

Northwest Vista College
Catalog 2008-2009
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Northwest Vista College



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Academic Calendar 2008-2009

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Fall Flex Session II 2008 (Second Eight Weeks)	First Summer Session 2009
Regular 16-Week Spring Session 2009	Second Summer Session 2009
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16-Week Fall Session 2008

April 21-August 23	Registration
August 18, Monday	Faculty Convocation
August 25, Monday	Classes Begin
August 30-September 1, Saturday-Monday	Labor Day Holiday - Weekend College Closed
September 6, Saturday	Weekend Classes Begin
September 10, Wednesday	Census Date
November 14, Friday	Last Day To Withdraw
November 27-30, Thursday-Sunday	Thanksgiving Holiday - College Closed
December 7, Sunday	Last Day of Classes
December 8-14, Monday-Sunday	Final Examinations
December 14, Sunday	End of Fall Semester *

* Last day for I grades to be completed is April 13, 2009.

December 20, 2008 Saturday-January 4, 2009, Sunday	Winter Break - College Closed
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Fall Flex Session I 2008 (First Eight Weeks)

August 25, Monday	Classes begin
August 30 - September 1, Saturday-Monday	Labor Day Holiday - Weekend College Closed
September 2, Tuesday	Census Date
October 3, Friday	Last Day to Withdraw
October 14, Tuesday	Last Day of Classes
October 15-16, Wednesday-Thursday	Final Examinations
October 16, Thursday	End of Fall Flex Session I *

* Last day for I grades to be completed is February 13, 2009.

Fall Flex Session II 2008 (Second Eight Weeks)

October 20, Monday	Classes Begin
October 27, Monday	Census Date
November 24, Monday	Last Day to Withdraw
November 27-30, Thursday-Sunday	Thanksgiving Holiday - College Closed
December 7, Sunday	Last Day of Classes
December 8-14, Monday-Sunday	Final Examinations
December 14, Sunday	End of Fall Flex Session II *

* Last day for I grades to be completed is April 13, 2009.

December 20, 2008, Saturday-January 4, 2009, Sunday	Winter break - College Closed
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Regular 16-Week Spring Session 2009

November 10, 2008-January 10, 2009	Spring Registration (Tentative)
January 5, Monday	College Opens

January 5, Monday	Faculty Report
January 12, Monday	Classes Begin
January 17, Saturday	Weekend Classes Begin
January 19, Monday	Martin Luther King Day - College Closed
January 28, Wednesday	Census Date
February 19, Thursday	Employee Development Day - College Closed Evening Classes Will Meet After 5:00 P.M.
March 9-15, Monday-Sunday	Spring Break All Administrative Offices Will Be Closed Thursday-Sunday
April 10-12, Friday-Sunday	Easter Holiday - College Closed
April 13, Monday	Last Day to Withdraw
April 24, Friday	Fiesta Holiday - College Closed Weekend Classes Will Meet
May 3, Sunday	Last Day of Classes
May 4-10, Monday-Sunday	Final Examinations
May 10, Sunday	End of Spring Semester *
* Last day for I grades to be completed is September 8, 2009.	
May 23-25, Saturday-Monday	Memorial Day Holiday - College Closed

Spring Flex Session I 2009 (First Eight Weeks)

January 12, Monday	Classes Begin
January 19, Monday	Martin Luther King Day - College Closed
January 20, Tuesday	Census Date
February 19, Thursday	Employee Development Day - College Closed Evening Classes Will Meet After 5:00 P.M.
February 20, Friday	Last Day to Withdraw
March 3, Tuesday	Last Day of Classes
March 4-5, Wednesday-Thursday	Final Examinations
March 5, Thursday	End of Spring Flex Session I *
* The last day for incomplete I grades to be completed is July 2, 2009.	

Spring Flex Session II 2009 (Second Eight Weeks)

Spring Break	All Administrative Offices Will Be Closed Thursday-Sunday
March 16, Monday	Classes Begin
March 23, Monday	Census Date
April 10-12, Friday-Sunday	Easter Holiday - College Closed
April 21, Tuesday	Last Day to Withdraw
April 24, Friday	Fiesta Holiday - College Closed Weekend Classes Will Meet
May 3, Sunday	Last Day of Classes
May 4-10, Monday-Sunday	Final Examinations
May 10, Sunday	End of Spring Flex Session II *
* Last day for I grades to be completed is September 8, 2009.	
May 23-25, Saturday-Monday	Memorial Day Holiday - College Closed

Maymester Session 2009

April 13-May 8	Maymester Registration (Tentative)
May 11, Monday	Classes Begin
May 12, Tuesday	Census Date
May 21, Thursday	Last Day to Withdraw
May 23-25, Saturday-Monday	Memorial Day Holiday - College Closed
May 29, Friday	Last Day of Classes and Final Examinations
May 29, Friday	End of Maymester Session *
* The last day for I grades to be completed is September 28, 2009.	

First Summer Session 2009

April 13-May 29	First Summer Session Registration (Tentative)
June 8, Monday	Classes Begin

June 11, Thursday	Census Date
July 2, Thursday	Last Day to Withdraw
July 3-5, Friday-Sunday	Independence Day Holiday - College Closed
July 9, Thursday	Last Day of Classes
July 9-10, Thursday-Friday	Final Examinations
July 10 Friday	End of Summer Session I *

* Last day for I grades to be completed is November 4, 2009.

Second Summer Session 2009

April 13-July 9	Second Summer Session Registration (Tentative)
July 13, Monday	Classes Begin
July 16, Thursday	Census Date
August 5, Wednesday	Last Day to Withdraw
August 13, Thursday	Last Day of Classes
August 13-14, Thursday-Friday	Final Examinations
August 14, Friday	End of Summer Session II *

* Last day for I grades to be completed is December 11, 2009.

Eight Week Summer Session 2009

April 13-May 29	Eight Week Summer Registration (Tentative)
June 8, Monday	Classes Begin
June 15, Monday	Census Date
July 3-5, Friday-Sunday	Independence Day - College Closed
July 17, Friday	Last Day to Withdraw
July 29, Wednesday	Last Day of Classes
July 30-31, Thursday-Friday	Final Examinations
July 31, Friday	End of Eight Week Summer Session *

* Last day for I grades to be completed is November 25, 2009.

Preface

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Accreditation

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.

Affiliations

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

EOE Statement

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.

Contact Information

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

Disclaimer

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.

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 (<http://www.accd.edu/nvc/students/catsched.htm>). 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.

About Northwest Vista College

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Message from the President



Welcome to Northwest Vista College! When you enter the campus, you will encounter an inviting environment that combines a beautiful hill country setting with attractive, modern facilities. It is our goal that when you meet the faculty and staff members of the college, you will receive friendly greeting and helpful service to get you started on your educational journey. I invite you to become part of our community and to participate in learning experiences that foster your personal and professional growth.

It is an exciting time to be at Northwest Vista College. As you plan and build for the future, the College will be planning and building right along with you. We are in the midst of construction of new buildings that include more classroom space, a new library, and other facilities that will enhance your learning experience. Two new buildings are scheduled to open for the fall 2008 semester, and two additional buildings will open for the spring 2009 semester. The final building, a fine and performing arts center will be completed by fall 2009. The physical changes taking place around you are representative of our commitment to your success.

At Northwest Vista College, we want to build 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 associates 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

Mission and Vision

Mission of Northwest Vista College

Creating Opportunities for Success.

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

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.

Community:

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

Caring:

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

Diversity:

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

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.

Openness:

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

Integrity:

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

Joy:

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

History

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Historical Sketch



Northwest Vista College is a college of the Alamo Community College District along with its sister colleges that include Palo Alto College, St. Philip's College, San Antonio College and Northeast Lakeview College in serving Bexar County and the surrounding areas.

The Alamo Community Colleges serves over 52,000 students in credit courses through the four colleges. An additional 16,000 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 Mountain Laurel Hall opened to students in October 1998. The campus celebrated its grand opening in October 1999 with the completion of Manzanillo Hall and Huisache Hall. Pecan Hall is one of the newest additions and houses community programs, continuing education, workforce education and technology programs.

Five new buildings are currently under construction. Juniper Hall Academic Center and Redbud Hall Library and Learning Resources are slated to open in July 2008. Live Oak Hall Academic Center and Cypress Campus Center are scheduled for December 2008 completion. The final structure, Palmetto Fine and Performing Arts Center, will be completed in July 2009.

Facilities

Located on 137 acres, Northwest Vista College is comprised of the following buildings: Manzanillo Hall, Mountain Laurel Hall, Huisache Hall, Pecan Hall, Texas Persimmon Physical Plant and the Boardwalk, as well as the new buildings listed above.

Manzanillo Hall houses the college's administration offices. Huisache Hall 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. Mountain Laurel Hall is home to classrooms, laboratories, and faculty offices. Pecan Hall is home to the Center for Workforce and Community Education, classrooms, dance studios, and computer labs. The Boardwalk includes 23,000 square feet of additional classroom space.

Juniper Hall Academic Center houses several academic support labs in addition to classrooms for English, Reading, Mathematics, Education and English as a Second Language. Redbud Hall Library and Learning Resources houses the library and several classrooms on the 3rd floor for Multimedia, Music, Art, Mass Communications, and Gaming. Cypress Campus Center includes the Campus Dining Services, the Bookstore, and Student Success including advising, financial aid, bursar, registration, student engagement, services for students with disabilities, testing center, college orientation program, career services, and a multicultural center. Live Oak Hall Academic Center contains classrooms and laboratories for Biology, Biotechnology, Chemistry, Geology, Physics, Astronomy, Engineering, upper division Mathematics, History, Government, Sociology, Anthropology, Geography, Psychology and Speech.

Enrollment

More than 10,700 students were enrolled at Northwest Vista College in the Fall 2006 semester in credit courses. Northwest Vista Colleges student body is made up of a diverse population.

Calendar

Northwest Vista College operates on a semester calendar. Fall and spring sessions consist of 16-week terms, in addition to two eight-week flex terms and other condensed-format options. The summer sessions range from three-week to 14-week terms.

For more information, see [Academic Calendar](#).

Degrees

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

For more information, see [Programs of Study](#).

Financial Aid

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

For more information, see [Financial Aid](#).

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. Information is also available on the [NVC Scholarships Opportunities](#) web site.



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.)
- One page short autobiography (include your family background, your career, and your 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/district/schships/main/sfs.htm>.*

SELECTION OF RECIPIENTS

After scholarship applications have been reviewed, students are notified via e-mail to check their status on [Web for Students](#).

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.

Campus Services and Resources

Topics on this page:

Advising and Assessment	English as a Second Language
Career and Transfer Services	Health Services
Counseling Services	Student Health Insurance
Disability Support Services	Community Resources
Learning Resource Center	Workforce Center
Bookstore	Campus Parking Regulations
Student Activities	Public Safety / Police Services
Service Learning	

Advising and Assessment

It is important that all students visit with a Student Success Academic Advisor on a regular basis. Your advisor will provide assistance with:

- Academic and Admission advising
- Degree and Certificate planning
- Assessment Interpretation
- Information on Academic Programs
- Course Placement and Selection
- Registration Assistance
- Assistance with dropping or withdrawing from a course
- Graduation Requirements
- Transfer Planning and Services
- Referral to On-Campus Student Services
- Referral to Community Services
- Change of Major
- VA Advising and Certification

It is our goal to have all NVC students following a plan that is customized to meet your specific educational and career goals. To find out more visit our website at <http://www.accd.edu/nvc/students/advising/default.htm>.

Northwest Vista College requires assessment for each student in reading, writing, and mathematics skills to determine proper placement into college entry courses. NVC Assessment Office is committed to the success of our students and surrounding community by offering a variety of testing services that advance students' higher educational goals. To find out more visit our website at <http://www.accd.edu/nvc/students/admissions/assessment.htm>.

Career and Transfer Services

One of the best ways to ensure career success is to establish a clear focus on the career path you wish to pursue. The Career and Transfer Services (CaTS) Center helps guide you through the career planning process, which includes career planning, college transfer planning, and job readiness and employment.

Take advantage of our caring services, tools, and informational materials that are FREE to you. The CaTS friendly and helpful staff is here to help you in any way possible. Call or come by to set up your individual career counseling appointment today. Contact Career Transfer Services (CaTS) Center at (210) 348-2045. You can also visit the CaTS Center in Manzanillo Hall, MZH 105C.

<http://www.accd.edu/nvc/students/cats/>

Career Planning

Career planning and decision making is an on-going life long process that takes time, energy, and commitment. It involves developing an awareness of your skills, abilities, values, strengths, interests, and learning about the various types of occupations that exists and what is required to accomplish your goals. CaTS Center offers a variety of career assessments and exploration to help match your skills, interests, personality, and values with various careers. Students who are undecided in their major are strongly recommended to start the career planning process early in their educational career.

Transfer Planning

The Career and Transfer Services Center (CaTS) is committed to assisting students at NVC with making a smooth transition into baccalaureate degree programs. During their enrollment at Northwest Vista College, students are advised to fulfill the lower division requirements for the college or university program. Students wishing to transfer into a baccalaureate or professional degree program should obtain an undergraduate catalog of the university to which they plan to transfer and consult with a Student Success Advisor/Transfer Team Leader. There are a number of college catalogs located in the Career and Transfer Services Center. NVC makes every effort to aid students wishing to transfer. However, the student must consult with the senior college or university to ensure appropriate courses are taken at Northwest Vista College.

Northwest Vista College has established articulation agreements with a number of universities. These partnerships help to facilitate the



transfer process and may include: joint admissions agreements and transfer plans, core curriculum equivalencies, and course equivalencies tables. These tools allow students to identify which courses may be taken at Northwest Vista College to complete freshman and sophomore requirements for a particular university degree program. Senior institutions generally will accept a maximum of 66 transfer credit hours in lower division general education and specific field of study curriculum courses. Students are encouraged to visit the Career and Transfer Services Center to find out which universities have these agreements and to research information about institutions to which they intend to transfer.

Transfer Services also provides students with information concerning university admission requirements, degree program requirements, scholarships, housing, and university contact information. A transfer fair is held every Fall Semester that includes over 40 + university representatives, which provides students an opportunity to visit with university recruiters. University transfer advisors from select institutions are scheduled each semester to advise on campus prospective transfer students.

Job Readiness

The Career and Transfer Services Center (CaTS) provides quality job readiness services to currently enrolled, potential and former students, and our graduates. Students receive individualized services to develop job readiness skills, such as: effective resume writing and interviewing, on- and off-campus employment assistance, and job market information.

NVC has an online job bank, Wildcat Classifieds, which provides student an easy to use system to find the perfect job match for their individual needs.

Counseling Services

Many students face life challenges that can make accomplishing their academic goals more difficult. The NVC Counseling Center is here to help with those challenges. The goal is to encourage a student's personal and academic growth and to help each student successfully meet his/her life challenges. If a student wants to work on an area that requires more time than the counselor can provide, the NVCCounseling Center will help locate an off-campus counselor.

Enrolled students are eligible for personal counseling services, and there is no fee. The counselor respects the confidential nature of discussions to the limits provided by law. No record of a student's visit is made on any academic file. The counselor also provides crisis intervention services during daytime hours. For crisis intervention at night or on weekends, students can call the county crisis hotline at (210) 223-7233.

For more information, call (210) 348-2109 or drop by the Counseling Center in Pecan Hall, PH 215. More information can also be found on the website Counseling website at www.accd.edu/nvc/students/services/ccs/.

Disability Support Services

Disability Support Services are academic support services provided to qualified students with learning, physical, developmental, mental 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 a physical or mental 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.

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 the [Student Success Access](#) web page for more information on eligibility and services provided. Access Services information and services are located in Student Success, Manzanillo Hall, MZH 106G. Contact Access Services at (210) 348-2092 for more information. Any student seeking personal counseling should refer to [personal Counseling Services](#).

Disability Related Services

The [Student Success Access office](#) is responsible for coordinating the following disability related services to qualified individuals with temporary or permanent disabilities:

- Testing accommodations for placement testing and academic tests.
- Diagnostic testing for learning disabilities and AD/HD.
- Adaptive Technology: screen magnification (CCTV, Zoom Text), large screen monitors, speech synthesized software (JAWS, Kurzweil, Sibelius, Galileo Reading Machine), voice activated software (Dragon Naturally Speaking), textbooks on CDs (RFB D), right handed only and left handed only keyboards, hearing amplification systems (FM systems), Interpretive relay machine, talking calculator.
- 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.
- Faculty Consultations.
- ADA Awareness Training.

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 Access office 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](#), available from the 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 Access office upon request by the student. Confidential Letter to the Instructor explains the accommodations needed for the student. The 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 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 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 Access office.

Learning Resource Center

The mission of the library is to further strengthen the mission of Northwest Vista College by providing: outstanding service to students, faculty, staff and community members; a quality library instruction program that integrates active learning skills and information literacy components; and a broad range of resources, in a variety of formats that will enhance the curriculum and enrich the interests of the faculty, staff, students and community members.

The library is currently located on the second floor of Manzanillo Hall. Along with a growing collection of traditional print materials (books, magazines, newspapers), there are many videos, audio compact discs and DVDs. Seating for approximately 80 students is available for study or to use the PC workstations. The library will move to a new, larger facility in the fall of 2008.

The library has a teaching lab that accommodates 24 students. This allows the librarians to teach students and faculty members how to use the various resources available in the library. The librarians are also available to answer reference questions via email, telephone or in person. The library is open 74 hours per week. Operating hours are available on the website.

The library's home page is <http://www.accd.edu/nvc/lrc/>. From it, students can access most information they need about the library's services and resources. On the computer workstations, students have access to a wide array of electronic online resources, including the ACCD online library catalog and subscription databases covering a wide variety of subjects. Many of these titles come through NVC's membership to TexShare, a large consortium of libraries in Texas. The subscription databases are accessible from any networked computer on the campus and remote access 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 a variety of ways. Materials found in the ACCD catalog online are available to students at any of the Alamo Community Colleges. Students may go to the loaning library and present their student ID or request delivery to NVC 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, University of the Incarnate Word, and St. Marys University.

Formal Interlibrary Loan is available to NVC students and staff to locate materials outside the San Antonio area.

Northwest Vista College library is a member of OCLC, an organization that maintains a large bibliographic database and provides reference services. Northwest Vista College library is also a member of CORAL (Council of Research and Academic Libraries), a San Antonio area consortium.

Bookstore

Northwest Vista College contracts with Follet Higher Education Group to operate the Northwest Vista College Bookstore. The bookstore, located in Huisache Hall, 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 ID card to sell back used books.

Contact the bookstore at (210) 348-2460 or (210) 706-9291.

Student Activities



Northwest Vista College is 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 recreational activities, please visit the Wildcat Activities Center in Huisache Hall, HH 113, or call (210) 348-2023.

Service Learning

Service Learning is a teaching and learning method that integrates meaningful community service with classroom instruction through guided reflection. Service Learning is part of academic courses that focus on critical thinking, problem solving, career exploration, and community and social responsibility. Taking a class that utilizes service learning allows you to take what you are learning in the classroom and apply those skills out in the community.

For more information, contact the Service Learning Coordinator at (210) 348-2405.

English as a Second Language

Northwest Vista College offers six progressive levels of ESL for non-native English speakers. An assessment is used for placement and admission. Classes are conveniently scheduled each semester during daytime and evening hours, for either credit or non-credit. Courses are offered in:

- Accent Improvement
- Grammar
- Reading
- Speaking/Listening
- Writing

Health Services

The College Health Center provides emergency acute care for clients as needed both inside and outside of the College Health Center. All matriculated NVC students can be seen in the College Health Center at no cost. No appointment is needed and no information will be released to anyone without the consent of the patient, unless to do so is required by law. The College Health Center is located in Huisache Hall, HH 202, (210) 348-2197.

Student Health 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 Business Office in Manzanillo Hall, MZH 105, (210) 348-2028.

Community Resources

The Community Education area of Northwest Vista College provides quality learning opportunities for leisure-time learning, growth, and personal enrichment. We respond to the needs and interests of people in our community by providing non-degree programs. Classes are offered on weekdays, evenings and Saturdays and are listed on the Northwest Vista College [Community Education Web site](#) each semester. These non-credit classes are open to everyone.

Academy for Lifelong Learning

The Academy for Lifelong Learning provides opportunities for people 50 years of age and older seeking intellectual development, cultural stimulation, personal growth, and social interaction. The annual membership fee entitles participants access to all classes sponsored by the Academy. Weekly topics vary and have included:

- Arts and Crafts
- Book and movie reviews
- Computer and technology skills
- Cooking
- Financial matters
- Gardening



- Home Decorating
- Sports and Wellness

[Click here for more information](#) on the Academy for Lifelong Learning.

Children's Enrichment

Our programs are designed for children enrolled in Kindergarten through Eighth grades. Saturday Enrichment classes and Kids Summer Camps motivate children to learn collaboratively while participating in a variety of educational and recreational courses that include:

- Arts and Crafts
- Computer Animation
- Guitar and Piano Classes
- Kids Cooking
- Math Magic
- Reading Adventures
- Weird Science
- Spanish Language Arts
- Self Defense

[Click here for more information](#) on Children's Enrichment programs.

Wellness

Participants will enjoy rhythm, movement, and creative expression while exercising the body, mind, and spirit. Courses include:

- Ballroom (Foxtrot, Waltz, and Swing)
- Capoeira (Brazilian martial arts)
- Flamenco
- Hatha Yoga
- Latin (Salsa, Merengue, and Tejano)
- Self Defense
- Weight Training

[Click here for more information](#) on Wellness programs.

Leisure Learning

These courses are for those individuals who are interested in learning something new for their free time pursuits. Classes for adults and their enrichment include:

- Conversational Spanish
- Digital Photography
- Native Landscaping

Workforce Center

Workforce Education and Training provides and facilitates quality learning and enrichment experiences tailored to meet the employment needs of individuals and business organizations. We offer programs that prepare individuals for careers immediately upon graduation. This is done through academic programs that provide college credit, non-credit continuing education, and professional development.

Our commitment is to offer a wide variety of programs designed to maximize the potential of every individual. From SAT Preparation for college bound students to professional development to enhance current skills or develop new ones; Northwest Vista Colleges Workforce Education and Training is where your educational experience begins.
http://www.accd.edu/nvc/workforce_ed/default.asp

Campus Parking Regulations

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, 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 ACCD. Car registration occurs during the registration process or students may purchase a permit anytime at the Bursar's Office during regular office hours. Only registered students are allowed to pick up paid parking permits.

Contact: Business Office, Manzanillo Hall, MZH 105, (210)348-2028

Public Safety / Police Services

Safety

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, (210) 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, Texas Persimmon Physical Plant (TPER), (210) 348-2531

Emergency: (210) 222-0911

Class Cancellations Due to 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. The Alamo Community Colleges inclement weather hotline is (210) 208-8189.

Locations and Maps

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 both Wachovia and SeaWorld of San Antonio.

Maps of the college can be found at <http://www.accd.edu/nvc/about/maps.htm>.



Road Maps

[College Location](#)

[NVC at Datapoint](#)

[Westside Workforce Education and Training Center](#)

[Advanced Technical Center \(ATC\)](#)

Campus Maps

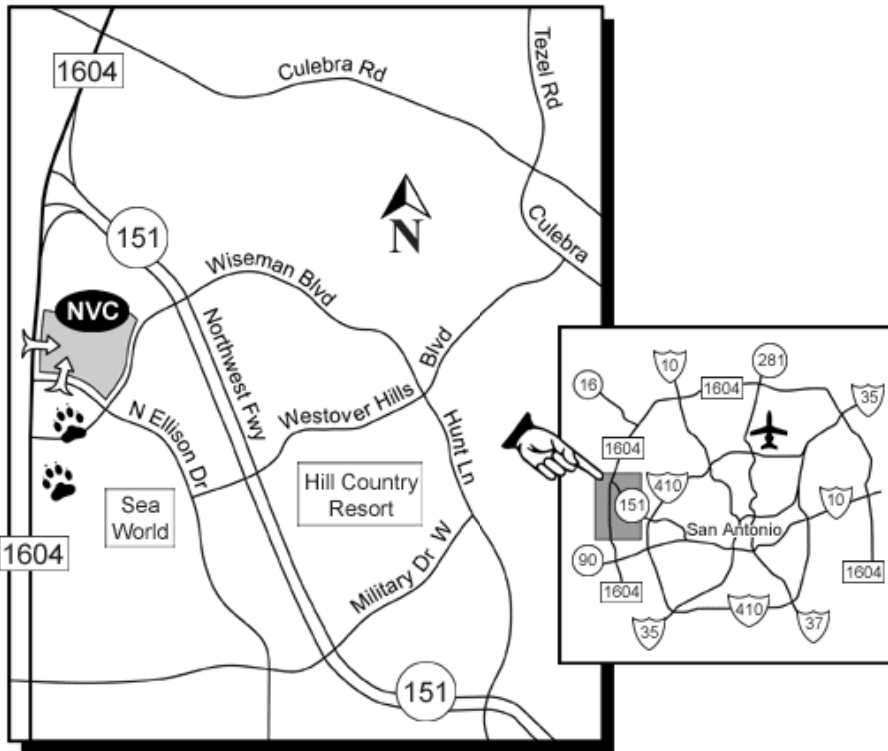
[Main Campus](#)

[Boardwalk \("G"\) Classrooms](#)

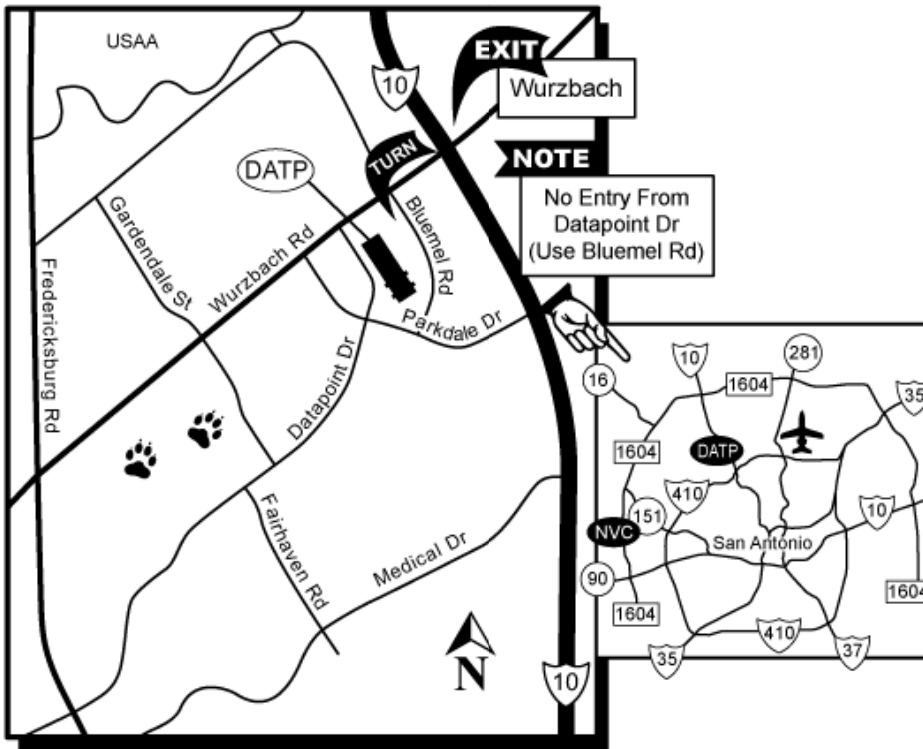
PDF Maps to print:

- [NVC Directional Map](#)
(How Do You Get Here?)
 - [Black and White Campus Map](#)
 - [Grayscale Campus Map](#)
 - [Color Campus Map](#)
 - [Map of "Boardwalk" Classrooms \(BDWK\)](#)
-

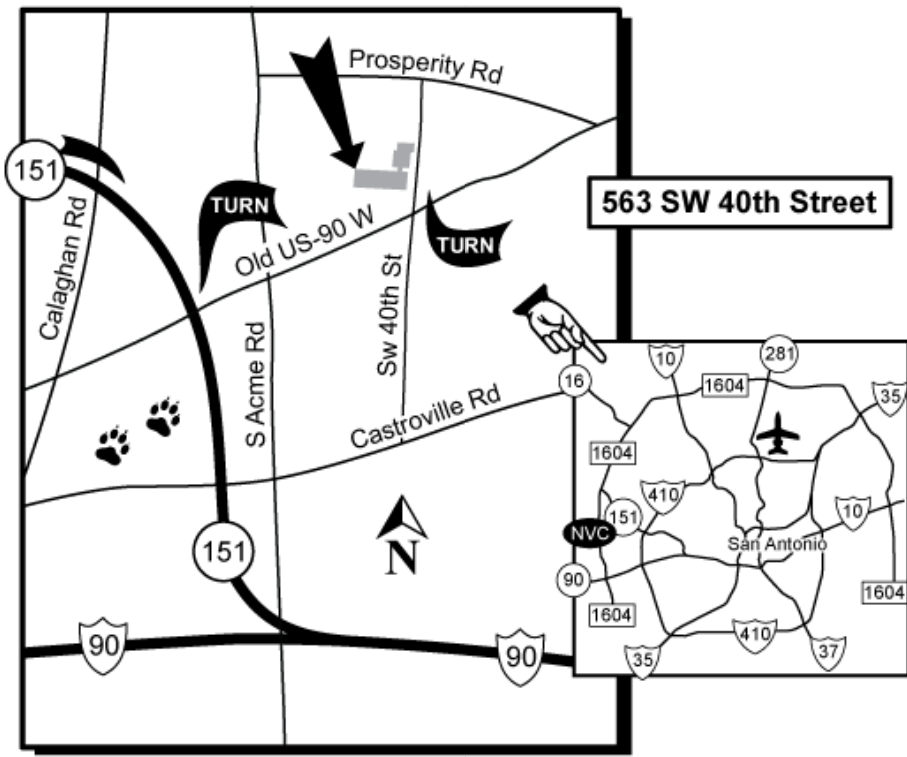
College Location



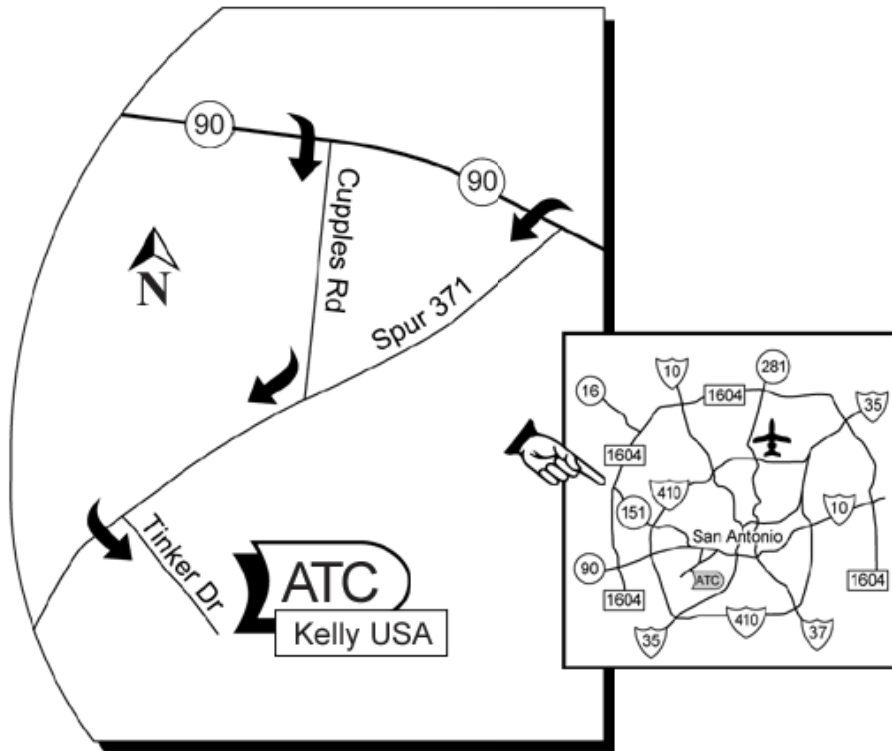
NVC at Datapoint (DATP)



Westside Workforce Education and Training Center



Advanced Technology Center (ATC) at KellyUSA



NVC Campus Map



Admissions Introduction

The Alamo Community Colleges encourages students to pursue an education beyond high school and welcomes all students to attend one of the Alamo Community Colleges. The Alamo Community Colleges recognize a variety of admissions:

- High school graduation
- General Education Development (GED)
- Early Admission
- College or university transfer
- Individual Approval
- Dual Credit

General Admission Requirements

Students are encouraged to complete the application process well before registration begins for the term they plan to attend the Alamo Community Colleges for the first time. The steps to complete admissions requirements are:

1. Submit the ApplyTexas two (2) year college admission application online
2. Submit an official high school/GED or college transcript from last college attended
3. Meet the placement requirements with official documentation of Texas Success Initiative (TSI) exemption or compliance (test scores or college transcript) or take mandatory placement tests



Exception: Students enrolling in Level One-Certificate Programs that do not identify skill levels are not required to test.

