For Fitness (Previously KINE 1159) (1 - 1 - 2)

Prerequisites: None
Fees: Laboratory

Continuation from KINE 1114 walking for fitness level one, emphasis is on intermediate walking techniques for improvements in cardiovascular fitness. Warm-up, cool down and flexibility are integrated into each walking routine. Coordinating Board Academic Approval Number 3601085123

KINE 1119 TAI CHI I (Previously KINE 1144) (1 - 1 - 2)

Prerequisite: None
Fees: Laboratory

The student will be introduced to the original Chen style Tai Chi Chuan. The history, philosophy, and theory of movement as it relates to performing various routines within the Chen style will be systematically learned by the student. Self Defense

applications of each movement will be approached and learned from a practical application. Coordinating Board Academic Approval Number 3601085123

KINE 1120 TAI CHI II (Previously KINE 1148) (1 - 1- 2)

Prerequisite: KINE 1119 or instructor approval.

Fees: Laboratory

Continuation of KINE 1119 , Tai Chi I. A reaffirmation of the principles and the introduction to the secondary parts of the form will move the students toward the intermediate level Coordinating Board Academic Approval Number 3601085123

KINE 1122 Golf I (1 - 1- 2)

Prerequisite: None

Fees: Laboratory

Students are introduced to the basic fundamentals of golf. Coordinating Board Academic Approval Number 3601085123

KINE 1123 Golf II (1 - 1- 2)

Prerequisite: KINE 1122

Fees: Laboratory

Students will expand on the foundation developed in Golf I. Emphasis will be placed on technical skill acquisition as it relates to self improvement in recreational golf. Coordinating Board Academic Approval Number 3601085123

KINE 1130 CHI GUNG I (1 - 1- 2)

Prerequisites: None

Fees: Laboratory

The student will be introduced and taught basic abdominal breathing and relaxation performed during static movement. Various controlled movement will be taught in order to develop inner body awareness and physical strength and flexibility. The focus of the class is to introduce students to controlled slow static movement for development for of health and wellness.

KINE 1131 CHI GUNG II (1 - 1- 2)

Prerequisites: Kine 1130 CHI GUNG II

Fees: Laboratory

The student will continue to expand on the fundamentals of Chi Chung I and will gain an advanced perspective on progressive relation, breathing and flexibility techniques as they relate to increased muscular strength and endurance.

KINE 1132 MIND/BODY INTEGRATION AND SOMATIC TECHNIQUES (1 - 1- 2)

Prerequisite: none

Fees: Laboratory

Theoretical and practical survey of techniques and philosophies from the field of somatic, all of which stress the individual's experience of her own body from within and full involvement with her own wellness. Includes the work of Moshe Feldenkrais, FM Alexander, Bonnie Bainbridge-Cohen, Irmgard Barteneiff, Lulu Sweigard, Emilie Conrad Da'Oud, Joseph Pilates and others. Techniques involve various forms of relaxation, enhanced awareness, visualization and neuromuscular refinement.

CIP Approval Number 3601085123

KINE 1133 PILATES I (1 - 1- 2)

Prerequisite: none

Fees: Laboratory

Pilates Physical Conditioning/Body Work. Physical conditioning based on the theories of Joseph Pilates to increase strength, flexibility, range of motion and coordination.

CIP Approval Number 3601085123

KINE 1134 PILATES II (1 - 1- 2)

Prerequisite: KINE 1133

Fees: Laboratory

Pilates Physical Conditioning/Body Work. Physical conditioning based on the theories of Joseph Pilates to increase strength, flexibility, range of motion and coordination. Continued study. CIP Approval Number 3601085123

KINE 1138 Horseback Riding I (1 - 1 - 2)

Prerequisite: None

Fees: Laboratory

Students are introduced to the basic fundamentals of equestrian riding. Emphasis is placed on basic riding skills, general equine knowledge, and safety. Coordinating Board Academic Approval Number 3601085123

KINE 1139 Horseback Riding II (1 - 1 - 2)

Prerequisite: KINE 1138

Fees: Laboratory

Students will expand on the skills and knowledge acquired in Horseback Riding I. Emphasis will be placed on technical progression of riding skills, equine knowledge, and safety. Coordinating Board Academic Approval Number 3601085123

KINE/DANC 1145 (Previously Ballroom Dance I)

Social Dance I (1 – 1 – 2)

Prerequisites: None

Fees: Laboratory

This course introduces students to the basic steps and mechanics of partnership dancing as it is used in social settings. American-style figures from both smooth and rhythm categories will be taught. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE/DANC 1146 (Previously Ballroom Dance II)

Social Dance II (1 – 1 – 2)

Prerequisites: KINE 1145

Fees: Laboratory

This course continues the study of partnership dancing as it is used in social settings with emphasis on the development of lead/follow skills and basic styling. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE/DANC 1147 (Previously Jazz Dance I)

Modern Dance I(Previously KINE 1149) (1 – 1 – 2)

Prerequisites: None

Fees: Laboratory

Through the study of movement, form and space, this course will increase students' body and spatial awareness, teach them to focus their physical and emotional energies, and develop their artistic eye. Improvisation and choreography are both used for exploring movement. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE/DANC 1148 MODERN DANCE II (Previously KINE 1152) (1 – 1 – 2)

Prerequisites: KINE 1147 or instructor approval

Fees: Laboratory

This course assists students at both the individual and group level to continue their experience with movement, form and space. Includes more in-depth analysis and complex movement pieces. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE/DANC 1149 (Previsously Modern Dance II)

MODERN DANCE III (1 – 1 – 2)

Prerequisites: KINE 1148 or instructor approval

Fees: Laboratory

Continued study of modern dance technique at the advanced beginning level. Coordinating Board Academic Approval

Number 3601145123/5003015226

KINE/DANC 1150 MODERN DANCE IV (1 – 1 – 2)

Prerequisites: KINE 1149 or instructor approval

Fees: Laboratory

Continued study of modern dance technique at the intermediate level. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE/DANC 1151 BALLET I(1 – 1 – 2)

Prerequisites: None

Fees: Laboratory

An introduction to the fundamental principles, techniques and step vocabulary of classical ballet through barre and center floor work. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE/DANC 1152 (Previously Modern Dance II)

BALLET II (1 – 1 – 2)

Prerequisites: KINE 1151 or instructor approval

Fees: Laboratory

Continued instruction in ballet technique. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE/DANC 1153 (Previously Art of the Staff I)

BALLET III (1 – 1 – 2)

Prerequisites: KINE 1152 or instructor approval

Fees: Laboratory

Continued instruction in ballet technique at the advanced beginning level. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE/DANC 1154 (Previously Art Of The Staff II)

BALLET IV (1 – 1 – 2)

Prerequisites: KINE 1153 or instructor approval

Fees: Laboratory

Continued instruction in ballet technique at the intermediate level. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE/DANC 1155 (Previously Power Yoga)

JAZZ DANCE I (Previously KINE 1147) (1 – 1 – 2)

Prerequisite: None

Fees: Laboratory

Students will be exposed to the area of Jazz Dance as it relates to the individualistic expression of rhythmic and competitive dance formation. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE/DANC 1156 Jazz Dance II (1 – 1 – 2)

Prerequisites: KINE 1155 or instructor approval

Fees: Laboratory

This course continues the study of jazz dancing with greater emphasis on the development of technique and performance. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE/DANC 1157 (Previously Step Aerobics I)

JAZZ DANCE III (1 – 1 – 2)

Prerequisites: KINE 1156 or instructor approval

Fees: Laboratory

Continued study of jazz technique at the advanced beginning level.

KINE/DANC 1158 (Previously Step Aerobics II)

JAZZ DANCE IV (1 – 1 – 2)

Prerequisites: KINE 1157 or instructor approval

Fees: Laboratory

Continued study of jazz technique at the intermediate level.

KINE/DANC 1159 (Previously Intermediate Walking for Fitness)

SWING DANCE I (Previously KINE1160) (1 – 1 – 2)

Prerequisites: none

Fees: Laboratory

Students are introduced to the basic steps and mechanics of swing dancing. A variety of patterns and styles are covered with emphasis on developing lead/follow and styling. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE/DANC 1160 (Previously Swing Dance I)

SWING DANCE II(1 – 1 – 2)

Prerequisites: KINE 1159 or instructor approval

Fees: Laboratory

Continued study in Swing Dance styles and techniques. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE/DANC 1161 CHOREOGRAPHY I (1 – 1 – 2)

Prerequisites: None (KINE 1163 recommended)

Fees: Laboratory

Basic principles of movement invention and dance composition. Practical experience in the skilled use of space, time and dynamics to craft original dance studies . Focus on solo, duet and small group forms.(CIP 3601145123/5003015526)

KINE/DANC 1162 (Previously Art of the Staff III)

CHOREOGRAPHY II (1 – 1 – 2)

Prerequisites: KINE1161 (KINE 1163 recommended)

Fees: Laboratory

Continued study in principles of dance composition and movement invention. Focus on creating dance for larger ensemble forms, using related art forms and site-specific work.
(CIP 3601145123/5003015526)

KINE/DANC 1163 Dance /Movement Improvisation (1 – 1 – 2)

Prerequisites: None

Fees: Laboratory

Developing solo and ensemble improvisational skills through dynamic investigation of movement forms—space, time, weight, dynamics. Developing creative and physical resources for dance composition, dance performance, as well as other forms of art and sport (CIP 3601145123/5003015526)

KINE/DANC 1164 Dance Repertory and Performance I (1 – 1 – 2)

Prerequisites: None

Corequisite: KINE 1166

Fees: Laboratory

Rehearsal and public performance of dance works by faculty or guest artists, or reconstructions of master repertory. (CIP 3601145123/5003015326)

KINE/DANC 1165 Dance Repertory and Performance II (1 – 1 – 2)

Prerequisites: KINE 1164
 Corequisite: KINE 1166
 Fees: Laboratory

Continued experience in rehearsal and public performance of specific works.(CIP 3601145123/5003015326)

KINE/DANC 1166 Production (1 – 1 – 2)

Prerequisites: None
 Fees: Laboratory

A practical workshop in support of dance and kinesiology program concerts and presentations. Learn how to organize and promote a large-scale public presentation. Topics include marketing and public relations, budget, production elements such as costume and lighting, working with technical staff, hospitality, volunteers, documentation. CIP 3101015123/5003015326

KINE/DANC 1167 Production II (1 – 1 – 2)

Prerequisites: KINE 1166
 Fees: Laboratory

A practical workshop in support of dance and kinesiology program concerts and presentations. Continued learning in how to organize and promote a large-scale public presentation. Topics include marketing and public relations, budget, production elements such as costume and lighting, working with technical staff, hospitality, volunteers, documentation. CIP 3101015123/5003015326

KINE/DNC 1168 Flamenco and Folklorico I (1 – 1 – 2)

Prerequisites: None
 Fees: Laboratory

Instruction and participation in Latin dance forms. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE/DANC 1169 Flamenco and Folklorico II (1 – 1 – 2)

Prerequisites: KINE 1168 or consent of instructor
 Fees: Laboratory

Continued instruction and participation in Latin dance forms. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE/DANC 1170 Folk Dance I (1 – 1 – 2)

Prerequisites: None
 Fees: Laboratory

Instruction and participation in a variety of international folk dance forms. Topics may vary by semester. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE/DANCE 1171 Folk Dance II (1 – 1 – 2)

Prerequisites: KINE/DNC 1170 or instructor approval
 Fees: Laboratory

Continued instruction and participation in a variety of international folk dance forms. Topics may vary by semester. Coordinating Board Academic Approval Number 3601145123/5003015226

KINE 1238 Health And Fitness (2 - 2 - 1)

Prerequisite: None
 Fees: Laboratory

Students will gain a comprehensive understanding of the concept of fitness and health as it relates to decreasing the frequency and distribution of disease and illness in society. The student will be exposed to the physiological aspects of physical activity as it relates to the concept of health and well being. Coordinating Board Academic Approval Number

3601085223.

KINE 1301 Fundamentals Of Fitness And Sports (3 – 3 – 0)

Prerequisites: None

The course is designed to introduce the students to the discipline of kinesiology and physical education. An introduction to the current concepts, scientific foundation, philosophy, ethics, sociology and history of kinesiology will be explored. Coordinating Board Academic Approval Number 3105015223

KINE 1304 Personal And Community Health (3-3-0)

Prerequisite: None

Fees: Laboratory

Students will examine various health issues in today's society and gain a better understanding of specific epidemics that pose major health concerns for the community. Coordinating Board Academic Approval Number 5103015123

KINE 1306 First Aid And CPR (3 - 3 - 0)

Prerequisite: None

Fees: Laboratory

Students will gain a basic understanding on how to manage various emergencies and provide a basic standard of care. The latest guidelines for cardiopulmonary resuscitation and emergency cardiac care will be presented in a basic comprehensive format. The student will have the option upon successful competency demonstration to acquire CPR certification for adult, child, and infant. A standard first aid certification will be offered in conjunction with CPR. Coordinating Board Academic Approval Number 3601085323.