4. Schedule an advising session if attending college for the first time or transferring with less than fifteen (15) semester credit hours
5. Meet additional requirements for some admission types (See information below)

Students applying to one college will also be admitted to any of the other Alamo Community Colleges and are encouraged to explore the programs available at all of the colleges. Students wishing to take courses at more than one college should notify the second college of their interest.

ApplyTexas Application

Potential students must submit an admission application for two-year institutions online at <http://www.applytexas.org>. Students may access computers at all of the Alamo Community Colleges if needed. The process should take 15-30 minutes. If the application is not completed in a single session the file can be saved. Once students have submitted the ApplyTexas application to one or more of the Alamo Community Colleges they do not need to re-apply for subsequent admission provided there is no break in enrollment.

Checklist of Application Materials

Students should have the following information available before beginning the online application.

- Social Security Number

Note: Recording a social security number (SSN) is optional, but **it is strongly recommended**. Applications and documents without social security numbers are difficult to match up, which may result in additional processing time. For questions or concerns, contact the Enrollment Services/Admissions and Records Office.

- Name of the county in which you live
- Email address (Students without email accounts can create them at various free sites such as <http://www.yahoo.com> or <http://www.hotmail.com>.)
- Visa/Permanent Resident information to include Permanent Residence Card, issue date, and number
- THEA or other TSI assessment scores
- SAT, ACT, and/or TAKS (grade 11) Scores and Test Dates
- Names and dates of high school(s) and college/university attended

Guidelines for completing the ApplyTexas application are available through the Alamo Community Colleges online home page at <http://www.accd.edu>.

- Logon to <http://www.applytexas.org> to create a student profile.
- Record the User ID and Password for future access.
- Select **Two-Year Undergraduate Application**
- Select the college to which the application will be delivered
- Submit the application to the appropriate Alamo Community College
- Copy the ID Number provided in the window for your records

Once the application is submitted, all corrections and updates require a visit to the Enrollment Services/Admissions and Records Office. Email verification will contain a verification number.

When you consult with the Alamo Community Colleges, please have your email verification with you and number with you.

Texas Success Initiative (TSI)

The Texas Success Initiative (TSI) (online at <http://www.thecb.state.tx.us/Rules/TAC.cfm> under Chapter 4, Subchapter C) is a state-mandated program that promotes academic success by ensuring that all students are prepared for college-level coursework when they enter a public college or university.

TSI measures reading, English and mathematics skills to determine students readiness to enroll and perform in freshman-level academic coursework. Students are required to test and to be advised based on the results of TSI assessment. Students will not be denied admission to the Alamo Community Colleges based on TSI scores or college placement scores. However, testing is required prior to enrollment.

TSI Exams:

- Accuplacer
- ASSET
- COMPASS
- THEA
- or QT (Quick THEA)

TSI Requirement Exemptions

Students may be exempt from taking a TSI-eligible exam, unless it is needed as a prerequisite for a specific course, if they meet one of the following:

- **ACT:** Composite score of twenty-three (23) or higher, with a minimum score of nineteen (19) in each section of the English and math tests. Scores are valid for five (5) years from date of testing.
- **SAT:** Combined score of 1070 or higher, with a minimum of 500 in each section of the verbal and math tests. Scores are valid for five (5) years from date of testing.
- **TAKS Exit-Level:** Minimum scale score of 2200 on the exit-level math section and 2200 on the English Language Arts (ELA) section with a writing sub-section score of three (3) or higher. Scores are valid for three (3) years from date of testing.
- **Readiness Status:** Met college-level readiness standards in English, reading, and mathematics at an accredited Texas public institution of higher education.
- **Transfer from Private or Accredited Out-of-State Institutions:** Satisfactorily completed a minimum of three (3) college-level semester credit hours in English, reading, and math.
- **Degree:** Earned an Associate or Baccalaureate Degree from an accredited Texas public institution of higher education.
- **Certificate:** Enrolled in THECB approved Certificate Level-One Programs of one (1) year or less with forty-two (42) or fewer semester credit hours that do not require specific skill levels for course enrollment.
- **Military:** Currently serving on Active Duty in the US Armed Forces, Texas National Guard, or as a member of a reserve component of the US Armed Forces for at least three (3) years preceding enrollment.

After August 1, 1990, was honorably discharged, released, or retired from Active Duty as a member of the US Armed Forces, Texas National Guard, or as a member of a reserve component of the US Armed Forces.

Students who do not provide official documentation to verify one of the exemptions above are required to take one of the TSI assessments. **Although students may be exempt from TSI, a college-level placement exam may be required to assist in course placement.**

Students who initially do not meet the college-level standard may re-take an assessment instrument according to Alamo Community Colleges and test instrument guidelines.

Following testing, students consult with a counselor/advisor to develop a plan that assures the best opportunity for each student to attain college-level readiness and student success.

Academic Advising

To be adequately prepared for registration, students should seek academic advising early in the registration process to become familiar with pre-requisites for courses, degrees and programs, and transfer institutions. Advising is required for all first-time college students:

- Students who have not previously attended college.
- Students who have earned college Dual Credit as high school students.
- Transfer college students to the Alamo Community Colleges with fewer than fifteen (15) earned college semester credit hours.

A college may require one-on-one or group advising in which case a registration hold would be placed on the students record. Students are encouraged to consult with an academic counselor/advisor about courses and other educational concerns whether currently enrolled and pursuing a two-year degree program, planning to transfer to another college or university, or simply taking a few selected courses. Course and degree requirements and policies and procedures are subject to change. Students are encouraged to stay informed of any changes that may affect them by meeting with an academic counselor/advisor regularly.

Many students who enroll at the Alamo Community Colleges plan to transfer to a college or university with upper-division or junior standing. During their enrollment at the Alamo Community Colleges, they are advised to fulfill the lower-division requirements for the college or university selected for their continued education. The Alamo Community Colleges transfer services aid students in making their transfer experience a seamless process. **It is the students responsibility to ensure that they take courses at the Alamo Community Colleges that will be accepted by the senior institution they wish to attend.**

Students should consult a current [Class Schedule](#), the Alamo Community Colleges website, or contact the Enrollment Services/Admissions and Records Office for specific information pertaining to academic advising.

Academic Holds

Academic Holds will be placed on students records, preventing release of official Alamo Community Colleges transcripts, until all admissions requirements are met. Academic Holds result when a student does not provide official transcripts from the last institution attended or does not comply with the Alamo Community Colleges academic policies, such as failing to maintain a 2.0 GPA. Lack of compliance results in delayed registration. Academic Holds will be placed on students records to ensure that academic counseling is obtained whenever necessary.

Admissions Classifications

Topics on this page:

[High School Admissions](#)

[Former Student Admissions](#)

[GED Admissions](#)

[International Student Admissions](#)

[Home Schooled Admissions](#)

[Senior Citizens Admissions](#)

[Early Admissions](#)

[Audit/Non-Credit Admissions](#)

[Dual Credit Admissions](#)

[Individual Approval Admissions](#)

[Transfer Admissions](#)

[Conditional Admissions](#)

[Transfer Credit](#)

[Joint Admissions Agreements](#)

[Military Transfer Admissions](#)

High School Admissions

High school graduates follow the standard criteria for admission listed above. Following graduation, high school students are responsible for submitting complete, official high school transcripts, **including the graduation date**.

GED Admissions

GED students must submit official passing test scores and follow the standard criteria for admission listed above.

Home Schooled Admissions

Students applying for admission following completion of a home school program equivalent to the high school level will be admitted as *High School* Admission graduates. In addition to the standard criteria for admission to the Alamo Community Colleges, home schooled students must meet the following **additional** criteria:

- Be 16 years of age by the start of the academic year in which they enroll
- Present a signed, notarized record of the high school equivalent work completed and the date of successful completion

Early Admissions

Students enrolled in a high school may enroll at the Alamo Community Colleges early. Several programs allow students to get a jump start on their future, including early admission for qualifying students. In addition to the standard criteria for admission to the Alamo Community Colleges, early admission students must meet the following **additional** criteria:

- Complete the sophomore year
- Be 16 years of age by the start of the academic year in which they enroll
- Complete the Early Admit Form
- Submit a letter of recommendation from the principal or designee and parental approval addressing the applicants maturity and ability to function well in a college environment
- Submit an official high school transcript of coursework completed prior to registration at one of the Alamo Community Colleges

Maximum combined class load must not exceed eighteen (18) semester credit hours, counting each high school course as equivalent to one three-hour course. Re-enrollment eligibility in subsequent semesters requires a grade of C or better in all college-level courses.

Dual Credit Admissions

The Dual Credit Program allows eligible high school juniors and seniors to earn college credit for certain high school courses in which they are currently enrolled while completing their high school requirements. 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 Alamo

Community Colleges. In order for students to participate in the program, the high schools must be approved to offer Dual Credit courses. In addition to the standard criteria for admission to the Alamo Community Colleges, Dual Credit students must meet the following **additional** requirements:

- Submit Dual Credit Form(s), including Parental Consent Form and high school counselor approval
- Demonstrate college-level ability in the subject area(s) requested

In accordance with Texas state regulations and the Alamo Community Colleges policy, students may take up to two Dual Credit classes per regular semester. Dual Credit courses are offered in the Fall and Spring semesters only. Current Alamo Community Colleges policy allows tuition to be waived for six (6) to eight (8) eligible semester credit hours per semester for Dual Credit Program students enrolled in a Texas high school, some private schools, and students who have been home schooled. Course credit will be counted for both high school graduation credit and college credit. Official transcripts of the Alamo Community Colleges coursework will not be released until the students complete, official high school transcript, including the graduation date, is on file. It is the responsibility of all students to ensure Dual Credit courses will be accepted by the transfer institution they plan to attend after graduation from high school.

Transfer Admissions

A transfer student is any student who has previous college work at a regionally accredited college or university and plans to attend the Alamo Community Colleges. In addition to the standard criteria for admission, an official transcript sent from the last college attended is required at the time of admission. An official transcript from the Community College of the Air Force (CCAF) fulfills the transcript requirement for the last college attended.

Transfer Transcript Evaluation

The term official transcript of record refers to the record of coursework transferred from other regionally accredited colleges and universities to the Alamo Community Colleges. An official evaluation of college transfer coursework will be processed during the first (1) semester of enrollment at the Alamo Community Colleges.

The Alamo Community Colleges accept any passing grade from any accredited institution. Passing is a grade of D or better. Transcripts received become the permanent property of the Alamo Community Colleges.

Official transcripts must be forwarded to the respective Alamo Community Colleges. Transcripts may not be faxed. Students unable to supply official transcripts at the time of admission may be admitted conditionally. (See [Conditional Admissions](#).)

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 Credit Policy

Only those courses in which a D or better has been earned may be applied to meet the requirements toward a certificate or degree, and only those technical courses in which a C or better has been earned may be applied to meet the requirements in the major field of study. This policy applies to all degree plans. Credit may be transferred to the Alamo Community Colleges from colleges and universities regionally 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

Transfer Credit

Credit from institutions not regionally accredited by one of the above associations is not accepted by the Alamo Community Colleges. The Alamo Community Colleges Enrollment Services/Admissions and Records Offices are responsible for verifying an institutions regional accreditation status and for evaluating the official transcripts. Traditional classroom instruction and credit by examination are the basis on which transferred credit is recognized. A minimum of 25% of the required semester credit hours toward a degree or certificate must be completed at the Alamo Community College granting the degree or certificate.

Transfer credit may meet graduation requirements if equivalent to the Alamo Community Colleges course. Questions regarding course equivalences should be directed to the Enrollment Services/Admissions and Records Office.

Military Transfer Admissions

Transfer work from military education is accepted based on the American Council on Education Guide. Students must present an official copy of the Army/American Council on Education Registry Transcript System or the Sailor/Marine American Council on Education Registry Transcript.

Former Student Admissions

Students who have previously attended one or more of the Alamo Community Colleges and have not enrolled within the past twelve (12) months or any other college or university must satisfy all applicable admissions requirements prior to registration, complete the ApplyTexas Application and submit an official transcript from the most recent college or university attended since being enrolled with the Alamo Community Colleges. Students with dismissals more than ten (10) years old will enter in Good Academic Standing. Returning students whose last status was academic dismissal must petition for readmission as outlined in the [Academic Standing and Probation](#).

If students return to the Alamo Community Colleges after a five (5) year absence, they may be required to re-submit transcripts for admission and/or graduation. Students who have been academically dismissed from a former institution should refer to the [Academic Standing and Probation](#).

International Student Admissions

International students bring a variety of cultures to enrich the college community and help to prepare all students for the challenges of

an increasingly interdependent world.

All persons seeking admission holding non-permanent visas will be processed as International Students. Applicants for F-1 student visas, or F-1 visa students transferring from a high school, college, or university in the United States, must submit in person or by mail a completed International Student Application Form available online.

All International Students must follow the guidelines for Texas Success Initiative (TSI) as determined by Texas State law. International Student applicants not completing college-level courses at a United States college or university are required to take the Accuplacer, ASSET, or THEA examinations before the start of the first semester of enrollment. A student who fails any one (1) of three (3) areas (reading, math, or writing) may enroll in some program courses but may also be required to enroll in developmental courses as needed.

All persons seeking admission holding non-permanent visas will be processed as International Students.

Foreign Credentials Evaluation

All Alamo Community Colleges follow the same admissions procedures for students seeking admission with foreign transcripts.

Admissions Requirements

Students using transcripts for admissions purposes ONLY and not for transfer credit are required to have only the transcript translated. Interpretation and evaluation of the transcript is not required.

Transfer Credit Requirements

Students requesting transcript evaluation for transfer credit must submit the official transcript and an official third (3) party report/recommendation from a National Association of Credential Evaluation Services (NACES) member that includes translation, interpretation, and evaluation of the transcript. Credit will be awarded based on the information contained in the report and offerings of the Alamo Community Colleges.

Senior Citizens Admissions

Senior citizens 65 years or older may enroll for up to six (6) hours of semester credit hours on non-credit status at the Alamo Community Colleges tuition-free. If enrolling for academic credit senior citizens must pay pledged tuition and the standard activity fee. Admission is on a first class day space available basis.

Audit/Non-Credit Admissions

Audit/Non-Credit status provides students with the usual learning opportunities without mandatory course requirements such as attendance, written work, and tests. Students who audit a course will not receive a grade or credit for the course. An additional charge will apply. Students who enroll only for Audit or Non-Credit admission must complete the ApplyTexas application and contact Enrollment Services/ Admissions and Records.

Audit/Non-Credit courses cannot be changed to credit or credit to Audit after the Census Date of the term. Audit/Non-Credit course will be noted on the students permanent record as NC for Non-Credit.

Individual Approval Admissions

Students who are eighteen (18) years or older and who are not graduates of high school or the equivalent may be admitted if they can prove their ability to successfully complete college-level coursework. Individual approval is also required in cases where the school no longer exists and a transcript is unavailable or an individual has a disability without high school graduation. In addition to the general admission requirements, individual approval will be granted by the appropriate director, dean or designee.

Conditional Admissions

Students unable to submit an official high school/college transcript or GED test score prior to enrollment the first semester in the Alamo Community Colleges:

- will be admitted conditionally for one (1) semester with unofficial credentials
- will not be permitted to re-enroll in future semesters
- will have official transcripts withheld until all admissions requirements are met
- will be prevented from taking certain courses without appropriate placement scores and/or prerequisites
- will be responsible for meeting TSI requirements
- will be subject to admissions policies upon receipt of the official transcript from the last institution attended.

Students who have responsibilities at previous institutions (money owed, etc.) are required to submit a letter from the institution indicating release from responsibility PLUS *official* transcript; or official written institutional agreement to fulfill responsibility PLUS *unofficial* transcript prior to enrollment. A letter indicating current status of Financial Hold or Administrative Hold is required each semester until official transcripts are submitted. Students will be placed on Academic Hold each term until final official transcripts are obtained.

Joint Admissions Agreements

While attending the Alamo Community Colleges, students may complete a **Joint Admission Agreement** and follow a degree plan designated by a specific university. The degree plan outlines the courses that will apply toward a specific major at a specific university. Most colleges and universities maintain catalogs online. See a complete listing of Texas institutions of higher education online at the Higher Education Locator Map, <http://www.thecb.state.tx.us/interactivetools/HELM>.

Admission Appeal Procedure

All students who fail to meet the academic criteria stated in the Alamo Community Colleges current catalog, including transfer students, students on Academic Dismissal (previously referred to as Enforced Scholastic Withdrawal) and students on Suspension from any institution, must follow the admission/readmission procedures as described in the guidelines outlined under [Academic Standing and Probation: Academic Dismissal](#) in order to be admitted. In addition, students may be required to submit a brief written petition to a counselor/advisor or designee for an early return after remaining out one (1) semester. (Note that two (2) Summer sessions equal one (1) semester.)

Credit by Non-Traditional Means

The Alamo Community Colleges provide students the opportunity to receive equivalent college semester credit hours earned through Advanced Placement and non-traditional sources. The Alamo Community Colleges, with appropriate departmental guidelines, reserve the right to determine the acceptable transfer credit to a maximum of thirty-two (32) semester credit hours once the student has earned six (6) college semester credit hours at one of the Alamo Community Colleges.

Credit hours earned by examination will not be included in a student's GPA computation; however, the semester credit hours are counted for graduation. Credit by non-traditional means may not be awarded once a grade has been earned.

Students planning to transfer to other institutions should consult with those institutions regarding their policies on acceptance of evaluated credit.

Topics on this page:

[Internal Proficiency Examinations](#)

[Tech Prep Articulation Agreement](#)

[External Standardized Examinations](#)

[International Baccalaureate Diploma Program](#)

[Work Experience / Prior Learning Credit](#)

Internal Proficiency Examinations

Students enrolled for the current semester, with paid tuition for that semester, may satisfy the requirement of certain courses by passing proficiency examinations provided the following criteria are met:

- Seek appropriate departmental requirements in order to take departmental exams and receive written departmental approval.
- Obtain information or approval from Enrollment Services/Admissions and Records Office. Upon approval students must pay appropriate costs.
- Take the exam by the Census Date of the semester if applying for credit by exam after enrolling in a course.
- Take a comprehensive written examination that may include prescribed performance tests.
- Earn a grade of C or better to receive credit.

Note: Examinations for credit hours are not administered in all departments. No more than sixteen (16) semester credit hours earned by internal proficiency examinations may apply toward graduation.

Tech Prep Articulation Agreement

College credit for certain technical courses may be requested after satisfactory completion of the secondary portion of a curriculum detailed in a Tech Prep articulation agreement. All Tech Prep agreements must be approved by the Texas Higher Education Coordinating Board (THECB). It is the student's responsibility to contact the appropriate department chair to request Tech Prep credit within the time limits detailed in the agreement. The student must provide the chair with proper documentation of satisfactory completion of the secondary portion of the curriculum.

Tech Prep credits approved by the department chair are not posted on the transcript until the student has satisfied the minimum semester credit hour resident requirement specified in the agreement. In no case will a Tech Prep semester credit hour resident requirement be less than three (3) semester credit hours. While the number of semester credit hours may vary between agreements, in no case will the maximum credit earned through a Tech Prep agreement exceed sixteen (16) semester credit hours. All credit earned through a Tech Prep agreement is included in the thirty-two (32) maximum semester credit hours that may be earned by non-traditional means and advanced standing.

External Standardized Examinations

Applicants must submit:

- Official test score reports from testing agencies: College Entrance Examination Board Advanced Placement Program, College-Level Equivalency Program, etc.
- Official transcripts if credit by examinations was earned at other regionally accredited institutions.

International Baccalaureate Diploma Program

The Alamo Community Colleges will grant at least twenty-four (24) semester credit hours or equivalent course credit for approved courses in appropriate subject areas to an entering freshman student for successful completion of the International Baccalaureate Diploma Program. For examined subjects, a grade of A will be assigned for seven points, a grade of B for five (5) or six (6) points, and a grade of C for four points. Fewer than twenty-four (24) semester credit hours will be awarded if the student received a score of less than four (4) on an examination administered as part of the diploma program. A minimum of six (6) hours of college-level credits must be earned at one of the Alamo Community Colleges before the International Baccalaureate credits are awarded.

Work Experience / Prior Learning Credit

The assessment of work experience/prior learning may be requested for specific technical programs by individuals seeking to obtain college-level credit for experience and/or training received at a technical institution or in a work environment. The Application for Work Experience Credit may be obtained from the department in which the student is majoring or the corresponding dean.

Sources of prior learning may include:

- Prior employment
- Extensive technical training in high school
- Trade or proprietary school equivalence
- Certification/licensure/credentials equivalents
- National ACE guides
- Military service
- Special agreements

After admission to the Alamo Community Colleges, students should consult with their departmental academic advisor to determine whether work experience/prior learning may be applicable for college credit. Students must be enrolled in the current semester for which they are applying for such credit.

A technical program advisor or other representative will guide students in the process of identifying the college courses that clearly match work experience/prior learning as evidenced by documentation, verification of experience, and sufficient justification. Before work experience/prior learning credit can be awarded and posted on a student's official college transcript, final approval must be obtained by the appropriate dean or designee.

A maximum of twelve (12) semester credit hours may be earned through the assessment of work experience/prior learning and applied toward graduation. Credits earned by non-traditional methods are posted on the transcript as equivalency credit (non-graded). The Alamo Community Colleges will retain a copy of the documentation with the student's permanent file.

Academic Fresh Start

An applicant who elects Academic Fresh Start may apply these credit hours toward the determination of TSI requirement. Any Texas state resident may elect not to use college credits earned on courses that are ten (10) years or older under the provisions of Senate Bill 1321.

Students electing this policy may not single out specific credits to omit. Rather ALL coursework ten (10) years or older will be eliminated from evaluation for credit and from the current GPA calculation, and NONE can be applied toward a degree or certificate for credit at any of the Alamo Community Colleges and any other Texas state college or university. Such work, however, will NOT be removed from students academic records and transcripts. Academic Fresh Start petitions are permanent and cannot be reversed at a later date.

This provision does not exempt students from notifying the Alamo Community Colleges of attendance at previous institutions nor of the need to submit official transcripts with all previous college-level coursework attempted prior to meeting with a designated official to review eligibility.

Transcript Services

One of the best ways students can ensure career success is to establish a clear focus on the career path they wish to pursue. The Alamo Community Colleges transfer services guide students through college transfer planning, a career planning process, and job readiness and employment.

In general, Arts and Science courses with a first number of one (1) or two (2) are accredited by senior institutions as fully transferable. Courses beginning with a zero (0) (e.g., English 0301) generally are not accepted for transfer by four-year colleges or universities. For the Alamo Community Colleges, these freely transferable courses are identified in the THECB publication Lower-Division Academic Course Guide Manual. Specifically excluded are courses designated as vocational/technical, ESL/ESOL, developmental or remedial, and courses listed as Basic Skills (occupational and technical courses). Senior institutions usually will accept a maximum of sixty (60) to sixty-six (66) lower-division general education and specific subject matter courses. However, what will be accepted and how it will transfer is determined by the senior college or university.

Topics on this page:

[Transcript Request](#)

[Transfer Dispute Resolution](#)

[Transfer Rules Noncompliance Policy](#)

Transcript Request

To request an official transcript of record students must complete a Transcript Request Form signed by the student. Once processed, transcripts will be sent to the receiving institution. In compliance with FERPA regulations and Alamo Community Colleges policy, transcripts may only be released to the student of record. Transcripts may be requested and received:

- Online at the Web for Students <http://www.accd.edu>, if they date from 1984 to the present
- In person by the student presenting a photo ID
- Via U.S. mail or fax, provided the fax includes a signature
- Via telephone **if the transcript is going to another college or university**
- By a third party presenting appropriate identification and with official signed and dated written student consent that specifies the name of who will be acting on the students behalf.

Educational Releases signed by the student are required for each request and are subject to review to verify ID and names.

The Alamo Community Colleges will not mail via overnight services; fax to other educational institutions, students, employers or other third parties; or accept students personal requests for transcripts via email or phone.

An Academic Hold will prevent processing and release of a student transcript. Transcripts will be withheld if students have not settled all admissions requirements (e.g., submitting official transcripts from all institutions attended) and satisfied all financial obligations to the Alamo Community Colleges.

Students may access **unofficial** transcripts and grades through [PALS](#) or [Web for Students](#).

Transfer Dispute Resolution

Transfer disputes may arise when students are transferring courses to the Alamo Community Colleges from other institutions and/or when the Alamo Community Colleges courses are not accepted for credit by another Texas public institution of higher education. Both institutions involved in the transfer issue will attempt to resolve the transfer dispute in accordance with the THECB rules and/or guidelines. The purpose of the THECBs transfer rules is to facilitate the transfer of lower-division courses and to clarify students rights and responsibilities as potential transfer students. The procedure for the resolution of transfer disputes is codified in THECB *Rules and Regulations*, Chapter 4, Subchapter B. (Online at http://www.thecb.state.tx.us/Rules/tac3.cfm?Chapter_ID=4Subchapter=B)

In all disputes, the THECB Transfer Dispute Resolution Form must be completed to initiate a dispute action. The completed form must be forwarded to the receiving institution within fifteen (15) calendar days after the evaluation has been submitted to the student. From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of forty-five (45) calendar days for the resolution of the dispute by the sending and receiving institutions.

The following procedures, established by the THECB, shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

- (1) If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.
- (2) A student who receives notice as specified in the first paragraph of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
- (3) The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
- (4) 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, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and

the reasons for the denial.

(a) The Commissioner or the Commissioner's 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.

(b) Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (a), (b), (d), and (e) of this section.

(c) The Board 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 the Commissioner's designee.

(d) If a receiving institution has cause to believe that a 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, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Transfer Rules Noncompliance Policy

If it is determined by the Texas Higher Education 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.

Student Identification

Topics on this page:

[Personal Identification Number \(PIN\)](#)

[Identification Card \(Photo ID\)](#)

[Name Changes](#)



Personal Identification Number (PIN)

Personal identification numbers (PIN) provide security access to the Web registration system. Default PIN numbers are assigned to students according to the month and year of their birth (mmyy). Students are encouraged to assign themselves a unique PIN online at the Web for Students (<http://www.accd.edu>) or submit a request in person.

Identification Card (Photo ID)

All credit students are required to present a Student Identification Card for access to such services and activities as library usage, physical education facilities, special events, academic advisement, transcript requests, etc. Students seeking a student photo ID must be registered with tuition paid, be enrolled in an installment plan, or have no tuition balance. Students must provide a valid photo ID to receive a college student photo ID.

Name Changes

Students may change their legal name on their permanent academic record by presenting appropriate documentation to the Enrollment Services/Admissions and Records Office. Correcting spelling or the proper sequence of the legal name requires a copy of an official birth certificate. To request a name change, complete a Name Change Form and a copy of the signed court order, marriage license, or divorce decree showing the new legal name. To assume a spouses name following marriage, complete a request and provide a copy of the marriage certificate. To discontinue use of a married name and resume use of the original family name or another name, present a divorce decree or a signed court order showing restoration of the original or other name.

Web Registration

Students who have completed all admission requirements are encouraged to register for classes on the WEB for Students at <http://www.accd.edu>. Details for the various registration periods are published in the [Schedule of Classes](#), which is available on the individual Alamo Community Colleges websites. Students should follow the instructions for registration provided in the Schedule. For additional assistance, contact the appropriate Enrollment Services/Admissions and Records Office.

Student Development Course (SDEV)

The Alamo Community Colleges require all students to complete a student development course designed to help them successfully transition to college and better understand the Alamo Community Colleges expectations. Student Development Program (SDEV) courses offer techniques in life-long learning, creative and critical thinking, time management, test and note taking, studying, career planning, and building lasting relationships. Students who complete SDEV courses have a proven record of higher retention and persistence in college. A variety of SDEV courses are offered to fit specific student needs.

Entering students with fewer than fifteen (15) college semester credit hours are required to successfully complete a Student Development course during the first (1) semester of enrollment. Dual Credit hours are not counted as college credit hours for this purpose. Exceptions or waivers require approval. Dual Credit hours are not counted as college credit for this purpose. Regular tuition applies to Student Development courses.

Students who do not successfully complete the Student Development course during their first semester will be required to complete the course the following semester. Three-peat tuition will apply on a third (3) enrollment.

Course Numbering System

Courses in this catalog are identified by subject prefixes and numbers that have been assigned in accordance with the Texas Common Course Numbering System (TCCNS) and the Workforce Education Course Manual (WECM) for Technical and Continuing Education courses. (Online at <http://www.theccb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/>.)

Public colleges and universities in Texas use either the TCCNS or crosswalk courses to the TCCNS. Additionally, all Texas public institutions of higher education that offer Workforce Education programs or Continuing Education courses utilize WECM course numbers. Both of these common course numbering systems allow students to compare courses between colleges and provide them with greater ease of course credit transfer. Each course number contains four (4) digits.

For example, ENGL 1301 is:
1 Level (Freshman in this case)

- 0 Developmental

- 1 Freshman

- 2 Sophomore

3 Semester credit hours (Three in this case)
01 Sequence Number (Part One in this case)

Though developmental-level (0) courses may be required prior to taking college-level courses, they do not fulfill requirements for any degrees and may not be transferable to a senior university.

A small number of academic courses contain a 7 in the third digit of the course number indicating that they do not comply with the TCCNS and may not be transferable to another college or university. Students should consult with the receiving institution to ensure transferability prior to enrolling. It is important for students who plan to transfer to another college or university to ensure that courses taken at the Alamo Community Colleges are transferable and apply to their degree program at the transfer institution.

For comprehensive information on curriculum guidelines see online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=EFA\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=EFA(LEGAL).pdf).

Prerequisite and Corequisite Courses

A number of courses have prerequisites. The prerequisite may be a score on a placement test or successful completion of a lower-level course. Before registering for courses with prerequisites, students must show proof that they have fulfilled the requirement or are in the process of fulfilling the requirement. Questions regarding prerequisites should be directed to the appropriate academic department chair.

When a student registers for a course indicating a co-requisite course is required, all courses listed must be attempted simultaneously.

Course Load

Students may not enroll in more than the maximum semester credit hours allowed by the Alamo Community Colleges for any given semester. According to the Texas Higher Education Coordinating Board (THECB), students generally should not be allowed to enroll for more semester credit hours than the number of weeks in a semester/session. Students simultaneously enrolled in terms of different lengths may enroll in a maximum number of semester credit hours equal to the number of weeks in the longest term.

Topics on this page:

[Session Enrollments](#)

[Petition for Overload](#)

Session Enrollments

Fall/Spring 16-Week Semesters

Full-Time Student Twelve (12) or more semester credit hours

Half-Time Student Six to eleven (6-11) semester credit hours

Maximum Hours Allowed: Eighteen (18) semester credit hours

Summer Session

Full-Time Student Six (6) or more semester credit hours

Half-Time Student Three to five (3-5) semester credit hours

Maximum Hours Allowed: Eight (8) semester credit hours for the traditional Summer I session and six (6) semester credit hours for the traditional Summer II session, not to exceed a total of fourteen (14) semester credit hours for the entire Summer.

Flex Six-Week Session

Full-Time Student Six (6) semester credit hours

Flex Eight-Week Session

Full-Time Student Eight (8) semester credit hours

Maymester

Full-Time Student Three (3) semester credit hours

Petition for Overload

Students enrolled in special block programs (e.g., English as a Second Language, Fire Academy, etc.) that require enrollment in semester credit hours beyond the maximum normally allowed, may be exempt from these limitations. Students may petition the appropriate dean or designee for additional hours.

Concurrent Enrollment at the Alamo Community Colleges

- Students enrolling concurrently at more than one of the Alamo Community Colleges will be assessed tuition for all courses combined across the Alamo Community Colleges. (See [Tuition](#).)
- A student's combined enrollment at all institutions, during any semester, may not exceed the maximum hours allowed by the Alamo Community Colleges for any given semester, i.e., eighteen (18) maximum hours for Fall or Spring and fourteen (14) hours maximum for Summer.
- Students should notify each college of their enrollment at another college to coordinate services.

Alternative Learning Options / Distance Learning

The Alamo Community Colleges are committed to providing students an easy-access, flexible, and continuous registration/enrollment process. Alternative learning options meet the needs of students whose busy lives make scheduling college courses difficult. The various course delivery methods may be more appropriate for various learning styles. Students are encouraged to explore the requirements for each option to determine which offers the better opportunity for success. Students may be required to attend an on-site orientation, watch televised broadcasts or DVDs, attend on-campus review sessions, and take exams on-campus. Additional information may be requested from the Enrollment Services/ Admission and Records office.

Open-Entry/Open-Exit (OE/OE) Learning Centers provide computer workstations in an unstructured classroom setting. (See [Class Schedules](#) for semester offerings and orientation schedules.)

Online Internet Courses allow students to learn anytime, anywhere through electronic communications tools such as email, chat rooms, and bulletin boards.

Video Courses are broadcast on specified channels and allow students to independently complete all or most coursework off-campus. If broadcast times are not convenient, students may record lessons and view them at their convenience. Video Course lessons are also available on DVD in the Alamo Community Colleges libraries for check-out and for purchase in campus bookstores.

Interactive Video Conferencing Courses utilize real time audio and video between instructor and student and are broadcast on television or are available on DVD. Students complete most course assignments independently.

Blended/Hybrid Courses combine traditional classroom coursework such as lectures, class discussions, group work, and on-campus activities with online coursework. Blended Courses are recommended for students with flexible schedules.

Math Requirement

Upon completion of twelve (12) college-level semester credit hours with a 2.0 GPA, students are encouraged to begin the Developmental Math sequence. Students testing into Developmental Math are encouraged to start the math sequence as soon as possible and continue the course sequence each semester without interruption.

Census Date

The Official Census Date of each semester or session established by the THECB is the Alamo Community Colleges official certified enrollment date. No grade is recorded or maintained for courses dropped prior to the Official Census Date. For a complete list of Census Dates see online at <http://www.thecb.state.tx.us/Reports/PDF/1336.PDF>.

Classification of Students

Freshman: Must have completed less than thirty (30) semester credit hours in college-level courses at the Alamo Community Colleges or other regionally accredited college(s).

Sophomore: Must have completed not less than thirty (30) and not more than seventy-two (72) semester credit hours in college-level subjects at the Alamo Community Colleges or other regionally accredited college(s).

Unclassified: Must have completed more than seventy-two (72) semester credit hours with no associate or baccalaureate degree earned.

Associate Degree: Highest degree previously earned is an associate degree.

Baccalaureate or Above: Highest degree previously earned is a baccalaureate or higher.

Undergraduate: Less than a baccalaureate.

Cancellation of Classes

In the case of cancelled classes due to inclement weather or other emergencies, attempts will be made to ensure that classroom hours are rescheduled. For the latest information on the Alamo Community Colleges closures, dial (210) 208-8189 or check online at <http://www.accd.edu>. San Antonio Colleges radio station, KSYM 90.1 FM, as well as local radio and television stations, will also have the latest information on the Alamo Community Colleges closures.

Adds, Drops, and Withdrawals

Students should carefully consider all options before changing their schedule. An add/drop schedule change period is provided each semester following the close of registration. From the beginning of classes through the Census Date, changes made in courses will be recorded/posted as Dropped before Census and will not appear on the official transcript. Students withdrawing after the Census Date will receive a grade of W during the withdrawal period. Official W recording dates are listed in the Academic Calendar.

It is very important to consider that:

- All class schedule adjustments must be recorded and officially processed by the Enrollment Services/Admissions and Records Office and may require approval from department chairs or designees.
- Withdrawing from a class after the Census Date may affect a student's ability to re-enroll in the course without an increase in the tuition charged for the course and/or may count toward the maximum drop/withdrawals allowed by a Texas ruling. (See [Drops and Withdrawals](#).)
- Adding or dropping classes, or withdrawing from all classes, can impact financial aid eligibility. Students should review the financial aid policies on withdrawing from classes. Students who receive financial aid should understand that simply notifying Student Financial Services offices of enrollment changes is not official notification to the Alamo Community Colleges.
- No drops or withdrawals will be accepted by phone or over the Internet.

Drop/Add Forms may be picked up in the Enrollment Services/Admissions and Records Office or the appropriate department.

Topics on this page:

[Adds](#)

[Official Withdrawals](#)

[Drops and Withdrawals](#)

[Withdrawal for Military Service](#)

[Third-Attempt Enrollment Ruling](#)

[Recording Withdrawal Grades](#)

[Six Course Drop Ruling](#)

Adds

Students may add courses online or on-campus during dates designated for schedule changes, which are identified in current Class Schedules. Once the semester/session begins, students may not add courses without departmental chair approval. Once the class has met, students may no longer be added to that course.

Drops and Withdrawals

Faculty Initiated Drops

Faculty may process drops for non-attendance when it results in a lack of progress. (See [Attendance](#).) The course syllabus should include any established attendance policy and students should discuss absences or issues relating to attendance with each instructor.

Student Initiated Drops

Students must drop from a class in person with an advisor, faculty member or other designee. A Notice of Change/Add/Drop Form must be submitted to the Enrollment Services/Admissions and Records Office for processing. Students are responsible for following up and confirming that requests to withdraw from classes have been processed.

Third-Attempt Enrollment Ruling

Dropping a course may result in the student having to re-enroll for a required course and with higher tuition for the repeated course. Effective Fall Semester 2005, the Alamo Community Colleges will charge a higher tuition rate to students registering the third (3) or subsequent time for a course.

The State of Texas financially subsidizes the education of college students and the tuition paid by any student represents only a portion of the real cost of any credit course. The State will no longer subsidize a student's enrollment for the third (3) or subsequent attempt. Students should meet with an advisor to determine if they are repeating a course for the third (3) time.

Students are exempted from payments of higher tuition for any courses repeated in the final semester or term before graduation if the courses are taken for the purpose of receiving a grade that will satisfy a degree requirement. This exemption applies for only one (1) semester.

This exemption does not affect an institution's ability to charge a higher tuition rate for courses that cannot be reported for funding for other reasons such as the excess credit hour limit, or an institution's ability to waive higher tuition rates for economic hardship.

Six Course Drop Ruling

Students are limited to a total of six course drops during their undergraduate career, including a course(s) dropped at another institution as defined in Section 51.907 of the Texas Education Code, which limits the number of courses that may be dropped under certain circumstances. A dropped course is defined as a course in which an undergraduate student at an institution of higher education has enrolled for credit but did not complete under these conditions:

- the student was able to drop without receiving a grade or incurring an academic penalty;
- the students transcript indicates or will indicate that the student was enrolled in the course past the deadline to add and drop prior to the census date; and
- the student is not dropping the course in order to withdraw from the institution.

Exceptions to the course drop limit include a total withdrawal from the institution and an approved waiver drop. Guidelines for requesting an exception may be located through the Alamo Community Colleges homepage online at <http://www.accd.edu>.

Official Withdrawals

A total withdrawal from the Alamo Community Colleges is not counted in the above statute. If a student drops one or more courses during the semester before withdrawing completely, the students individual drops will be counted in the complete withdrawal. To officially withdraw completely from the Alamo Community Colleges students must:

- Go to the Enrollment Services/Admissions and Records office.
- Resolve all financial obligations to the Alamo Community Colleges including library clearance

Withdrawal for Military Service

Military students may want their transcripts to reflect that they withdrew due to military reasons so that they are not penalized in the future financially or through an admissions process for reasons beyond their control. Alternatively, military students may request that their transcripts show no indication that they were enrolled, and the course(s) will be permanently removed from their transcript. If a student withdraws as a result of being called to active military service, the Alamo Community Colleges, at the students option and with proper documentation, shall:

- Grant a student who is eligible under the Alamo Community Colleges guidelines a grade in all courses by designating Withdrawn- Military (WM) on the transcript, **OR**
- As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material.

The Alamo Community Colleges shall provide a 100% refund with the presentation of military orders.

Recording Withdrawal Grades

Regular withdrawals will be recorded as a W (withdrawn). Waiver drops will be recorded as a WX (withdrawn with exception). Military Service withdrawals will be recorded as a WM. All W grades have no effect on the GPA. To simply stop attending a class may result in a grade of F. ***Courses dropped do not become official until the drops have been processed.***

Reinstatement to Class

A student dropped for excessive absences or lack of progress may be reinstated to class at the discretion of the instructor of record only if circumstances justify reinstatement. The appropriate reinstatement form must be signed by the faculty member and submitted to the Enrollment Services/Admissions and Records Office.

Residency

Students verify and establish residency based on the answers they provide to the core Residency questions on the ApplyTexas application. Students may be contacted by the Alamo Community Colleges for additional residency documentation.

- In-District Bexar County Resident: A Texas resident who has lived in Texas for the past twelve (12) months and resides in Bexar County.
- Out-of-District Student: A Texas resident for the past twelve (12) months who does not reside in Bexar County.
- Out-of-State Student: A U.S. citizen who has not lived in Texas for the past twelve (12) months.
- Out-of-Country Student: A non-U.S. citizen who is not a resident alien.

Tuition Reimbursement / Rebate Policy

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.

Eligible students must meet all of the following requirements:

- Must have enrolled for the first time in an institution of higher education in Fall 1997 or later.
- Must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university.
- Must have been a resident of Texas, must have attempted all coursework at a Texas public institution of higher education, and must have been entitled to pay resident tuition at all times while pursuing the degree.
- Must have attempted no more than three (3) hours in excess of the minimum number of semester credit hours required to complete the degree detailed in the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned by examination, courses dropped after the official Census Date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses.

Students who are seeking tuition rebates are responsible for enrolling only in courses that will qualify them for the rebates. Courses dropped for reasons that are determined by the institution to be beyond the control of the student shall not be counted.

Tuition Refund Schedule

(Subject to change without notice)

Students officially dropping or withdrawing from courses at the Alamo Community Colleges will have their tuition calculated according to the following schedules:

Fall and Spring Semesters (16 Week Sessions)

- 100% Prior to the first class day of semester
- 70% During class days one (1) through fifteen (15)
- 25% During class days sixteen (16) through twenty (20)
- 0 After the twentieth (20) class day

Six Week Summer Sessions

- 100% Prior to the first class day of semester
- 70% During class days one (1) through five (5)
- 25% During class days six (6) through seven (7)
- 0 After the seventh (7) class day

Eight Week Summer Sessions and Flex Terms

- 100% Prior to the first class day of the semester
- 70% During class days one (1) through eight (8)
- 25% During class days nine (9) through ten (10)
- 0 After the tenth (10) class day

Open Entry/Open Exit

- 100% Prior to the first class day of the semester
- 70% During class days one (1) through eight (8)
- 25% During class days nine (9) through ten (10)
- 0 After the tenth (10) class day

Refunds for other non-standard length courses shall be made based on the Refund of Tuition table provided by the Texas Higher Education Coordinating Board (THECB). Refunds are dependent on students having paid more than the minimum required tuition and having paid their tuition in full. Students are responsible for reimbursements to companies or agencies that have financially assisted them with their tuition.

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.

No refund is possible after the designated deadline, except in extraordinary circumstances and if approved by the Alamo Community Colleges. Tuition paid by a credit card will be refunded back to the credit card.

Federal regulations governing financial aid programs require Student Financial Services to put into place policies and procedures that may impact whether or not a student is eligible for a refund as described above. (See [Financial Aid](#).)

NOTE: Students are responsible for verifying mailing address; refund checks will be mailed to the address the student provides.

Installment Payment Plan

An installment payment plan is available for students in Good Standing. Detailed information is available online at http://www.accd.edu/main/html/registration/tuition_payment.htm#installment.

Tuition Waivers

Under the Texas Education Code 54.205, a deaf or blind person who is a Texas resident is entitled to exemption from the payment of tuition at any institution of higher education utilizing public funds if the following is presented:

- Certification that the applicant is a blind person or a deaf person by the Texas Rehabilitation Commission, Texas Commission for the Blind, or the Texas Commission for the Deaf and Hard of Hearing in a written statement, which certification is considered conclusive.
- A written statement of purpose from the student that indicates the certificate or degree program to be pursued or the professional enhancement to be realized from the course of study for that certificate or degree program.
- A high school diploma or its equivalent.
- A letter of recommendation from the principal of the high school attended by the deaf or blind individual, a public official, or some other responsible person who knows the deaf or blind individual and is willing to serve as a reference.
- Proof that all other entrance requirements of the institution are met. Students are required to present certification at the time of initial enrollment in the Alamo Community Colleges in the course of study they have designated. The certification is valid for each semester that the student enrolls in the Alamo Community Colleges in the designated course of study.

Tuition Schedule

Tuition Schedule						
Hrs	Texas Residents				Non-Texas Residents and International Students	
	In-District		Out of District			
	Tuition	Pledged Tuition*	Tuition	Pledged Tuition*	Tuition	Pledged Tuition*
1	\$306	\$116	\$570	\$116	\$1,098	\$116
2	\$306	\$116	\$570	\$116	\$1,098	\$116
3	\$306	\$116	\$570	\$116	\$1,098	\$116
4	\$306	\$116	\$570	\$116	\$1,098	\$116
5	\$306	\$116	\$570	\$116	\$1,098	\$116
6	\$306	\$116	\$570	\$116	\$1,098	\$116
7	\$357	\$121	\$665	\$121	\$1,281	\$121
8	\$408	\$121	\$760	\$121	\$1,464	\$121
9	\$459	\$121	\$855	\$121	\$1,647	\$121
10	\$510	\$121	\$950	\$121	\$1,830	\$121
11	\$561	\$121	\$1,045	\$121	\$2,013	\$121
12	\$612	\$121	\$1,140	\$121	\$2,196	\$121
13	\$663	\$121	\$1,235	\$121	\$2,379	\$121
14	\$714	\$121	\$1,330	\$121	\$2,562	\$121
15	\$765	\$121	\$1,425	\$121	\$2,745	\$121
16	\$816	\$121	\$1,520	\$121	\$2,928	\$121
17	\$867	\$121	\$1,615	\$121	\$3,111	\$121
18	\$918	\$121	\$1,710	\$121	\$3,294	\$121
19	\$969	\$121	\$1,805	\$121	\$3,477	\$121
20	\$1,020	\$121	\$1,900	\$121	\$3,660	\$121
21	\$1,071	\$121	\$1,995	\$121	\$3,843	\$121

Fall/Spring Sessions Pledge Tuition

1-6 credits are priced at a flat rate of \$306.00 for In-District Tuition, \$570.00 for Out-of-District Tuition, and \$1098.00 for Non-Resident and International Student Tuition.

7-21 credits are priced at a rate of \$51.00 per credit for In-District Tuition, \$95.00 per credit for Out-of-District Tuition, and \$183.00 per credit for Non-Resident and International Student Tuition.

Any student currently enrolled as of the official Census Date who subsequently enrolls in a Flexible Entry class offered in the same semester will be assessed tuition as though another class were being added to the student's current load.

Summer Sessions

Minimum tuition for each Summer term is \$153.00 for In-District Texas residents, \$285.00 for Out-of-District Texas residents, and \$549.00 for Non-Texas residents and International students.

Pledge Tuition: Summer Sessions

For each summer session, the Pledge Tuition is \$116.00.

Refundable Charges Paid By All Students

Pledged Tuition:	
1-6 hours	\$116.00
7 or more hours	\$121.00
Summer Mini Semester	\$116.00
Student Activity Charge:	
Per credit hour	\$1.00

Other Refundable Charges

Audit Charge	\$12.00
Specific Program Tuition	Water Treatment, Fire Science, Aviation, Dental Technology, etc... Varies
International Student Insurance: Per Semester, Fall or Spring	\$66.00
Summer Mini Semester	\$22.00

Tuition chapter pages:

Non-Refundable Charges

Advanced Standing Examination <u>per credit hour/\$153.00 minimum</u>	\$51.00
G.E.D.	\$65.00
Re-Examination (if failed)	\$7.00
TASP Alternative	\$15.00
Correspondence Examination	\$10.00
Texas Securities Examination (Austin)	\$10.00
Parking Permits:	
Full Year	\$21.00
After January 1	\$11.00
Summer Term	\$7.00
Replacement	\$8.00
Parking Fine	\$12.00
If not paid within 10 days	\$18.00
Returned Check/ACH Return Charge	\$35.00
Library Fines:	
Books per day/per book	\$0.10
Reserved Books per day/per book	\$0.50
Installment Payment Plan:	
Administrative Charge per semester	\$25.00
Late Charge per each late payment	\$10.00
Foreign Student Registration Processing Cost	\$15.00

Tuition Freeze Program

The Tuition Freeze Program (TZP) guarantees a three (3) year freeze on tuition rates for those students who commit to selecting a major and steadily working toward that goal. Students pay the same tuition rate for three (3) years if they meet the initial and continuing eligibility criteria.

The TZP is available for students in the first (1) semester of college enrollment or students who have accumulated twelve (12) or fewer credit hours, either earned at the Alamo community Colleges or transferred from another institution. Hours earned while enrolled at the Alamo Community Colleges as a Dual Credit student are excluded from the accumulated hours.

To enroll in TZP program prior to or during a semester of eligibility students should:

- Sign an electronic agreement during a Fall or Spring semester of eligibility
- Declare a major leading to an Associate Degree

Guidelines for applying for TZP are available online at <http://www.accd.edu/main/html/registration/webforstudents.htm#tuitionfreeze>.

About Student Financial Services

The most important function of Student Financial Services (SFS) is to administer and manage financial assistance programs to the benefit of eligible students and families who are unable to afford the cost of a college education. The goal of the SFS Office is to help students avail themselves of as many federal, state and institutional financial aid program opportunities as possible.

Financial aid comes in three basic types:

- Scholarships/grants
- Work-study programs
- Loans



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 therefore not encouraged unless absolutely necessary as a last resort.

This section describes most available financial aid programs, their requirements, and other pertinent policies and procedures. Not all policies and procedures that SFS Offices of the Alamo Community Colleges are required to follow are listed. Policies listed here are only those deemed most important to students. The Alamo Community Colleges comply with all state and federal regulations governing administration of student financial aid programs. It is important to note that these policies change unexpectedly as a result of legislative action or U. S. Department of Education interpretation. Therefore, in the event of changes after the editing of this catalog, the Alamo Community Colleges will comply with the most current regulations and interpretations thereof. Extensive financial aid information can be found at the Alamo Community Colleges home page at <http://www.accd.edu/district/schships/main/sfs.htm>. This link will also provide additional information about student aid programs, scholarship searches, applying for financial aid, and links to other helpful websites.

Topics on this page:

[Aid Eligibility For Corporate and Community Education Courses](#)

[Notification of Financial Aid Awards](#)

[What is the FAFSA and What Does It Do](#)

[Receiving Financial Aid Awards](#)

[Applying for Financial Aid at the Alamo Community Colleges](#)

[Satisfactory Academic Progress for Purposes of Financial Aid](#)

[Deadlines for Filing the FAFSA](#)

[Spring and Summer Transfer Students](#)

[Eligibility Requirements for Student Financial Aid](#)

[Concurrent Enrollment and Financial Aid Eligibility](#)

[Calculating Financial Need](#)

[Consortium Agreements and Financial Aid Eligibility](#)

[Verification](#)

Aid Eligibility For Corporate and Community Education Courses

Tuition assistance is available for eligible individuals who wish to enroll in Corporate and Community Education courses. The Texas Public Education Grant for Continuing Education (TPEG-CE) may be used for tuition only charges of non-credit courses. There is no reimbursement for pre-paid tuition bills. Financial aid may be awarded from 50-100% of course tuition, but funded amounts will be determined by each Student Financial Services Office. The standard Free Application for Federal Student Aid (FAFSA) must be completed eight (8) weeks prior to registering for the class. Once the Student Aid Report (SAR) is received, a TPEG-CE application must be completed and submitted before registering for the class. Awards will be based on determined eligibility and available state funding. Applications are available in the Student Financial Services Offices. Training programs that exceed a total of 260 clock hours will not be eligible.

In addition, limited loan assistance can be obtained by eligible students who are pursuing a teacher certification. Grant funding is sometimes available as well. Interested students should check with the Teacher Certification Office at their college for more details on the availability of assistance and specific application information.

What is the FAFSA and What Does It Do

In order to determine financial aid eligibility for all federal financial aid programs, the U.S. Department of Education has developed the Free Application for Federal Student Aid (FAFSA). The state of Texas has also opted to accept the FAFSA and the financial aid methodology it represents to establish financial aid eligibility for state programs.

The FAFSA is the first step in the financial aid process and assesses a student's or a family's financial ability to pay. Responses to questions on the FAFSA go into a formula established by the Higher Education Act of 1965, as amended, called the Federal Methodology. The result is a student's Expected Family Contribution (EFC). Colleges use the EFC to determine student's financial need and their state, federal or institutional aid eligibility.

The FAFSA is available from high school guidance counselors, any public library, financial aid administrators at any university, or any of the Alamo Community Colleges SFS Offices. The FAFSA can be ordered by calling 1-800-4FEDAID or it can be accessed online at <http://www.fafsa.ed.gov>.

Applying for Financial Aid at the Alamo Community Colleges

Students who apply for financial aid at the Alamo Community Colleges are automatically considered for the following programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Academic Competitiveness Grant (ACG)
- Texas Public Education Grant (TPEG)
- Leveraging Educational Assistance Partnership / Special Leveraging Educational Assistance Partnership (LEAP/ SLEAP)
- Texas Grant I
- Texas Educational Opportunity Grant (TEOG)
- Federal Stafford Loan (additional application required)
- Federal College-Work-Study (additional application/forms required)

The application procedures are described below and apply to need-based grants, loans, and work-study. (To apply for institutional scholarships follow the procedures in the section on [Scholarships](#) under Financial Aid Resources.) Referenced further in this section are the Early High School Graduation Scholarship, the Educational Aide Exemption, and the Hazlewood Act Exemption.

Applications for aid will be considered complete when the following has taken place at one of the Alamo Community Colleges:

1. The student has been accepted for admission in a program of study leading to a degree or certificate and is making Satisfactory Academic Progress. First-time college freshmen are assumed to be making Satisfactory Academic Progress.
2. The student has the following on file in Student Financial Services:
 - The financial aid application. To ensure the application is electronically forwarded, the Federal School Code of the college to which the student is applying must appear on the FAFSA
 - Northwest Vista College Federal School Code033723
 - Palo Alto College Federal School Code016615
 - San Antonio College Federal School Code..009163
 - St. Phillips College Federal School Code.003608
 - If selected for verification, the student must submit the appropriate Dependent/Independent Verification Worksheet, IRS Tax Returns, documentation of benefits and untaxed income, plus any other required documentation. Please see the section on [Verification](#) below for more specific information about requirements and procedure.

It is essential that the SFS Office always has the students most current permanent address and email address to avoid delays and ensure that important documents are received promptly. Update addresses as often as necessary by completing the appropriate forms at the Enrollment Services/Admissions and Records office.

Deadlines for Filing the FAFSA

The U.S. Department of Education publishes general deadlines that apply to the processing of a FAFSA by its processors online at <http://www.fafsa.ed.gov>. A processed FAFSA, however, does not guarantee that an eligible student will receive financial aid. While Alamo Community Colleges SFS offices accept financial aid applications virtually all year round, the students complete financial aid application must be received at least six (6) weeks before the end of the semester to receive full consideration for funding. In addition, since funding is limited, grants and scholarships are awarded on a first-come, first-served basis to students who qualify. Therefore, applications should be received by the dates below in order to be considered on-time for the indicated semester:

<u>Semester</u>	<u>Priority Deadline</u>
Fall	April 1
Spring	October 30
Summer	March 1

Completed applications received **by the priority date** will receive priority consideration of all available funds, subject to each student's eligibility. Completed applications received **after the priority date** will be processed according to eligibility and remaining available funds. Students applying after the priority date should check with their college to make sure they have not applied after the final deadline for the semester. Applications received **after the final date** will be processed for future semesters only, but not beyond that academic year. A separate Summer Application is required to be considered for summer aid.

Eligibility Requirements for Student Financial Aid

In general, students are eligible for federal, state, and institutional aid if they meet the following requirements:

- Be enrolled for at least six (6) semester credit 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. Undocumented students who meet the criteria for Texas residency under HB1403 qualify for limited state financial aid;
- Have a high school diploma or a General Education Development (GED) certificate;
- 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 Alamo Community Colleges Satisfactory Academic Progress policy;
- Have financial need as determined by the federal need analysis methodology and institutional guidelines; and
- Not have been convicted of a felony or crime involving a controlled substance.

Calculating Financial Need

The information students report when completing the FAFSA is used in a formula established by Congress that calculates an Expected Family Contribution (EFC). The EFC is the amount students and their families are expected to have available toward the student's educational costs. For the Federal Pell Grant Program, if the EFC is below a certain number, students are eligible for a Pell Grant, assuming they meet all other eligibility requirements. There is no maximum EFC that defines eligibility for college-based programs. Instead, the EFC is used in an equation to determine financial need:

$$\begin{aligned} &\text{Cost of Education} \\ &\text{Expected Family Contribution} \\ &= \text{Financial Need} \end{aligned}$$

The difference between the cost of education and the Expected Family Contribution is considered the student's financial need. The financial need calculation helps the SFS Office establish eligibility for grants, loans, and work-study. The combination of financial aid from these sources is called a financial aid package and it is meant to help meet the student's eligibility.

A booklet describing the formula that produces the Expected Family Contribution (EFC) is available by writing to:

FederalStudentAidInformationCenter
P.O. Box 84
Washington, D.C. 20044

Verification

Verification is the process by which a student's 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 Alamo Community Colleges Student Financial Services Office. Log onto the [WEB for Students](#) to view the specific documents that must be submitted to the Student Financial Services Office.

Students selected for verification are typically asked to submit the following documents, if applicable to their situation:

- Signed copy of the student's (and spouse's, if applicable) income tax return (1040s, W2s);
- Signed copy of the student's parents' income tax return if the student is considered a dependent student;
- Verification Worksheet (available at Student Financial Services or <http://www.accd.edu/district/schships/main/sfs.htm>); and
- Documentation that verifies benefits or untaxed income, such as:
 - Temporary Assistance for Needy Families (TANF), formerly AFDC

- o Veteran benefits
- o Other untaxed income and benefits

Notification of Financial Aid Awards

All financial aid award notifications to students from the SFS Office can be found on the students personal page online at [Web for Students](#). The SFS Office no longer mails out written notifications. Instead, students are contacted via email at the personal email address provided on the FAFSA, and at the one assigned by the Alamo Community Colleges, to check their financial aid status online. The email provides instructions on how to view and accept awards via the Web for Students at the above web address. 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. The SFS Office can assist students in navigating the Web site or provide written instructions.

Receiving Financial Aid Awards

Checks generated in the first (1) 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 term are held at the Bursar/Business Office for a few days for students to pick up before they are mailed. Loan funds are also credited directly into students accounts. This means that disbursement of loan funds is 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 for the purchase of books and supplies. Students should check with the SFS Office about the availability of short-term emergency loans for tuition.

Satisfactory Academic Progress for Purposes of Financial Aid

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:

- A minimum 2.0 GPA, C or better, per semester and overall GPA;
- Successful completion of 67% of all coursework attempted; and
- Completion of the academic program of study within ninety-nine (99) hours of attempted coursework (including all hours attempted at other colleges). Note: Thirty (30) hours in developmental classes may be excluded from the ninety-nine (99) hours.

Compliance with the Satisfactory Academic Progress (SAP) policy is evaluated after every Spring semester. Students are advised to check their status through the WEB for Students. SAP policy is categorized in one (1) of three (3) ways: Good Standing, Financial Aid Probation, and Financial Aid Suspension. Students may receive financial aid while in Good Standing or on Financial Aid Probation status, but not if they are on Suspension. The information below describes specifically what the categories mean:

Good Standing (RC1)

Students are considered to be in Good Standing if they meet all three (3) 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.

Financial Aid Probation (RC2)

Students are placed on probation if, by the end of the Spring semester, they have not completed 67% 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 Financial Aid Probation, subject to individual financial aid program requirements and availability of funds.

Financial Aid Suspension (RC4)

Students are suspended from financial aid if, by the Spring semester of their probationary year, they do not meet one (1) 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 ninety-nine (99) attempted hours must submit a degree plan, signed by an advisor, clearly showing courses earned towards the program, courses still needed, and the 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 criteria 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 students have completed at least one (1) semester (preferably two (2)) and believe they can make a case for getting back on track academically. The Committee's decision is final and may not be appealed further.

Spring and Summer Transfer Students

Students transferring from another institution during the Spring or Summer semesters must make sure that their prior institution reports to the National Student Loan Database System (NSLDS) the cancellation of any undisbursed Federal Pell Grant and Stafford Loan amounts.

Failure to do so will prevent any of the Alamo Community Colleges from awarding any remaining funds for which a student is still eligible from those student aid programs. Students who plan to enroll at the Alamo Community Colleges only during the Summer and then return to their home institution the following Fall semester, are considered transient students and are therefore not eligible for financial aid at the Alamo Community Colleges.

Concurrent Enrollment and Financial Aid Eligibility

Students may only receive aid at one school per period of enrollment. Students who are enrolled at two (2) or more of the Alamo Community Colleges for the same semester may receive financial aid at the college where they are enrolled at least half time (six (6) credit hours), and then only if the majority of their hours of enrollment are at that same college. At no time will students be allowed to count enrollment at a non-Alamo Community Colleges school towards their eligibility for financial aid at one of the Alamo Community Colleges.

Consortium Agreements and Financial Aid Eligibility

The Alamo Community Colleges will sometimes enter into consortium agreements with institutions willing to consider a student's concurrent enrollment at an Alamo Community Colleges school as part of the student's semester course load at their school for the purpose of awarding aid through their financial aid office. That institution becomes the student's home institution for financial aid purposes, and it initiates such agreements on behalf of the student. These students are automatically ineligible for aid from any of the Alamo Community Colleges. All consortium agreements must be approved by the appropriate Alamo Community Colleges authorizing official.

Withdrawing From College and Returning Financial Aid Funds

It is important that students know the Census Date for each semester or session. Although students may be awarded aid based on the number of hours they register for at the start of the semester, financial aid will be recalculated on the basis of the number of hours in which they are still enrolled by the Census Day. For example, students who are initially awarded as full-time (twelve (12) hours) will have their financial aid award adjusted to half-time if they have dropped to six (6) hours by the 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 the Census Day will not impact the amount of aid received with two (2) exceptions: Federal Work-Study and loans cannot be disbursed at any time in the semester when a student is enrolled in less than six (6) hours.

When students withdraw 100%, federal regulations require all schools to pro-rate the amount of financial aid that they have earned based on the percentage of the semester that they have attended classes. The regulations require that such a percentage be calculated up until the 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 have to pay back a portion of their financial aid. 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-Hazlewood Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant (SEOG)
7. Academic Competitiveness Grant (ACG)
8. TEXAS Grant or TEOG
9. Texas Public Education Grant (TPEG) or PSIG/LEAP
10. Scholarships

If a student withdraws before financial aid is disbursed, financial aid amounts will simply be pro-rated according to federal regulations.

Financial Aid Resources

Topics on this page:

[State and Federal Grants](#)

[Alamo Community Colleges Scholarships](#)

[Loans](#)

[Work Opportunities](#)

State and Federal Grants

Federal Pell Grant Program

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 the:

- Educational costs at the institution (the cost of attendance);
- Students enrollment status;
- Annual appropriations and award maximums set by Congress; and
- Expected Family Contribution on the students Student Aid Report.

Pell grant funds are awarded once per semester, and Summer awards are made if the students annual eligibility has not been exhausted during the Fall and Spring semesters.

Academic Competitiveness Grant (ACG)

Eligible students may receive an Academic Competitiveness Grant (ACG) of up to \$750 for the first (1) academic year of study and up to \$1,300 for the second (2) academic year of study. To be eligible for each academic year, students must:

- Be a U.S. citizen;
- Be a Federal Pell Grant recipient;
- Be enrolled full-time in a degree program;
- Be enrolled in the first (1) or second (2) academic year of their program of study at a two-year or four-year degree-granting institution;
- Have completed the recommended or advanced high school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second-year student);
- If a first-year student, not have been previously enrolled in an undergraduate program; and
- If a second-year student, have at least a cumulative 3.0 GPA on a 4.0 scale for the first academic year.