KINE 1321 (Previously Coaching Of Interscholastic Sports)

Pedagogy: Rhythm and Movement Activities for Elementary Grades (3 - 3 - 0)

Prerequisite: None

Theoretical and practical experience in structuring creative movement and body awareness experiences for children . Emphasizing spontaneity, expression and forming. Examination of the effect of creative movement on aesthetic/artistic, cognitive and psychomotor development. Examines the curriculum for dance and physical activity established the National Standards for Education for elementary grades. Coordinating Board Academic Approval Number 3101015123

KINE 1331 Motor Learning (3 - 3 - 0)

Prerequisite: None

Students are introduced to motor learning and movement/sport psychology research concerning the learning and performance of motor skills. Coordinating Board Academic Approval Number 3105015223

KINE 1336 Management and Organization in Kinesiology and Sports (3 - 3 - 0)

Prerequisite: None

Introduction to concepts and skills that will prepare the student to become an effective leader of physical fitness, sport and health, and physical education programs. . Coordinating Board Academic Approval Number 3105065123

KINE 1337 Advanced Management and Organization in Kinesiology and Sports (3 - 3 - 0)

Prerequisite: None

Fundamental theory and concepts of recreational activities with emphasis on programs, planning and leadership. Coordinating Board Academic Approval Number 3105065123

KINE 1346 Drugs And Human Health (3 - 3 - 0)

Prerequisite: None

Students will examine the physiological effects of various drugs and their impact on modern society. Students will examine the social, psychological, and biochemical ramifications of drug abuse as it relates to a growing and complex society. Coordinating Board Academic Approval Number 3601085216.

KINE/DANC 1347 Experiential Anatomy and Applied Kinesiology for Dance and Sport (3 - 3 - 0)

Prerequisite: None

Exploration of the human body in motion. Presents various tools of movement analysis and description. Musculoskeletal variations and neurological processes are assessed in regard to movement efficiency, injury potential, performance and aesthetics. Coordinating Board Academic Approval Number 3105035223/5003015226

KINE 1370 Personal Training Concepts For The Fitness Professional (3 –3– 0)

Prerequisites: None

The course is designed to introduce the students to the discipline and profession of personal training. An introduction to the role that the personal trainer serves among the fitness industry will be explored. Basic principals of anatomy, physiology, therapeutic exercise, business, and program development will be discussed. The course may be used for cognitive development in preparation for individuals seeking certification within the personal training industry. The course does not include certification. Coordinating Board Academic Approval Number 3105015223

KINE /DANC 2302 World Dance (3 - 3 - 0)

Prerequisite: None

Cultural origins, significance and motivation, as well as the use of costumes and music in dances from around the world will be explored in lecture and research. Instruction will include experiential and written assignments, live performances, guest artists and multimedia resources. Coordinating Board Academic Approval Number 3101015123/5003015626

KINE/DANC 2303 Dance Appreciation (3 - 3 - 0)

Prerequisite: None

The survey of primitive, classical and contemporary dance stresses its interrelationship with cultural developments and other art forms. Coordinating Board Academic Approval Number 3101015123/5003015426

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Northwest Vista College

Latin (LATI)

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1311 ELEMENTARY LATIN I (3-3-0)

Prerequisite: None

Emphasized are skills in reading comprehension, translation, critical analysis of literature, and cultural investigation. The study of Latin grammar and syntax is a component of the course with attention to complex forms and structures such as the subjunctive mood and conditional clauses. Roman prose and poetry will be read in both adapted and original texts. (CIP 1612035113)

1312 ELEMENTARY LATIN II (3-3-0)

Prerequisite: LATI 1311 or equivalent

Skills begun in LATI 1311 are continued with stronger emphasis on original rather than adapted texts. Latin grammar includes the passive periphrastic and indirect statement. (CIP 1612035113)

2311 INTERMEDIATE LATIN I (3-3-0)

Prerequisite: LATI 1312 or equivalent

Students should have a strong grasp of Latin grammar and syntax. The skills taught in first year Latin are developed further. The focus of the course is upon critical reading of selections from Vergil's Aeneid. (CIP 1612035213)

2312 INTERMEDIATE LATIN II (3-3-0)

Prerequisite: LATI 2311 or equivalent

The skills taught through Latin 2311 are furthered and enhanced. The critical reading of selections from Vergil's Aeneid is continued. (CIP 1612035213)

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Northwest Vista College

Marketing (MRKG)

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1311 PRINCIPLES OF MARKETING (3-3-0)

Prerequisite: None

Students are introduced to basic marketing functions; identification and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. Learning Outcome: The student will identify the marketing mix components in relation to market segmentation; explain the economic, psychological, sociological, and global factors which influence consumer and organizational decision-making processes; and interpret market research data to forecast industry trends and meet customer demands. (CIP 5214010000)

Northwest Vista College

Mathematics (MATH)

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Note: Courses which begin with a zero, such as 0300, are developmental in nature. While they are especially helpful in preparing students for college-level work—and fulfill TSI requirements—they cannot be substituted for any part of the required college level mathematics curriculum.

0110 MATH LAB FOR COOPERATIVE LEARNING (0-0-1)

Prerequisite: None

Co-requisite: MATH 0300, 0301, 0302, or 0303

Fees: Laboratory

This lab is required for all developmental math classes. It is designed to facilitate the learning of developmental math through assisted cooperative activities.

0300 BASIC MATHEMATICS (3-3-1)

Prerequisite: None

Co-requisite: MATH 0110

Fees: Laboratory

This course focuses on basic mathematical operations (addition, subtraction, multiplication, division, square root) with signed numbers (including integers, decimals, and fractions); ratios and proportions; interpreting charts and graphs; informal geometry; and the use of these concepts in problem solving. A student who is required by the college to take this course must pass it with C (75%) or better before being allowed to take a higher-level course in the mathematics sequence. (CIP 3201045137)

0301 INTRODUCTION TO ALGEBRA AND GEOMETRY (3-3-1)

Prerequisite: Appropriate placement score or “C” (75%) or better in MATH 0300, or equivalent

Co-requisite: MATH 0110

Fees: Laboratory

This course focuses on solution methods for linear equations and inequalities, graphs of linear functions, linear models, and the use of these concepts in problem solving. A student who is required by the college to take this course must pass it with C (75%) or better before being allowed to take a higher-level course in the mathematics sequence. (CIP 3201045137)

0302 ELEMENTARY ALGEBRA (3-3-1)

Prerequisite: Appropriate placement score or “C” (75%) or better in MATH 0301, or equivalent
Co-requisite: MATH 0110
Fees: Laboratory

This course focuses on factoring, arithmetic operations on polynomials and rational expressions, and the use of these concepts in problem solving.

A student who is required by the college to take this course must pass it with C (75%) or better before being allowed to take a higher-level course in the mathematics sequence. (CIP 3201045137)

0303 INTERMEDIATE ALGEBRA (3-3-1)

Prerequisite: Appropriate placement score or “C” (75%) or better in MATH 0302, or equivalent
Co-requisite: MATH 0110
Fees: Laboratory

This course focuses on solution methods for quadratic equations and inequalities, graphs of quadratic functions, quadratic models, and the use of

these concepts in problem solving. A student who is required by the college to take this course must pass it with C (75%) or better before being allowed to take a higher-level course in the mathematics sequence.

(CIP 3201045237)

1314 COLLEGE ALGEBRA (3-3-0)

Prerequisite: Appropriate placement score or “C” (75%) or better in MATH 0303, or equivalent

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer’s Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation.

(CIP 2701015419)

1316 PLANE TRIGONOMETRY (3-3-0)

Prerequisite: MATH 1314 with a grade of “C” or better, or equivalent

Topics include circular and trigonometric functions, inverse circular functions, identities, conditional equations, graphs, solution of triangles, polar coordinates, complex numbers, and vectors. (CIP 2701015319)

1324 MATHEMATICS FOR BUSINESS AND ECONOMICS MAJORS (3-3-0)

Prerequisite: MATH 1314 with a grade of “C” or better, or equivalent

Students delve into topics from finite mathematics, including combinatorial analysis, probability, matrix algebra, linear inequalities, Baye’s Theorem, probability, and linear programming. (CIP 2703015219)

1325 CALCULUS FOR BUSINESS (3-3-0)

Prerequisite: MATH 1314 with a grade of “C” or better, or equivalent

Topics include limits, continuity, derivatives of algebraic functions, extrema, logarithmic and exponential functions, and integrals. Emphasis is on applications to business. (CIP 2703015219)

1332 LIBERAL ARTS MATHEMATICS (3-3-0)

Prerequisite: MATH 0303 with a grade of “C” or better, or equivalent

This course is for students who are not majoring in mathematics or science. Included are topics from logic, algebra, trigonometry, and probability and statistics. (CIP 2701015119)

1348 ANALYTIC GEOMETRY (3-3-0)

Prerequisite: MATH 2412 with a grade of "C" or better, or equivalent

Topics include rectangular and polar coordinate systems; conic sections; vectors, transformations and curve sketching; lines and planes in E3, and matrices and linear systems. (CIP 2701015519)

1350 FUNDAMENTALS OF MATHEMATICS I FOR TEACHERS (3-3-0)

Prerequisite: MATH 1314 with a grade of "C" or better or the equivalent

Topics include sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems. The emphasis is conceptual understanding, problem solving, and critical thinking. This course is designed specifically for students seeking teacher certification through grade 8. (CIP 2701015619)

1351 FUNDAMENTALS OF MATHEMATICS II FOR TEACHERS (3-3-0)

Prerequisite: MATH 1314 and MATH 1350, with a grade of "C" or better or the equivalent

Topics include geometry, measurement, algebraic properties, data representation, probability, and statistics. The emphasis is conceptual understanding, problem solving, and critical thinking. This course is designed specifically for students seeking teacher certification through grade 8. (CIP 2701015619)

1442 ELEMENTARY STATISTICS (4-4-0)

Prerequisite: MATH 0303 with a grade of "C" or better, or equivalent

This noncalculus introduction to statistics includes distributions, measures of central tendency and dispersion, probability distribution functions, confidence intervals, hypothesis testing, linear regression, and correlation. (CIP 2705015119)

2318 LINEAR ALGEBRA (3-3-0)

Prerequisite: MATH 2413 with a grade of "C" or better, or equivalent

Supplies: Graphing calculator required.

Topics include systems of linear equations, matrices and matrix operations, determinants, vectors and vector spaces, inner products, change of bases; linear transformations; and eigenvalues and eigenvectors. (CIP 270101619)

2320 DIFFERENTIAL EQUATIONS (3-3-0)

Prerequisite: MATH 2414 with a grade of "C" or better, or equivalent

Topics include differential equations of first order, linear equations of higher order, applications, introduction to power series methods, elements of the Laplace Transform, systems of equations, and numerical methods. (CIP 2703015119)

2412 PRECALCULUS (4-4-0)

Prerequisite: MATH 1314 with a grade of "C" or better, or equivalent
"B" in MATH 1314 strongly recommended

This course applies algebra and trigonometry to the study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Included are conic sections, polar coordinates, and other topics from analytic geometry. (CIP 2701015837)

2413 CALCULUS I (4-4-0)

Prerequisite: MATH 2412 with a grade of “C” or better, or equivalent

This course introduces the theory and application of limits, continuity, derivatives, antiderivatives, Riemann sums, integrals, and the Fundamental Theorem of Calculus. (CIP 2701015919)

2414 CALCULUS II (4-4-0)

Prerequisite: MATH 2413 with grade of “C” or better, or equivalent

This course is a study of the techniques of integration. Topics include derivatives of inverse trigonometric functions, indeterminate forms, L’Hopital’s Rule, numerical methods, improper integrals, volume, arc length, and other applications of integration. Also included are parametric equations, derivatives and areas in polar coordinates, and sequences and series. (CIP 2701015919)

2415 CALCULUS III (4-4-0)

Prerequisite: MATH 2414 with a grade of “C” or better, or equivalent

Vectors, vector calculus, and vector-valued functions are introduced. Topics include tangents to curves, velocity vector, curl; partial derivatives, chain rule, gradients, change of order; implicit functions; extrema of functions of several variables; multiple integrals; and path independent line integrals. (CIP 2701015919)

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Northwest Vista College

Music (MUSI)

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1181 CLASS PIANO I (1-2-0)

Prerequisite: None

Fee: Laboratory

Class instruction for students in the fundamentals of keyboard technique for beginning piano students. (CIP 5009075130)

1182 CLASS PIANO II (1-2-0)

Prerequisite: MUSI 1181

Fee: Laboratory

A continuation of MUSI 1181. (CIP 5009075130)

1192 GUITAR CLASS I (1-2-0)

Prerequisite: None

Fee: Laboratory

Group instruction in guitar that emphasizes basic technique and music reading skills. The class is open to any student enrolled in the college, no previous study required. (CIP 5009035126)

1193 GUITAR CLASS II (1-2-0)

Prerequisite: MUSI 1192 or equivalent skills

Fee: Laboratory

Group instruction in guitar that emphasizes basic technique and music reading skills. This is an Intermediate course that covers ensemble and solo playing. (CIP 5009035126)

1211 MUSIC THEORY I (2-2-1)

Prerequisite: MUSI 1301 or equivalency

Corequisite: MUSI 1216

Fee: Laboratory

Analysis and writing of tonal melody and diatonic harmony up to and including chords. (CIP 5009045126)

1212 MUSIC THEORY II (2-2-1)

Prerequisite: MUSI 1211

Corequisite: MUSI 1217

Fee: Laboratory

Analysis and writing of small compositional forms. (CIP 5009045126)