Note that the amount of the ACG, when combined with a Pell Grant, may not exceed the student's Cost of Attendance. In addition, if the number of eligible students is large enough that payment of the full grant amount would exceed the program appropriation in any fiscal year, the amount of the grant to each eligible student may be ratably reduced.

To be eligible for the second (2) year ACG, students must:

- Be eligible for a Pell Grant;
- Enroll full-time in the second (2) year of the program of study;
- Have a 75% course completion rate in the most recent academic year;
- Have completed at least twenty-four (24) semester credit hours with at least a 3.0 GPA; and

- Must not have received an ACG at the same level in a prior year.

Eligibility for transfer students will be calculated based on hours accepted and using U.S. Department of Education guidance.

Federal Supplemental Educational Opportunity Grants Program

This program provides grants from \$200 to \$1,000 to undergraduate students with a zero (0) Expected Family Contribution who are also planning to go into the field of education. To receive SEOG funds students must be enrolled in six to eleven (6-11) hours.

Texas Public Educational Grant (TPEG)

Texas Public Educational Grants (TPEG) provide assistance to undergraduate students who demonstrate financial need as determined by Student Financial Services. Awards range from \$200 to \$2,000. The amount of the award is based on need and availability of funds. Students must be undergraduates enrolled for at least six (6) semester credit hours who are Texas residents, out of state students, or resident aliens. No repayment is necessary.

Towards EXcellence Access and Success Grant (TEXAS Grant)

The TEXAS Grant I Program pays tuition for students who meet the following program criteria:
Maintain current Texas residency status;

- Graduated from an accredited Texas high school no earlier than Fall 1998;
- Completed a recommended or advanced high school curriculum;
- Apply and qualify for financial aid;
- Meet the state's financial aid criteria. The expected family contribution must be less than \$4,000;
- Enroll at least three-quarters time (nine (9) hours) in an Associates Degree or Certificate program;
- Enroll and receive the grant no later than the sixteenth (16) month after graduating from high school; and
- Not be 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 requirements, students must meet the following renewal criteria:

- Not have earned an Associate or Baccalaureate Degree;
- Maintain a 75% course completion rate in the most recent academic year;
- Complete at least twenty-four (24) credit hours in the most recently completed academic year;
- Maintain a 2.5 GPA or higher and;
- Receive a TEXAS Grant I for no more than ninety (90) semester credit hours.

Texas Educational Opportunity Grant (TEOG)

The TEXAS Grant II Program pays tuition for students who meet the following program criteria:

- Maintain current Texas residency status;
- Graduated from an accredited high school;
- Apply for financial aid and have less than \$2,000 Estimated Family Contribution (EFC);
- Enroll at least as a half-time student;
- Be in the first thirty (30) attempted hours of a first certificate or degree plan program;
- Not have been convicted of a felony or crime involving a controlled substance; and
- Not be 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 requirements, students must meet the following renewal criteria:

- Not have earned an Associate or Baccalaureate Degree;
- Maintained a 75% course completion rate in the most recent academic year;

- Maintained a 2.5 GPA or better; and
- Received a TEXAS Grant II for no more than seventy-five (75) semester credit hours.

Students may contact the SFS Office for more information.

Educational Aides Exemption Program

The tuition exemption is available to Texas residents with financial need who worked as educational aides in a Texas public school district for at least one (1) out of the last five (5) years preceding the semester or session for which the exemption is received and who 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 FAFSA Form 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 SFS Office or from their school districts Human Resource Office.

Early High School Graduation Scholarship Program

Texas residents who complete grades 9-12 within forty-six (46) months at a public high school in Texas may qualify for tuition exemptions ranging from \$500 to \$2,000. High school counselors must send a letter certifying a students level of eligibility to the Texas Higher Education Coordinating Board. The Coordinating Board is responsible for notifying the Alamo Community Colleges and students of awarded amounts.

Hazlewood Program for Texas Veterans

The Hazlewood Act (Article 2654 B-1) aids veterans who have exhausted all of their Department of Veterans Affairs (DVA) educational benefits. Veterans are exempt from tuition payment when the applicant meets all of the following conditions:

- Served during a national emergency;
- Resided one (1) year in Texas prior to entering the service from Texas, and, upon discharge from the service, continued residence in Texas;
- Served on active military duty (other than training) for more than one hundred eighty (180) days; and
- Not be in default on a federal loan or owe an overpayment of federal grant program.

If the conditions listed above are met, the applicant must submit the following to the SFS Office:

- A letter from the DVA stating that the applicant has no further educational entitlement under the G.I. Bill (If first time Hazlewood user, DVA letter must be from Muskogee, Oklahoma); and
- A copy of the applicants DD214 showing Character of Discharge.

The applicant may enroll in non-credit courses if these conditions are met. A copy of the application is available online at <http://www.accd.edu/district/schships/main/sfs.htm>.

Leveraging Educational Assistance Partnership / Special Leveraging Educational Assistance Partnership (LEAP/SLEAP)

LEAP/SLEAP provides assistance to an undergraduate student who demonstrates financial need as determined by the SFS Office. To be eligible for this grant a student must be enrolled for at least six (6) semester credit hours. Awards are made to Texas residents on a first-come, first-served basis until funds run out.

Public Student Incentive Grants (PSIG) Program

Public student incentive grants provide assistance to undergraduate students who demonstrate financial need as determined by the SFS Office. To be eligible, students must be Texas residents enrolled in at least six (6) semester credit hours.

Alamo Community Colleges Scholarships

The Alamo Community Colleges award many 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 are taken into consideration when determining eligibility. Scholarship lists and applications are available at Student Financial Services or online at <http://www.accd.edu/district/schships/main/sfs.htm>.

Eligibility Requirements:

Complete the Free Application for Federal Student Aid (FAFSA) for need-based consideration;

- Enroll as a first time student in college or as a returning Alamo Community Colleges student with fewer than ninety-nine (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 the Alamo Community Colleges;
- Enroll for six to twelve (6-12) credit hours, depending on individual scholarship criteria;
- Have and maintain a satisfactory GPA (2.00-4.00);
- Maintain Satisfactory Academic Progress. To review Alamo Community Colleges SAP policies see online at <http://www.accd.edu/district/schships/main/sfs.htm> and click on Policies;
- Not be in default on a student loan, or owe a refund to any college for state or federal funds; and
- Be a U.S. citizen or eligible non-citizen.

Application Procedures:

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

- Submit an official college academic transcript from all colleges previously attended. (Copies of transcripts from other Alamo Community Colleges are not needed.);
- Provide two (2) letters of reference from high school or college faculty who can attest to the students academic promise and ability to succeed;
- Provide a one (1) page essay explaining career goals;
- Provide a one (1) page autobiography (include family background and personal interests);
- Entering freshmen must submit a high school transcript;
- Applicants applying for scholarship renewal must provide additional information as requested below; and
- Meet the application deadline of June 1 for the Fall semester and November 1 for the Spring semester.

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

Selection of Recipients:

Once scholarship applications are reviewed, students are notified via email to log onto the [Web for Students](#) to review their status.

Notice of Awards:

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

Renewal of Scholarships:

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 scholarships by the deadline for the next academic year (September-May) or semester. Please attach a separate sheet describing how the scholarship benefited the student 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.

Loans

Federal Stafford Loans Programs (Subsidized and Unsubsidized)

Stafford Loans are low-interest student loans certified by the Alamo Community Colleges and guaranteed by the federal government. These loans can be made through almost any bank or credit union. The interest rate varies between 2.77% and 8.25%. For subsidized loans, the federal government pays the interest while the student is enrolled at least half-time. Unsubsidized loans, on the other hand, require students to make interest payments or to agree to capitalize the interest, which is deferred but becomes part of the principle. First-year students may borrow up to \$3,500 per year, while second-year students may borrow up to \$4,500. Because subsidized loans are based on financial need, the SFS Office establishes the amount students are eligible to borrow. Students must attend a counseling session concerning the loan, full repayment of which begins six (6) months after the student leaves school or drops below half-time status.

Stafford loan deadlines

Fall	First Friday of November
Spring	First Friday of April
Summer	First Friday of June

These deadlines also apply to the PLUS Loan Program below.

Federal PLUS Loans Program

The PLUS Program allows parents to borrow up to the cost of education for each dependent enrolled in college at least half-time. PLUS loans can be made through almost any bank or credit union at a variable interest rate not to exceed 9%. 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 one of the Alamo Community Colleges.

Consolidation Loan Program

Consolidation Loans may be arranged to combine loans made to a student under Title IV programs and the Health Professions Student Loan (HPSL) 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 lenders to see if the loan qualifies for Consolidation Loans.

Short-Term Loans

The Short-Term Loan is a zero (0) interest, institutional emergency loan for tuition that must be repaid in thirty (30) days. These loans are offered prior to the start of the Fall and Spring semesters only. Students work with the SFS Office 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.

Work Opportunities

Federal Work-Study Program

The Federal Work-Study (FWS) Program provides a job for undergraduate students enrolled at least half-time who demonstrate financial need to help pay for their educational expenses. The hourly pay rate is typically slightly above current federal minimum wage. The amount of FWS awarded depends on a student's financial need, availability of funding, and the amount of other aid the student receives. Students may not work more than nineteen (19) hours per week. FWS students are paid once (1) per month and may pick up their checks at the Bursar/Business Office.

Off-Campus Employment

Private, off-campus employment is administered by many local community or city agencies that hire the Alamo Community Colleges students. The firms policies are not related to the Alamo Community Colleges. In addition to earning money while attending college, students have an opportunity to participate in the local work force and gain valuable work experience.

Attendance

Regular and punctual attendance at all classes and laboratories, day and/or evening, is required. Students absent for any reason should consult with their instructors. Course syllabi provide specific information regarding attendance. In all cases, students will be held responsible for completion of requirements. Excused absences apply only to students representing the school in an official capacity. The appropriate instructional division chair, dean, or vice president must approve such absences.

Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard to each. Absences are recorded from the official date of enrollment in the class.

Instructors may drop students who are excessively absent, are not doing well in class, and do not attempt to contact the instructor about the absences and/or academic problems. Absences do not have to be consecutive. If students are dropped from a class for lack of progress, the instructor will record a grade of W (Withdraw).

Students who stop attending class for any reason should contact the instructor and the registrar to officially withdraw from the class. Students may be required to consult with an advisor or designee before dropping. 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 submit a completed Withdrawal Form and a statement indicating the course(s) from which they would like to be withdrawn. If the statement is mailed, the postmark date on the envelope is the official drop date.

For Alamo Community Colleges policy regarding attendance see online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FBD\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FBD(LEGAL).pdf).



Grades

Topics on this page:

[Grading System](#)

[Grade Availability](#)

[Grade Changes](#)

[Grade Point Average](#)

Grading System

Permanent grades are recorded only at the end of each semester/session. The grades used are:

- A (excellent/exceptional performance beyond mastery)
- B (above average/beyond basic mastery)
- C (average/mastery)
- D (below average/pass)
- F (failure)
- I (incomplete) *
- IP (in-progress) **
- NC (non-credit)
- W (withdrawal)
- WX (withdrawal exemption)
- WM (military withdrawal)
- CR (non-traditional credit only)
- AU (audit)
- P (pass)

*Incomplete Grades

The conditional grade of I may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The I becomes an F in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of D or higher. Re-enrollment in the course will not resolve the I.

**In-Progress Grades

The IP grade may be assigned to students who have not adequately mastered developmental coursecontent during a given semester or term yet who in the instructors judgment have the potential to successfully complete the coursework. The only way to receive a grade in a course for which an IP grade has been recorded is to re-register for the course and earn a grade of C or better at the end of the semester or term in which the re-registration occurs.

Grade Availability

Students may access their grades online after the grade submission deadline, which is approximately one (1) week after the last day of finals.

Grade Changes

A student has a maximum of one (1) year from the end of the semester or term in which the final grade was issued to request a review of the grade or petition for a change of grade. The responsibility for determining all grades and for judging the quality of academic performance in a course rests with the instructor assigned to the course. A student who believes that the grade received is incorrect should schedule a conference with the instructor to resolve the issue. Grade changes require the approval of the instructor and respective department chair. When the instructor cannot be located in a timely manner by the student and the department chair, the student's grade appeal can be initiated with the department chair. If students are not satisfied with an instructor's decision, they may initiate an Academic Grievance within five (5) days of the instructor's decision. See [Academic Grievance Policy](#).

Grade Point Average

The grade point average (GPA) is computed by assigning quality values to each grade as follows:

- A - 4 quality points per semester credit hour
- B - 3 quality points per semester credit hour
- C - 2 quality points per semester credit hour
- D - 1 quality point per semester credit hour
- F - 0 quality points per semester credit hour
- W, WX, WM, IP, CR, NC, AU - not computed in GPA
- I to be computed upon completion of required work
- P Continuing Education Completer (program-specific)

The GPA is derived by dividing the total number of quality points by the total number of semester credit hours attempted for which grades have been received. The average is based on all semester and term coursework.
Calculating the GPA:

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

For Example:	Semester Hours	Quality Points	Grade 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	
Total	15		44	GPA = 44/15 = 2.93

For comprehensive information on grading and credit see online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=EGA\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=EGA(LEGAL).pdf).

Enrollment: Registered, paid, and officially registered through the semester's withdrawal date.

Repetition of courses: Once a course is repeated the highest grade earned will be the one recorded in the GPA. Other colleges and universities may not follow this practice. Students planning to transfer to another institution should check with that institution concerning its repeat policy for admissions criteria.

Academic Standing and Probation

Acceptable scholastic performance, also known as Good Standing, is based upon student progress toward successful course and program completion. The components used to compute Academic Standing are GPA and course completion. Procedures are developed to positively intervene on behalf of students in order that they may maintain Good Academic Standing. Students are advised to check their status through the WEB for Students.

Topics on this page:

- [Good Standing](#)
- [Academic Probation](#)
- [Continued Academic Probation](#)
- [Academic Dismissal](#)
- [Permanent Academic Dismissal](#)

Good Standing

- Minimum 2.0 GPA, per semester/summer and overall GPA, including developmental courses. Two summer sessions equal one semester.

Academic Probation

-

Students who begin any semester/session in Good Academic Standing but fail to maintain a cumulative GPA of 2.0 or higher are placed on Academic Probation.

Notification of probationary status is communicated electronically through students PALS email addresses.

-

Students may re-enroll for one (1) semester/session after meeting with an advisor.

-

Student status is evaluated after each semester/session

-

Students must earn a semester/session GPA of 2.0 or higher to remain enrolled.

-

Upon completion of above requirements any appropriate Academic Hold will be cleared on student records.

-

Academic Probation status is removed when students earn both a current and a cumulative 2.0 GPA.

Continued Academic Probation

-

After the first (1) semester/session of Academic Probation Status, students may re-enroll at the Alamo Community Colleges on a Continued Academic Probation status after meeting with an advisor.

-

Student status is evaluated after each completed semester/session. Students must meet minimum academic (2.0 GPA) standards for each subsequent semester/session.

The Continued Academic Probation status is removed when students earn a cumulative 2.0 GPA.

Academic Dismissal

First or Second Academic Dismissal

- If students on Continued Academic Probation fail to earn a semester GPA of 2.0 or fail to earn a cumulative GPA of 2.0 in the next semester/session following the probation status, they will be placed on Academic Dismissal. Students placed on Academic Dismissal will receive written notification from the Alamo Community Colleges.
- After remaining out for one (1) semester for each of the First or Second Academic Dismissals, students may re-enter on Academic Probation only after receiving advisement.
- Students re-admitted must earn a semester GPA of 2.0 GPA overall or higher to remain enrolled.
- Students who wish to remain in school may petition for an exception. Exceptions granted will be re-enrolled under the status of Continued academic Probation.
- Students may re-enroll in Good Standing if minimum academic standards have been met at another accredited college or university during the period of dismissal.
- Students placed on Academic Dismissal for the third (3) time will not be allowed to enroll for one (1) calendar year.

Students who were placed on Academic Dismissal or Academic Suspension at their previous institutions and are seeking to transfer to the Alamo Community Colleges must follow the policy outlined above.

Permanent Academic Dismissal

A student on Permanent Academic Dismissal for a third (3) time or more will not be permitted to enroll in the Alamo Community Colleges for one (1) calendar year after which a petition may be made for re-admission. The Enrollment Services/Admission and Records office can provide information and deadlines on the petition process.

Academic Probation status is removed when students earn both a current and a cumulative 2.0 GPA.

Veterans and Their Dependents

Alamo Community Colleges students receiving the national Department of Veterans Affairs (DVA) educational benefits must meet the following minimum academic standards:

- Students receiving DVA educational benefits must maintain 2.0 cumulative GPA to be considered as making Satisfactory Progress.
- Students failing to maintain a 2.0 cumulative GPA will be placed on probation for one (1) semester. If students maintain at least a 2.0 GPA during the probationary period but do not meet the required 2.0 cumulative GPA, they may be placed on probation for another semester.
- Students failing to maintain a 2.0 semester GPA at the end of the first (1) probationary period will be reported to the Department of Veterans Affairs Regional Office (VARO) as making Unsatisfactory Progress.
- Students failing to maintain the required 2.0 cumulative GPA at the end of a second (2) consecutive probationary period will be reported to the VARO as making Unsatisfactory Progress.
- The last activities recorded in the instructors record book will be reported by the Alamo Community Colleges Office of Veterans Affairs to the DVA as of the last date of attendance.

Eligibility for Participation in College-Sponsored Programs and Events

A student placed on Academic Probation during any semester may not participate in public activities of the Alamo Community Colleges, represent the Alamo Community Colleges in meetings or on competitive teams of the Alamo Community Colleges, or hold club or class office. In addition, a student having earned credit must have and maintain a minimum cumulative GPA of 2.00 in order to be a member of and participate in any student organization authorized by the Alamo Community Colleges.

Honors

Honors are granted students who earn a cumulative GPA of 2.00 in addition to a current semester GPA of 3.5 or higher in their Fall or Spring semesters at the Alamo Community Colleges. Grades earned during the Summer sessions or for developmental courses beginning with the number zero (0) are not considered in Honors calculations.

The appropriate notations appear on the official and unofficial permanent record (transcript) but will not appear online.

Honors Calculations

- **Honors:** Students enrolled for twelve (12) or more semester credit hours with a cumulative GPA of at least 2.0 and a semester GPA of 3.5-3.99.
- **Presidents Honors:** Students enrolled for twelve (12) or more semester credit hours with a cumulative GPA of 2.0 and a semester GPA of 4.0.
- **Part-Time Honors:** Students enrolled for six (6) to eleven (11) semester credit hours with a cumulative GPA of at least 2.0 and a semester GPA of 3.5-3.99.
- **Presidents Part-Time Honors:** Students enrolled for six (6) to eleven (11) semester credit hours with a cumulative GPA of 2.0 and a semester GPA of 4.0.



An Honors Convocation is held each Fall to recognize students achievements from the previous Fall and Spring semesters.

Student Obligations

The philosophy and goals of the Alamo Community Colleges are to protect the equality of opportunity of all persons qualified to attend and to offer services that encourage and enable students to pursue new career goals, upgrade present skills, and enrich their personal lives.

Enrollment in the Alamo Community Colleges is a voluntary entrance into the academic community wherein the student assumes obligations of performance and behavior that are reasonably imposed by the institution relevant to its mission.

Such obligations may be higher than those imposed on all citizens by the civil and criminal law. A student does not surrender rights as a citizen upon enrollment in the Alamo Community Colleges. Rights and freedoms, however, like those of any other citizen, are not unlimited. The Alamo Community Colleges have an obligation not to submit to intimidation, violence, or disruptive behavior and expect students to recognize and accept their responsibilities as citizens and members of a scholarly community, among which are respect for the rights of others; academic and personal integrity; and adherence to federal, state, and local laws.



Student Code of Conduct

The Alamo Community Colleges respect 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, the Alamo Community Colleges have established a Student Code of Conduct and a due process system.

The Student Code of Conduct 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, and understood and upheld by, the students.

The Alamo Community Colleges encourage and facilitate an environment where students and student organizations take responsibility for their actions. The Student Code of Conduct educates students about their rights and responsibilities as members of the Alamo Community Colleges. The Student Code of Conduct is available online at www.accd.edu.

Questions regarding the Student Code of Conduct should be referred to the Vice President of Student Services or designee.

Grievance Policies

Should disagreements arise between students and their instructors, the **Academic Grievance Policy** provides equitable and expeditious resolutions. Students may ask their instructor to review a grievance and may appeal the instructor's finding to the department chairperson. If necessary, a final appeal may be made to the dean. The **Non-Academic Grievance Policy** provides a remedy for students who believe they have been the object of unjust treatment by an Alamo Community Colleges employee. This policy does not apply to decisions regarding financial aid eligibility, student disciplinary actions, or academic matters. Grievance Policies are outlined in the **Student Code of Conduct**.

AIDS/HIV Policy

AIDS/HIV educational literature is available free to students, employees and affiliates at the Alamo Community Colleges Student Health Centers. Information that students have or have not been tested, or have or do not have AIDS or HIV infection, may be released only to the colleges president or designee and to physicians, nurses, or other health care personnel who have a legitimate need to know in order to provide for their protection and to provide for students health and welfare. Release of this information to others must be based on written authorization by students (if they are over 18 years of age) or by students parents (if they are minors), and must specify the persons or positions to whom the information may be released. The persons or positions specified shall be provided with appropriate information concerning any precautions that may be necessary and shall be made aware of confidentiality requirements.

Campus Security Policy and Campus Crime Statistics Act

Under the federal Clery Act provisions, the Alamo Community Colleges must publish statistics about criminal acts occurring on campus property. This information is available for all of the Alamo Community Colleges online at <http://www.accd.edu/district/dps/stat.htm>.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime statistics, security policies, graduation rates, and job placement statistics. All public and private institutions of post-secondary education participating in federal student aid programs are subject to it. Violators can be fined up to \$27,500 by the U.S. Department of Education, the agency charged with enforcement of the Act and where complaints of alleged violations should be made, or face other enforcement action. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified as 20 U.S.C. 1092 (f) as part of the Higher Education Act of 1965, the Alamo Community Colleges Department of Public Safety collects and discloses certain timely and annual information about campus crime and security policies.

Pursuant to federal law, alleged victims of violent crime are entitled to know the results of campus disciplinary proceedings concerning alleged perpetrators. The Alamo Community Colleges publish an annual Crime Awareness and Campus Security Report that pertains to the prior three (3) years of offenses occurring at any of the Alamo Community Colleges campuses. The report contains certain security policy statements, including sexual assault policies which assure basic victims rights, the law enforcement authority of the Alamo Community Colleges Department of Public Safety, and where students should go to report crimes. The report is available to all current and prospective students and employees through the Alamo Community Colleges Department of Public Safety online at <http://www.accd.edu/district/dps/main.htm>. A copy of these statistics is also provided to the U.S. Department of Education.

Alamo Community Colleges policy on students right to know crime statistics is available online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=GAC\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=GAC(LEGAL).pdf).

Campus Sex Crimes Prevention Act

In compliance with the Campus Sex Crimes Present Act (section 1601 of Public Law 106-386 and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act), persons required to register as part of the State of Texas Sex Offender Registration Program must contact Alamo Community Colleges Police Department at (210) 208-8099. For more information on legislation regarding safety on campus see online at <http://www.securityoncampus.org/congress/cscpa/index.html>.

Children on Campus Policy

In order to prevent children from potential safety risks, from damaging expensive equipment, from being allowed in areas which might pose safety risks, and from interfering with the learning opportunities for all students, the following Alamo Community Colleges policy is currently in effect:

Students are urged not to bring children to classes, labs, or other facilities such as libraries. *Minors under the age of 12 must not be left unattended on-campus at any time. Individual instructors may enforce additional restrictions or waivers for their particular classrooms or labs, which will be included in the course syllabus.*

Computer Usage

Topics on this page:

[Appropriate Computer Usage](#)

[Inappropriate Computer Usage](#)

Appropriate Computer Usage

Appropriate computer use guidelines are intended to help protect employees and students from the inappropriate use of technology. They supplement the laws, regulations, agreements, and contracts, which currently apply to technology services, and, therefore, they impose certain responsibilities and obligations on users and contracted agents. Access to networks and computer systems owned or operated by the Alamo Community Colleges is a privilege granted to the users within the Alamo Community Colleges. Users are responsible for:

- Reviewing, understanding, and complying with all guidelines, procedures, and laws related to access, acceptable use, and security of the Alamo Community Colleges information technology (IT) resources.
- Adhering to all hardware and software license agreements that are in force on any system, network, or server that the user operates.
- Asking systems administrators or data owners for clarification of access and acceptable use issues not specifically addressed in the Alamo Community Colleges guidelines, rules, and procedures.
- Reporting possible guideline violations to the appropriate entities.

The Alamo Community Colleges computer resources, IT, and networks may be used for legitimate Alamo Community Colleges purposes only. Incidental personal use should be minimized. Therefore, one should not excessively use the Alamo Community Colleges sources of e-mail, Internet access, and/or other IT services for purposes not related to the Alamo Community Colleges business. Appropriate use of the Alamo Community Colleges computer resources, IT, and networks includes:

- Use by students related to completion of the Alamo Community Colleges class assignments or their education at the Alamo Community Colleges.
- Use by faculty, administrators, and staff directly related to instruction, research, scholarly, professional, and administrative endeavors on behalf of the Alamo Community Colleges or within the scope of the Alamo Community Colleges employment. While working in their Alamo Community Colleges employment capacities, students will be governed by the guidelines for employees.

Inappropriate Computer Usage

Users shall not access the Alamo Community Colleges computer resources, information technologies (IT), and networks for:

- Sending unsolicited electronic mail (e.g., spam) to interfere with the Alamo Community Colleges mail server or another's server. Interference to the electronic mail system includes: misusing listservs; propagating chain letters; virus hoaxes; fraudulent, harassing, or obscene messages (hateful or racially, ethnically, or otherwise objectionable); or bombing (flooding an individual, group, or system with numerous or large e-mail messages).
- Communicating non-Alamo Community Colleges-related information on listservs and newsgroups.
- Stalking or threatening a person. Using e-mail, chat rooms, and newsgroups to threaten and stalk a person is prohibited.
- Using computing resources for financial gain. Supporting, establishing, and conducting private business operations or commercial activities are prohibited.
- Accessing obscene material. Intentionally disseminating, accessing, and providing hyperlinks or access to obscenity as termed by law, unless such activities are directly related to the employees or students' research or completion of an academic requirement, are prohibited.
- Endorsing any political candidate or ballot initiative. One may not use the Alamo Community Colleges IT resources to represent the interest

of outside organizations unless authorized by an appropriate Alamo Community Colleges department.

- Violating city, state, or federal laws.
- Defeating system security; for example, cracking or guessing and applying the identification or password of another user. Since any account can serve as an entry point for theft, damage, or unauthorized use, users must protect the confidentiality of their personal identification codes and passwords. (This provision does not prohibit system administrators from using security scan programs within the scope of system authority.) Furthermore, users must not attempt to make any deliberate, unauthorized changes to data or attempt to intercept or access data communications intended for another.
- Misusing IP addresses or other network codes that have been assigned to users as individuals or for use as an Alamo Community Colleges employee. Clients must not have or seek to obtain unauthorized access to accounts, software, files, or any other Alamo Community Colleges IT resources.
- Attempting to compromise security. The Alamo Community Colleges resources may not be used in an attempt to compromise the security of any other personal, private, or public information system.
- Using excessive network bandwidth. Large-scale distribution of MP3 music or video files can cause excessive network overload. The Alamo Community Colleges IT Department reserves the right to manage and restrict any application or practice that involves significant network bandwidth or server load.
- Establishing any unauthorized network connections to any of the Alamo Community Colleges systems or components. In particular, users are prohibited from using unauthorized wireless devices or wired network devices.
- Concealing identity, except when the option of anonymous access is explicitly authorized. Users are prohibited from masquerading or impersonating others or otherwise using a false identity.
- Distributing computer viruses. Users must not knowingly distribute or launch computer viruses, Trojan horse, worms, or other rogue programs.
- Removing or modifying data or equipment. Without proper authorization, users may not remove or modify any Alamo Community Colleges-owned or -administered equipment or data.
- Modifying system facilities, operating systems, or disk partitions attempting to crash or hoard the Alamo Community Colleges computers. This includes damaging or vandalizing the Alamo Community Colleges IT resources, equipment, software, or computer files.
- Performing illegal functions. Use of technology systems in violation of civil or criminal laws at the federal, state, or local levels is prohibited. Examples of such uses are: promoting a pyramid scheme; distributing obscenity; receiving, transmitting, or possessing child pornography; infringing copyrights; or making bomb threats.
- Violating copyright laws. Users should be aware that copyright law governs (among other activities) the copying, display, and use of software and other works in digital form (text, sound, images, and other multimedia). The law permits use of copyrighted material without authorization from the copyright holder for select educational purposes. However, an educational purpose does not automatically mean that use is permitted without authorization. Therefore, written authorization is required.
- Violating any software license agreement, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization.

Criminal Offenses

All students and employees are expected and required to obey the law and to comply with the institutional rules and directives issued by administrative officials. Students are expected also to observe standards of conduct appropriate for an academic institution.

All of the general and criminal laws of Texas are declared by the Alamo Community Colleges Board of Trustees to be in full force on all campuses. Any recognized misconduct, violation of regulations, or socially unacceptable behavior of students or non-students on- or off-campus, whether civil or criminal penalties are imposed for such conduct on the Alamo Community Colleges campuses is subject to administrative disciplinary action by the appropriate dean, vice president, and/or president of the college; action by a student-faculty disciplinary review committee; or possible arrest and charge by authorized campus or other peace officers of the city or state.

Discipline

After due process, any student or employee guilty of illegal use, possession, and/or sale of a drug or narcotic on any of the Alamo Community Colleges campuses 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.

A student may be requested or required to withdraw with or without public statement of charges by the Alamo Community Colleges administration. Specific disciplinary responsibilities of institutional officials, classification of offenses and sanctions appropriate to each disciplinary offense, and disciplinary procedures are set forth in the official Alamo Community Colleges policy under *Discipline of Students* online at <http://www.tasb.org/policy/pol/private/015501/pol.cfm?idx=D>.

Drug-Free Schools and Communities Act Amendments of 1989

The Alamo Community Colleges recognize the importance of awareness about alcohol and other drug abuse. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Alamo Community Colleges have adopted and implemented a program to prevent the unlawful possession, use, and distribution of illicit drugs and alcohol by students on its property and as part of any of its activities. 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.

Topics on this page:

[Legal Sanctions](#)

[Disciplinary Sanctions](#)

[Health Risks](#)

[Substance Abuse Prevention](#)

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 Alamo Community Colleges disciplinary action. Information about the disciplinary process is available in Alamo Community Colleges policy online at <http://www.tasb.org/policy/pol/private/015501/pol.cfm?idx=D>. 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)	Class C Misdemeanor	Up to \$200 fine Class B Misdemeanor Up to \$1,000 fine and up to 6 months in jail
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.

Disciplinary Sanctions

All students and employees are expected and required to obey the law and to comply with institutional rules and directives issued by administrative officials. Students are expected also to observe standards of conduct appropriate for an academic institution.

Any student who engages in conduct prohibited by the Alamo Community Colleges 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-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.

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 and survival. Negative consequences may be exhibited through physical dependence and/or psychological dependence.

Physical Dependence: The body's learned requirement for 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 content 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 another drug 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 other drugs alters the user's psychological functioning. The acquisition of these substances becomes the primary 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. Additional information on the effects of specific drugs and alcohol as well as drug counseling resources in San Antonio, and surrounding areas, is available from the Alamo Community Colleges counselors/advisors.

A biennial review of this program will be conducted by the Alamo Community Colleges 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.

Substance Abuse Prevention

The Alamo Community Colleges are committed to substance free environments. Distribution, possession, manufacturing, dispensing, or use of alcoholic beverages, drugs, or controlled substances on any of its campuses will not be tolerated. Information, consultation, and referrals are available from student services counseling/advising centers.

Electronic Devices in the Classroom

Students are required to silence and store out of sight all electronic communication devices such as pagers, cellular phones, PDAs, etc. when in classrooms, laboratories, libraries, or other areas where such devices would interfere with instruction and learning. Faculty members have the latitude to modify this policy in their syllabi.

Emergency Student Contact Policy

It is not possible for the Alamo Community Colleges staff to contact students on campuses except in cases of emergency. If it is necessary for someone to reach a student, the person should contact the Campus Police at (210) 208-8099.

Equal Opportunity

The Alamo Community Colleges are equal opportunity colleges and do not discriminate in access, admission, campus activities, education, employment, public accommodation, or public service on the basis of race, color, national origin, religion, disability, handicap, height, marital status, political affiliation, gender, sexual orientation, or veterans status. No person shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the Alamo Community Colleges. Further, these principles shall apply to admission of students and to all aspects of the employment of personnel, staff, and faculty.

No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding. Inquiries or complaints concerning these matters should be brought to the attention of:

Associate Vice Chancellor of Employee Services, Title IX Coordinator
Employee Services Department
201 W. Sheridan, Bldg. A
San Antonio, Texas 78204
(210) 208-8051

Persons with disabilities who plan to attend the Alamo Community Colleges who may need reasonable accommodations as per the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should contact Educational Support Services at least four (4) working days prior to the program or activity so appropriate arrangements can be made. For comprehensive Alamo Community Colleges policy see online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FA\(LLEGAL\).pdf](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FA(LLEGAL).pdf).

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) requires any school that receives federal funds to release or withhold a students education records in accordance with its rules.

The Alamo Community Colleges designate student Directory Information as:

- Name
- Major
- Enrollment status
- Dates of attendance
- Previous education agencies/institutions attended
- Degrees received
- Awards received

Social Security numbers are *not* Directory Information AND MAY NEVER BE DISCLOSED.

The Alamo Community Colleges must release students addresses and telephone numbers to military recruiters.

Topics on this page:

[Request for Nondisclosure](#)

[FERPA and Student Health Information](#)

[Privacy of Student Education Records](#)

[Communicable Diseases](#)

[Notification of Rights under FERPA](#)

[Methicillin-resistant Staphylococcus Aureus \(MRSA\)](#)

[Health or Safety Emergency](#)

Request for Nondisclosure

FERPA permits release of Directory Information without a students consent unless a student makes a written request to withhold the information. A Request for Nondisclosure Form must be submitted to the Registrars office by the twelfth (12) class day of a Fall or Spring semester, or the fourth (4) class day of a Summer term or a students Directory Information is public. The Request for Nondisclosure is effective for the academic year in which it is submitted. It is a students responsibility to renew the request each academic year. Students who elect nondisclosure must request their information in person using a valid photo student ID or drivers license.

Privacy of Student Education Records

- All students attending college, including minors, are protected under FERPA.
- School officials are permitted to share student information freely with parents if the parents claim the student as a dependent on their taxes.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of students education records. These protections include:

1. The right to inspect and review the student's education records.

A student should submit a written request that identifies the record(s) the student wishes to inspect to the appropriate college official.

The official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the students education records that the student believes are inaccurate or misleading.

A student who wants the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Alamo Community Colleges.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college or university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Health or Safety Emergency

College officials must balance the interests of safety and privacy for individual students. While the Family Educational Rights and Privacy Act (FERPA) generally requires colleges to ask for written consent before disclosing a student's personally identifiable information, it also allows colleges and universities to maintain campus safety.

In an emergency, FERPA permits school officials to disclose education records without student consent, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. (See 34 CFR 99.31 (a) (10) and 99.36). This exception to FERPA's general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records. More information is available online at <http://www.ed.gov/policy/gen/guid/fpco/brochures/postsec.html>.

Disclosure to Parents

The Department of Education interprets FERPA to permit institutions to disclose information from education records to parents if a health or safety emergency involves their son or daughter. When a student turns eighteen (18) years old or enters a post-secondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student's consent. For example:

- Schools may disclose education records to parents if the student is a dependent for income tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- A school official may generally share information with a parent that is based on that official's personal knowledge or observation of the student.

FERPA and Student Health Information

Post-secondary institutions that provide health or medical services to students may share student medical treatment records with parents under the circumstances described above. While these records may otherwise be governed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the HIPAA Privacy Rule excludes student medical treatment records and other records protected by FERPA. More information is available online at <http://www.ed.gov/policy/gen/guid/fpco/brochures/postsec.html>.

Communicable Diseases

Definitions:

1. Disabled person means one who has a record of, or who is regarded as having, or who has a physical or mental impairment that substantially limits one or more major life activities. Students who would otherwise be disabled persons are not excluded from the definition solely because they are contagious.
2. Physical or mental impairment means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one

or more of the following body systems: neurological; musculoskeletal special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hermic and lymphatic; skin; and endocrine; (b) any mental or psychological disorder, such as mental retardation; organic brain syndrome; emotional or mental illness; and specific learning disabilities.

3. Major life activities means functions such as caring for oneself, performing manual tasks, walking, seeing, breathing, learning, and working.

4. Has a record of an impairment means the person has a history of, or has been classified as having, a mental or physical impairment that substantially limits one (1) or more major life activities.

5. Is regarded as having an impairment means (a) has a physical or mental impairment that does not substantially limit major life activities but that is treated by the Alamo Community Colleges as constituting such a limitation; (b) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; (c) has no physical or mental impairment but is treated by the Alamo Community Colleges as having such an impairment.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), Human Immunodeficiency Virus (HIV infection), Acquired Immune Deficiency Syndrome (AIDS), leprosy, Methicillin-resistant Staphylococcus aureus (MRSA), and tuberculosis.

Students with communicable diseases, whether acute or chronic, are subject to the following provisions:

A. The information that a student has a communicable disease shall be confirmed when the student brings the information to the Alamo Community Colleges attention; the student confirms the information when asked. If the college president or designee has reasonable cause to believe that a student has a communicable disease, the student may be asked to submit to a college-funded medical examination (a) to determine whether the students physical condition interferes with participation in an educational program or activity, or poses a threat to self or others; or (b) a test or medical examination is necessary to manage accidental exposure to blood or other bodily fluids or airborne pathogens (but only when the test or examination is conducted in accordance with the Communicable Disease Prevention and Control Act (Article 4419(b)-1, Section 902(d) of *Vernons Annotated Civil Statutes of the State of Texas*).

B. The results of such examination shall be kept confidential in accordance with the Communicable Disease Prevention and Control Act, (Article 4419(b)-1, *Vernons Annotated Civil Statutes of the State of Texas*), except that the college president or designee shall be informed of restrictions and necessary accommodations. Health care and safety personnel may also be informed to the extent appropriate if the condition is one that might require emergency treatment.

Methicillin-resistant Staphylococcus Aureus (MRSA)

A student diagnosed with Methicillin-resistant Staphylococcus aureus (MRSA) shall inform an Alamo Community Colleges administrator before he or she returns to the campus after receiving the diagnosis. The administrator shall immediately inform the college president. The college president, through the Alamo Community Colleges safety coordinator, shall take all measures to reduce or eliminate the spread of MRSA. These measures include, but are not limited to: (a) posting signs (e.g., encouraging hand washing) in common areas and communicating means to prevent contamination; (b) providing germicidal hand-washing soaps in common areas, and; (c) ensuring that custodial employees receive education and personal protective equipment.

Any faculty member, administrator, or student who becomes aware of a students actual or suspected MRSA infection shall notify the Alamo Community Colleges safety coordinator immediately.

Knowledge that a student has a communicable disease (other than AIDS/HIV) shall be confined to those persons with a direct need to know, e. g., the Chancellor, a person responsible for the Alamo Community Colleges health program, and the like.

Information that a student has or has not been tested, or has or does not have AIDS or HIV infection, may be released only to physicians, nurses, or other health care personnel who have a legitimate need to know in order to provide for their protection and to provide for the students health and welfare, and to the college president or designee, or upon written authorization specifying the persons or positions to whom the information may be released. The persons specified shall be provided with appropriate information concerning any precautions that may be necessary and shall be made aware of confidentiality requirements.

When it has been determined that a student has a communicable disease, the college president or designee shall follow standards of the state and local health departments to determine : (a) the nature, duration, and severity of the risk, i.e., how the disease is transmitted, how long the student will be infectious, and the potential harm to self and others; (b) the probabilities that the disease will be transmitted and will cause varying degrees of harm; (c) whether the students condition interferes with the students academic program or activities. This determination shall include a report by a physician who has performed a medical examination of the student.

If academic or activity restrictions are deemed appropriate, the college president or designee shall determine whether the student is a disabled person. If it is determined that the student is disabled, a further determination shall be made as to whether the student is qualified.

A qualified disabled person is one who, with reasonable accommodation, meets the academic and technical standards requisite to admission or participation in the educational programs and activities of the Alamo Community Colleges.

If it is determined that the student is a qualified disabled person, the student must be reasonably accommodated. In determining whether the accommodation is reasonable, the Alamo Community Colleges shall balance its interest and the interest of the student, considering financial expense, effects on the learning environment for other students, and the severity of the changes to the normal academic and activity procedures. Accommodation is not reasonable if it poses undue financial or administrative burdens, or if it would require fundamental alterations in the conduct of academic programs and activities.

Based on medical information and the requirements of the educational program or activity in which the student is enrolled, the college president or designee shall determine any appropriate exclusion or modification. A student may be excluded from an educational program or activity if the college president or designee determines, in accordance with this policy, that the student poses a risk of contagion to others, or poses a threat to personal health by continued participation in educational programs or activities, or if the students physical condition would interfere with participation in educational programs or activities.

The student must present evidence or information relevant to the question of fitness to continue participation in educational programs or activities.

Freedom of Speech and Assembly

The Alamo Community Colleges support the first amendment rights of every individual, recognizing that inquiry and discussion are essential to intellectual development. The Alamo Community Colleges embrace the right of individuals to express their views in a manner that conforms to federal, state, and local laws. Students are only limited in expression if the expression materially and substantially interferes with school activities or interferes with the rights of other students or teachers. Therefore, freedom of speech and assembly 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 Alamo Community Colleges.

To reserve an area on-campus for such purposes, contact the appropriate college office. No equipment or materials will be provided by the Alamo Community Colleges. Any charges incurred due to the use of Campus Police will be the responsibility of the reserving party.

Complete information on free speech policy and procedures is available online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLAA\(LEGAL\).pdfQueryText=SPEECH](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLAA(LEGAL).pdfQueryText=SPEECH).

Immunization

Immunization is required for admission to the Alamo Community Colleges unless the student submits to the admitting official at least one of the following:

- An affidavit or a certificate signed by the student's physician (M.D. or D.O.) who is duly registered and licensed to practice medicine in the United States and who has examined the student.
- An affidavit signed by the student or, if a minor, the student's parent or guardian stating that the student declines immunization for reasons of conscience, including a religious belief.
- Proof that he or she is a member of the armed forces of the United States and is on active duty.

The Texas Board of Health immunization requirements apply to all students enrolled in health-related courses that will involve direct patient contact in medical or dental care facilities and to veterinary medical students whose course work involves direct contact with animals or animal remains as required by the Texas Board of Health Education Code 51.933; 25 TAC 97.64.

Detailed information outlining the Alamo Community Colleges immunization policy can be accessed online at [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FDAB\(LEGAL\).pdfQueryText=IMMUNIZATION](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FDAB(LEGAL).pdfQueryText=IMMUNIZATION).

Incident Reporting and Response

Any criminal offense, suspected criminal activity, or other emergency on campus should be reported directly to the Alamo Community Colleges Police by telephone, in person, or by dialing (210) 222-0911 from any campus phone or by using one of the emergency telephones located throughout our campuses. Campus elevators are also equipped with emergency phones. Upon receipt of the call, the Police Communications Center personnel can supply information or dispatch officers as necessary.

For non-emergencies from a campus phone, dial (210) 208-8099. The e-mail address for the Alamo Community Colleges Police Department is dps@accd.edu; however, request for police service should not be sent via email. The Alamo Community Colleges Police or Security officers in vehicles, on foot, or on bicycles are eager to be of assistance and may be contacted directly.

The Alamo Community Colleges Police Department will respond as quickly and safely as possible to any request for assistance, whether it is an emergency or not. Response time is based on current activity and severity of the call. Crimes in progress, alarms, traffic accidents with injuries, and medical assists have a higher priority than other types of calls.

The importance of prompt and accurate crime reports, no matter when they occur, cannot be over-emphasized. If a student witnesses a crime or emergency, he/she should promptly report it to the Alamo Community Colleges Police Department and be prepared to answer questions as accurately as possible. The subsequent investigation can only be as thorough as the information received.

If a student is a the victim of a crime or has seen or received information of criminal activity or other emergency, he/she should contact the Alamo Community Colleges Police Department immediately.

Intellectual Property

Intellectual property developed, created, or conceived by students within the scope of classroom activity or through the use of school property is to be shared with fellow students and faculty at the Alamo Community Colleges. The release of intellectual property to entities outside the Alamo Community Colleges is at the discretion of the authoring student. The authoring student shall retain rights to royalties derived from the sale of intellectual property outside the Alamo Community Colleges. If royalties are derived from the sale of intellectual property within the Alamo Community Colleges, such royalties shall be donated to a scholarship or department fund designated by the student or by the college president.

Plagiarism / Scholastic Dishonesty

For various reasons, the number of incidents of scholastic dishonesty in the classroom has increased throughout the nation in recent years. It is in the students best interest that scholastic dishonesty not be tolerated and that the Alamo Community Colleges policies and procedures be followed so as to provide consistent college-wide enforcement. Scholastic dishonesty includes, but is not limited to, cheating on exams, tests, and quizzes; plagiarism; and collusion. See the [Student Code of Conduct](#) for more detailed information.

Cheating on exams, tests and quizzes includes, but is not limited to:

- Copying from another students test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of a test without the consent of the instructor;
- Substituting for another student, or permitting another student to substitute for ones self, to take a test;
- Bribing or otherwise influencing another person to obtain a test not authorized for distribution by the instructor; and
- Reporting fraudulent research results.

Plagiarism is the appropriation of anothers work and the unacknowledged incorporation of that work into ones own coursework/assignment including the taking and using of ideas, passages, etc. Plagiarism is scholastic dishonesty and will result in disciplinary action.

Collusion is the unauthorized collaboration with another person in preparing any coursework/assignment.

Religious Holy Days

A religious holy day is a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. Students shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students must notify the faculty member in writing within the first twelve (12) days of the semester which day(s) will be observed. Students whose absences are excused under this provision may not be penalized for those absences and shall be allowed to take examinations or complete assignments within a reasonable time as established by the faculty member. The faculty member may respond appropriately if students fail to satisfactorily complete the assignments or examinations by the deadline.

Sexual Harassment

Sexual harassment is against the law and is prohibited against all persons seeking benefits from the Alamo Community Colleges including all employees, students, applicants for enrollment or employment, or others who might receive the benefits of Alamo Community Colleges activities. Sexual harassment constitutes any unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature, or any conduct or other offensive unequal treatment of an individual that would not occur but for the sex of the individual. Allegations of harassment do not have to be repetitious in nature in order to constitute sexual harassment.

The disciplinary action taken against persons who engage in sexual harassment is subject to appropriate procedural and due process requirements. Any person may report an alleged violation of this policy whether or not the person is affected by the conduct or action. Because the law makes the Alamo Community Colleges responsible to investigate and if necessary take corrective action as soon as students or employees become aware of an allegation of sexual harassment they shall report the alleged violation to any of the following:

- Associate Vice Chancellor of Employee Services or designee
- Employees supervisor or an Alamo Community Colleges administrator
- College official
- Ethics and Compliance Officer
- Toll-free telephone number (866) 294-3696
- Ethics Hotline online

To file online please review complete information about the Ethics Hotline at <http://www.accd.edu/district/ethics/default.htm>.

This page provides a link to *Questions and Answers* and a link on *How to File a Report* (English and Spanish options available). Please review this information before filing the complaint at the official online reporting site at <http://www.ethicspoint.com>.

Specific Alamo Community Colleges policies and procedures on sexual harassment of students and employees at the Alamo Community Colleges are specified online at:

- Employee Standards of Conduct: Sexual Harassment-DHA (Local) [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=DHA\(LOCAL\).pdfQueryText=SEXUAL](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=DHA(LOCAL).pdfQueryText=SEXUAL)

Enter ACCD in the Organization Name field and click Submit.

- Employee Standards of Conduct: Sexual Harassment-DHA (Legal) [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=DHA\(LEGAL\).pdfQueryText=SEXUAL](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=DHA(LEGAL).pdfQueryText=SEXUAL)
- Student Complaints-FLDA (Legal) [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLDA\(LEGAL\).pdfQueryText=SEXUAL](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLDA(LEGAL).pdfQueryText=SEXUAL)
- Student Complaints-FLDA (Local) [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLDA\(LOCAL\).pdfQueryText=SEXUAL](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=FLDA(LOCAL).pdfQueryText=SEXUAL)

Smoking Policy / Tobacco-Free Campuses

All of the Alamo Community Colleges are designated smoke-free. Smoking and/or using tobacco products is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, parking lots, and all other rooms in all buildings of the Alamo Community Colleges and on all property that is owned, leased, rented, or otherwise under the control of the Alamo Community Colleges, including parking lots and any other property owned by the Alamo Community Colleges. Department of Public Safety officers will issue to those in violation of the policy a penalty citation. Repeated violations will result in further disciplinary action.

The Alamo Community Colleges offers education, counseling, and training to students, faculty, and staff on the harmful effects of smoking and smoke inhalation and provides information about smoking cessation.

Graduation Introduction

The Alamo Community Colleges confer (post on official transcript) degrees and certificates three (3) times a year: at the end of Fall and Spring semesters and Summer sessions.

The Alamo Community Colleges offer recognition for satisfactory completion of work in the following forms:

- Associate of Arts Degree
- Associate of Science Degree
- Associate of Arts in Teaching
- Associate of Applied Science Degree
- Certificates



Graduation Application

To be awarded a degree or certificate, students should request preparation of a degree plan and file an Application for Graduation Form after the completion of thirty (30) semester credit hours toward a specific degree or at least fifteen (15) semester credit hours toward a certificate at the Alamo Community Colleges.

Students seeking certificates requiring fewer than sixty (60) hours should file an Application for Graduation Form after completing half of the certificate requirements. All candidates should list the catalog edition under which graduation is requested when completing the Application for Graduation Form.

Degree / Certificate Requirements

To be awarded an Associate Degree or Certificate students must:

- Complete all required courses and semester credit hours for the specific degree or certificate.
- Achieve a cumulative GPA of 2.0 in all coursework completed at the Alamo Community Colleges (excluding developmental-level coursework) as well as courses successfully completed at all other colleges and universities that apply to the student's degree or certificate program at the Alamo Community Colleges.
- Submit official transcripts of all coursework attempted at other colleges and universities.
- Complete all degree requirements for the technical program major in Associate Degree or Certificate programs, with a grade of C or better.
- Earn at least 25% of degree hours required for graduation in residency at the Alamo Community College granting the degree or certificate.
- Fulfill all Texas Success Initiative (TSI) requirements.
- Be in Good Academic Standing at the end of the final semester.

Degree Exit Competencies

The Alamo Community Colleges require students to demonstrate exit skill competencies in:

- Writing and Reading
- Speech/Oral Communication
- Mathematics
- Computer Literacy

Students should consult with their counselor/advisor about the degree competencies when developing a degree plan.

Catalog Requirements

Students may submit an Application for Graduation Form under the degree requirements of the Alamo Community Colleges

- current catalog,
- the catalog in effect the date of first enrollment in the Alamo Community Colleges, or
- as outlined in an Alamo Community Colleges catalog subsequent to the first enrollment date but dated no more than five (5) years prior to the expected graduation date.

Degree requirements must be completed within five (5) academic years from the date of the Alamo Community Colleges catalog chosen.

Students may file a petition to Enrollment Services/Admissions and Records Office for an extension of the five (5) year rule. Veterans must remain with the catalog of first (1) enrollment unless the change is approved by the Veterans Administration Office.

Deadlines

To be awarded a degree or certificate, students must apply for graduation by submitting an Application for Graduation Form to the Enrollment Services/Admissions and Records Office by the semester/session deadline.

Commencement Exercises

All candidates for degrees and certificates are encouraged to participate in commencement exercises. Candidates need not be enrolled during the semester that the Application for Graduation Form is submitted or during the semester in which the degree is conferred. For example, a Fall graduate may elect to participate in the graduation ceremony the following May or a candidate for graduation may participate in the May graduation ceremony preceding Summer completion provided no more than two (2) courses are required to complete program requirements. Participation in the graduation ceremony, however, does not ensure automatic fulfillment of requirements or that a degree will be awarded.

There is no cost for graduation. The diploma, cap, and gown are provided by the Alamo Community Colleges.

Guarantee for Job Competency for Professional/Technical/Workplace Students

If an Associate of Applied Science (A.A.S.) graduate or Certificate completer, whose coursework began in the Fall 1993 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 (9) tuition-free semester credit hours of additional skill training by the Alamo Community 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 catalogs (or their addenda) of the college awarding the degree.
- The graduate/completer must have completed the A.A.S. Degree or Certificate with a majority (75%) of the credits being earned at the college awarding the degree within a four (4) year time span from initial enrollment. The last fifteen (15) semester credit hours MUST be completed at the college awarding the degree and must include the capstone course for the respective degree. For information on the capstone course, contact the respective chairperson or program coordinator.
- The graduate/completer must be employed full-time in an area directly related to the area of program concentration as certified by the Alamo Community Colleges 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 awarding 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 graduates/completer's initial employment.
- The employer, graduate/completer, and representatives of the college awarding the degree 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 (1) 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, and /or other course-related expenses.
- The students sole remedy against the Alamo Community Colleges and its employees for skill deficiencies shall be limited to nine (9) credit hours of tuition-free education under the conditions described above.
- The program can be initiated through a written contract with the Office of the College President.

Articulation Agreements and Joint Admissions Procedures

The Alamo Community Colleges and senior colleges and universities work closely to ensure a smooth transition from the Alamo Community Colleges to senior colleges baccalaureate degree programs. During their enrollment at the Alamo Community Colleges, students are advised to fulfill the lower-division requirements for college or university programs. Students wishing to transfer into a baccalaureate or professional degree program should obtain an undergraduate catalog of the university to which they plan to transfer and consult with an Alamo Community Colleges counselor/advisor.

The Alamo Community Colleges have established Articulation Agreements with a number of senior colleges and universities, including many universities in San Antonio. These agreements describe a partnership to facilitate the transfer process and may include:

- Joint Admissions Agreements
- Transfer Plans
- Transfer Guides for specific majors
- Core Curriculum Equivalences
- Course Equivalency Tables

The agreements allow students to identify which courses may be taken at the Alamo Community Colleges to complete freshman and sophomore requirements for a particular university degree program. Senior institutions generally will accept a maximum of sixty-six (66) transfer credit hours in lower-division general education and specific field of study curriculum courses.

Students are encouraged to visit Transfer Services to find out which universities have these agreements and to gather information concerning institutions to which they intend to transfer, including university admissions requirements, degree program requirements, scholarships, housing, and university contact information. Information about scholarship resources is also available. University admissions representatives and transfer advisors from select institutions are scheduled each semester to advise prospective transfer students at each of the Alamo Community Colleges.

Reverse Transfer Degree

Students who come to the Alamo Community Colleges having earned a bachelors degree from a Texas university, as well as Alamo Community Colleges students who transfer to another Texas college or university, may qualify for an Associates Degree. The Reverse Transfer Degree Program is designed for students who have accumulated thirty (30) college-level credit hours at the Alamo Community Colleges and who have received a baccalaureate degree from a Texas college or university.

Once an official transcript is received documenting a students bachelors degree, the student will be approved for and notified of the Alamo Community Colleges award of the Associate of Arts or Science Degree.

Intro



All Texas Public Colleges Universities Core Curricula must include courses in the 010, 020, 030, 040, 050, 060, 070 080 categories. Institutions then select from the remaining categories 011, 021, 031, 041, 081 090 to complete their own Core Curriculum. Because of all the combinations available, it is very likely that while similar, no two institutions will have exactly the same Core Curriculum. Never fear! If you complete the Core Curriculum at one institution, it really does substitute for the Core Curriculum at any other public college or university in Texas, even if there are differences. You may choose a major which has some more rigorous or more specific requirements than the Core. Most science majors, for instance have more intensive math and science requirements. In these cases, the major requirements have priority. So, switching institutions has become easier, but changing majors may still involve taking some extra courses. For those and other reasons, no one should enroll in courses, Core Curriculum or otherwise, without consulting with a trained academic advisor or counselor at the appropriate institution. Visit <http://statecore.its.txstate.edu> for more information about Texas Core Curricula.

Communication (010)

Verify requirements for specific major at college or university to which you plan to transfer.
(6 credit hours)

[ENGL1301Freshman Composition I](#)
[ENGL1302Freshman Composition II](#)

Speech (011)

Verify requirements for specific major at college or university to which you plan to transfer.
(3 credit hours)

[SPCH1311Introduction To Speech Communications](#)
[SPCH1315Public Speaking](#)
[SPCH1321Business And Professional Speaking](#)

Mathematics (020)

MATH 1332 Liberal Arts Mathematics (only applies to select AA degrees)
(3 credit hours)

[MATH1314College Algebra](#)
[MATH1316Plane Trigonometry](#)
[MATH1324Mathematics For Business Social Sciences I \(Finite Mathematics\)](#)
[MATH1325Mathematics for Business Social Sciences II \(Calc for Business\)](#)
[MATH1332Liberal Arts Mathematics](#)
[MATH1348Analytic Geometry](#)
[MATH1442Elementary Statistical Methods](#)
[MATH2318Linear Algebra](#)
[MATH2320Differential Equations](#)
[MATH2412Precalculus](#)
[MATH2413Calculus I](#)
[MATH2414Calculus II](#)
[MATH2415Calculus III](#)

Natural Sciences (030)

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.
(6 credit hours)

[BIOL1306General Biology I](#)
[BIOL1308Life Sciences I](#)
[BIOL1309Life Sciences II](#)
[BIOL1322Nutrition](#)
[BIOL1406General Biology I](#)
[BIOL1407General Biology II](#)
[BIOL1411General Botany](#)
[BIOL1413General Zoology](#)

BIOL2306Human Ecology
BIOL2401Human Anatomy And Physiology I
BIOL2402Human Anatomy And Physiology II
BIOL2404Human Anatomy And Physiology
BIOL2421Microbiology
CHEM1305Introductory Chemistry I
CHEM1307Introductory Chemistry II
CHEM1311General Chemistry Lecture I
CHEM1312General Chemistry Lecture II
CHEM2323Organic Chemistry I
CHEM2325Organic Chemistry II
GEOG1301Elements Of Physical Geography
GEOL1345Oceanography
GEOL1346Astronomy
GEOL1403Physical Geology
GEOL1404Historical Geology
GEOL1405Environmental Geology
PHYS1301General Physics I
PHYS1302General Physics II
PHYS1305Introductory Physics I
PHYS1307Introductory Physics II
PHYS2425University Physics I
PHYS2426University Physics II

Humanities (040)

Verify requirements for specific major at college or university to which you plan to transfer.
(3 credit hours)

ENGL2322British Literature Through The 18Th Century
ENGL2323British Literature In The 19Th And 20Th Centuries
ENGL2327Early American Literature Through The Romantic Period
ENGL2328American Literature: Realism Through Post-Modernism
ENGL2332World Literature From Antiquity Through Renaissance
ENGL2333Modern World Literature
ENGL2341Forms Of Literature
ENGL2370Studies In Literature
ENGL2373Multi-Cultural American Literature
FREN2312Intermediate French II
HIST2311Western Civilization I
HIST2312Western Civilization II
HIST2321World Civilizations I
HIST2322World Civilizations II
HIST2323Eastern Civilizations
HIST2381African American History
HUMA1301Introduction To The Humanities I
HUMA1302Introduction To International Studies - Humanities II
HUMA1305Introduction to Mexican-American Studies
HUMA1315Introduction To The Arts
HUMA2319American Minorities
HUMA2323World Cultures
IDST2372World Civilizations I
IDST2373World Civilizations II
IDST2374World Literature From Antiquity Through Renaissance
IDST2375Modern World Literature
LATI1311Elementary Latin I
LATI1312Elementary Latin II
LATI2311Intermediate Latin I
LATI2312Intermediate Latin II
MUSI1310American Music
PHIL1301Introduction To Philosophy
PHIL1304Major World Religions
PHIL2303Logic
PHIL2306Ethics
PHIL2307Introduction To Social And Political Philosophy
SPAN2312Intermediate Spanish II
SPAN2323Latin American Literature And Culture

Literature (041)

Verify requirements for specific major at college or university to which you plan to transfer.
(3 credit hours)

ENGL2322British Literature Through The 18Th Century
ENGL2323British Literature In The 19Th And 20Th Centuries
ENGL2327Early American Literature Through The Romantic Period
ENGL2328American Literature: Realism Through Post-Modernism
ENGL2332World Literature From Antiquity Through Renaissance
ENGL2333Modern World Literature
ENGL2341Forms Of Literature
ENGL2351Mexican-American Literature
ENGL2370Studies In Literature
ENGL2373Multi-Cultural American Literature
IDST2374World Literature From Antiquity Through Renaissance

Visual/Performing Arts (050)

Verify requirements for specific major at college or university to which you plan to transfer.
(3 credit hours)

[ARTS1301Art Appreciation](#)
[ARTS1303Art History Survey I](#)
[ARTS1304Art History Survey II](#)
[ARTS1311Design I](#)
[ARTS1316Drawing I](#)
[ARTS2316Painting I](#)
[ARTS2326Sculpture I](#)
[ARTS2333Printmaking I](#)
[ARTS2346Ceramics I](#)
[ARTS2356Photography I](#)
[DANC1305World Dance](#)
[DANC1345Introduction to Dance](#)
[DANC2303Dance Appreciation](#)
[DANC2325Dancer's Body: Anatomy and Expression](#)
[DRAM1310Introduction To Theatre - Theatre Appreciation](#)
[DRAM2366Introduction To Film](#)
[HUMA1311Mexican-American Fine Arts Appreciation](#)
[MUSI1301Fundamentals Of Music](#)
[MUSI1306Music Appreciation](#)

History (060)

Verify requirements for specific major at college or university to which you plan to transfer.
(6 credit hours)

[HIST1301History Of The United States I](#)
[HIST1302History Of The United States II](#)
[HIST2301Texas History](#)
[HIST2327Mexican American History](#)

Government (070)

Verify requirements for specific major at college or university to which you plan to transfer.
(6 credit hours)

[GOVT2305Federal Government](#)
[GOVT2306Texas Government](#)

Social and Behavioral Science (080)

Verify requirements for specific major at college or university to which you plan to transfer.
(3 credit hours)

[ANTH2301Physical Anthropology](#)
[ANTH2302Introduction To Archeology](#)
[ANTH2346Introductory Anthropology](#)
[ANTH2351Cultural Anthropology](#)
[COMM1307Introduction To Mass Communication](#)
[CRIJ1301Introduction To Criminal Justice](#)
[ECON2301Macroeconomics](#)
[ECON2302Microeconomics](#)
[GEOG1302Cultural Geography](#)
[GEOG1303Geography Of The World](#)
[GOVT2304Introduction To Political Science](#)
[IDST2370Individual, Family, and Community](#)
[IDST2371Society and Social Issues](#)
[PSYC2301Introduction To Psychology](#)
[PSYC2303Industrial And Organizational Psychology](#)
[PSYC2306Human Sexuality](#)
[PSYC2314Developmental Psychology](#)
[PSYC2316Psychology Of Personality](#)
[PSYC2317Statistics For Behavioral Sciences](#)
[PSYC2319Social Psychology](#)
[PSYC2340Current Issues In Psychology](#)
[PSYC2370Selected Topics In Psychology](#)
[PSYC2371Abnormal Psychology](#)
[SOC11301Introduction To Sociology](#)
[SOC11306Contemporary Social Problems](#)
[SOC12301Marriage And Family](#)
[SOC12319Minority Studies I](#)

Computer Literacy (090)

COSC 1301 or higher level computer course (may include IMED, ITNW, ITSE, ITSC, ITCC, ITSY, ENGR 2304)
(3 credit hours)

Physical Education (090)

Any KINE, PHED, or DANC course of 1 or more hours
(1 credit hour)

Associate of Arts



An Associate of Arts (AA) degree is designed to transfer to four-year public institutions within the State of Texas. The AA degree completes the core curriculum defined by Texas Higher Education Coordinating Board, and allows for open electives based upon your major. A course may be used only once to fulfill degree requirements. Specific areas of concentration for the AA degree include Business Administration, Business Administration - Management Information Systems (MIS), Criminal Justice, Dance, International Studies, Music Technology, New Media Arts, New Media Communications, and Teaching.