1216 EAR TRAINING I (2-2-0)

Prerequisite: MUSI 1301 or equivalency

Corequisite: MUSI 1211

Fee: Laboratory

Aural study, including dictation of rhythm, melody, and diatonic harmony.
(CIP 5009045626)

1217 EAR TRAINING II (2-2-0)

Prerequisite: MUSI 1216

Corequisite: MUSI 1212

Fee: Laboratory

Aural study, including dictation of rhythm, melody, and diatonic harmony.
(CIP 5009045626)

1263 IMPROVISATION (2-1-2)

Prerequisite: None

Fee: Laboratory

Students will learn the basic musical elements necessary to improvise on their given instrument. Improvisational skills will be developed by rehearsing weekly in a diverse music ensemble. A working knowledge of scales, chord progressions and rhythms will be applied. (CIP 5009036530)

1301 FUNDAMENTALS OF MUSIC (3-2-1)

Prerequisite: None

Fee: Laboratory

Students learn the basics of music including notation, rhythms, scales, keys, intervals, basic chordal structures and vocabulary. (CIP 5009045530)

1306 MUSIC APPRECIATION (3-3-0)

Prerequisite: None

Students are introduced to information and techniques for intelligent appreciation of music. Students will study basic musical elements as well as major musical forms and styles. The course will feature musical recitals, concerts, radio, and television programming. (CIP 5009025130)

1308 MUSIC LITERATURE I (3-3-1)

Prerequisite: MUSI 1306 recommended

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. (CIP 5009025226)

1309 MUSIC LITERATURE II (3-3-1)

Prerequisite: MUSI 1308

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. (CIP 5009025226)

1310 AMERICAN MUSIC (3-3-0)

Prerequisite: None

Fee: Laboratory

Students will survey various styles of music in the United States. Topics may include jazz, ragtime, folk, rock, gospel etc.
(CIP 509025330)

1390 ELECTRONIC MUSIC I (3-1-4)

Prerequisite: None

Fee: Laboratory

This course provides an overview of Musical Instrument Digital Interface (MIDI) systems and applications. Topics include the history and evolution of MIDI, hardware requirements, computer numbering systems, channels and modes, the MIDI language, and typical implementation of MIDI applications in the studio environment using software-based sequencing programs.
(CIP 5009045826)

1391 ELECTRONIC MUSIC II (3-3-0)

Prerequisite: MUSI 1390

Continuation of MUSI 1390. More advanced uses of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition, and performance of music. (CIP 5009025226)

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Northwest Vista College

Applied Music (MUAP)

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MUAP 1133 Private Saxophone (1-1-0)

Requires instructor approval

This is a freshman level course covering, tone production, musical phrasing, interpretation and technical ability. Emphasis is also placed on building repertoire. (50.0903.54 26)

MUAP 1141 Private French Horn (1-1-0)

Requires instructor approval
(50.0903.54 26)

MUAP 1145 Private Trombone (1-1-0)

Requires instructor approval
(50.0903.54 26)

MUAP 1149 Private Euphonium (1-1-0)

Requires instructor approval
(50.0903.54 26)

MUAP 1153 Private Tuba (1-1-0)

Requires instructor approval
(50.0903.54 26)

MUAP 1157 Private Percussion (1-1-0)

Prerequisite: MUSI 1188

The topic of the course may include: snare drum, study of rudiments and shorter rudimentary solos. Other topics will include drum set and pit drumming. (50.0903.54 26)

MUAP 1161 Private Guitar (1-1-0)

Prerequisite: MUSI 1192

This is a freshman level course covering two and three-octave scales (major and minor), Arpeggios and technical exercises. Repertoire includes works by Giuliani, Carcassi and Sor. (50.0903.54 26)

MUAP 1169 Private Piano (1-1-0)

Prerequisite: MUSI 1181

Topics may include: basic technique and repertoire, technical exercises and performance. (50.0903.54 26)

MUAP 1171 Private Piano Accordion (1-1-0)

Requires instructor approval. Topics may include: basic technique, scales, repertoire, and accompaniment patterns. Basic accordion construction will also be covered. (50.0903.54 26)

MUAP 1181 Private Voice (1-1-0)

Prerequisite: MUSI 1183

This is a freshman level course covering vocalize exercises, proper diction and breathing techniques. Repertoire will also be studied. (50.0903.54 26)

MUSIC ENSEMBLES (MUEN)**1141 Choir (1-2-0)**

Prerequisite: None

Fee: Laboratory

Students study vocal performance in a large choral ensemble. (CIP 509035730)

1131 Brass Ensemble (1-2-0)

Prerequisite: None

Fee: Laboratory

(CIP 50.0903.56 26)

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Northwest Vista College

Medical Administrative Assistant (POFM)

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1304 INTRODUCTION TO HEALTH RECORDS (3-3-0)

(Replaces CH 1305)

Prerequisite: HITT 1305

Introduction to the systems and processes for collecting, maintaining, and disseminating health related information. Instruction in the delivery and organizational structure including content of health records, documentation requirements, registries, indices, licensing, confidentiality, and regulatory agencies. (CIP 5204040000)

Northwest Vista College

Information Multimedia Education (IMED)

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1305 MULTIMEDIA COURSEWARE DEVELOPMENT I (3-1-4)

Prerequisite: IMED 1401 or equivalent demonstrated competency

Fees: Laboratory

Instruction in multimedia development employs an icon-based development tool. Topics include interactivity, branching, navigation, and interface/information design using industry-standard authoring software. (CIP 1001010000)

1316 WEB PAGE DESIGN I (3-1-4)

Prerequisite: IMED 1401 or equivalent demonstrated competency

Fees: Laboratory

Students develop skills in the interface design process including selecting interfaces that are meaningful to users and relative to a project's content and delivery system. The emphasis is on aesthetic issues such as iconography, screen composition, colors, and typography. The student will learn to describe user-interface conventions based on human perception principles, critique existing user-interface and screen designs, create effective navigation methods, and screen composition for different multimedia projects. (CIP 1001010000)

1343 DIGITAL SOUND (3-1-4)

Prerequisite: COSC 1301 or equivalent demonstrated competency

Fees: Laboratory

Students learn to digitize sound and incorporate it into multimedia titles for various delivery systems. Emphasis is on compression issues, sampling, synchronizing, and resource management. (CIP 1001010000)

1351 DIGITAL VIDEO (3-1-4)

Prerequisite: COSC 1301 or equivalent demonstrated competency

Fees: Laboratory

Students develop skills in producing and editing video and sound for multimedia productions. Emphasis is on the capture, editing, and outputting of video using a desktop digital video workstation. (CIP 1001010000)

1391 SPECIAL TOPICS IN EDUCATIONAL MEDIA TECH (3-2-2)

Prerequisite: IMED 1305

Fees: Laboratory

Topics address recently identified current events, skills, knowledge, and/or

attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

(CIP 1001010000)

1401 INTRODUCTION TO MULTIMEDIA (4-2-4)

Prerequisite: COSC 1301 or equivalent demonstrated competency

Fees: Laboratory

Students survey 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 is on conceptualizing and producing effective multimedia presentations. (CIP 1001010000)

2166 PRACTICUM (OR FIELD EXPERIENCE) EDUCATIONAL/ INSTRUCTIONAL MEDIA TECHNOLOGY/TECHNICIAN (1-0-10)

Prerequisite: Instructor Permission

Field placements in cooperating businesses, schools, and on-campus, provide assistance to work as Multimedia Authors, Web Page Designers, AudioVisual Specialists and Learning Center Technology Coordinators for schools, businesses and other institutions. (CIP 1001010000)

2305 MULTIMEDIA COURSEWARE DEVELOPMENT II (3-1-4)

Prerequisite: IMED 1305

Fees: Laboratory

In-depth coverage of programming/scripting uses an icon-based authoring system with emphasis on advanced development of interactive multimedia products. (CIP 1001010000)

2309 INTERNET COMMERCE (3-2-2)

Prerequisite: IMED 1316

Fees: Laboratory

This course is 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. (CIP 1001010000)

2313 PROJECT ANALYSIS AND DESIGN (3-2-2)

Prerequisite: IMED 1305

Fees: Laboratory

This introduction to the multimedia planning process includes costing, preparation, production legal issues, and guidelines for pre-production preparation and creation of a comprehensive design document including target audience analysis, purpose and goals, objectives, content outline, flow chart, and storyboard. Emphasis is on content design and production management. (CIP 1001010000)

2341 ADVANCED DIGITAL VIDEO (3-2-2)

Prerequisite: IMED 1351

Fees: Laboratory

Students learn the use of advanced digital video techniques for post-production. Emphasis is on generation and integration of special effects, 2-D animation, and

3-D animation for film, video, CD-ROM, and the Internet. Students will explore new and emerging compression and video streaming technologies.
(CIP 1001010000)

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Northwest Vista College

Pharmacy (PHRA)

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Note: An interview with Pharmacy Technology Advisory Committee members must be successfully completed prior to full acceptance into the program. Prior to acceptance into the program, PHRA 1301, PHRA 1209 and HITT 1305 may be taken. All other courses require previous approval and/or acceptance in the program.

1191 SPECIAL TOPICS IN PHARMACY (1-1-0)

Replaces PHT 2101

Prerequisite: PHRA 1305

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.
(CIP 5108050000)

1205 DRUG CLASSIFICATION (2-2-1)

Replaces PHT 1203

Prerequisite: None

Fees: Laboratory

Study of pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration. Emphasis on the location of drugs within a pharmacy, inventory control, safety, and quality assurance procedures. (CIP 5108050000)

1209 PHARMACEUTICAL MATHEMATICS I (2-1-2)

Replaces PHT 1202

Prerequisite: None

Fees: Laboratory

Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ration and proportion, percentage, dilution and concentration, milliequivalent, units, intravenous flow rates, and solving dosage problems. (CIP 5108050000)

1301 INTRODUCTION TO PHARMACY (3-3-0)

Replaces PHT 1301

Prerequisite: None

Examination of the qualifications, operational guidelines, and job duties

of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques. (CIP 5108050000)

1313 COMMUNITY PHARMACY PRACTICE (3-2-2)

Replaces PHT 1302

Prerequisite: PHRA 1301

Fees: Laboratory

Mastery of skills necessary to interpret, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. Designed to train individuals in the administration of supply, inventory, and data entry. Topics include customer service and advisement, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input and editing, and legal parameters. (CIP 5108050000)

1345 INTRAVENOUS ADMIXTURE AND STERILE COMPOUNDING (3-2-2)

Replaces PHT 1205

Prerequisite: PHRA 1301

Fees: Laboratory

Mastery of skills in compounding sterile products. Introduction to sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment (autoinjectors, pumps), preparation of sterile products (intravenous, irrigation, ophthalmic, total parenteral nutrition, and chemotherapy drugs), and safe handling of antineoplastic drugs. (CIP 5108050000)

1349 INSTITUTIONAL PHARMACY PRACTICE (3-2-2)

Replaces PHT 1101

Prerequisite: PHRA 1301

Fees: Laboratory

Exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose chart fills, quality assurance, drug storage, and inventory control. (CIP 5108050000)

1441 PHARMACY DRUG THERAPY AND TREATMENT (4-3-2)

Replaces PHT 1304

Prerequisite: None

Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities. (CIP 5108050000)

2164 & 2165 INTERNSHIP - PHARMACY TECHNICIAN (1-1-9)

Replaces PHT 1309 & PHT 2309, PHT 2288 & PHT 2388

Prerequisite: Approval of Pharmacy Technician Program Coordinator

An experience external to the college for an advanced student in a

specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (CIP 5108050000)

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Northwest Vista College

Philosophy (PHIL)

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1301 INTRODUCTION TO PHILOSOPHY (3-3-0)

Prerequisite: None

The aim of this course is to teach the skill of ordered and careful thinking. Some of the great philosophers are examined as examples. Mind-stretching ideas from each of the major areas of philosophy are presented, and the concepts are applied to everyday life. (CIP 3801015135)

1304 INTRODUCTION TO WORLD RELIGIONS (3-3-0)

Prerequisite: None

This course is an introduction to the idea of religion and an examination of many of the world's major religions including African, Native American, Greek, Egyptian, Hindu, Buddhist, Taoist, Confucian, Shinto, Judaic, Christian, and Islamic traditions. For each tradition, founders, sacred writings, teachings, ethics, practices, and rituals are considered. (CIP 3802015235)

2303 LOGIC (3-3-0)

Prerequisite: None

This course teaches critical thinking. Mistakes in reasoning, systems of deductive reasoning, scientific reasoning, inductive reasoning, and some probability theory are all possible parts of this course. The techniques taught are a basis of analytical thinking and computer programming.

This course may be taught with a special emphasis on: (a) informal logic, critical thinking skills, careful argumentation in writing, and constructively criticizing ideas; or (b) formal symbolic logic and logical skills especially useful for computer programming. Regular sections without specialized emphases are also available. (CIP 3801015235)

2306 ETHICS (3-3-0)

Prerequisite: None

Half of this course looks at the history of ethical reasoning. It considers classical and contemporary theories of determining right from wrong and good from bad. The other half of the course applies these theories to contemporary problems, possibly including abortion, euthanasia, sexual mores, war, and other topics.

This course may be taught with a special emphasis on: (a) issues related to scientific and health careers, including medical practices, medical research, and biological laboratory work; or (b) issues related specifically to professions in the business world. Regular sections without specialized emphases are also available (CIP 3801015335)

2307 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY (3-3-0)

Prerequisite: None

This course critically examines and evaluates the basic assumptions, beliefs, and operations of major theories of social and political organization. Both classical and contemporary philosophies are examined. (CIP 3801015435)

Northwest Vista College

Physics (PHYS)

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1101 GENERAL PHYSICS LAB I (1-0-3)

Prerequisites: MATH 1314 (Algebra based)

Co-requisite: PHYS 1301

Fees: Laboratory

This course is offered to provide a laboratory experience for students enrolled in PHYS 1301. The topics covered are motion, forces, conservation of energy, momentum, fluids, wave motion and heat.
(CIP 4008015103)

1102 GENERAL PHYSICS LAB I (1-0-3)

Prerequisites: PHYS 1301, PHYS 1101 and MATH 1314 (Algebra based)

Co-requisite: PHYS 1302

Fees: Laboratory

This course is offered to provide a laboratory experience for students enrolled in PHYS1302. The topics covered will be electricity, magnetism, light, optics and atomic and nuclear physics.
(CIP 4008015303)

1105 INTRODUCTORY PHYSICS LAB (1-0-3)

Prerequisites/co-requisites: PHYS 1305 or 1307

This course fulfills general degree requirements for Primary or Secondary Education, Architecture, Occupational Therapy, and related Health Sciences, and allows for the completion of the requirement for 7 credit hours in science. Topics include laboratory investigations of mechanics, sound, heat, wave motion, electricity, magnetism and optics. May be taken concurrently with Physics 1305 or 1307. (CIP 4008015103)

1107 CONCEPTS IN PHYSICS LAB (1-0-3)

Prerequisite: MATH 0303

Co-requisite: PHYS 1305 or PHYS 1307

Fees: Laboratory

This lab is meant to reinforce the physical principles presented in PHYS 1307. Topics covered will include mechanics, heat, sound, acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics and relativity. This course is designed for non-science majors, education majors and occupational therapy students. (CIP 4008015103)

1301 GENERAL PHYSICS I (3-3-0)

Prerequisite: MATH 1314 (Algebra based)

Students study motion, forces, conservation of energy, momentum, fluids, wave motion and heat. This course meets the requirements for biology, pre-medical, pre-dental, pre-pharmacy, pre-architecture and other majors. The lab, PHYS 1101, is recommended, but not required to be taken concurrently. (CIP 4008015303)

1302 GENERAL PHYSICS II (3-3-0)

Prerequisite: PHYS 1301, MATH 1314 (Algebra based)

Students investigate the basic principles of electricity, magnetism, light, optics and atomic and nuclear physics. This course meets the requirements for biology, pre-medical, pre-dental, pre-pharmacy, pre-architecture and other majors. The lab, PHYS 1102, is recommended, but not required to be taken concurrently. (CIP 4008015339)

1305 INTRODUCTORY PHYSICS I (3-3-0)

Prerequisite: MATH 0301 or equivalent

This is a non-technical course for students who plan no further work in science, engineering, mathematics, or medicine. The fundamentals of mechanics, heat and sound are presented in a conceptual context. Only one of the following is generally accepted for physics credit: PHYS- 1305, 1301, or 1570. (CIP 4008015103)

1307 INTRODUCTORY PHYSICS II (3-3-0)

Prerequisite: Pre-requisite of PHYS 1305 or equivalent

This course is designed to follow 1305 with an exploration of the basic principles of electricity and magnetism, light and optics, and atomic and nuclear physics. Only one of the following is generally accepted for physics credit: PHYS 1307, 1302, or 2570. (CIP 4008015103)

1311 INTRODUCTORY ASTRONOMY I (3-3-0)

Prerequisite: None

This course is a descriptive survey of astronomy. Topics include the history of astronomy, observing techniques, the solar system, stars and galaxies, and an introduction to cosmological theories. (CIP 4002015103)

2425 UNIVERSITY PHYSICS I (4-3-3)

Prerequisite: Math 2413 or equivalent (Calculus based)

Fees: Laboratory

This course is for students who need a calculus-based physics course with laboratory, such as majors or minors in Engineering, Math, or Physical Science. The basic principles and applications of rigid body and fluid mechanics, wave motion, and thermal phenomenon are presented along with problem-solving techniques. Elementary computer applications are also introduced and utilized in the course. (CIP 4008015403)

2426 UNIVERSITY PHYSICS II (4-3-3)

Prerequisite: MATH 2414 or equivalent (Calculus based) and PHYS 2425

Fees: Laboratory

This course is meant to follow PHYS 2425 with a presentation of the basic principles and applications of electricity, magnetism, electromagnetic waves,

optical phenomena, and selected topics in modern physics. Emphasis is on problem solving and integrating concepts from mechanics and calculus.
(CIP 4008015439)

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Northwest Vista College

Psychology (PSYC)

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1370 DEATH AND DYING (3-3-0)

Prerequisite: None

This course examines the social and psychological expressions and dimensions of loss with an emphasis upon death and dying. (CIP

2301 INTRODUCTION TO PSYCHOLOGY (3-3-0)

Prerequisite: None

Students are introduced to the principles of behavior and mental processes and development, including study of the brain, learning theories, personality theories, motivation, and emotion. (CIP 4201015125)

2303 INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY (3-3-0)

Prerequisite: None

Students explore the role of psychology in business and industry with applications to industrial problems such as personnel selection, testing, employee motivation and satisfaction, employer-employee relationships, influence of organizations on behavior, personality improvement, and factors affecting general morale. (CIP 4201015225)

2306 HUMAN SEXUALITY (3-3-0)

Prerequisite: None

Students focus on the anatomy, physiology and psychology of human sexuality and reproduction. Topics include the patterns and control of fertility, reproductive diseases, psychosexual development, dynamics of sexual difference and complementarity, sexual orientation, family life, divorce, and deviation. (CIP 4201015325)

2310 EARLY CHILDHOOD DEVELOPMENT (3-3-0)

Prerequisite: None

Students study the relationship of the physical, emotional, behavioral, cognitive, perceptual, and social factors of growth and development during early childhood. (CIP 4201015625)

2314 DEVELOPMENTAL PSYCHOLOGY (3-3-0)

Prerequisite: PSYC 2301

Focused upon are the cognitive, psychological, and physical aspects of development from conception through adulthood with an emphasis on current research methods and results. (CIP 4207015125)

2316 PSYCHOLOGY OF PERSONALITY (3-3-0)

Prerequisite: None

This course is a review of the major theories related to the development, assessment, and research of human personality. (CIP 4201015725)

2317 STATISTICS FOR BEHAVIORAL SCIENCES (3-3-0)

Prerequisite: MATH 1314 or equivalent

Students examine basic descriptive and inferential statistics to include hypothesis testing for both correlational and experimental techniques applicable to the behavioral, social, and medical sciences. Topics such as probability, sampling theory, frequency distributions, measures of central tendency and variability, hypothesis testing, and parametric and nonparametric tests of significance are explored. Recommended for behavioral science and allied health majors—this course will not fulfill mathematics requirements. (CIP 4201015225)

2319 SOCIAL PSYCHOLOGY (3-3-0)

Prerequisite: None

Students focus on individual and group behavior within a social environment and examine problems, methods, and major theories which affect an individual within groups. (CIP 4216015125)

2340 CURRENT ISSUES IN PSYCHOLOGY (3-3-0)

Prerequisite: None

Course offerings explore in-depth specific contemporary issues in psychology. Specific topics may vary each semester. (CIP 4201015525)

2370 SELECTED TOPICS IN PSYCHOLOGY (3-3-0)

Prerequisite: None

This course provides an in-depth study of current issues in psychology. Topics include: abnormal psychology, psychology of the offender, death and dying, and gender roles. Topics may vary from semester to semester and may be repeated for credit when topics vary. (CIP4201015525)

2371 ABNORMAL PSYCHOLOGY (3-3-0)

Prerequisite: None

This course examines the symptoms, etiology, and treatment procedures of common functional and organic mental disorders and the psychological processes involved. (CIP 4201017125)

2389 ACADEMIC COOPERATIVE IN PSYCHOLOGY (3-3-4)

Prerequisite: PSYC 2301

This instructional program is designed to integrate on-campus study with practical hands-on experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of

human social behavior and/or social institutions.
(CIP 4501015125)

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Northwest Vista College

Medical Administrative Assistant (POFM)

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1304 INTRODUCTION TO HEALTH RECORDS (3-3-0)

(Replaces CH 1305)

Prerequisite: HITT 1305

Introduction to the systems and processes for collecting, maintaining, and disseminating health related information. Instruction in the delivery and organizational structure including content of health records, documentation requirements, registries, indices, licensing, confidentiality, and regulatory agencies. (CIP 5204040000)

Northwest Vista College

Information Technology Software Engineering (ITSE)

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1302 COMPUTER PROGRAMMING (3-3-1)

Prerequisite: Math 0303 and COSC 1301 or demonstrated competency
Fees: Laboratory

This course is an introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files. The student will use structured programming techniques, develop correct executable programs, and create appropriate documentation. Cross-listed as COSC 1315 Fundamentals of Programming (CIP 1102010000)

*Replaces ITSE 1329, Programming Logic and Design.

1307 INTRODUCTION TO C++ PROGRAMMING (3-3-1)

Prerequisite: ITSE 1302
Fees: Laboratory

This course offers an introduction to computer programming using C++. Emphasis will be on the fundamentals of structured design with development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files. Students will use structured programming techniques, develop correct executable programs, create appropriate documentation, and incorporate pointers and/or arrays to manipulate data. (CIP 1102010000)

1311 WEB PAGE PROGRAMMING (3-3-1)

Prerequisite: COSC 1301 or demonstrated competency
Fees: Laboratory

This course provides instruction in Internet Web page programming including mark-up and scripting languages. This course will concentrate on HTML, CGI, JAVA, JAVASCRIPT, or ASP. The student will be able to create interactive web pages and design, create, test, and debug a web site. (CIP 1102010000)

1331 INTRODUCTION TO VISUAL BASIC PROGRAMMING (3-3-1)

Prerequisite: ITSE 1302
Fees: Laboratory

This course is an introduction to computer programming using Visual BASIC. Emphasis will be on the fundamentals of structured design, development, testing, implementation, and documentation. The course includes

language syntax, data and file structures, input/output devices, and files.
This course uses Visual Basic NET. (CIP 1102010000)

1350 SYSTEM ANALYSIS AND DESIGN (3-3-1)

Now INEW 2340 Object-Oriented Design

Prerequisite: ITSE 2317 or ITSE 1307

Fees: Laboratory

This course is a comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. Students will use system design tools and develop documentation for each phase of the system life cycle. (CIP 1102010000)

1392 SPECIAL TOPICS IN COMPUTER PROGRAMMING (ADVANCED) (3 - 3 - 1)

Prerequisite: ITSE 2302 and ITSE 1307

Fees: Laboratory

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course will concentrate on PHP, which is a server-side HTML embedded scripting language that provides web developers with a full suite of tools for building dynamic websites.
(CIP 1102010000)

2286 INTERNSHIP - COMPUTER PROGRAMMING (2-0-12)

Prerequisite: Permission of Program Coordinator

This course offers an experience external to the college and is for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
(CIP 1102010000)

2302 INTERMEDIATE WEB PROGRAMMING (3-3-1)

Prerequisite: ITSE 1302 and ITSE 1311

Fees: Laboratory

This course addresses intermediate applications for web authoring. Topics may include SSI (server side include), Perl, HTML, Java, Javascript, and/or ASP. Students may also use Java Server Pages and PHP to create dynamic web pages.
(CIP 1102010000)

2309 DATABASE PROGRAMMING (3-3-1)

Prerequisite: ITSE 2317 and ITSW 1307

Fees: Laboratory

This course introduces application development using database programming techniques and emphasizes database structures, modeling, and database access. Students will develop database applications using structured query language, create queries and reports from database tables, and create appropriate documentation. Students will learn to design and implement database systems using programming or scripting languages. (CIP 1102010000)

2317 JAVA PROGRAMMING (3-3-1)

Prerequisite: ITSE 1302 or COSC 1315

Fees: Laboratory

This course is an introduction to JAVA programming with object-orientation. Emphasis will be on the fundamental syntax and semantics of JAVA for applications and web applets. Students will develop correct executable programs and create appropriate documentation.

Cross-listed as COSC 1336 Programming Fundamentals I. (CIP 1102010000)

2331 ADVANCED C++ PROGRAMMING (3-3-1)

Prerequisite: ITSE 1307

Fees: Laboratory

This course provides further application of C++ programming techniques including subjects such as file access, abstract data structures, class inheritance, and other advanced techniques. Students will develop correct, well-documented programs containing complex data structures; incorporate complex input/output file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques. (CIP 1102010000)

2333 Implementing a Database on MS SQLServer (3 - 3 - 1)

Prerequisite: ITSE 2309 and ITSC 1307

Fees: Laboratory

Skills development in the implementation of a database solution using Microsoft SQL Server client/server database management system. Describe the elements of Microsoft SQL Server and its operational environments; describe the elements of the Transact-SQL language; demonstrate and configure the data storage architecture of SQL server. Create and manage files, file groups, databases, tables, and transaction logs; enforce data integrity using constraints, defaults and rules; and create and maintain indexes. Write queries to retrieve and modify data using joins and subqueries; write queries that summarize data; manage locking options and transactions to ensure data concurrency and recoverability; and create views of data. Design and create stored procedures; design and create triggers; and use distributed data. (CIP Code 11.0802)

2345 DATA STRUCTURES (3-3-1)

Prerequisite: ITSE 2357 or COSC 1337

Fees: Laboratory

This course explores further applications of programming techniques including an in-depth look at various data structures and the operations performed on them. Students will develop correct, well-documented programs containing complex data structures; incorporate arrays, records, stacks, queues, lists, and trees; and use searching, sorting, traversal, and recursion techniques. Cross-listed as COSC 2336 Programming Fundamentals III. (CIP 1102010000)

*Replaces ITSE 2321, Introduction to Object-Oriented Programming.