- [Business Administration](#)
- [Business Administration - Management Information Systems](#)
- [Criminal Justice](#)
- [Dance](#)
- [General Studies](#)
- [International Studies](#)
- [Mexican-American Studies](#)
- [Music Technology](#)
- [New Media Arts](#)
- [New Media Communication](#)
- [Teaching](#)

Associate of Science

An Associate of Science (AS) degree is designed to transfer to four-year public institutions within the State of Texas. The AS degree completes the core curriculum defined by Texas Higher Education Coordinating Board, and allows for open electives based upon your major. For the Associate of Science degree, at least 9 hours of electives must be from math, science, or computer science. A course may be used only once to fulfill degree requirements. Specific areas of concentration for the AS degree include Allied Health, Computer Science, and Engineering.

- [Allied Health Transfer Degree](#)
- [Coaching](#)
- [Computer Science](#)
- [Engineering](#)
- [General Studies](#)
- [Kinesiology](#)

Associate of Applied Science

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. Some courses identified in each program may be offered through Corporate and Community Development for continuing education units.

- [Advanced Water Treatment](#)
- [Biotechnology](#)
- [Clinical Research Coordinator](#)
- [Community Health](#)
- [Computer Forensics](#)
- [Digital Gaming, Simulation and Cinematics for Artists](#)
- [Multimedia Specialist](#)
- [Nanotechnology](#)
- [Programming and Visualization](#)
- [Systems Administration](#)

Certificate Program

Certificate programs are also designed to prepare students for employment in specific careers, and typically require 15-45 hours.

Advanced Cisco Networking Technologies

Advanced Water Treatment

Braille Textbook Transcriber

Community Health

Computer Programming

Multimedia Specialist

Pharmacy Technology

Marketable Skills Achievement Awards

Marketable Skills Achievement Awards are designed to enhance employability by focusing on specific skills, and require fewer than 15 hours.

Cisco Certified Network Associate

Cisco Certified Network Professional

Computer Programming

Digital Video

Linux and UNIX Systems Administration

List of Subjects by Subject

ACCOUNTING	(ACCT)
ADMINISTRATIVE COMPUTER TECHNOLOGY	(POFI)
ADVANCED WATER TREATMENT TECHNOLOGY	(AWTT)
ALCOHOL/DRUG ABUSE COUNSELING	(DAAC)
ANTHROPOLOGY	(ANTH)
APPLIED MUSIC	(MUAP)
ART - FINE ARTS	(ARTS)
BIOLOGY	(BIOL)
BIOTECHNOLOGY	(BITC)
BRAILLE TEXTBOOK TRANSCRIBER	(BRTT)
BUSINESS ADMINISTRATION	(BUSI)
BUSINESS COMPUTER APPLICATIONS	(BCIS)
BUSINESS MANAGEMENT	(BUSG)
CHEMISTRY	(CHEM)
CHILD DEVELOPMENT	(CDEC)
CHINESE	(CHIN)
CLINICAL LABORATORY SCIENCE TECHNOLOGY	(CLST)
COMMERCIAL AND ADVERTISING ART	(ARTC)
COMMUNICATIONS	(COMM)
COMMUNICATIONS SYSTEM INSTALLER REPAIRER	(CSIR)
COMMUNITY HEALTH LIAISON	(CHLT)
COMPUTER INFORMATION SCIENCES, GENERAL	(CPMT)
COMPUTER INFORMATION SCIENCES, GENERAL	(ITSC)
COMPUTER PROGRAMMING	(ITSE)
COMPUTER PROGRAMMING/PROGRAMMER, GENERAL	(INEW)
COMPUTER SCIENCE	(COSC)
CRIMINAL JUSTICE	(CRIJ)
DANCE	(DANC)
DATA PROCESSING TECHNOLOGY	(ITSW)
DIGITAL GAME AND SIMULATION DEVELOPMENT	(GAME)
DRAMA	(DRAM)
ECONOMICS	(ECON)
EDUCATION	(EDUC)
ELECTRICAL, ELECTRONIC COMM ENGINEERING TECHNOLOGY	(EECT)
ELEMENTARY EDUCATIONAL TRAINING	(EDTC)
ENGINEERING	(ENGR)
ENGLISH	(ENGL)
ENGLISH AS A SECOND LANGUAGE	(ESOL)
ENGLISH, BUSINESS, AND TECHNICAL WRITING	(ETWR)
ENVIRONMENTAL ENGINEERING TECHNOLOGY	(EPCT)
FILM AND CINEMA STUDIES	(FLMC)
FRENCH	(FREN)
GEOGRAPHY	(GEOG)
GEOLOGY	(GEOL)
GOVERNMENT	(GOVT)
HEALTH INFORMATION TECHNOLOGY/TECHNICIAN	(HITT)
HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES	(HPRS)
HISTORY	(HIST)
HUMAN DEVELOPMENT	(HUMD)
HUMANITIES	(HUMA)
IMPLEMENTING AND MANAGING TECHNOLOGY	(ITMT)

INFORMATION TECHNOLOGY CISCO CERTIFICATION	(ITCC)
INFORMATION TECHNOLOGY SECURITY	(ITSY)
INTERDISCIPLINARY STUDIES	(IDST)
INTERNATIONAL BUSINESS	(IBUS)
KINESIOLOGY (PHYSICAL EDUCATION)	(KINE)
LATIN	(LATI)
MARKETING	(MRKG)
MATHEMATICS	(MATH)
MILITARY SCIENCE / ARMY RESERVE OFFICER TRAINING PROGRAM	(MSCI)
MULTIMEDIA DIGITAL VIDEO (VISUAL PERFORMING ARTS)	(ARTV)
MULTIMEDIA TECHNOLOGY SPECIALIST	(IMED)
MUSIC	(MUSI)
MUSIC ENSEMBLE	(MUEN)
NANOTECHNOLOGY	(NANO)
NETWORKING	(ITNW)
PHARMACY	(PHRA)
PHILOSOPHY	(PHIL)
PHYSICS	(PHYS)
PSYCHOLOGY	(PSYC)
QUALITY CONTROL TECHNICIAN	(QCTC)
READING	(READ)
RECEPTIONIST	(POFT)
SOCIOLOGY	(SOCI)
SPANISH	(SPAN)
SPEECH	(SPCH)
STUDENT DEVELOPMENT	(SDEV)
TEXAS EARLY CHILDHOOD ARTICULATION	(TECA)

Intro

All Texas Public Colleges Universities Core Curricula must include courses in the 010, 020, 030, 040, 050, 060, 070 080 categories. Institutions then select from the remaining categories 011, 021, 031, 041, 081 090 to complete their own Core Curriculum. Because of all the combinations available, it is very likely that while similar, no two institutions will have exactly the same Core Curriculum. Never fear! If you complete the Core Curriculum at one institution, it really does substitute for the Core Curriculum at any other public college or university in Texas, even if there are differences. You may choose a major which has some more rigorous or more specific requirements than the Core. Most science majors, for instance have more intensive math and science requirements. In these cases, the major requirements have priority. So, switching institutions has become easier, but changing majors may still involve taking some extra courses. For those and other reasons, no one should enroll in courses, Core Curriculum or otherwise, without consulting with a trained academic advisor or counselor at the appropriate institution. Visit <http://statecore.its.txstate.edu> for more information about Texas Core Curricula.

Communication (010)

Verify requirements for specific major at college or university to which you plan to transfer.
(6 credit hours)

[ENGL1301Freshman Composition I](#)
[ENGL1302Freshman Composition II](#)

Speech (011)

Verify requirements for specific major at college or university to which you plan to transfer.
(3 credit hours)

[SPCH1311Introduction To Speech Communications](#)
[SPCH1315Public Speaking](#)
[SPCH1321Business And Professional Speaking](#)

Mathematics (020)

MATH 1332 Liberal Arts Mathematics (only applies to select AA degrees)
(3 credit hours)

[MATH1314College Algebra](#)
[MATH1316Plane Trigonometry](#)
[MATH1324Mathematics For Business Social Sciences I \(Finite Mathematics\)](#)
[MATH1325Mathematics for Business Social Sciences II \(Calc for Business\)](#)
[MATH1332Liberal Arts Mathematics](#)
[MATH1348Analytic Geometry](#)
[MATH1442Elementary Statistical Methods](#)
[MATH2318Linear Algebra](#)
[MATH2320Differential Equations](#)
[MATH2412Precalculus](#)
[MATH2413Calculus I](#)
[MATH2414Calculus II](#)
[MATH2415Calculus III](#)

Natural Sciences (030)

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.
(6 credit hours)

[BIOL1306General Biology I](#)
[BIOL1308Life Sciences I](#)
[BIOL1309Life Sciences II](#)
[BIOL1322Nutrition](#)
[BIOL1406General Biology I](#)
[BIOL1407General Biology II](#)
[BIOL1411General Botany](#)
[BIOL1413General Zoology](#)
[BIOL2306Human Ecology](#)
[BIOL2401Human Anatomy And Physiology I](#)
[BIOL2402Human Anatomy And Physiology II](#)
[BIOL2404Human Anatomy And Physiology](#)
[BIOL2421Microbiology](#)
[CHEM1305Introductory Chemistry I](#)
[CHEM1307Introductory Chemistry II](#)
[CHEM1311General Chemistry Lecture I](#)
[CHEM1312General Chemistry Lecture II](#)
[CHEM2323Organic Chemistry I](#)
[CHEM2325Organic Chemistry II](#)
[GEOG1301Elements Of Physical Geography](#)
[GEOL1345Oceanography](#)
[GEOL1346Astronomy](#)
[GEOL1403Physical Geology](#)
[GEOL1404Historical Geology](#)
[GEOL1405Environmental Geology](#)
[PHYS1301General Physics I](#)

PHYS1302General Physics II
PHYS1305Introductory Physics I
PHYS1307Introductory Physics II
PHYS2425University Physics I
PHYS2426University Physics II

Humanities (040)

Verify requirements for specific major at college or university to which you plan to transfer.
(3 credit hours)

ENGL2322British Literature Through The 18Th Century
ENGL2323British Literature In The 19Th And 20Th Centuries
ENGL2327Early American Literature Through The Romantic Period
ENGL2328American Literature: Realism Through Post-Modernism
ENGL2332World Literature From Antiquity Through Renaissance
ENGL2333Modern World Literature
ENGL2341Forms Of Literature
ENGL2370Studies In Literature
ENGL2373Multi-Cultural American Literature
FREN2312Intermediate French II
HIST2311Western Civilization I
HIST2312Western Civilization II
HIST2321World Civilizations I
HIST2322World Civilizations II
HIST2323Eastern Civilizations
HIST2381African American History
HUMA1301Introduction To The Humanities I
HUMA1302Introduction To International Studies - Humanities II
HUMA1305Introduction to Mexican-American Studies
HUMA1315Introduction To The Arts
HUMA2319American Minorities
HUMA2323World Cultures
IDST2372World Civilizations I
IDST2373World Civilizations II
IDST2374World Literature From Antiquity Through Renaissance
IDST2375Modern World Literature
LATI1311Elementary Latin I
LATI1312Elementary Latin II
LATI2311Intermediate Latin I
LATI2312Intermediate Latin II
MUSI1310American Music
PHIL1301Introduction To Philosophy
PHIL1304Major World Religions
PHIL2303Logic
PHIL2306Ethics
PHIL2307Introduction To Social And Political Philosophy
SPAN2312Intermediate Spanish II
SPAN2323Latin American Literature And Culture

Literature (041)

Verify requirements for specific major at college or university to which you plan to transfer.
(3 credit hours)

ENGL2322British Literature Through The 18Th Century
ENGL2323British Literature In The 19Th And 20Th Centuries
ENGL2327Early American Literature Through The Romantic Period
ENGL2328American Literature: Realism Through Post-Modernism
ENGL2332World Literature From Antiquity Through Renaissance
ENGL2333Modern World Literature
ENGL2341Forms Of Literature
ENGL2351Mexican-American Literature
ENGL2370Studies In Literature
ENGL2373Multi-Cultural American Literature
IDST2374World Literature From Antiquity Through Renaissance
IDST2375Modern World Literature

Visual/Performing Arts (050)

Verify requirements for specific major at college or university to which you plan to transfer.
(3 credit hours)

ARTS1301Art Appreciation
ARTS1303Art History Survey I
ARTS1304Art History Survey II
ARTS1311Design I
ARTS1316Drawing I
ARTS2316Painting I
ARTS2326Sculpture I
ARTS2333Printmaking I
ARTS2346Ceramics I
ARTS2356Photography I

DANC1305World Dance
DANC1345Introduction to Dance
DANC2303Dance Appreciation
DANC2325Dancer's Body: Anatomy and Expression
DRAM1310Introduction To Theatre - Theatre Appreciation
DRAM2366Introduction To Film
HUMA1311Mexican-American Fine Arts Appreciation
MUSI1301Fundamentals Of Music
MUSI1306Music Appreciation

History (060)

Verify requirements for specific major at college or university to which you plan to transfer.
(6 credit hours)

HIST1301History Of The United States I
HIST1302History Of The United States II
HIST2301Texas History
HIST2327Mexican American History

Government (070)

Verify requirements for specific major at college or university to which you plan to transfer.
(6 credit hours)

GOVT2305Federal Government
GOVT2306Texas Government

Social and Behavioral Science (080)

Verify requirements for specific major at college or university to which you plan to transfer.
(3 credit hours)

ANTH2301Physical Anthropology
ANTH2302Introduction To Archeology
ANTH2346Introductory Anthropology
ANTH2351Cultural Anthropology
COMM1307Introduction To Mass Communication
CRIJ1301Introduction To Criminal Justice
ECON2301Macroeconomics
ECON2302Microeconomics
GEOG1302Cultural Geography
GEOG1303Geography Of The World
GOVT2304Introduction To Political Science
IDST2370Individual, Family, and Community
IDST2371Society and Social Issues
PSYC2301Introduction To Psychology
PSYC2303Industrial And Organizational Psychology
PSYC2306Human Sexuality
PSYC2314Developmental Psychology
PSYC2316Psychology Of Personality
PSYC2317Statistics For Behavioral Sciences
PSYC2319Social Psychology
PSYC2340Current Issues In Psychology
PSYC2370Selected Topics In Psychology
PSYC2371Abnormal Psychology
SOCI1301Introduction To Sociology
SOCI1306Contemporary Social Problems
SOCI2301Marriage And Family
SOCI2319Minority Studies I

Computer Literacy (090)

COSC 1301 or higher level computer course (may include IMED, ITNW, ITSE, ITSC, ITCC, ITSY, ENGR 2304)
(3 credit hours)

BCIS1305Business Computer Applications
COSC1301Introduction To Computer Information Systems

Physical Education (090)

Any KINE, PHED, or DANC course of 1 or more hours
(1 credit hour)

Admin, Faculty, and Staff Directory

Topics on this page:

[Alamo Community College District * - Board of Trustees **](#)

[Northwest Vista College Administration and Staff](#)

[Academic Chairs and Faculty](#)

Alamo Community College District * - Board of Trustees **

Dr. Bernard Weiner	District 1	2010
Denver McClendon	District 2	2010
Jennifer Ramos	District 3	2010
Marcelo S. Casillas	District 4	2008
Roberto Zarate	District 5	2012
Dr. Gene Sprague	District 6	2012
Charles J. Conner	District 7	2012
Gary Beitzel	District 8	2008
James A. Rindfuss	District 9	2008

* The Alamo Community College District owns and operates Northeast Lakeview College, Northwest Vista College, Palo Alto College, San Antonio College, and St. Philip's College.

** Date indicates expiration of term.

Northwest Vista College Administration and Staff

Jacqueline E. Claunch, Ph.D.	President
Lydia Beaver, M. A.	Assistant to the President
Jimmie Bruce, M.A.	Vice President - Academic Affairs
Patrick Fontenot, M. A.	Dean of Workforce Education Training
Debi Gaitan, M.A.	Interim Dean of Student Success
Christine Godin, M.A.	Dean of Learning Resources
Debra A. Morgan, Ph.D.	Dean of Community Education / Presidential Intern
Diana Muniz, Ph.D.	Vice President - Student Success
Julie Pace, M.S.	Vice President - College Services

[Click here for a complete listing of Northwest Vista College staff](#)

Academic Chairs and Faculty

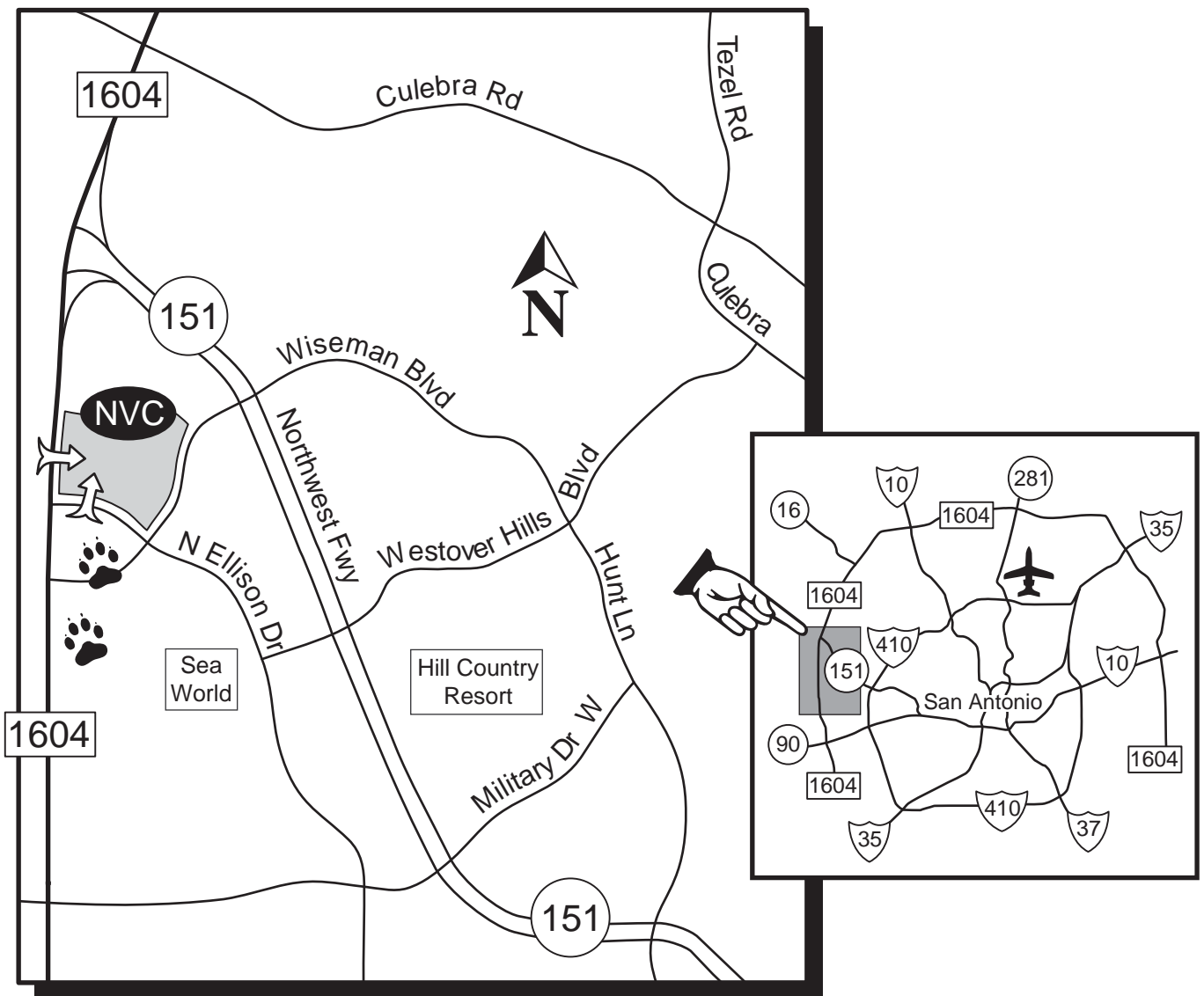
John Grillo D.B.A., Northcentral University	Academic Workforce Programs
Homer Guevara, Jr. Ed.D., Baylor University	Business and Government
Denise Tolan M.S., University of Texas at San Antonio	English and Reading
Vinnie Bradford M.Ed., University of Texas at Austin	Fine Performing Arts and Kinesiology
Neil Lewis M.A., University of Texas at San Antonio	Humanities
Wesley Anderson M.S., University of Texas at San Antonio	Math
Prakash Nair Ph.D., University of Kentucky	Natural and Physical Sciences
Jennifer Comedy-Holmes M.A., West Texas AM University	Social Sciences and Communication

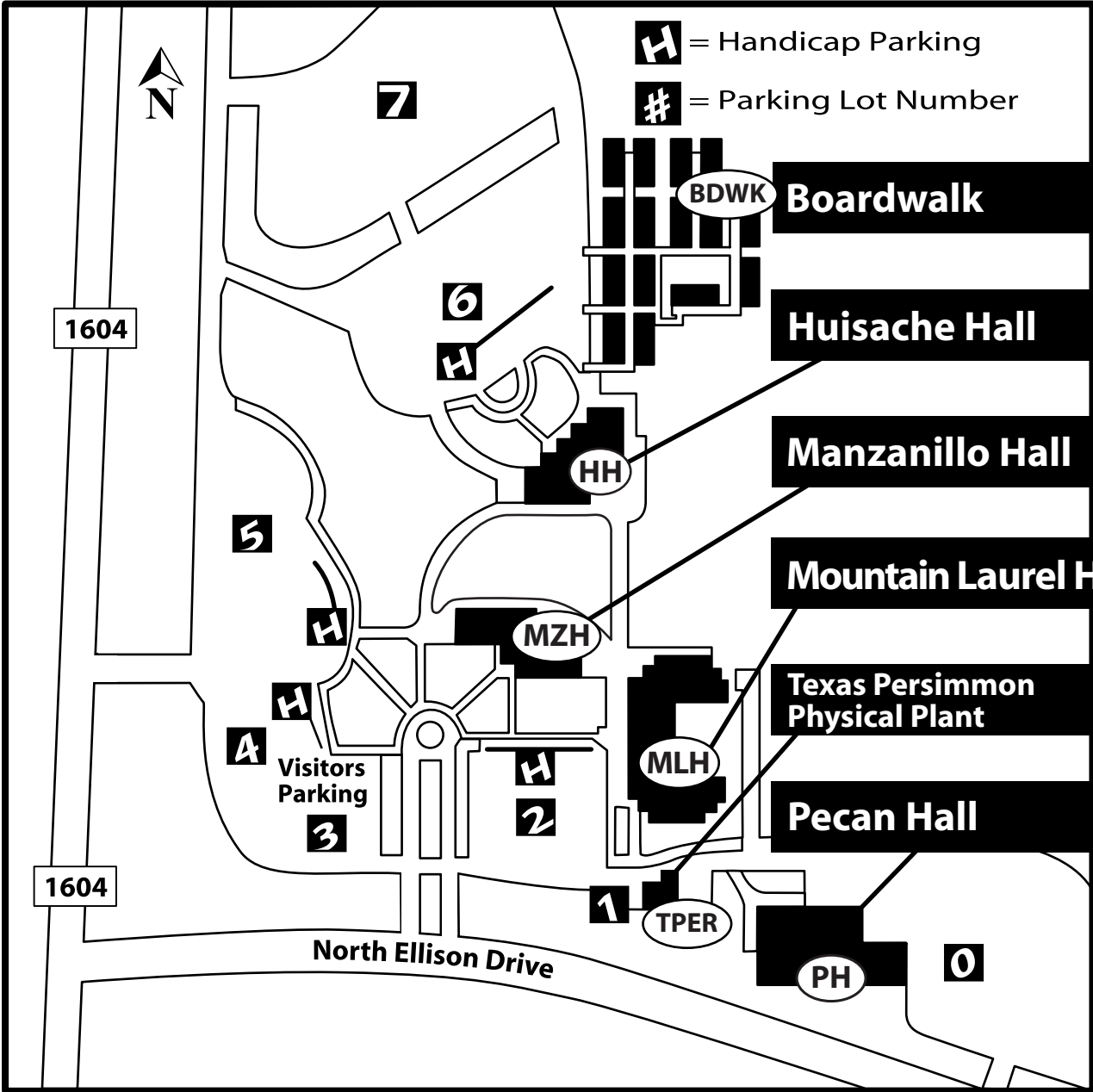
Northwest Vista College

map



Northwest Vista College
3535 North Ellison Drive
San Antonio, Texas 78251
(210) 348-2020





Northwest Vista College *Map*



HH Huisache Hall

- Banquet Room
- Bookstore
- Cafeteria
- Multimedia Labs/Gym

MLH Mountain Laurel Hall

- Classrooms
- Science & Computer Labs
- Faculty Offices
- Teaching and Learning Facilitation

MZH Manzanillo Hall

- Admissions & Registration
- Student Services & Advising
- President's Office
- Library (Upstairs)

PH Pecan Hall

- Customized Training
- Children's Enrichment
- Community Education
- Workforce Education

BDWK Boardwalk

- Additional Classrooms

TPER Texas Persimmon Physical Plant

- Dept of Public Safety (DPS)
- Campus Maintenance

RLC Red Bud Learning Center

- Library (Opening Fall 2008)

JH Juniper Hall

- Classrooms (Opening Fall 2008)

LOH Live Oak Hall

CCC Cypress College Center

PFAC Palmetto Fine Arts Center

Northwest Vista College *Map*



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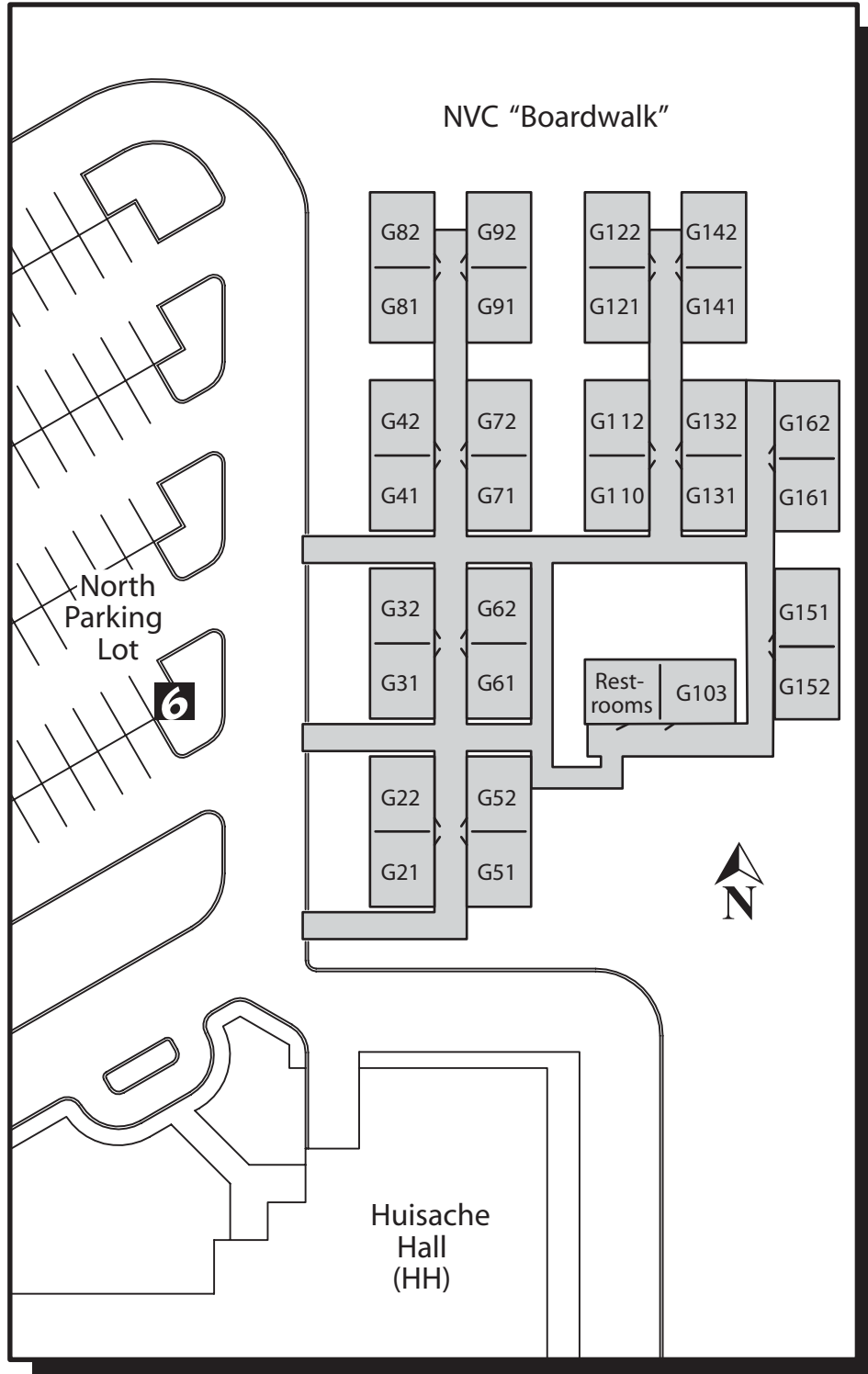
LOH Live Oak Hall

CCC Cypress College Center

PFAC Palmetto Fine Arts Center

Map of the "Boardwalk" (BDWK)

Northwest Vista College
3535 North Ellison Drive
San Antonio, Texas 78251
(210) 348-2020



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.

Degree Requirements (Total Credit Hours 61)

Communication

ENGL 1301 Freshman Composition I*
ENGL 1302 Freshman Composition II*
SPCH 1321 Business And Professional Speaking*
or SPCH 1315 Public Speaking*

(SPCH 1321 is preferred. Check with transfer institution for requirement for specific major)

Mathematics

MATH 1324 Mathematics For Business Social Sciences I (Finite Mathematics)*

(Check with Program Coordinator if transfer institution has different math requirements.)

Natural Sciences

Select 2 courses from the [Natural Sciences \(030\)](#) core listing

Humanities and Visual/Performing Arts

Select 1 course from the [Humanities \(040\)](#) core listing
Select 1 course from the [Literature \(041\)](#) core listing
Select 1 course from the [Visual/Performing Arts \(050\)](#) core listing

Social and Behavioral Sciences

GOVT 2305 Federal Government*
GOVT 2306 Texas Government*
ECON 2301 Macroeconomics*
Select 2 courses from the [History \(060\)](#) core listing

(Students who have completed a GOVT class should check with Student Success for appropriate course to satisfy requirements.)

Computer Literacy

BCIS 1305 Business Computer Applications*

Additional Requirements

ACCT 2301 Principles Of Accounting I
ACCT 2302 Principles Of Accounting II
ECON 2302 Microeconomics*
MATH 1325 Mathematics for Business Social Sciences II (Calc for Business)*
Choose 1 from the following list:
MATH 1442 Elementary Statistical Methods*
ENGL 2311 Technical Writing

(Or instead of MATH 1442 or ENGL 2311 you can choose Foreign Language or other requirements of transfer institution)

Physical Education

Select 1 course from the [Physical Education \(090\)](#) core listing

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

It is recommended that international business majors select at least 2 semesters of a foreign language.

*** General Core Requirement**

Business Administration - Management Information Systems Associate of Arts

The Associate of Arts in Business Administration - Management Information Systems (MIS) provides instruction in basic business administration skills and management information systems. Students in this program will use computers and learn basic computer skills and learn the fundamentals of programming. The program fosters an openness and acceptance of differences in cultures and business practices. Business projects may have an international focus.

This work will prepare students academically and professionally while developing the social and economic attitudes essential for an entry level MIS position in today's economic environment as well as transfer to 4-year degree programs.

Degree Requirements (Total Credit Hours 64)

Communication

ENGL 1301 Freshman Composition I*
ENGL 1302 Freshman Composition II*
SPCH 1321 Business And Professional Speaking*
or SPCH 1315 Public Speaking*

(Check with transfer institution for requirement for specific major)

Mathematics

MATH 1324 Mathematics For Business Social Sciences I (Finite Mathematics)*

(Check with Program Coordinator to see if transfer institution has different math requirements.)