2347 Advanced Database Programming (3 - 3 - 1)

Prerequisite: ITSE 2302 and ITSE 2317

Fees: Laboratory

Application development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access.

The student will develop complex database applications using a structured query language; incorporate security and error trapping; and develop menu-driven database systems using various programming languages such as JDBC. (CIP Code 11.0802)

2349 ADVANCED VISUAL BASIC PROGRAMMING (3-3-1)

Prerequisite: ITSE 1331

Fees: Laboratory

This course examines further applications of programming techniques using Visual Basic. Topics include file access methods, data structures and modular programming, program testing and documentation. Students will develop correct, well-documented programs containing complex data structures, incorporate complex input/output file handling techniques, and develop graphical user interfaces to other software applications. This course uses VisualBasic.NET. (CIP 1102010000)

2356 Oracle Database Administration (3 - 3 - 1)

Prerequisite: ITSE 2309 and ITSC 1307

Fees: Laboratory

Fundamentals of the tasks and functions required of a database administrator using Oracle. Create an operational database using Oracle; will demonstrate the ability to create, delete, and modify associated files; will create, delete, and modify tablespaces, segments, extents, and blocks; start up and shut down an Oracle instance and database; add, delete, and modify users, privileges, and resources; and demonstrate use of National Language and Support (NLS) features. (CIP Code 11.0802)

2357 ADVANCED OBJECT-ORIENTED PROGRAMMING (3-3-1)

Prerequisite: ITSE 2317 or COSC 1336

Fees: Laboratory

This course explores application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, virtual functions, and exception handling. Students will develop correct, well documented programs containing complex data structures, and incorporate complex input/output and file handling techniques.

Cross-listed as COSC 1337 Programming Fundamentals II. (CIP 1102010000)

*Replaces ITSE 1391, Special Topics in Computer Programming.

2371 Web Development Tools (3 - 3 - 1)

Prerequisite: ITSW 1307 and ITSE 2317

Fees: Laboratory

This course will introduce students to the different web development tools such as Dreamweaver, Coldfusion, Flash, FrontPage, etc.. Students will learn to use these tools and the database knowledge and skills acquired in previous courses to develop both the front end web pages and the back end database systems that manipulate the data.

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Northwest Vista College

Information Processing/Data Entry Technician (POFI)

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1200 COMPUTER APPLICATIONS I (2-2-0)

Equivalent to POFT 1027 and POFI 1001

Prerequisite: None

This course provides an overview of computer applications including current terminology and technology. Introduction to computer hardware, software application, and procedures. (CIP 5204070000)

Northwest Vista College

Receptionist (POFT)

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1313 PROFESSIONAL DEVELOPMENT FOR OFFICE PERSONNEL (3-3-0)

Equivalent to RDCS 1003 and POFT 1013

Prerequisite: None

This course provides preparation for the workforce including business ethics, team work, professional attire, and promotability.
(CIP 5204010000)

Northwest Vista College

Portuguese (PORT)

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1411 ELEMENTARY PORTUGUESE I (4-3-2)

Prerequisite: None

Fees: Laboratory

Students will learn the fundamentals of Portuguese through development of the four basic skills: listening, speaking, reading and writing. Brazilian culture will be highlighted throughout. Language lab is required. (CIP 1609045113)

1412 ELEMENTARY PORTUGUESE II (4-3-2)

Prerequisite: Port 1411 or departmental approval

Fees: Laboratory

This course is a continuation of Port 1411. Students are introduced to more advanced language structures. Language lab is required. (CIP 1609045113)

2311 INTERMEDIATE PORTUGUESE I (3-3-0)

Prerequisite: Port 1412 or equivalent

Students review Portuguese grammar. Emphasis is on the expansion of basic language skills as well as knowledge of Portuguese and Brazilian culture through guided speaking, reading, and writing exercises designed to improve mastery of the language. (CIP 1609045213)

2312 INTERMEDIATE PORTUGUESE II (3-3-0)

Prerequisite: Port 2311 or departmental approval

This course emphasizes the development of proficiency and self-confidence through increased practice of the four skills (listening, speaking, reading and writing), as well as a broader understanding of the Brazilian and Portuguese cultures through use of authentic materials. (CIP 1609045213)

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Northwest Vista College

Quality Control Technician (QCTC)

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1301 TOTAL QUALITY MANAGEMENT (3-3-0)

Equivalent to QCTC 1001

Prerequisite: None

The study of integrating work process using team participation through employee empowerment and teamwork emphasizes the philosophy of customer service and satisfaction.

(CIP 1507020000)

1341 STATISTICAL PROCESS CONTROL (3-3-0)

Prerequisite: None

Components of statistics including techniques of collection, presentation, analysis, and interpretation of numerical data are applied to statistical control. Application of correlation methods, analysis of variance, dispersion, sampling quality control, reliability, mathematical models, and programming are stressed.

(CIP 1507020000)

Northwest Vista College

Reading (READ)

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0110 READING LAB FOR COOPERATIVE LEARNING (0-0-1)

Co-requisite: READ 0300, READ 0301, or READ 0302

This lab is designed to facilitate the enhancement of vocabulary and reading comprehension skills.

0300 BASIC READING SKILLS (3-3-1)

Prerequisite: None

Corequisite: READ 0110

This course is designed for the student entering with special reading needs below 6 th grade reading level. Three lecture hours per week and one laboratory hour are required. (CIP 3201085235)

0301 READING I (3-3-1)

Prerequisite: Appropriate placement score or READ 0300 with a grade of “C” or better

Corequisite: READ 0110

This course is designed for the student reading between the 6 th and 8 th grade level and needing additional review, refinement and reinforcement of basic reading skills. Word recognition, vocabulary development, comprehension, fluency, and study skills will be stressed. Three lecture hours per week plus one laboratory hour are required. (CIP 3201085235)

0302 READING II (3-3-1)

Prerequisite: Appropriate placement score or READ 0301 with a grade of “C” or better

Corequisite: READ 0110

This course is designed for the student reading between the 8 th and 10 th grade level. Pertinent vocabulary, specific textbook comprehension, necessary study skills in context, and flexibility of reading rates are emphasized. Efficient reading techniques appropriate for academic demands are developed. Three lecture hours per week plus one laboratory hour are required. (CIP 3201085235)

0303 INTERMEDIATE READING (3-3-0)

Prerequisite: Appropriate placement score or READ 0302 with a grade of “C” or better

This course is designed for the student reading between the 10th and 12th grade level. Pertinent vocabulary, specific textbook comprehension, main idea, writer’s intent, organization of ideas, and critical reasoning skills are emphasized. There is a strong emphasis on study skills. This course is strongly recommended for

students concurrently enrolled in college-level courses as well as for students who are working toward becoming college-ready in reading. Three lecture hours per week are required. In addition, based on individual student needs, additional laboratory experiences may be required. (CIP 3201085235)

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Receptionist (POFT)

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1313 PROFESSIONAL DEVELOPMENT FOR OFFICE PERSONNEL (3-3-0)

Equivalent to RDCS 1003 and POFT 1013

Prerequisite: None

This course provides preparation for the workforce including business ethics, team work, professional attire, and promotability.
(CIP 5204010000)

Northwest Vista College

Sociology (SOCI)

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1301 INTRODUCTION TO SOCIOLOGY (3-3-0)

Prerequisite: None

In this course, students examine social structures that shape and define human society. Students will study such topics as culture, stratification, gender, race and ethnicity, media, deviance, environment, and social change. An emphasis is placed on students gaining a global perspective and developing an appreciation for cross-cultural differences. (CIP 4511015125)

1306 CONTEMPORARY SOCIAL PROBLEMS (3-3-0)

Prerequisite: None

Students examine some of the major social problems of contemporary U.S. society and larger global social problems. Topics include poverty, crime, violence, discrimination, gender, environmental abuse, and racial and economic inequality. A strong emphasis is placed on students understanding the interconnectedness between local and global social problems.(CIP 4511015225)

1370 DEATH AND DYING (3-3-0)

Prerequisite: None

This course examines the social and psychological expressions and dimensions of loss with an emphasis upon dying and death. (CIP 4201015525)

2301 MARRIAGE AND FAMILY (3-3-0)

Prerequisite: None

In this course, students examine marriage and family from a sociological and global perspective. Students explore various structural/cultural forces that shape and change marriage and family. Topics include courtship, human sexuality, gender roles, mate selection, parenting, divorce, and family violence. (CIP 4511015425)

2319 MINORITY STUDIES I (3-3-0)

Prerequisites: None

An introductory level course studying the experiences of minority groups in the United States. Historical, economical, social, and cultural development of minority groups will be examined. Groups studied will include White Ethnics, African-Americans, Mexican-Americans, Native Americans, and Asian Americans.

(CIP 4511015325)

2389 ACADEMIC COOPERATIVE IN SOCIOLOGY (3-3-4)

Prerequisite: None

This instructional program is designed to integrate on-campus study with practical hands-on experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (CIP 4501015125)

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Northwest Vista College

Spanish (SPAN)

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1300 CONVERSATIONAL SPANISH I (3-3-0)

Prerequisite: None

Beginning Spanish speakers develop their basic conversational skills. Focus is on the acquisition of speaking and listening comprehension skills, vocabulary, basic grammatical structures, pronunciation, and an introduction to Spanish and Spanish-American culture. (CIP 1609055413)

1310 CONVERSATIONAL SPANISH II (3-3-0)

Prerequisite: SPAN 1300 or approval by department

This is a continuation of Spanish 1300. Emphasis is on improving conversational ability by practicing previously acquired speaking and listening comprehension skills, vocabulary expansion, and further study of grammatical structures in addition to increasing awareness of Spanish-American culture. (CIP 1609055413)

1411 ELEMENTARY SPANISH I (4-3-2)

Prerequisite: None

Fees: Laboratory

This course is for students with little or no knowledge of Spanish. Emphasis is on learning the fundamentals of Spanish in order to develop both oral and written receptive and expressive abilities. Language lab is required. (CIP 1609055113)

1412 ELEMENTARY SPANISH II (4-3-2)

Prerequisite: SPAN 1411 or departmental approval

Fees: Laboratory

This course is a continuation of Spanish 1411. Students are introduced to more advanced language structures. Language lab is required. (CIP 1609055113)

2311 INTERMEDIATE SPANISH I (3-3-0)

Prerequisite: SPAN 1412 or three years of high school Spanish

Students review Spanish grammar. Emphasis is on the expansion of basic language skills as well as knowledge of Spanish and Spanish-American culture through guided speaking, reading, and writing exercises designed to improve mastery of the language. (CIP 1609055213)

2312 INTERMEDIATE SPANISH II (3-3-0)

Prerequisite: SPAN 2311 or departmental approval

This course is a continuation of Spanish 2311. Emphasis is on reading and writing and additional practice to increase proficiency and self-confidence as well as to broaden understanding of Spanish and Spanish American culture.

(CIP 1609055213)

2313 ELEMENTARY SPANISH I (For Spanish Speakers) (3-3-0)

Prerequisite: None

Spanish speakers develop their language proficiency through practice in speaking, reading, and writing Spanish. The course includes fundamentals of grammar, writing, geography, history, and culture of Spain and Spanish-America to include Mexican-Americans. The course is taught exclusively in Spanish.

(CIP 1609055413)

2316 CAREER SPANISH (3-3-0)

Prerequisite: None

This course provides intensive practice in basic spoken Spanish for students and persons interested in a particular field. Useful terminology and vocabulary are stressed. Career fields vary from semester to semester.

(CIP 1609055413)

2317 ADVANCED CAREER SPANISH (3-3-0)

Prerequisite: 2311 or equivalent

This course enhances and further develops previously acquired speaking, listening, reading, and writing skills within the context of a particular field. Useful terminology and vocabulary are stressed. Career fields vary from semester to semester. (CIP 1609055413)

2323 LATIN AMERICAN LITERATURE AND CULTURE (3-3-0)

Prerequisite: SPAN 2312 or equivalent

Selected readings from the literature are used to provide a historical and cultural perspective on Latin America. (CIP 1609055313)

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Northwest Vista College

Speech (SPCH)

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1311 INTRODUCTION TO SPEECH COMMUNICATION (3-3-0)

Prerequisite: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations. (CIP 2310015112)

1315 PUBLIC SPEAKING (3-3-0)

Prerequisite: None

This course is designed for students who want to improve skills in public speaking. Emphasis is on critical thinking and refining techniques of speaking. Possible areas for practice include persuasion techniques and theories, longer informative presentations, and specialty speeches. This course is appropriate for students entering the fields of speech, communications, or public relations. (CIP 2310015312)

1318 INTERPERSONAL COMMUNICATION (3-3-0)

Prerequisite: None

Students improve their communication skills in one-to-one settings and small groups. Emphasis is on self-improvement, learning effective interpersonal skills, and dealing appropriately with conflict. (CIP 2310015412)

1321 BUSINESS AND PROFESSIONAL SPEAKING (3-3-0)

Prerequisite: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations. (CIP 2310015212)

2341 ORAL INTERPRETATION (3-3-0)

Prerequisite: Introduction to Speech Communication or Public Speaking preferred

Students practice applying the principles and techniques involved in oral presentations and performance. Emphasis is on the explanation of concepts and processes. This course is recommended for elementary education majors and those preparing for work in a learning environment. (CIP 2310015712)

Northwest Vista College

Student Development (SDEV)

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0170 STUDENT SUCCESS SEMINAR (1-1-0)

Prerequisite: None

This course employs techniques to assist students in gaining the most from their college education. It focuses on both life skills and study skills including such topics as familiarization with College regulations, communication and study skills, goal setting, priority management, reading for comprehension, note-taking, test-taking, creativity, establishing relationships, and the power of a positive attitude. This course will provide the student with study skills necessary to assume responsibility for individual learning. This course is required for first-time Northwest Vista College students who have earned less than 12 semester hours of credit and are enrolling in 7 or more credit hours in fall/spring. (CIP 3201015235)

Northwest Vista College

Texas Early Childhood Articulation (TECA)

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1354 CHILD GROWTH AND DEVELOPMENT (3-3-0)

Study of growth and development during early childhood. The course will examine the physical, psychological, social, language, and cognitive development affecting growth in children. Attention will be given to multicultural perspectives of child development including culturally diverse populations and children with atypical patterns of development. Field-based experiences required for IDST majors.

(CIP 1907065209)

Northwest Vista College

Telecommunications Technology, General (CSIR)

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1303 Telecommunications Systems Installer (3-2-2)

Prerequisite: COSC 1301 or equivalent demonstrated competency

Fees: Laboratory

This course reviews fundamentals of telecommunications media, including terminology, rules and regulations, safety procedures, industry standards and protocols, installation, connectorization, maintenance, and troubleshooting. General principles of customer service within a technical environment are also studied. Students will acquire skills to read and interpret blueprints to determine wiring requirements; identify telecommunications system components; install, maintain, and troubleshoot telecommunications media; discuss internal/external customer relationships; communicate technical information in a clear, precise, and logical manner; and update customers on work progress to maintain customer satisfaction and public relations. (CIP 1101010000)

Northwest Vista College

Telecommunications Sciences, General (EECT)

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1307 Convergent Technologies (3-2-2)

Prerequisite: COSC 1301 or equivalent demonstrated competency

Fees: Laboratory

This course is a study of telecommunications convergent technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol. After completing this course, the student will be able to describe different technologies used in the telecommunications industry; identify various architectures used in the telecommunications industry; name the protocols in the telecommunications industry, explain the application of technologies, architectures, and protocols used in the telecommunications industry. (CIP 1101010000)

Northwest Vista College

Data Processing Technology (ITSW)

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1307 Introduction to Database Management Systems (3 - 3 - 1)

Prerequisites: MATH 0303 (or equivalent) and COSC 1301 (or equivalent)

Fees: Laboratory

Introduction to database theory and the practical applications of a database. Identify database terminology and concepts; plan, define, and design a database; design and generate tables, forms, and reports; and devise and process queries. (CIP 11.0802)

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Student Success

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Assumptions and Beliefs

The Student Success Staff at Northwest Vista College joins other Student Affairs professionals across the country in promoting same assumption and beliefs that shape our work. These assumptions and beliefs guide our responses to new issues, changing times, circumstances and recurring events. The following list is not exhaustive, nor will all Student Affairs agree that each guides their work to the same degree; the higher education community is too diverse for that to be the case. Yet, these ideas have remained remarkably unchanged over time and have successfully applied to different collegiate settings.

No one of these assumptions and beliefs is unique to Student Affairs or to Student Success. Indeed, they are held by many others in higher education. It is the combination of these assumptions and beliefs that is distinctive. Together, they define the special contributions made by Student Affairs professionals and the staff of Student Success at Northwest Vista College.

The Academic Mission of the Institution is Preeminent

Colleges and universities organize their primary activities around the academic experience; the curriculum, the library, the classroom and the laboratory. The work of Student Affairs should not compete with, and cannot substitute for, that academic experience. As a partner in the educational enterprise, Student Affairs enhances and supports the academic mission.

Each Student is Unique

Students are individuals. No two come to college with the same expectations, abilities, life experiences or motives. Therefore, students will not approach college with equal skill and sophistication, not will they make equally good choices about the opportunities encountered there.

Each Person Has Worth and Dignity

It is imperative that students learn to recognize, understand and celebrate human differences. Colleges can, and indeed must, help their students become open to the differences that surround them: race, religion, age, gender, culture, physical ability, language, nationality, sexual preference and life style. These matters are learned best in collegiate settings that are rich with diversity and they must be learned if the ideals of human worth and dignity are to be advanced.

Bigotry Cannot Be Tolerated

Any expression of hatred or prejudice is inconsistent with the purposes of higher education in a free society. So long as bigotry in any form exists in the larger society it will be an issue on the college campus. There must be a commitment by the institution to create conditions where bigotry is forthrightly confronted.

Feelings Affect Thinking and Learning

Although students are in college to acquire knowledge through the use of their intellect, they feel as well as they think. Students are whole persons. How they feel affects how they think. While students are maturing intellectually, they are also developing physically, psychologically, socially, aesthetically, ethically, sexually, and spiritually. This is true regardless of age. Helping students understand and attend to these aspects of their lives can enhance their academic experiences.

Student Involvement Enhances Learning

Learning is not a passive process. Students learn most effectively when they are actively engaged with their work in the classroom and in student life.

Personal Circumstances Affect Learning

Physical disability, financial hardship, family circumstances, medical and psychological problems and inadequate academic skills are examples of situations, which often affect learning. Whenever possible, colleges and universities should assist students when such circumstances interfere with learning.

Out-of-Class Environments Affect Learning

Out-of-class social and physical environments are rarely neutral; they help or detract from students' social and intellectual development. Interactions between students and their environments shape attitudes, readiness to learn and the quality of the college experience.

A Supportive and Friendly Community Life Helps Students Learn

A campus is usually a collection of small communities such as schools, departments, residences, teams, clubs and service, religious, social and peer groups. Health communities are settings where students learn to work together, make and keep friends, care about the welfares to others, balance freedom and responsibility and appreciate human differences. Communities are of high quality when they encourage friendships, intimacy, intelligent risk taking and when they allow values to be freely shared and examined.

The Freedom to Doubt and Question Must be Guaranteed

Students need to be encouraged and free to explore ideas, test values and assumptions in experience, face dilemmas of doubt and perplexity, question their society, criticize and be criticized. Hence, the doctrines of academic freedom and free speech are central to the classroom and must extend to other areas of campus life. Colleges and universities must protect and encourage ideological exploration and avoid policies or practices that bind the inquiring minds and spirits of students, faculty and staff.

Effective Citizenship Should be Taught

A democracy requires the informed involvement of citizens. Citizenship is complex; thus, students benefit from a practical as well as, an academic understanding of civic responsibilities. Active participation in institutional governance, community service and collective management of their own affairs contributes significantly to students' understanding and appreciation of civic responsibilities.

Students are Responsible for Their Own Lives

Students learn responsibility when they bear the consequences of their actions and inactions in an environment marked by caring and support.

Points of View: A Perspective on Student Affairs, 1987

Published by the National Association of Student Personnel Administrators, Inc.

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Right to Know

Students have a right to know graduation rates, job placement statistics, crime statistics, as well as general information about the college. This information is available online at <http://www.accd.edu/nvc/schedule>.

Non-Discrimination

NVC does not discriminate in admission, campus activities, education, employment, public accommodation, or public service on the basis of age, color, disability, handicap, height, marital status, national origin, political affiliation, race, religion, gender, sexual orientation, veteran's status, or weight. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding.

Sexual Harassment

Sexual harassment of students and employees at NVC is unacceptable and will not be tolerated. Sexual harassment means

unwelcome sexual advances and/or requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive environment for the student or employee.

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Children on Campus

In order to protect children from potential safety risks and to ensure maximum learning opportunities for all students, the following practice is currently in effect:

Students are urged not to bring children to classes, labs, or other facilities such as the library. Minors under the age of 12 must not be left unattended on campus at any time.

Individual instructors may include additional restrictions or waivers for their particular classrooms or labs, which will be included in instructors' syllabi.

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Contacting NVC Students in an Emergency

With a large student population, it is not possible for staff to contact students on campus except in cases of emergency. Staff members may inquire about the nature of the emergency and will attempt to reach a student in class. If it is necessary for someone to reach a student, they should have them contact the Department of Public Safety (Physical Plant), **348-2531**.

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Electronic Devices

Students are required to silence all electronic devices (pagers, cellular phones, etc.) when in classrooms, laboratories, the library, or other areas where such devices would interfere with instruction and learning.

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Freedom of Speech and Assembly

Northwest Vista College is a free speech campus. The college recognizes that inquiry and discussion are essential to intellectual development and embraces the right of individuals to express their views in a manner that conforms to federal, state and local laws. However, these rights must be exercised in a manner and at a location that does not intrude upon or interfere with the academic programs and administrative processes of the college. To reserve an area of campus for such purposes, please contact the Student Success Office of Student Engagement at 348-2052. No equipment or materials will be provided by the college. Any charges incurred due to the use of campus police will be forwarded to the reserving party.

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Identification Cards

Students are required to present a Student Identification Card with a current validation for access to services such as library usage, physical education facilities, special events, etc. ID cards may be obtained in the Student Success Office of Student Engagement located in the College Commons, Room 113 once tuition and fees for the semester are paid. Students must provide a valid photo I. D. to receive a Northwest Vista College student I. D. A \$5 fee may be required for replacement ID cards.

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Inclement Weather

Classes at Northwest Vista College may be cancelled due to inclement weather. Notification is made through local radio and TV stations. If classes are cancelled due to inclement weather or other emergencies, attempts will be made to assure that classroom hours are rescheduled. An inclement weather hotline will be available.

Contact: 348-2178

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Medical/Accident Insurance

Students purchase 24-hour accident coverage insurance at the time of enrollment. This is a condition of enrollment. Students are covered during the length of the term they are enrolled whether on or off campus. Continuing education students have coverage during class time only. An optional medical plan for student illness insurance as well as dependent accident and illness coverage is available. Application forms for the optional insurance, informational brochures and claim forms are available from the Bursar in LC 105, 348-2028.

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Parking

If a student plans to park a vehicle on the campus, they must register the vehicle and display a current permit tag. When applying for a tag, you must provide the following information: Social Security number and the license plate number, year, make and model of the car. Purchasing a Vehicle Registration does not guarantee a parking space but does authorize parking in designated parking areas under control of the ACCD. Car registration occurs during the registration process or students may purchase a permit anytime at the Bursar's Office during regular office hours.

Contact: Business Office LC 106 348-2028

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Safety and Security on Campus

The safety of students, faculty, staff and visitors is of vital concern to Northwest Vista College. Everyone in the campus community is involved in creating a safe environment and is encouraged to report all safety concerns by calling campus security, 348-2531. Emergency outdoor phones are identified by a blue light; all incidents will be documented and investigated. NVC has a staff of campus security personnel who work closely with the San Antonio Police Department. On a regular basis, information and presentations are made available to students and employees on issues of importance to campus safety. The campus safety report is published with the class schedule each fall semester and is in compliance with the Student Right-to-Know and Campus Security Act.

NVC strives to assure safety and security on the campus. The ACCD Department of Public Safety (DPS) personnel are on campus at all times using bike, foot and motor patrols. The following services are available:

- Assistance to open cars and assist in boosting cars 8 a.m. – 10 p.m. weekdays
- Escort service on campus when requested
- 24-hour dispatch emergency telephone from campus and from pay phones

Contact:

Department of Public Safety
Service 348-2531
Emergency 222-0911

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Smoking

In an effort to provide and promote a campus setting that is beautiful and safe for all, NVC has limited smoking to three designated areas. These areas are located

- on the northwest patio outside of the Academic Building near the bridge.
- on the southeast facing balcony of the Community and Technology Center.
- in the grassy area near the portables.

Thank you for helping to keep the campus beautiful by using ashtrays in the designated smoking areas. All areas outside of the three designated smoking areas are smoke-free zones.

Northwest Vista College

Drug-Free Schools and Communities Act Amendments of 1989

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In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, the ACCD has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by a student on its property or as part of any of its activities. The ACCD recognized the importance of awareness about alcohol and other drug abuse. Therefore, for the benefit of each student and employee, the following are the standards of conduct and legal and disciplinary sanctions for unlawful possession or distribution of illicit drugs and alcohol abuse.