Natural Sciences

Select 2 courses from the [Natural Sciences \(030\)](#) core listing

Humanities and Visual/Performing Arts

Select 1 course from the [Humanities \(040\)](#) core listing
Select 1 course from the [Literature \(041\)](#) core listing
Select 1 course from the [Visual/Performing Arts \(050\)](#) core listing

Social and Behavioral Sciences

GOVT 2305 Federal Government*
GOVT 2306 Texas Government*
ECON 2301 Macroeconomics*
Select 2 courses from the [History \(060\)](#) core listing

(Students who have completed a GOVT class should check with Student Success for appropriate course to satisfy requirements.)

Computer Literacy

BCIS 1305 Business Computer Applications*

Physical Education

Select 1 course from the [Physical Education \(090\)](#) core listing

Additional Requirements

ACCT 2301 Principles Of Accounting I
ACCT 2302 Principles Of Accounting II
ECON 2302 Microeconomics*
MATH 1325 Mathematics for Business Social Sciences II (Calc for Business)*
Choose **2** from the following list:
COSC 1315 Fundamentals Of Programming
COSC 1336 Programming Fundamentals I
COSC 1337 Programming Fundamentals II
ITSE 1311 Beginning Web Programming
ITSY 1300 Fundamentals Of Information Security
ITCC 1401 CCNA 1: Exploration - Network Fundamentals

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

* General Core Requirement

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.

Degree Requirements (Total Credit Hours 61)

Communication

[ENGL 1301 Freshman Composition I*](#)

[ENGL 1302 Freshman Composition II*](#)

Select 1 course from the [Speech \(011\)](#) core listing

(Check with transfer institution for requirement for specific major)

Mathematics

Select 1 course from the [Mathematics \(020\)](#) core listing

Natural Sciences

Select 2 courses from the [Natural Sciences \(030\)](#) core listing

Humanities and Visual/Performing Arts

Select 1 course from the [Humanities \(040\)](#) core listing

Select 1 course from the [Literature \(041\)](#) core listing

Select 1 course from the [Visual/Performing Arts \(050\)](#) core listing

Social and Behavioral Sciences

[GOVT 2305 Federal Government*](#)

[GOVT 2306 Texas Government*](#)

Select 1 course from the [History \(060\)](#) core listing

Select 1 course from the [Social and Behavioral Science \(080\)](#) core listing

(Students who have completed a GOVT class should check with Student Success for appropriate course to satisfy requirements)

Computer Literacy

[COSC 1301 Introduction To Computer Information Systems*](#)

or equivalent level computer course

(may include ENGR 2304, or any BCIS, IMED, ITNW, ITSE, ITSC, ITCC, ITSY course)

Physical Education

Select 1 course from the [Physical Education \(090\)](#) core listing

Additional Requirements

[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](#)

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

* General Core Requirement

Dance Associate of Arts

The Associate of Arts in Dance is designed for students planning to transfer to a four-year university to major or minor in dance, and will benefit any student planning to enter a dance-related profession, including performing, teaching, directing, or arts administration.

- . Emphasis on building dance skills grounded in an understanding of the body's healthy structure and function
- . practical hands-on experience in the art and craft of choreographing and performance
- . introduction to a variety of contexts for understanding dance, its relationship to other arts and the humanities
- . direct exposure to artists currently working in the field, through visiting artists and community partnerships with local dance companies for hands-on learning

Degree Requirements (Total Credit Hours 60)

Communication

[ENGL 1301 Freshman Composition I*](#)

[ENGL 1302 Freshman Composition II*](#)

Select 1 course from the [Speech \(011\)](#) core listing

(Check with transfer institution for requirement for specific major)

Mathematics

Select 1 course from the [Mathematics \(020\)](#) core listing

Natural Sciences

Select 2 courses from the [Natural Sciences \(030\)](#) core listing

Humanities and Visual/Performing Arts

[HUMA 1315 Introduction To The Arts*](#)

[DANC 2303 Dance Appreciation*](#)

Select 1 course from the [Literature \(041\)](#) core listing

Social and Behavioral Sciences

[GOVT 2305 Federal Government*](#)

[GOVT 2306 Texas Government*](#)

Select 1 course from the [Social and Behavioral Science \(080\)](#) core listing

Select 2 courses from the [History \(060\)](#) core listing

(Students who have completed a GOVT class should check with Student Success for appropriate course to satisfy requirements.)

Computer Literacy

[IMED 1401 Introduction To Multimedia](#)

(Note: Core requirement for Computer Literacy is 3 hours; this degree plan requires IMED 1401, a 4-hour course.)

Physical Education

[KINE 1134 Pilates I](#)

Additional Requirements

[DANC 1146 Beginning Modern Dance](#)

[DANC 2145 Intermediate Modern Dance](#)

[DANC 1201 Choreography \(Dance Composition\)](#)

[DANC 2246 Dance And Movement Improvisation](#)

[DANC 2325 Dancer's Body: Anatomy and Expression*](#)

[DANC 1128 Social Dance](#)

Choose **1** from the following list:

[DANC 1141 Ballet I](#)

[DANC 1142 Ballet II](#)

Choose **1** from the following list:

[DANC 2147 African Dance Forms](#)

[DANC 1122 Folk I](#)

[DANC 1123 Folk II](#)

[DANC 1153 Flamenco I](#)

[DANC 1154 Flamenco II](#)

Choose **1** from the following list:

[DANC 1305 World Dance*](#)

[DRAM 1310 Introduction To Theatre - Theatre Appreciation*](#)

[MUSI 1301 Fundamentals Of Music*](#)

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

*** General Core Requirement**

General Studies Associate of Arts

An Associate of Arts (AA) degree is designed to transfer to four-year public institutions within the State of Texas. The AA degree completes the core curriculum defined by Texas Higher Education Coordinating Board, and allows for open electives based upon your major. A course may be used only once to fulfill degree requirements. Specific areas of concentration for the AA degree include Business Administration, Business Administration - Management Information Systems (MIS), Criminal Justice, Dance, International Studies, Music Technology, New Media Arts, New Media Communications, and Teaching. Select the general AA degree below or one of the specific degree plans listed above.

Degree Requirements (Total Credit Hours 60)

Communication

[ENGL 1301 Freshman Composition I*](#)

[ENGL 1302 Freshman Composition II*](#)

Select 1 course from the [Speech \(011\)](#) core listing

Mathematics

Select 1 course from the [Mathematics \(020\)](#) core listing

Natural Sciences

Select 2 courses from the [Natural Sciences \(030\)](#) core listing

(Courses with labs (4-hour courses) are encouraged)

Humanities and Visual/Performing Arts

Select 1 course from the [Humanities \(040\)](#) core listing

Select 1 course from the [Literature \(041\)](#) core listing

Select 1 course from the [Visual/Performing Arts \(050\)](#) core listing

Social and Behavioral Sciences

[GOVT 2305 Federal Government*](#)

[GOVT 2306 Texas Government*](#)

Select 1 course from the [Social and Behavioral Science \(080\)](#) core listing

Select 2 courses from the [History \(060\)](#) core listing

(Students who have completed a GOVT class should check with Student Success for appropriate course to satisfy state legislative requirements.)

Computer Literacy

[COSC 1301 Introduction To Computer Information Systems*](#)

or equivalent level computer course (may include ENGR 2304, or any BCIS, IMED, ITNW, ITSE, ITSC, ITCC, ITSY course)

Physical Education

Select 1 course from the [Physical Education \(090\)](#) core listing

Electives

Select 14 credit hours of electives.

Notes:

A course may be used only once to fulfill degree requirements. Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

* **General Core Requirement**

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 (210) 348-2312 or Craig Coroneos (210) 348-2413 for further information.

Students have two options:

- 1) Students that successfully complete three or more courses that have been designated "International" may apply for a special Certificate of Recognition from the college.
- 2) Students may choose an Associate's Degree program in International Studies.

Degree Requirements (Total Credit Hours 64)

Communication

[ENGL 1301 Freshman Composition I](#) *

[ENGL 1302 Freshman Composition II](#) *

Select 1 course from the [Speech \(011\)](#) core listing

(Check with transfer institution for requirement for specific major)

Mathematics

Select 1 course from the [Mathematics \(020\)](#) core listing

Natural Sciences

Select 2 courses from the [Natural Sciences \(030\)](#) core listing

At least one must have a lab component

Humanities and Visual/Performing Arts

[HUMA 1302 Introduction To International Studies - Humanities II](#) *

Choose **1** from the following list:

[ARTS 1301 Art Appreciation](#) *

[DANC 1305 World Dance](#) *

[MUSI 1306 Music Appreciation](#) *

Choose **1** from the following list:

[ENGL 2332 World Literature From Antiquity Through Renaissance](#) *

[ENGL 2333 Modern World Literature](#) *

Social and Behavioral Sciences

[GOVT 2305 Federal Government](#) *

[GOVT 2306 Texas Government](#) *

Choose **1** from the following list:

[SOC1 1301 Introduction To Sociology](#) *

[SOC1 1306 Contemporary Social Problems](#) *

[ECON 2301 Macroeconomics](#) *

[ECON 2302 Microeconomics](#) *

[ANTH 2351 Cultural Anthropology](#) *

[GEOG 1303 Geography Of The World](#) *

Select 2 courses from the [History \(060\)](#) core listing

(Students who have completed a GOVT class should check with Student Success for appropriate course to satisfy state legislative requirements.)

Computer Literacy

[COSC 1301 Introduction To Computer Information Systems](#) *

or equivalent level computer course

(may include ENGR 2304, or any BCIS, IMED, ITNW, ITSE, ITSC, ITCC, ITSY course)

Physical Education

Select 1 course from the [Physical Education \(090\)](#) core listing

Additional Requirements

Language (8 credit hours, from the same language)

Choose **2** from the following list:

HUMA 2323 World Cultures*
HIST 2321 World Civilizations I*
HIST 2322 World Civilizations II*
HIST 2323 Eastern Civilizations*
PHIL 1304 Major World Religions*
ARTS 1303 Art History Survey I*
ARTS 1304 Art History Survey II*
Choose **1** from the following list:
SOC1 1301 Introduction To Sociology*
SOC1 1306 Contemporary Social Problems*
ECON 2301 Macroeconomics*
ECON 2302 Microeconomics*
ANTH 2351 Cultural Anthropology*
GEOG 1303 Geography Of The World*

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

Whenever possible, select from the list of internationalized courses offered each semester.

*** General Core Requirement**

Mexican-American Studies Associate of Arts

Northwest Vista College's Mexican-American Studies program fulfills the transfer requirements of all public, four-year colleges and universities in the State of Texas for students seeking a baccalaureate degree with a major in Mexican-American Studies. The material covered through this degree program conveys the broad, rich, and varied experiences of people of Mexican descent in the United States. The Mexican American Studies program provides students with an understanding of the history, societal relations, folklore, literature, and politics of Mexican-American culture, along with an awareness of the many contributions of the Mexican-American community to United States society.

Degree Requirements (Total Credit Hours 61)

Communication

[ENGL 1301 Freshman Composition I](#)*

[ENGL 1302 Freshman Composition II](#)*

Select 1 course from the [Speech \(011\)](#) core listing

Mathematics

Select 1 course from the [Mathematics \(020\)](#) core listing

Natural Sciences

Select 2 courses from the [Natural Sciences \(030\)](#) core listing

Humanities and Visual/Performing Arts

[HUMA 1305 Introduction to Mexican-American Studies](#)*

[ENGL 2351 Mexican-American Literature](#)*

[HUMA 1311 Mexican-American Fine Arts Appreciation](#)*

Social and Behavioral Sciences

[HIST 2327 Mexican American History](#)*

[GOVT 2305 Federal Government](#)*

[GOVT 2306 Texas Government](#)*

[ECON 2301 Macroeconomics](#)*

Choose 1 from the following list:

[HIST 1301 History Of The United States I](#)*

[HIST 1302 History Of The United States II](#)*

(Students who have completed a GOVT class should check with Student Success for appropriate course to satisfy state legislative requirements.)

Computer Literacy

Select 1 course from the [Computer Literacy \(090\)](#) core listing

Physical Education

Select 1 course from the [Physical Education \(090\)](#) core listing

Additional Requirements

[HIST 2328 Mexican American History II](#)

[GOVT 2311 Mexican-American Politics](#)

Choose 1 from the following list:

[SPAN 2312 Intermediate Spanish II](#)*

[SPAN 2315 Spanish for Heritage Speakers II](#)

Electives

Select 6 credit hours of electives.

* General Core Requirement

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.

Degree Requirements (Total Credit Hours 66)

Communication

[ENGL 1301 Freshman Composition I*](#)

[ENGL 1302 Freshman Composition II*](#)

Select 1 course from the [Speech \(011\)](#) core listing

(Check with transfer institution for requirement for specific major)

Mathematics

Select 1 course from the [Mathematics \(020\)](#) core listing

Natural Sciences

Select 2 courses from the [Natural Sciences \(030\)](#) core listing

Humanities and Visual/Performing Arts

[MUSI 1306 Music Appreciation*](#)

[ENGL 2341 Forms Of Literature*](#)

Select 1 course from the [Humanities \(040\)](#) core listing

ENGL 2341 is preferred, or select one course from Literature core listing

Social and Behavioral Sciences

[GOVT 2305 Federal Government*](#)

[GOVT 2306 Texas Government*](#)

Select 1 course from the [Social and Behavioral Science \(080\)](#) core listing

Select 2 courses from the [History \(060\)](#) core listing

(Students who have completed a GOVT class should check with Student Success for appropriate course to satisfy requirements.)

Computer Literacy

[COSC 1301 Introduction To Computer Information Systems*](#)

or equivalent level computer course

(may include ENGR 2304, or any BCIS, IMED, ITNW, ITSE, ITSC, ITCC, ITSY course)

Physical Education

Select 1 course from the [Physical Education \(090\)](#) core listing

Additional Requirements

[MUSI 1211 Music Theory I](#)

[MUSI 1212 Music Theory II](#)

[MUSI 1216 Elementary Sight Singing Ear Training I](#)

[MUSI 1217 Elementary Sight Singing Ear Training II](#)

[MUSI 1390 Electronic Music I](#)

[MUSI 1391 Electronic Music II](#)

[ARTV 1343 Digital Sound](#)

and, MUAP 11XX Applied Music *(three semesters on same instrument or voice)*

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

* **General Core Requirement**

New Media Arts Associate of Arts

The Associate of Arts in New Media Arts is designed for students pursuing a fine art degree that focuses on the rapidly growing field of new and convergent media.

Degree Requirements (Total Credit Hours 64)

Communication

[ENGL 1301 Freshman Composition I*](#)

[ENGL 1302 Freshman Composition II*](#)

Select 1 course from the [Speech \(011\)](#) core listing

(Check with transfer institution for requirement for specific major)

Mathematics

Select 1 course from the [Mathematics \(020\)](#) core listing

Natural Sciences

Select 2 courses from the [Natural Sciences \(030\)](#) core listing

(Courses with labs (4-hour courses) are encouraged)

Humanities and Visual/Performing Arts

[HUMA 1301 Introduction To The Humanities I*](#)

or [HUMA 1315 Introduction To The Arts*](#)

[ENGL 2341 Forms Of Literature*](#)

Choose **1** from the following list:

[ARTS 1303 Art History Survey I*](#)

[ARTS 1304 Art History Survey II*](#)

[ARTS 1311 Design I*](#)

[ARTS 1312 Design II](#)

[ARTS 1316 Drawing I*](#)

[ARTS 2316 Painting I*](#)

Social and Behavioral Sciences

[GOVT 2305 Federal Government*](#)

[GOVT 2306 Texas Government*](#)

Select 1 course from the [Social and Behavioral Science \(080\)](#) core listing

Select 2 courses from the [History \(060\)](#) core listing

(Students who have completed a GOVT class should check with Student Success for appropriate course to satisfy state legislative requirements.)

Computer Literacy

[IMED 1401 Introduction To Multimedia](#)

(Core requirement for Computer Literacy is 3 hours; this degree plan requires IMED 1401, a 4-hour course.)

Physical Education

Select 1 course from the [Physical Education \(090\)](#) core listing

Additional Requirements

[IMED 1305 Multimedia Courseware Development I](#)

[ARTV 1343 Digital Sound](#)

[ARTV 1351 Digital Video](#)

Choose **3** from the following list:

[ARTS 1303 Art History Survey I*](#)

[ARTS 1304 Art History Survey II*](#)

[ARTS 1311 Design I*](#)

[ARTS 1312 Design II](#)

[ARTS 1316 Drawing I*](#)

[ARTS 2316 Painting I*](#)

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the

appropriate degree.

*** General Core Requirement**

New Media Communication 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.

Degree Requirements (Total Credit Hours 62)

Communication

[ENGL 1301 Freshman Composition I*](#)

[ENGL 1302 Freshman Composition II*](#)

Select 1 course from the [Speech \(011\)](#) core listing

(Check with transfer institution for requirement for specific major)

Mathematics

Select 1 course from the [Mathematics \(020\)](#) core listing

Natural Sciences

Select 2 courses from the [Natural Sciences \(030\)](#) core listing

Courses with labs (4-hour courses) are encouraged.

Humanities and Visual/Performing Arts

[ARTS 1311 Design I*](#)

[HUMA 1301 Introduction To The Humanities I*](#)

[ENGL 2341 Forms Of Literature*](#)

Social and Behavioral Sciences

[GOVT 2305 Federal Government*](#)

[GOVT 2306 Texas Government*](#)

Select 1 course from the [Social and Behavioral Science \(080\)](#) core listing

Select 2 courses from the [History \(060\)](#) core listing

(Students who have completed a GOVT class should check with Student Success for appropriate course to satisfy requirements.)

Computer Literacy

[COSC 1301 Introduction To Computer Information Systems*](#)

or equivalent level computer course

(may include ENGR 2304, or any BCIS, IMED, ITNW, ITSE, ITSC, ITCC, ITSY course)

Physical Education

Select 1 course from the [Physical Education \(090\)](#) core listing

Additional Requirements

[IMED 1401 Introduction To Multimedia](#)

[ARTV 1343 Digital Sound](#)

[ARTV 1351 Digital Video](#)

[COMM 1307 Introduction To Mass Communication*](#)

Choose **1** from the following list:

[COMM 2311 News Gathering Writing I](#)

[COMM 2327 Introduction to Advertising](#)

[COMM 2339 Writing For Radio, Television Film](#)

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

* **General Core Requirement**

Teaching Associate of Arts

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.

Degree Requirements (Total Credit Hours 64-66)

Communication

[ENGL 1301 Freshman Composition I*](#)

[ENGL 1302 Freshman Composition II*](#)

Select 1 course from the [Speech \(011\)](#) core listing

Math

[MATH 1314 College Algebra*](#)

Natural Sciences

Select **two** lab or non-lab courses from the list below in the NOTES section.

Humanities and Visual/Performing Arts

[IDST 2372 World Civilizations I*](#)

or [IDST 2373 World Civilizations II*](#)

[IDST 2374 World Literature From Antiquity Through Renaissance*](#)

or [IDST 2375 Modern World Literature*](#)

Select 1 course from the [Visual/Performing Arts \(050\)](#) core listing

Social and Behavioral Sciences

[GOVT 2305 Federal Government*](#)

[GOVT 2306 Texas Government*](#)

Choose **1** from the following list:

[IDST 2370 Individual, Family, and Community*](#)

[IDST 2371 Society and Social Issues*](#)

Select 2 courses from the [History \(060\)](#) core listing

(Students who have completed a GOVT class should check with Student Success for appropriate course to satisfy requirements.)

Computer Literacy

[COSC 1301 Introduction To Computer Information Systems*](#)

or equivalent level computer course

(may include ENGR 2304, or any BCIS, IMED, ITNW, ITSE, ITSC, ITCC, ITSY course)

Physical Education

Select 1 course from the [Physical Education \(090\)](#) core listing

Additional Requirements -- OPTION A for EC-4, 4-8, and EC-12 (20 Credit Hours)

Natural Sciences Elective - Select two additional courses **with labs** from the list below in NOTES section

[MATH 1350 Fundamentals Of Mathematics I For Teachers](#)

[MATH 1351 Fundamentals Of Mathematics II For Teachers](#)

[EDUC 1301 Introduction to the Teaching Profession](#)

[EDUC 2301 Introduction to Special Populations](#)

EDUC 1301 and EDUC 2301 require field service

Additional Requirements -- OPTION B for 8-12 and Other EC-12 (18 Credit Hours)

[EDUC 1301 Introduction to the Teaching Profession](#)

[EDUC 2301 Introduction to Special Populations](#)

Electives - Select 12 credit hours in content area teaching fields/academic discipline (refer to transfer institution to verify elective requirements) EDUC 1301 and EDUC 2301 require field service

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

** Students choosing Option A need a total of 4 Science classes: at least 2 MUST have a lab. Students MUST take BIOL 1406 (includes lab), CHEM 1305 (with or without lab), PHYS 1305 (with or without lab), AND one of the following: GEOG 1301 (no lab), GEOL 1346 (no lab), GEOL 1403 (includes lab), or GEOL 1405 (includes lab).

** Students choosing Option B need 2 science classes. Choose 1 class from the following list: BIOL 1406, CHEM 1305, PHYS 1305; AND 1 class from the following list: BIOL 1406, CHEM 1305, PHYS 1305, GEOG 1301 (no lab), GEOL 1346 (no lab), GEOL 1403 (includes lab), or GEOL 1405 (includes lab).

*** General Core Requirement**

Allied Health Transfer Degree Associate of Science

This program of study provides the student with Core Curriculum and Field of Study requirements needed by individuals interested in obtaining a degree in one of several Allied Health areas. These areas may include: Clinical Laboratory Sciences, Dental Hygiene, Occupational Therapy, Physician Assistant Studies, Physical Therapy, Respiratory Care, and Nursing.

Degree Requirements (Total Credit Hours: 66)

Communication

ENGL 1301 Freshman Composition I*

ENGL 1302 Freshman Composition II*

Select 1 course from the [Speech \(011\)](#) core listing

Note: Check with transfer institution for requirement for specific major

Mathematics

MATH 1314 College Algebra*

Natural Sciences

BIOL 2401 Human Anatomy And Physiology I*

BIOL 2402 Human Anatomy And Physiology II *

(Core requirement for Natural Sciences is 6 hours; this degree plan requires BIOL 2401 and BIOL 2402, which are 4-hour courses.)

Humanities and Visual/Performing Arts

PHIL 2306 Ethics*

Select 1 course from the [Literature \(041\)](#) core listing

Select 1 course from the [Visual/Performing Arts \(050\)](#) core listing

PHIL 2306 Ethics is recommended, or select one course from Humanities core listing

Social and Behavioral Sciences

GOVT 2305 Federal Government*

GOVT 2306 Texas Government*

PSYC 2301 Introduction To Psychology*

Select 2 courses from the [History \(060\)](#) core listing

(Students who have completed a GOVT class should check with Student Success for appropriate course to satisfy requirements.)

Computer Literacy

COSC 1301 Introduction To Computer Information Systems*

or equivalent level computer course

(may include ENGR 2304, or any BCIS, IMED, ITNW, ITSE, ITSC, ITCC, ITSY course)

Physical Education

Select 1 course from the [Physical Education \(090\)](#) core listing

Additional Requirements

Choose 18 credit hours from the following:

BIOL 1322 Nutrition*

BIOL 2421 Microbiology*

CHEM 1305 Introductory Chemistry I*

CHEM 1105 Introductory Chemistry Laboratory I

CHEM 1307 Introductory Chemistry II*

CHEM 1107 Introductory Chemistry Laboratory II

MATH 1442 Elementary Statistical Methods*

PSYC 2314 Developmental Psychology*

SOCI 1301 Introduction To Sociology*

If you enroll in CHEM 1305, you must also enroll in CHEM 1105 (lab)

If you enroll in CHEM 1307, you must also enroll in CHEM 1107 (lab)

Notes:

A course may be used only once to fulfill degree requirements.

Check with the institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

* General Core Requirement

Coaching Associate of Science

This Associate of Science degree in coaching prepares students for entry-level coaching positions in the community, and coupled with four-year teaching degree prepares students to coach in the public school system. It also provides the course work needed to transfer to a four-year institution.

Degree Requirements (Total Credit Hours 66)

Communication

ENGL 1301 Freshman Composition I*

ENGL 1302 Freshman Composition II*

Select 1 course from the [Speech \(011\)](#) core listing

Mathematics

MATH 1314 College Algebra*

Natural Sciences

BIOL 2401 Human Anatomy And Physiology I*

BIOL 2402 Human Anatomy And Physiology II *

(Core requirement for Natural Sciences is 6 hours; this degree plan requires BIOL 2401 and BIOL 2402, which are 4-hour courses.)

Humanities and Visual/Performing Arts

Select 1 course from the [Humanities \(040\)](#) core listing

Select 1 course from the [Literature \(041\)](#) core listing

Select 1 course from the [Visual/Performing Arts \(050\)](#) core listing

Social and Behavioral Sciences

GOVT 2305 Federal Government*

GOVT 2306 Texas Government*

Select 1 course from the [Social and Behavioral Science \(080\)](#) core listing

Select 2 courses from the [History \(060\)](#) core listing

(Students who have completed a GOVT class should check with Student Success for appropriate course to satisfy requirements.)

Computer Literacy

COSC 1301 Introduction To Computer Information Systems*

Physical Education

Select 1 course from the [Physical Education \(090\)](#) core listing

(Select a one-credit course)

Additional Requirements

KINE 1301 Foundations of Kinesiology

KINE 1306 First Aid and CPR

KINE 1321 Coaching and Sport I

KINE 1322 Coaching and Sport II

Choose 2 from the following list:

KINE 2101 Skills Analysis- Dual Activity

KINE 2102 Skills Analysis-Individual Activities

KINE 2103 Skills Analysis- Team Sport

And, choose 2 additional 1-credit courses from the Physical Education (090) core listing.

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

* General Core Requirement

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.

Degree Requirements (Total Credit Hours Required 65)

Communication

[ENGL 1301 Freshman Composition I](#)*

[ENGL 1302 Freshman Composition II](#)*

Select 1 course from the [Speech \(011\)](#) core listing

(Check with senior institution for requirement for specific major.)

Mathematics

[MATH 2413 Calculus I](#)*

Natural Sciences

Select 2 courses from the [Natural Sciences \(030\)](#) core listing

(Core requirement for Natural Sciences is 6 hours; this degree plan requires science classes with labs.)

Humanities and Visual/Performing Arts

Select 1 course from the [Humanities \(040\)](#) core listing

Select 1 course from the [Literature \(041\)](#) core listing

Select 1 course from the [Visual/Performing Arts \(050\)](#) core listing

Social and Behavioral Sciences

[GOVT 2305 Federal Government](#)*

[GOVT 2306 Texas Government](#)*

Select 1 course from the [Social and Behavioral Science \(080\)](#) core listing

Select 2 courses from the [History \(060\)](#) core listing

(Students who have completed a GOVT class should check with Student Success for appropriate course to satisfy requirements.)

Computer Literacy

[COSC 1315 Fundamentals Of Programming](#)

Physical Education

Select 1 course from the [Physical Education \(090\)](#) core listing

Additional Requirements

[COSC 1336 Programming Fundamentals I](#)

[COSC 1337 Programming Fundamentals II](#)

[COSC 2336 Programming Fundamentals III](#)

[MATH 2414 Calculus II](#)*

[MATH 2415 Calculus III](#)*

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

* **General Core Requirement**

Engineering Associate of Science

The Associate of Science in Engineering will prepare students with the skills and background needed for success in a university engineering program:

- 1.) Students will complete the Northwest Vista College core.
- 2.) Students will apply science, mathematics, computer aided analysis and design, and technical communication to solve, and present solutions to open-ended engineering problems.
- 3.) The flexibility of the program allows students to customize the degree plan to the various engineering fields of specialization.

Degree Requirements (Total Credit Hours 64)

Communication

[ENGL 1301 Freshman Composition I*](#)

[ENGL 1302 Freshman Composition II*](#)

Select 1 course from the [Speech \(011\)](#) core listing

(Check with transfer institution for requirement for specific major.)

Mathematics

[MATH 2413 Calculus I*](#)

(Core requirement for Mathematics is 3 hours; this degree plan requires MATH 2413, which is a 4-hour course.)

Natural Sciences

[PHYS 2425 University Physics I*](#)

[PHYS 2426 University Physics II*](#)

(Core requirement for Natural Sciences is 6 hours; this degree plan requires PHYS 2425 and PHYS 2426, which are 4-hour courses.)

Humanities and Visual/Performing Arts

Select 1 course from the [Humanities \(040\)](#) core listing

Select 1 course from the [Literature \(041\)](#) core listing

Select 1 course from the [Visual/Performing Arts \(050\)](#) core listing

Social and Behavioral Sciences

[GOVT 2305 Federal Government*](#)

[GOVT 2306 Texas Government*](#)

Select 1 course from the [Social and Behavioral Science \(080\)](#) core listing

Select 2 courses from the [History \(060\)](#) core listing

(Students who have completed a GOVT class should check with Student Success for appropriate course to satisfy requirements.)

Computer Literacy

[COSC 1301 Introduction To Computer Information Systems*](#)

or equivalent level computer course

(may include ENGR 2304, or any BCIS, IMED, ITNW, ITSE, ITSC, ITCC, ITSY course)

Physical Education

Select 1 course from the [Physical Education \(090\)](#) core listing

Additional Requirements - Engineering

[ENGR 1201 Introduction To Engineering](#)

[MATH 2414 Calculus II*](#)

Choose **2** from the following list:

[ENGR 1304 Engineering Graphics I](#)

[ENGR 1307 Plane Surveying](#)

[ENGR 2301 Engineering Mechanics I: Statics](#)

[ENGR 2302 Engineering Mechanics II: Dynamics](#)

[ENGR 2303 Engineering Mechanics: Statics And Dynamics](#)

[ENGR 2304 Computer Programming With Engineering Applications](#)

[ENGR 2305 Circuits I](#)

[ENGR 2332 Mechanics Of Materials](#)

Additional Requirements - Natural Sciences or Mathematics

Choose **1** from the following list:

CHEM 1311 General Chemistry Lecture I*
CHEM 1111 General Chemistry Laboratory I
BIOL 1406 General Biology I*
BIOL 2401 Human Anatomy And Physiology I*
MATH 2415 Calculus III*
MATH 2320 Differential Equations*
MATH 2318 Linear Algebra*
GEOL 1346 Astronomy*

Or other science or mathematics class with prior department approval.

(Some degree plans at the university level may require the completion of both CHEM 1311 lecture and CHEM 1111 lab (the combination of both being equivalent to CHEM 1411). Students should confirm with their prospective transfer university if CHEM 1111 is required.

Notes:

Engineering students should first complete the Accuplacer, and then contact Engineering Department if desiring consideration for higher initial placement in mathematics sequence.

All engineering students enroll in MIM (math intensive mathematics) MATH sections, when available.

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

Calculus III strongly recommended for transfer students into the UTSA mechanical or electrical engineering program.

Students cannot take both ENGR 2301 and ENGR 2303 for credit

*** General Core Requirement**

General Studies Associate of Science

An Associate of Science (AS) degree is designed to transfer to four-year public institutions within the State of Texas. The AS degree completes the core curriculum defined by Texas Higher Education Coordinating Board, and allows for open electives based upon your major. For the Associate of Science degree, at least 9 hours of electives must be from math, science, or computer science. A course may be used only once to fulfill degree requirements. Specific areas of concentration for the AS degree include Allied Health, Computer Science, and Engineering. Select the general AS degree below or one of the specific degree plans listed above.

Degree Requirements (Total Credit Hours 60)

Communication

[ENGL 1301 Freshman Composition I*](#)

[ENGL 1302 Freshman Composition II*](#)

Select 1 course from the [Speech \(011\)](#) core listing

Mathematics

Select 1 course from the [Mathematics \(020\)](#) core listing

Natural Sciences

Select 2 courses from the [Natural Sciences \(030\)](#) core listing

(Courses with labs (4-hour courses) are encouraged.)

Humanities and Visual/Performing Arts

Select 1 course from the [Humanities \(040\)](#) core listing

Select 1 course from the [Literature \(041\)](#) core listing

Select 1 course from the [Visual/Performing Arts \(050\)](#) core listing

Social and Behavioral Sciences

[GOVT 2305 Federal Government*](#)

[GOVT 2306 Texas Government*](#)

Select 1 course from the [Social and Behavioral Science \(080\)](#) core listing

Select 2 courses from the [History \(060\)](#) core listing

(Students who have completed a GOVT class should check with Student Success for appropriate course to satisfy state legislative requirements.)