Legal Sanctions

Students or employees found violating any local, state or federal law regarding the use, possession or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code, Subtitle C. Substance Abuse Regulations and Crimes) will receive the full legal penalty in addition to any appropriate ACCD disciplinary action. Information about the district disciplinary process is available in the ACCD Administrative Policy Manual. The most common legal violations and their consequences are as follows:

Alcohol	Penalty	Fine
Minor in Possession (Sec. 106.05)	Class C Misdemeanor	Up to \$200 fine Class B Misdemeanor Up to \$1,000 fine and up to 6 months in jail
Contributing to the Delinquency of a Minor (Sec. 106.06)	Same as above	Same as above
Public Intoxication (Sec. 42.08)	Class C Misdemeanor	Up to \$200 fine
Other Drugs Drug Possession	Varies according to placement of drug on schedules and amount in possession	Up to \$50,000 fine and 5-99 years in jail

Penalties for drug possession are governed by Texas Health and Safety Code, Subtitle C. Specific penalties may vary

depending on the type of drug and amount.

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Disciplinary Sanctions

All students and employees are expected and required to obey the law, to comply with the institutional rules and with directives issued by an administrative official. Students are expected also to observe standards of conduct appropriate for an academic institution.

Any student who engages in conduct prohibited by ACCD rules or by federal, state or local laws is subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties also are imposed for such conduct.

After due process, any student or employee guilty of illegal use, possession and/or sale of a drug or narcotic on the campus or a component institution is subject to discipline, up to and including termination for employees. If, after due process, a student or employee is guilty of illegal use, possession and/or sale of a drug or narcotic on campus, the minimum penalty shall be suspension from the institution for a specific period and/or suspension of rights and privileges.

A student is subject to discipline for prohibited conduct that occurs while participating in off-campus activities sponsored by a component institution including field trips, internships, rotations or clinical assignments.

A student who receives suspension as a disciplinary measure is subject to further disciplinary action for prohibited conduct that takes place on campus during the period of suspension.

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Health Risks

Drug and alcohol use, misuse and abuse are complex behaviors with many detriments at both the cultural and individual levels. Awareness of the deleterious effects of any drug/alcohol is imperative for an individual's well being or survival.

Negative Consequences may be exhibited through:

Physical Dependence

(The body's learned requirement of a drug for functioning.)

Abuse of alcohol or any other drug, whether licit or illicit, may result in marginal to marked and temporary to permanent physical and/or psychological damage, even death. Since many illicit drugs are manufactured and sold illegally, their contact varies and may contain especially harmful ingredients or amounts.

Psychological Dependence

(The experiencing of persistent craving for the drug and/or a feeling that alcohol or other drugs is a requirement for functioning).

Despite the type of drug or alcohol used, a perceived need for the continued use is likely to follow, resulting in dependence.

Dependence on alcohol and/or drugs alters the user's psychological functioning. The acquisition of these substances becomes the privacy focus of the drug-dependent individual and often results in reduced job performance, and jeopardizes family and other interpersonal relationships. Criminal behavior is frequently the means for financing a drug habit. Behavior patterns

often include violence and assault as the individual becomes increasingly drug/alcohol dependent. Social and psychological alienation and medical problems increase as the abuser becomes entrapped in drug/alcohol dependence.

Drug and alcohol abuse counseling and referral are available to employees, students and their families. A biennial review of this program will be conducted by ACCD and Student/Employee Assistance Program (SEAP) committee members to determine its effectiveness, to implement changes to the program if they are needed and to ensure that its disciplinary sanctions are consistently enforced.

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Northwest Vista College

Family Education Rights and Privacy Act

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Confidentiality of Records

Privacy of Student Records

Northwest Vista College annually informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974. The college practices full compliance with this act which protect the privacy of education records, establishes the right of students to inspect and review their education records, and provides guidelines for the amendments of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Policy Compliance Office through the U.S. Department of Education concerning alleged failure by the institution to comply with the act.

Public Notice Designating Directory Information

FERPA and the Texas Open Records law do not protect all areas of a student's education record. Information that is not protected is identified as "Directory Information."

Northwest Vista College designates the following two categories of student information as "Directory Information."

Name and Bio-demographic Information includes Name, address, and telephone number.

Academic Information includes dates of attendance, major field of study, previous institutions, awards, honors, and degrees conferred to include dates.

According to FERPA and the Texas Open Records Law, "Directory Information" may be released to the general public without the student's prior consent.

Currently enrolled students may withhold disclosure of "Directory Information" under FERPA. Students are required to notify Student Success in writing or complete the "Request to Prevent Disclosure of Directory Information" form in Student Success. This request may be submitted at any time throughout the year but is valid only for the remainder of the current academic year. The form will immediately affect prospective disclosures. It is the responsibility of the student to renew the request, if desired, for any subsequent school year (September 1 - August 31).

Students electing to prevent disclosure must conduct all college business in person with either a student I.D. or Driver's license with photo image. Unofficial copies of students' records will be released to the following college personnel upon their request: Administrators, Student Success Administrators, and Instructors of courses in which students are currently enrolled.

Former students may not place a new request for non-disclosure of directory information on their education records; however, they may request its removal in writing to Student Success.

Release of information other than that listed in this section as "Directory Information" will require written permission from the student.

The Notification of Rights under the Family Educational Rights and Privacy Act details students' rights and procedures implemented by the college to comply with FERPA. The Notification of Rights is available online at the college website, www.accd.edu/nvc under *Schedule Guide* of the *Academic Schedule*. A complete copy of the Family Educational Rights and Privacy Act is available in Student Success.

Questions concerning the Family Educational Rights and Privacy Act may be directed to Student Success Director of Enrollment Services or Dean of Student Success

Student Records

The college makes every effort to ensure confidentiality of student records and compliance with the Family Education Rights and Privacy Act of 1974. Student records are maintained in several areas of the college and may be reviewed upon request. Students have the right to request in writing that their records be withheld from statistical analysis. Students will not be denied the benefits of public education and training if they exercise the right to withhold information from statistical analysis. See Student Success for details.

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Northwest Vista College

Student Code of Conduct

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Northwest Vista College respects the dignity and worth of each individual in the campus community and recognizes the basic rights of freedom of speech, assembly, inquiry, reasonable use of services and facilities, and the right to due process. In the interest of guaranteeing the broadest range of freedom to each member of the college community, NVC has established a Student Code of Conduct and a due process system.

The Student Code of Conduct is administered through Student Success and is based on promoting education and excellence regarding student behavior. The goal of the Student Code of Conduct is that acceptable standards of behavior are communicated to, understood and upheld by the students.

The college encourages and facilitates an environment where students and student organizations take responsibility for their actions. Through the Student Code of Conduct, Student Success staff educates students about their rights and responsibilities as members of the NVC community. Questions of interpretation regarding the Student Code of Conduct should be referred to the Dean of Student Success.

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General Procedures

Provisions

Students of Northwest Vista College are protected by all laws which provide rights of citizenship to every individual. Students must, however, assume the responsibilities of citizenship. They are expected to obey both the penal and civil statutes of the State of Texas and Federal government, and the policies of the Board of Trustees, College policies and regulations and administrative rules.

This code contains regulations for dealing with alleged student violations of College standards or conduct in a manner consistent with the requirements of procedural due process. It also contains descriptions of the standards of conduct to which students must adhere and the penalties which may be imposed for the violation of those standards.

Application

This Code applies to individual students and states the role of students, faculty and administrative staff members of the College in disciplinary procedures.

The College has jurisdiction for disciplinary purposes over a person who was a student at the time he/she allegedly violated said Board rule, College policy or regulation or administrative rule on the College campus and/or in attendance at official District functions.

Definitions/Violations

In this Code, unless the context requires a different meaning, the following applies:

- **Administration:** any administrative position, from the level of Dean through College President.
- **Board:** the Board of Trustees of the Alamo Community College District.
- **Campus:** the “campus of the College is deemed as all real property over which the College has possession and control.
- **Class Day:** a day or evening on which classes are scheduled or final examinations are given.
- **Committee:** the Student Disciplinary Hearing committee for Northwest Vista College.
- **District:** the Alamo Community College District.
- **Formal Complaint:** a written summary of the essential facts constituting a violation of Board rules, College policies and regulations or administrative rules.
- **President:** the President of Northwest Vista College, or designated representative.
- **Student:** a person who is currently enrolled or who has been accepted for admission or readmission to the College.

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Student Conduct

Each Student shall be charged with notice and knowledge of the contents and provisions of the District’s rules and regulations concerning student conduct.

All students shall obey the law, show respect for property constituted authority, and observe correct standards of conduct. In addition to any and all activities prohibited by law, the following is a nonexclusive list of expressly prohibited behavior:

Academic Integrity

Academic integrity is essential to learning. Northwest Vista College is committed to creating and fostering an environment that encourages and rewards academic integrity at all levels. To do this, we nurture the fundamental values of academic integrity: honesty, trust, respect, fairness, and responsibility in all our actions, assignments, assessments and communications. (These values were identified by The Center for *Academic Integrity* in their *Fundamental Values Project*.)

To learn more, please visit our [Academic Integrity](http://www.accd.edu/nvc/areas/acadinteg/default.htm) Website at the following url <<http://www.accd.edu/nvc/areas/acadinteg/default.htm>>.

Gambling

Gambling, as described by the Texas Penal Code, is forbidden.

Alcohol and Narcotics

The use of intoxicating beverages shall be prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas; provided, however, that with the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the College. State law shall be strictly enforced at all times on all property controlled by the District in regard to the possession and consumption of alcoholic beverages.

No student shall possess, use, transmit or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required) any of the following substances on campus or off-campus premises at a District-sponsored activity, function or event at all times:

- Any controlled substance or dangerous drug as defined by law, including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is prohibited under this policy.

A student who uses a drug authorized by a licensed physician through a prescription specifically for the student's use shall not be considered to have violated this rule.

Lockers and cars parked on College campus or on premises leased or used for District or College functions may be inspected by College personnel if there is reasonable cause to believe they contain alcohol and/or narcotics.

Disorderly Conduct

Disorderly conduct shall include, but is not limited to, any of the following activities occurring at any time on property owned or controlled by the College or at College sponsored functions:

- (a) Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
- (b) Interference with peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
- (c) Violent and forceful behavior, such that there is a clear and present danger that free movement of other persons will be impaired.
- (d) Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
- (e) Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
- (f) Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
- (g) Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall or any other passageway in a District building or off-campus premises at any District-sponsored activity, function or event, to such an extent that students, employees, officers, or other persons, including visitors, having business with the District are denied entrance, exit or free passage in such building.

Disruptive Activities and Disruption of Lawful Assembly

No student or group of students acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any College in the District or off-campus at any District-sponsored activity, function or event.

Disruptive activity means:

- (a) Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the College.
- (b) Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research or other authorized activity.
- (c) Preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly authorized by the school administration. (d) Disrupting by force or violence, or the threat of force or violence, a lawful assembly in progress.
- (e) Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the College.

A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

Demonstrations

Student demonstrations and similar activities may be prohibited when there is evidence that the activity may reasonably lead College authorities to forecast substantial disruption of, or material interference with, normal College operations or approved College activities. Students who, once informed of the prohibition of a demonstrative activity, continue to participate in such activity, are subject to disciplinary action. All student demonstrations or similar activities shall be pre-cleared through the Dean of Student Success, and shall adhere to the guidelines for student expression and demonstration available in the Office of the Dean.

Any person involved in disorderly conduct, disruptive activities, unauthorized demonstration, or suspicious activity must respond to a request by a college official to produce identification .Falsification of Records of Information

Intentionally falsifying any official College record or giving false information in response to requests by the College or College officials.

Financial Transactions with the College

- (a) Refusing to pay or failure to pay a debt, such as loans, fines, or other charges, owed to the College.
- (b) Giving the College an "insufficient funds" check or draft or stopping payment on a check or draft.
- (c) Failure to pay the College the amount due on a check, draft or money order on or before the fifth class day after the day the Business Office sends written notice that the drawee has rightfully refused payment on the check, draft or order constitutes prima facie evidence that the student intended to defraud the College.
- (d) Acting as representative of the College in an attempt to legally bind the College without authorization.
- (e) Making or attempting to make personal use of College or District property.
- (f) As a student employee, knowingly accepting overpayment or refusing to return an overpayment, once notified of same within the subsequent pay period.
- (g) Students who default on student direct loans shall be subject to those additional requirements and may avail themselves of those defenses relevant to Federal and State laws and regulations governing such loans.

Weapons

Entering District premises or any off-campus premises at a District-sponsored activity, function or event, with a prohibited weapon, unless pursuant to written regulations or written authorization of the College.

This prohibition shall not normally apply to instructional supplies such as pencils, compasses, and the like, unless those instruments are used in a menacing or threatening manner. Weapons shall include, but not be limited to, the following:

- Explosive weapons
- Firearms
- Firearm ammunition
- Switchblades or other illegal knives
- Martial arts weapons
- Chemical-dispensing devices
- Fireworks
- Straight razors
- Clubs and other weapons as more specifically defined in the Penal Code of the State of Texas and the City of San Antonio, Texas.
- Laser pens

Lockers and cars parked on College campus or on premises leased or used for official District or College functions may be inspected by College personnel if there is reasonable cause to believe they contain weapons.

Hazing

Any kind of hazing is forbidden. "Hazing" is defined as any intentional, knowing, or reckless act, occurring on or off the College campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the College. The term includes, but is not limited to:

- (a) Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- (b) Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- (c) Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm of which adversely affects the mental or physical health or safety of the student;
- (d) Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered at the College, or that may reasonably be expected to cause a student to leave the organization or the College rather than submit to acts described in this subsection;
- (e) Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Assault Defined As

- Intentionally, knowingly, or recklessly causing bodily injury to another,
- Intentionally, or knowingly threatening another with imminent bodily injury, or
- Intentionally, or knowingly causing physical contact with another when the student knows or should reasonably believe that the other person will regard the contact as offensive or provocative.

Other Forms of Prohibited Student Conduct

- Intentionally, knowingly or recklessly endangering the health or safety of members of the District community or visitors to the campus.
- Intentionally, knowingly or recklessly damaging, defacing or destroying College property.
- Forging, altering or misusing College documents, records or ID cards.
- Violating College policies or regulations concerning traffic, parking and the use of College facilities.
- Failing to comply with lawful directions of College or District employees acting in performance of their duties.
- Failing to comply with the College attendance policy or classroom academic requirements of the faculty - including non-participation in required classroom activities.
- Failing to comply with the rules and regulations of the Board, College and administration.
- Committing an act which violates State or Federal law while on campus.

Any student violating the foregoing (Items 1-19 above) shall be subject to discipline, including suspension or expulsion.

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Authorized Disciplinary Penalties

Nature of Penalties

The following penalties comprise the range of official College actions which may be taken when a student engages in prohibited conduct. These penalties are not exclusive but may be imposed together with other penalties. They are not listed in priority or sequential order.

ADMONITION: a written reprimand from the Vice President - Academic Leader or the Dean of Student Success to the student on whom it is imposed.

WARNING PROBATION: indicates that further violations of regulations will result in more severe disciplinary action. Warning probation may be imposed for any length of time, up to (1) one calendar year, and the student shall be automatically removed from probation when the imposed period expires.

DISCIPLINARY PROBATION: indicates that further violations may result in suspension. Disciplinary probation may not be imposed for longer than one (1) calendar year. **WITHHOLDING OF TRANSCRIPT OR DEGREE:** imposed upon a student who fails to pay a debt owed to the College or who has a disciplinary case pending final disposition. The penalty terminates on payments of the debt or final disposition of the case.

BAR AGAINST READMISSION: imposed on a student who has left the College on enforced withdrawal for disciplinary reasons.

RESTITUTION: reimbursement for damage to or misappropriation of funds or property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

SUSPENSION OF PRIVILEGES: a penalty which may impose limitations or restrictions to fit the particular case.

SUSPENSION OF ELIGIBILITY FOR OFFICIAL CO-CURRICULAR ACTIVITIES: prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official co-curricular activity. Such suspension may be for any length of time, up to (1) one calendar year.

DENIAL OF DEGREE: may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time, up to and including permanent denial.

SUSPENSION FROM THE COLLEGE: prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization, from entering the College campus except in response to an official summons and from registering either for credit or for noncredit courses or other scholastic work through the College.

EXPULSION: permanent severance from the College and/or District. Expulsion from the District may be imposed only with the concurrence of the Chancellor of the District.

SUSTAIN THE PENALTY IMPOSED BY A FACULTY MEMBER FOR ACADEMIC DISHONESTY: original penalty imposed by the faculty member may be upheld.

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Employee Initiation of Disciplinary Action for Violation of Student Code of Conduct

Initiation of Action

When any member of the faculty is confronted with a student involved in disorderly conduct of a threatening or disruptive nature in or out of the classroom, the faculty member may ask the student to leave. If necessary the faculty member may request that the Academic Leader and/or Campus Security aid in the removal of the student.

Faculty Disposition

If the Academic Leader is not aware of the student's removal, the faculty member should report the action, in writing, to the Cluster Coordinator as soon as possible. The faculty member and the Academic Leader may attempt to resolve the conflict with the student.

Additionally the faculty member may refer the case to the Vice President for additional disciplinary action pursuant to the Student Code of Conduct.

Investigation

In matters pertaining to academic issues, the Vice President will be the designated administrator to handle procedures. In other issues, the Dean of Student Success is the designated administrator.

When the designated administrator receives information that a student has allegedly violated a law, Board policy or College regulation, the administrator or a designated representative shall investigate the alleged violation. After completing the preliminary investigation, the administrator may:

- Dismiss the allegation as unfounded.
- Summon the student for a conference for further evaluation of the severity of the allegation, and, if the facts of the alleged violation or the administrative decision are not disputed by the student, proceed administratively.
- Summon the student for a conference for further evaluation of the severity of the allegation, and, if the alleged allegations and/or the administrative decision are disputed by the student, prepare a formal complaint based on the allegation for use in disciplinary hearing, along with a list of witnesses and documentary evidence supporting the allegations.

The President of the College may take immediate interim disciplinary actions, including suspending the right of a student to be present on the campus, if it is determined that an emergency exists which requires immediate action to preserve the educational environment.

Summoning Student

In connection with an alleged violation, a student may be summoned to appear by certified letter, addressed to the student at his/her address as it appears in the records in Student Success or by other such means as are available and appropriate.

The summons shall direct the student to appear at a specified time and place not less than (5) five class days after the date reflected on the letter. The letter shall also contain a brief description of the alleged violation.

The designated administrator may place on disciplinary probation a student who fails, without good cause, to comply with a certified letter of summons, or the administrator may proceed with discipline actions.

Administrative Disposition of a Violation

When the facts are undisputed by the student, the designated administrator may administratively dispose of the violation if:

- It is in the best interest of the College and the student concerned, and
- The student concerned consents in writing to administrative disposition and signs a statement that he/she understands the violation charges, the right to a hearing, the penalty imposed, and the waiver of the right to appeal.

At a conference with a student in connection with an alleged violation, the administrator shall advise the student of his/her rights and explain disciplinary procedures to be followed in the disposition of the matter.

In administratively disposing of a violation, the administrator may impose any disciplinary action authorized under this code.

A student may refuse administrative disposition of the alleged violation and, on refusal, is entitled to due process and a hearing outlined below.

The administrator shall prepare an accurate, written summary of each administrative disposition of a major violation and

forward a copy to the student and to the parents or guardian of an un-married student who is under (I 8) eighteen years of age (with the exception of emancipated minors) and to appropriate administrative personnel.

Disciplinary Hearing Committee

When a student refuses administrative disposition of a violation, he/she is entitled to due process and a hearing before a Disciplinary Hearing Committee. The request to the designated administrator must be made in writing and in the Office of the administrator on or before the (5) fifth day following the administrative disposition.

The Disciplinary Hearing Committee shall be selected by the College President or designee and shall consist of (5) five members, as follows

- Two students designated each August
- A faculty member.
- A staff member.
- An administrative officer.

The College President shall appoint one of the disciplinary Hearing Committee members to chair the Disciplinary Hearing Committee.

The administrator shall represent the College before the Disciplinary Hearing committee and present evidence to support any allegations of violations of Board rules, College regulations, and/or administrative rules. The administrator may be assisted by legal counsel when, in the opinion of the administrator, the best interests of the student or the College would be served by such assistance.

Notice

The designated administrator shall notify the student concerned by letter of the date, time, and place for the hearing, which shall take place not fewer than (10) ten class days after the date of the letter. The ten-day notice requirement may be altered by mutual agreement of the administrator and the student. An opportunity for hearing shall proceed suspension or expulsion of a student unless a student's presence on the campus poses a danger to persons, property or the academic process. If interim suspension is necessary before a hearing can be provided, the President, administrator, or their designee must make a reasonable attempt to meet with the student, discuss the charges and evidence, and allow the student the opportunity to respond so as to have the opportunity to correct any mistakes in the factual record. A hearing before the Disciplinary Hearing Committee, in compliance with the requisites of this Code, shall then be held as soon as practicable thereafter, which in no event shall take place later than (5) five class days after the date of the suspension or expulsion.

This notice shall:

- (a) Be in sufficient detail to apprise the student of what he/she is charged with and the potential punishment for the charge and to enable the student to prepare a defense.
- (b) Direct the student to appear on the date and at the time and place specified.
- (c) Advise the student of his/her rights as outlined below:

- To a private hearing.
- To appear in person and with a representative or legal counsel at the hearing. To know the identity of each witness who will testify for the District.
- To call witnesses and ask for copies of evidence in the District's possession in advance of the hearing and to offer evidence and argue in his/her own behalf at the hearing.
- To have the hearing recorded verbatim and have a stenographic digest made of the recording and/or make a transcript of the hearing, at the student's expense.
- To cross-examine each witness who testifies against the student.
- The right to appeal.
- To have his/her parents or legal guardian present at the hearing, if he/she is a minor.

(d) Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.

(e) Contain a copy of the complaint.

(f) Notify the student that the administrator may be represented by counsel and that the administrator or counsel may cross-examine a student witness testifying on the student defendant's behalf, or the student defendant, if the student testifies in own behalf.

Failure to Comply with Notice

The administrator may, on behalf of the District and at his/her discretion, elect to proceed with the hearing in the student's absence.

Procedure

The College may be represented by staff members of the designated administrator office, legal counsel or other persons designated by the administrator. The Chairperson shall provide reasonable opportunities for witnesses to be heard.

The Disciplinary Hearing Committee shall proceed generally as follows during the hearing:

1. The Dean reads the complaint.
2. The Dean presents the College's case.
3. The student presents his/her defense.
4. The Dean and the student present rebuttal evidence and argument.
5. The Disciplinary Hearing Committee shall make its decision strictly upon the evidence presented at the hearing.
6. All evidence shall be offered to the Disciplinary Hearing Committee during the hearing and made part of the hearing record.
7. A student may not be compelled to testify against himself/herself.
8. Disciplinary Hearing Committee members may, if necessary, question witnesses, but are encouraged to allow the participants to conduct the examinations.
9. The Disciplinary Hearing Committee will vote the issue of whether or not there has been a violation of Board rule, College regulations or administrative rule. If the Disciplinary Hearing Committee finds the student has violated a Board rule, College regulation or administrative rule, the Disciplinary Hearing Committee will recommend an appropriate penalty, as stated herein.
10. The Disciplinary Hearing Committee shall date in writing each finding of a violation of a Board rule, College regulation, or administrative rule and the penalty recommended. Each Disciplinary Hearing Committee member concurring in the finding and recommendation shall sign the statement. The Disciplinary Hearing Committee shall include in the statement its reasons for the finding and recommendation.
11. The Dean, acting on behalf of the Disciplinary Hearing Committee, informs the student of the decision and penalty, if any.

Evidence

Legal rules of documentary evidence do not apply to hearings before the Disciplinary Hearing Committee. The Disciplinary Hearing Committee will admit evidence that possesses probative value with respect to the alleged violation. The Disciplinary Hearing Committee shall exclude irrelevant, immaterial and unduly repetitious evidence.

The Disciplinary Hearing Committee shall recognize as privileged communications between a student and a member of the professional counseling staff, where such communications were made in the counsel of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential.

The administration has the burden of proving its case by a preponderance of the evidence. Preponderance of the evidence means proof that leads a reasonable person to find that the facts in issue are more likely to have occurred than not.

A student may not be compelled to testify in his/her own behalf. If the student chooses not to testify, no inference may be drawn from the failure to testify. If the student does testify, he/she may be fully cross-examined.

Hearing Record

The hearing record shall include:

- A copy of the notice required herein;
- All documentary and other evidence offered or admitted in evidence;
- Written motions, pleas, and any other materials considered by the Disciplinary Hearing Committee;
- The Disciplinary Hearing Committee's findings and conclusions;
- The Disciplinary Hearing Committee's decision;
- A transcript or electronic record of the hearing (at the student's expense) if any.

The disciplinary records and proceedings shall be kept separate from the student's academic record.

Petition for Administrative Review

A student is entitled to appeal to the President of the College. The President of the College shall automatically review every expulsion.

In order to reverse the decision of the Disciplinary Hearing Committee, the President must find the following:

- Procedural error;
- Arbitrary or capricious treatment of the student; or
- Substantial evidence supporting reversal.

The petition on appeal shall contain the record required by the *HEARING RECORD* paragraph above. A student shall file the petition for appeal in the office of the President of the College within (10) ten calendar days of the date of the Disciplinary Hearing Committee announces the decision. The petition shall specifically point to the procedural error, arbitrary or capricious treatment alleged, or the substantial evidence supporting a reversal of the Disciplinary Hearing Committee below.

The President may receive written briefs and hear real arguments during the review or request additional evidence. The decision of the President shall be issued within (30) thirty day of the date of appeal, or, in the case of expulsion, (30) thirty days from the date of the Disciplinary Hearing Committee's decision, whichever is later.

Authorized Disciplinary Penalties

The President, Dean of Student Success, or the Disciplinary Hearing Committee may impose one or more of the penalties listed on pages 143 and 144 for violation of a law, Board Policy, or College regulation or rule.

Maintaining Campus Order During Declared Periods of Disruption

See "Guidelines for Maintaining Campus Order During Declared Periods of Disruption," available in the Office of the Dean of Student Success.

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Northwest Vista College

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*The Alamo Community College District owns and operates Northeast Campus, Northwest Vista College, Palo Alto College, San Antonio College, and St. Philip's College.

**Date indicates expiration of term.

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Jo-Carol Fabianke, Ed. D., *Vice President - Academic Leader*

Julie Pace, M.S., *Interim Dean of Service and Performance Excellence*

Jimmy Bruce, M.A., *Dean of Student Success*

Debra A. Morgan, Ph.D., *Dean of Corporate and Community Development*

Christine Godin, M.A., *Director of Learning Resources*

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Stephen Barnes - Arts and Humanities

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M.A., University of Texas at San Antonio

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William Gibson - Social Science and Information Technology

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