Computer Literacy

[COSC 1301 Introduction To Computer Information Systems*](#)

or equivalent level computer course

(may include ENGR 2304, or any BCIS, IMED, ITNW, ITSE, ITSC, ITCC, ITSY course)

Physical Education

Select 1 course from the [Physical Education \(090\)](#) core listing

Electives

Select 14 credit hours of electives

(For the Associate of Science degree, at least 9 hours of electives must be from math, science, or computer science.)

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

* **General Core Requirement**

Kinesiology Associate of Science

This Associate of Science degree in Kinesiology will provide students with the course work needed to transfer to a four-year institution to major in all-level kinesiology or exercise science. This degree prepares students with the basic fundamental skills and knowledge needed to teach physical education in the school system, in the community, or to continue in sports science.

Degree Requirements (Total Hours 62)

Communication

ENGL 1301 Freshman Composition I*
ENGL 1302 Freshman Composition II*
Select 1 course from the [Speech \(011\)](#) core listing

Mathematics

MATH 1314 College Algebra*

Natural Sciences

BIOL 2401 Human Anatomy And Physiology I*
BIOL 2402 Human Anatomy And Physiology II *

(Core requirement for Natural Sciences is 6 hours; this degree plan requires BIOL 2401 and BIOL 2402, which are 4-hour courses.)

Humanities and Visual/Performing Arts

Select 1 course from the [Humanities \(040\)](#) core listing
Select 1 course from the [Literature \(041\)](#) core listing
Select 1 course from the [Visual/Performing Arts \(050\)](#) core listing

Social and Behavioral Sciences

GOVT 2305 Federal Government*
GOVT 2306 Texas Government*
Select 1 course from the [Social and Behavioral Science \(080\)](#) core listing
Select 2 courses from the [History \(060\)](#) core listing

EDUC 1301 is recommended

Computer Literacy

COSC 1301 Introduction To Computer Information Systems*

Physical Education

Select 1 course from the [Physical Education \(090\)](#) core listing

(Select a one-credit course)

Additional Requirements

KINE 1301 Foundations of Kinesiology
KINE 1306 First Aid and CPR
KINE 1338 Concepts of Physical Fitness
KINE 1346 Drugs And Human Health
Choose **2** from the following list:
KINE 2101 Skills Analysis- Dual Activity
KINE 2102 Skills Analysis-Individual Activities
KINE 2103 Skills Analysis- Team Sport
Select 2 courses from the [Physical Education \(090\)](#) core listing

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

* **General Core Requirement**

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 as entry-level technicians in a variety of water treatment settings, including municipal drinking water plants and water recycling plants, semiconductor industry, food and dairy industry, petrochemical industry, electric power generation industry, industrial wastewater plants, and government agencies. Students also will be prepared for eligibility to sit for 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.**

TOTAL CREDIT HOURS REQUIRED: 60

Semester I

AWTT 1371 Introduction To Water Treatment Systems
AWTT 1372 Plant Equipment
AWTT 1374 Conventional And Pretreatment Water Technologies
EPCT 2315 Water Chemistry
MATH 1332 Liberal Arts Mathematics*

Semester II

AWTT 1375 Membrane Technologies I
AWTT 1376 Membrane Technologies II
AWTT 1377 Membrane Unit Monitoring And Troubleshooting
ENGL 1301 Freshman Composition I*
Select 1 course from the [Natural Sciences \(030\)](#) core listing

Semester III

AWTT 1378 Water Analysis And Monitoring
AWTT 1373 Pretreatment Troubleshooting
AWTT 2372 Advanced Membrane Monitoring
AWTT 2371 Water Treatment Controllers
ECON 2301 Macroeconomics*

Semester IV

AWTT 2373 Ion Exchange Technologies
AWTT 2375 High Purity Technologies
AWTT 2374 Certification Review (Capstone)
SPCH 1321 Business And Professional Speaking*
Select 1 course from the [Humanities \(040\)](#) core listing

Recommendations for Humanities include HUMA 1301, HUMA 1302, HUMA 2319, or HUMA 2323

* General Core Requirement

Program CIP: (15.05060000)

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.

TOTAL CREDIT HOURS REQUIRED: 64-65

Semester I

MATH 1314 College Algebra*
ENGL 1301 Freshman Composition I*
CHEM 1311 General Chemistry Lecture I*
CHEM 1111 General Chemistry Laboratory I
BIOL 1406 General Biology I*
BITC 1311 Introduction To Biotechnology

Semester II

BITC 1402 Biotechnology Laboratory Methods Techniques
CHEM 1312 General Chemistry Lecture II*
CHEM 1112 General Chemistry Laboratory II
BIOL 1407 General Biology II*
COSC 1301 Introduction To Computer Information Systems*

Semester III

PHIL 2306 Ethics*
Select 1 course from the [Natural Sciences \(030\)](#) core listing

Semester IV

BITC 2411 Biotechnology Laboratory Instrumentation
BITC 2431 Cell Culture Techniques
BIOL 2421 Microbiology*
PSYC 2301 Introduction To Psychology*

Semester V

SPCH 1321 Business And Professional Speaking*
BITC 2441 Molecular Biology Techniques
BITC 2486 Internship-Biological Technology/Technician I

* General Core Requirement

Program CIP: (41.01010000)

Clinical Research Coordinator Associate of Applied Science

The Clinical Research Coordinator AAS program will prepare students for careers in clinical research administration as Clinical Research Coordinators and Site Data Managers for pharmaceutical and clinical research trials. The program is designed to give graduates the knowledge, skills and abilities to manage clinical trials under the supervision of a principal investigator in a variety of venues such as research sites in medical centers, hospitals, pharmaceutical and biotech companies or contract research organizations (CROs). Prerequisites to enter the program include college-level math, reading and computer skills. Although no other courses are necessary to enter the program, students are encouraged to pursue CPR certification prior to graduation.

Total Credit Hours Required: 67

Semester I

CLST 1371 Introduction to Clinical Research I
ENGL 1301 Freshman Composition I*
MATH 1442 Elementary Statistical Methods*
BIOL 1406 General Biology I*

Semester II

CLST 1372 Introduction to Clinical Research II
BIOL 2401 Human Anatomy And Physiology I*
ENGL 1302 Freshman Composition II*
PSYC 2301 Introduction To Psychology*
SPCH 1321 Business And Professional Speaking*

Semester III

HITT 1305 Medical Terminology
PHIL 2306 Ethics*
BIOL 2402 Human Anatomy And Physiology II *
ENGL 2311 Technical Writing
HPRS 2230 Research Methods

Semester IV

PHRA 1301 Introduction To Pharmacy
POFT 1309 Office Administration
HPRS 2301 Pathophysiology
OCTC 1301 Total Quality Management
CHEM 1305 Introductory Chemistry I*

Semester V

HPRS 1342 Project Scope and Risk Management
CLST 2471 Clinical Research Internship

* General Core Requirement

Program CIP: (51.10050000)

Community Health Associate of Applied Science

This program prepares students to work for public health, non-profit and commercial health maintenance companies or organizations affiliated with the management of health services. Emphasis is on health education, health promotion and community outreach. Studies, in a wide range of health topics, include 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 social work, community health and advocacy.

TOTAL CREDIT HOURS REQUIRED: 68

Semester I

CHLT 1301 Introduction To Community Health
CHLT 1340 Community Health Advocacy
CHLT 1305 Community Nutrition
ENGL 1301 Freshman Composition I*
MATH 1314 College Algebra*

Semester II

SOCI 1301 Introduction To Sociology*
CHLT 1302 Wellness And Health Promotion
ENGL 1302 Freshman Composition II*
CHLT 1342 Community Health Field Methods

Semester III

COSC 1301 Introduction To Computer Information Systems*
SPCH 1311 Introduction To Speech Communications *
PSYC 2301 Introduction To Psychology*
CHLT 1280 Cooperative Education Community Health Services/Liaison/Counseling

Semester IV

BIOL 2401 Human Anatomy And Physiology I*
ENGL 2373 Multi-Cultural American Literature*
HIST 2301 Texas History*
SPAN 1411 Elementary Spanish I

Semester V

PHIL 2306 Ethics*
SOCI 1306 Contemporary Social Problems*
SPAN 1412 Elementary Spanish II
BIOL 2402 Human Anatomy And Physiology II *
CHLT 2280 Cooperative Education Community Health Services/Liaison/Counseling

* General Core Requirement

Program CIP: (51.15040000)

Computer Forensics Associate of Applied Science

Designed for information technology specialists, systems analysts and network administrators, this program is especially beneficial for individuals within law enforcement, private corporations or public agencies who are asked to search for and identify hidden digital data, or to analyze employee computer usage, stored or copied files, e-mail and internet history.

Program content includes laws governing the collection of digital evidence, documentation of findings for corporate or organizational use, procedures for presentation and acceptance of digital data as evidence in legal proceedings, and a variety of software programs and tools used to identify, replicate and analyze digital data without corrupting it.

TOTAL CREDIT HOURS REQUIRED: 70

Semester I

MATH 1314 College Algebra*
ENGL 1301 Freshman Composition I*
ITSC 1307 UNIX Operating System I
ITSY 1300 Fundamentals Of Information Security
CPMT 1305 IT Essentials I: PC Hardware

Semester II

ENGL 1302 Freshman Composition II*
CRIJ 1310 Fundamentals Of Criminal Law
ITSE 1302 Computer Programming
PHIL 2303 Logic*
ITCC 1401 CCNA 1: Exploration - Network Fundamentals

Semester III

SPCH 1311 Introduction To Speech Communications *
or SPCH 1321 Business And Professional Speaking*
ITSY 1342 Information Technology Security
ITSY 2300 Operating System Security (Linux)
CRIJ 1306 Court Systems Practices
ITCC 1404 CCNA 2: Exploration 2 - Routing Protocols and Concepts

Semester IV

ITSY 2343 Computer System Forensics
ITSY 2342 Incident Response And Handling
ITSY 2341 Security Management Practices
ACCT 2301 Principles Of Accounting I
CRIJ 2314 Criminal Investigation

Semester V

ITSY 2330 Intrusion Detection
ITSY 1391 Special Topics: Computer Forensics II
ITSC 2286 Internship - Computer And Information Sciences, General

* General Core Requirement

Program CIP: (11.10030000)

Digital Gaming, Simulation and Cinematics for Artists Associate of Applied Science

This program trains entry-level professional designers who can work in the media-film-game industry, the modeling and simulation industry, and/or the educational technology industry. Graduates may also have employment opportunities flowing from the increased demand for 3D Animation, Simulation and Visualization in the Aerospace, Life-Bio-Health Science, Defense, Tourism and IT Security industries.

Because the Gaming and Simulation work environment demands highly advanced skills, it is recommended that students consider this program as an entry point to continued higher education rather than as a terminal degree. Students should consider transfer plans with universities that offer Bachelors of Applied Science and/or Bachelors of Applied Technology Degrees.

TOTAL CREDIT HOURS REQUIRED: 64

Semester I

ENGL 1301 Freshman Composition I*
GAME 1303 Introduction To Game Design And Development
orGAME 1306 Concept Design And Evolution Of Electronic Games
ARTC 1302 Digital Imaging I
ARTS 1316 Drawing I*
ARTV 1441 3-D Animation I
orARTV 1402 Introduction To Technical Animation And Rendering

Semester II

SPCH 1321 Business And Professional Speaking*
ARTS 1317 Drawing II
ARTV 1345 3-D Modeling And Rendering I
orIMED 1391 Special Topics In Educational Media Technology
GAME 1372 Particles and Dynamics
GAME 1304 Level Design

Semester III

PSYC 2319 Social Psychology*
ARTV 2345 3-D Modeling And Rendering II
GAME 2372 Principles of Character Animation
MATH 1314 College Algebra*

Electives

Choose **1** from the following list:
ITSE 1302 Computer Programming
ARTV 1351 Digital Video
ARTV 1343 Digital Sound

Semester IV

GAME 2371 Character Rigging
ARTV 2351 3-D Animation II
GAME 2336 Lighting, Shading, And Texture
ARTS 2326 Sculpture I*
GAME 2359 Game And Simulation Group Project

Semester V

ARTV 2335 Portfolio Development For Animation

* General Core Requirement
Program CIP: (10.03040000)

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 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.

TOTAL CREDIT HOURS REQUIRED: 62

Semester I

ENGL 1301 Freshman Composition I*

ARTS 1311 Design I*

IMED 1401 Introduction To Multimedia

COMM 1307 Introduction To Mass Communication*

Select 1 course from the [Humanities \(040\)](#) core listing

Semester II

IMED 1316 Web Page Design I

IMED 1305 Multimedia Courseware Development I

ENGL 1302 Freshman Composition II*

MATH 1314 College Algebra*

Select 1 course from the [Social and Behavioral Science \(080\)](#) core listing

Semester III

ARTV 1351 Digital Video

ARTV 1343 Digital Sound

SPCH 1311 Introduction To Speech Communications *

MRKG 1311 Principles Of Marketing

Select 1 course from the [Literature \(041\)](#) core listing

Semester IV

IMED 2313 Project Analysis And Design

Choose **3** from the following list:

IMED 2305 Multimedia Courseware Development II

ARTV 2341 Advanced Digital Video

ARTV 1345 3-D Modeling And Rendering I

ARTS 2311 Design III

ARTS 2312 Design IV

Elective (select one 3-hour course from the following subjects: ARTS, MUSI or COMM)

Semester V

IMED 2166 Practicum (Or Field Experience) Educational/ Instructional Media Technology/Technician

* General Core Requirement

Program CIP: (11.08010000)

Nanotechnology Associate of Applied Science

The Nanotechnology Associate of Applied Science will prepare students for careers in emerging nanotechnology industries as entry-level nanotechnicians in research and development corporations, nanofabrication, nanobiology/agriculture, nanomedicine, nanoelectronics, and nanomaterials.

The program will give graduates the knowledge, skills and abilities to operate a variety of nanofabrication equipment, understand scientific principles and the behavior of matter at the atomic level in chemical, biological and molecular systems, and "wet" and "dry" nanotechnology applications.

TOTAL CREDIT HOURS REQUIRED: 71

Semester I

ENGL 1301 Freshman Composition I*
MATH 1314 College Algebra*
CHEM 1311 General Chemistry Lecture I*
CHEM 1111 General Chemistry Laboratory I
NANO 1301 Introduction To Nanotechnology
PHYS 1301 General Physics I*
PHYS 1101 General Physics Lab I

Semester II

BIOL 1406 General Biology I*
ENGL 1302 Freshman Composition II*
NANO 1303 Nanotechnology Safety
CHEM 1312 General Chemistry Lecture II*
CHEM 1112 General Chemistry Laboratory II
PHYS 1302 General Physics II*
PHYS 1102 General Physics Lab II

Semester III

COSC 1301 Introduction To Computer Information Systems*
BIOL 2421 Microbiology*
NANO 2325 Nanotechnology Materials
SPCH 1311 Introduction To Speech Communications *
PSYC 2301 Introduction To Psychology*

Semester IV

PHIL 2306 Ethics*
NANO 2426 Nanotechniques And Instrumentation
OCTC 1341 Statistical Process Control
BITC 2441 Molecular Biology Techniques

Semester V

NANO 2486 Internship - Nanotechnology
NANO 2250 Nanotechnology Seminar

*** General Core Requirement**

Program CIP: (15.03040000)

Programming and Visualization Associate of Applied Science

This program trains entry-level professional programmers who can work in the media-film-game industry, the modeling and simulation industry, and/or the educational technology industry. Graduates may also have employment opportunities flowing from the increased demand for 3-D Modeling and Simulation and Visualization in the Aerospace, Life-Bio-Health Science, Defense, Tourism and IT Security industries.

Because the Gaming and Simulation work environment demands highly advanced skills, it is recommended that students consider this program as an entry point to continued higher education rather than as a terminal degree. Students should consider transfer plans with universities that offer Bachelors of Applied Science and/or Bachelors of Applied Technology Degrees.

TOTAL CREDIT HOURS REQUIRED: 63

Choose 1 of the 2 Specialization Tracks Below:

General Core Courses

ENGL 1301 Freshman Composition I*
ENGL 1302 Freshman Composition II*
MATH 1314 College Algebra*
PHIL 2303 Logic*
ECON 2301 Macroeconomics*
SPCH 1321 Business And Professional Speaking*
or SPCH 1311 Introduction To Speech Communications *

Core Information Technology Courses

ITSE 1302 Computer Programming
ITSE 2317 Java Programming
ITSE 2357 Advanced Object-Oriented Programming
ITSE 2345 Data Structures
ITSE 1307 Introduction To C++ Programming
ITSE 2331 Advanced C++ Programming
ITSW 1307 Introduction To Database
INEW 2340 Object-Oriented Design
ITCC 1401 CCNA 1: Exploration - Network Fundamentals

Specialization in Game Development

GAME 1303 Introduction To Game Design And Development
GAME 1304 Level Design
GAME 2342 Game Development In C++
GAME 2332 Project Development I
GAME 2359 Game And Simulation Group Project
GAME 2286 Internship - Animation, Interactive Technology, Video Graphics And Special Effects

Specialization in Software Development

ITSE 1332 Introduction To VisualBasic.NET Programming
ITSE 1347 Programming With VisualBasic.NET
ITSE 1311 Beginning Web Programming
ITSE 2302 Intermediate Web Programming
ITSC 1307 UNIX Operating System I
ITSE 2286 Internship - Computer Programming/Programmer, General

* General Core Requirement

Program CIP: (10.03040000)

Systems Administration Associate of Applied Science

The Associate of Applied Science in Systems Administration is structured to prepare graduates for immediate and continuing employment opportunities as an advanced Cisco Networking Technician, Information Security Specialist, or a Windows network administrator. Students will obtain a thorough knowledge of router/switch configuration, network monitoring and incident response, and end user support and server administration.

This program has 3 tracks of specialization. You can choose to specialize in Information Security and Assurance, Microsoft Systems and User Support, or Advanced Cisco Networking Technologies and PIX Administration.

Each of the tracks requires 18 hours of general core courses, 27 hours of core information technology courses, and 17-21 hours of specialized courses depending on the track you choose.

The required courses and total number of credit hours for each of the 3 tracks are listed below.

General Core Courses (18 Hours)

ENGL 1301 Freshman Composition I*
ENGL 1302 Freshman Composition II*
MATH 1314 College Algebra*
PHIL 2306 Ethics*
ECON 2301 Macroeconomics*
SPCH 1321 Business And Professional Speaking*

Information Technology Courses (27-28 hours)

CPMT 1305 IT Essentials I: PC Hardware
ITCC 1401 CCNA 1: Exploration - Network Fundamentals
ITCC 1404 CCNA 2: Exploration 2 - Routing Protocols and Concepts
ITCC 2408 CCNA 3: Exploration 3 - LAN Switching and Wireless
ITCC 2410 CCNA 4: Exploration 4 - Accessing the WAN
ITSC 1307 UNIX Operating System I
ITMT 1340 Managing and Maintaining a MS Win Server 2003 Environment
ITSY 2300 Operating System Security (Linux)

** ITCC 1346 CCNA 4: WAN Technologies - Not required for MS Systems and User Support Specialization. Substitute ITSC 2339 Personal Computer Help Desk (70-271)*

Specialization in Information Security and Assurance (16 hours)

ITSY 1300 Fundamentals Of Information Security
ITSY 2341 Security Management Practices
ITSY 2342 Incident Response And Handling
ITSY 2343 Computer System Forensics
ITMT 1300 Implementing and Supporting MS Win XP Professional
ITNW 2164 Practicum (Or Field Experience) - Business Systems Networking And Telecommunications

Total Degree Plan Requirements: 62 hours

Specialization in Microsoft Systems and User Support (22 hours)

ITSC 2335 Application Problem Solving
ITMT 1300 Implementing and Supporting MS Win XP Professional
ITMT 1350 Implementing, Managing, and Maintaining a MS Win Server 2003 Network Infrastructure: Network Services
ITMT 2300 Planning, Implementing, and Maintaining a MS Win Server 2003 Active Directory Infrastructure
ITMT 2330 Designing a MS Win Server 2003 Active Directory and Network Infrastructure
ITNW 2356 Designing a Windows Server 2003 Active and Network Infrastructure
ITMT 2346 Implementing and Administering Security in a MS Win Server 2003 Network
ITNW 2164 Practicum (Or Field Experience) - Business Systems Networking And Telecommunications

Total Degree Plan Requirements: 67 hours

Specialization in Advanced Cisco Networking Technologies and PIX Administration (21 hours)

ITNW 1449 Cisco Fundamentals Of Network Security
ITCC 2450 CCNP 1: Building Scalable Internetworks
ITCC 2451 CCNP 2: Implementing Secure Converged Wide-area Networks
ITCC 2452 CCNP 3: Building Multilayer Switched Networks
ITCC 2453 CCNP 4: Optimizing Converged Networks
ITNW 2164 Practicum (Or Field Experience) - Business Systems Networking And Telecommunications

Total Degree Plan Requirements: 67 hours

Advanced Cisco Networking Technologies Certificate Program

The Advanced Cisco Technologies Program will prepare students in obtaining their Cisco Certified Networking Associate (CCNA) and Cisco Certified Networking Professional (CCNP) certifications. The focus of this specialization is for students to understand how to design and put in place a network infrastructure with an understanding of IP Address management, conservation of bandwidth, and security. Students will focus their studies on use of various interior and exterior gateway routing protocols; router security and the Cisco PIX firewall administration. The program will also prepare students to obtain the first two levels of the Cisco Certified Security Professional (CCSP) certification.

TOTAL CREDIT HOURS REQUIRED: 43

General Core Courses (6 hours)

ENGL 1301 Freshman Composition I*
MATH 1314 College Algebra*

Core Information Technology Courses (16 hours)

ITCC 1401 CCNA 1: Exploration - Network Fundamentals
ITCC 1404 CCNA 2: Exploration 2 - Routing Protocols and Concepts
ITCC 2408 CCNA 3: Exploration 3 - LAN Switching and Wireless
ITCC 2410 CCNA 4: Exploration 4 - Accessing the WAN

Additional Advanced Cisco Networking Technologies and PIX Administration Courses (21 hours)

ITNW 1449 Cisco Fundamentals Of Network Security
ITCC 2450 CCNP 1: Building Scalable Internetworks
ITCC 2451 CCNP 2: Implementing Secure Converged Wide-area Networks
ITCC 2452 CCNP 3: Building Multilayer Switched Networks
ITCC 2453 CCNP 4: Optimizing Converged Networks
ITNW 2164 Practicum (Or Field Experience) - Business Systems Networking And Telecommunications

* General Core Requirement
Program CIP: (11.09010000)

Advanced Water Treatment Certificate Program

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 as entry-level technicians in a variety of water treatment settings, including municipal drinking water plants and water recycling plants, semiconductor industry, food and dairy industry, petrochemical industry, electric power generation industry, industrial wastewater plants, and government agencies. Students also will be prepared for eligibility to sit for 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.**

TOTAL CREDIT HOURS REQUIRED: 60

Semester I

AWTT 1371 Introduction To Water Treatment Systems
AWTT 1372 Plant Equipment
AWTT 1374 Conventional And Pretreatment Water Technologies
EPCT 2315 Water Chemistry
MATH 1332 Liberal Arts Mathematics*

Semester II

AWTT 1375 Membrane Technologies I
AWTT 1376 Membrane Technologies II
AWTT 1377 Membrane Unit Monitoring And Troubleshooting
ENGL 1301 Freshman Composition I*
Select 1 course from the [Natural Sciences \(030\)](#) core listing

Semester III

AWTT 1378 Water Analysis And Monitoring
AWTT 1373 Pretreatment Troubleshooting
AWTT 2372 Advanced Membrane Monitoring
AWTT 2371 Water Treatment Controllers
ECON 2301 Macroeconomics*

Semester IV

AWTT 2373 Ion Exchange Technologies
AWTT 2375 High Purity Technologies
AWTT 2374 Certification Review (Capstone)
SPCH 1321 Business And Professional Speaking*
Select 1 course from the [Humanities \(040\)](#) core listing

Humanities elective recommendations include HUMA 1301, HUMA 1302, HUMA 2319, or HUMA 2323.

* General Core Requirement

Program CIP: (15.05060000)

Braille Textbook Transcriber Certificate Program

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 knowledge of Braille production technology, and use successful small business practices.

The Braille Textbook Transcriber Program is conducted entirely online. Students will complete three multi-disciplinary semesters. Each semester will consist of several courses woven together into one cohesive semester. Some semesters may be team-taught by multiple instructors specializing in specific topic areas. Although each instructor will be the primary point of contact for his or her topic, all instructors will work together on class assignments and activities.

Students will be required to successfully complete all three semesters in sequence to receive the Braille Textbook Transcriber Certificate. The students in these online cohorts form a strong community, allowing learners to grow and learn together. Because of the multi-disciplinary nature of the program, students are not allowed to take individual Braille courses, and must take each semester in sequence. Visit the Web site at <http://www.accd.edu/nvc/programs/braille/> for more details.

Prerequisites to enter the program:

- COSC 1301 Introduction to Computer and Information Systems, or equivalent.
- A demonstrated ability to read at the 12th grade level. This can be demonstrated by showing a transcript with the equivalent of ENGL 1301 Freshman Composition I, or an Accuplacer score that indicates a passing score for READ 0303 Intermediate Reading, or equivalent.
- A phone interview with the Program Coordinator.

TOTAL CREDIT HOURS REQUIRED: 36

Semester I

[BRTT 1471 Reading And Writing Braille I](#)
[BRTT 1472 Reading And Writing Braille II](#)
[BUSG 1191 Special Topics In Business, General](#)
[ETWR 1191 Special Topics In English Technical And Business Writing](#)

Semester II

[BRTT 2378 Tactile Graphics](#)
[BRTT 2474 Textbook Braille Formatting I](#)
[BRTT 2476 Technology For Braille Transcription I](#)
[BUSG 1191 Special Topics In Business, General](#)
[ETWR 1191 Special Topics In English Technical And Business Writing](#)

Semester III

[BRTT 2174 Practicum - Braille Textbook Transcriber](#)
[BRTT 1271 Introduction To Other Codes](#)
[BRTT 2477 Textbook Braille Formatting II](#)
[BRTT 2478 Technology For Braille Transcription II](#)
[BUSG 1191 Special Topics In Business, General](#)
[ETWR 1191 Special Topics In English Technical And Business Writing](#)

Program CIP: (11.08010000)

Community Health Certificate Program

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.

TOTAL CREDIT HOURS REQUIRED: 17

Semester I

[CHLT 1301 Introduction To Community Health](#)

[CHLT 1340 Community Health Advocacy](#)

[CHLT 1305 Community Nutrition](#)

Semester II

[CHLT 1342 Community Health Field Methods](#)

[CHLT 1302 Wellness And Health Promotion](#)

Semester III

[CHLT 1280 Cooperative Education Community Health Services/Liaison/Counseling](#)

Program CIP: (51.15040000)

Computer Programming Certificate Program

This major 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..

TOTAL CREDIT HOURS REQUIRED: 32

Semester I

ITSE 1302 Computer Programming
MATH 1314 College Algebra*
PHIL 2303 Logic*

Semester II

ITSE 2317 Java Programming
Choose **2** from the following list:
ITSE 1332 Introduction To VisualBasic.NET Programming
ITSE 1307 Introduction To C++ Programming
ITSE 1311 Beginning Web Programming

Semester III

ITSE 2357 Advanced Object-Oriented Programming
INEW 2340 Object-Oriented Design
ITSE 2286 Internship - Computer Programming/Programmer, General
Choose **2** from the following list:
ITSE 1347 Programming With VisualBasic.NET
ITSE 2331 Advanced C++ Programming
ITSE 2302 Intermediate Web Programming

or, a course approved by program coordinator

* **General Core Requirement**
Program CIP: (11.02010000)

Multimedia Specialist Certificate Program

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.

TOTAL CREDIT HOURS REQUIRED: 35

Semester I

ENGL 1301 Freshman Composition I*
ARTS 1311 Design I*
IMED 1401 Introduction To Multimedia
MRKG 1311 Principles Of Marketing

Semester II

ARTV 1351 Digital Video
ARTV 1343 Digital Sound
IMED 1316 Web Page Design I
IMED 1305 Multimedia Courseware Development I

Semester III

IMED 2313 Project Analysis And Design
IMED 2166 Practicum (Or Field Experience) Educational/ Instructional Media Technology/Technician
Choose **2** from the following list:
IMED 2305 Multimedia Courseware Development II
ARTV 2341 Advanced Digital Video
ARTV 1345 3-D Modeling And Rendering I
FLMC 2344 Advanced Film Broadcast Editing
ARTS 2311 Design III
ARTS 2312 Design IV

* **General Core Requirement**
Program CIP: (11.080100)

Pharmacy Technology Certificate Program

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.

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).

TOTAL CREDIT HOURS REQUIRED: 31

Semester I

PHRA 1301 Introduction To Pharmacy

PHRA 1209 Pharmaceutical Mathematics I

HITT 1305 Medical Terminology

PHRA 1305 Drug Classifications and Treatments

PHRA 1191 Special Topics In Pharmacy

Choose **1** from the following list:

SPCH 1321 Business And Professional Speaking*

SPCH 1311 Introduction To Speech Communications *

SPCH 1315 Public Speaking*

(SPCH 1321 preferred)

Semester II

PHRA 1313 Community Pharmacy Practice

PHRA 1345 Intravenous Admixture And Sterile Compounding

PHRA 1349 Institutional Pharmacy Practice

COSC 1301 Introduction To Computer Information Systems*

ENGL 1301 Freshman Composition I*

Semester III

PHRA 2164 Externship - Retail Pharmacy Technician

*** General Core Requirement**

Program CIP: (51.08050000)

Cisco Certified Network Associate Marketable Skills Achievement Awards

CCNA Courses 1 through 4 of the Academy program 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: 16

Semester I

[ITCC 1401 CCNA 1: Exploration - Network Fundamentals](#)

[ITCC 1404 CCNA 2: Exploration 2 - Routing Protocols and Concepts](#)

Semester II

[ITCC 2408 CCNA 3: Exploration 3 - LAN Switching and Wireless](#)

[ITCC 2410 CCNA 4: Exploration 4 - Accessing the WAN](#)

** Cisco courses are normally taken concurrently each semester, but in Flex sessions. For example: ITCC 1401 CCNA 1 Flex I, ITCC 1404 CCNA 2 Flex II for Semester I; ITCC 2408 CCNA 3 Flex I, ITCC 2410 CCNA 4 Flex II for Semester II.*

Cisco Certified Network Professional Marketable Skills Achievement Awards

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.

TOTAL CREDIT HOURS: 16

Semester I

[ITCC 2450 CCNP 1: Building Scalable Internetworks](#)

[ITCC 2452 CCNP 3: Building Multilayer Switched Networks](#)

Semester II

[ITCC 2451 CCNP 2: Implementing Secure Converged Wide-area Networks](#)

[ITCC 2453 CCNP 4: Optimizing Converged Networks](#)

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 VisualBasic.net programming. These awards prepare students to work as Computer Programmers both in commercial and non-profit settings. The programs provide students with hands-on experience developing software packages using the latest technologies in the computer industry.

C+ + Programming Marketable Skills Achievement Award

TOTAL CREDIT HOURS REQUIRED: 9

Semester I

ITSE 1302 Computer Programming **or** COSC 1315 Fundamentals of Programming

Semester II

ITSE 1307 Introduction to C++ Programming

Semester III

ITSE 2331 Advanced C++ Programming

Course Descriptions:

[ITSE 1302 Computer Programming](#)

or[COSC 1315 Fundamentals Of Programming](#)

[ITSE 1307 Introduction To C++ Programming](#)

[ITSE 2331 Advanced C++ Programming](#)

JAVA Programming Marketable Skills Achievement Award

TOTAL CREDIT HOURS REQUIRED: 9

Semester I

ITSE 1302 Computer Programming **or** COSC 1315 Fundamentals of Programming

Semester II

ITSE 2317 JAVA Programming **or** COSC 1336 Programming Fundamentals I

Semester III

ITSE 2357 Advanced Object-Oriented Programming **or** COSC 1337 Programming Fundamentals II

Course Descriptions:

[ITSE 1302 Computer Programming](#)

or[COSC 1315 Fundamentals Of Programming](#)

[ITSE 2317 Java Programming](#)

or[COSC 1336 Programming Fundamentals I](#)

[ITSE 2357 Advanced Object-Oriented Programming](#)

or[COSC 1337 Programming Fundamentals II](#)

VisualBasic.net Programming Marketable Skills Achievement Award

TOTAL CREDIT HOURS REQUIRED: 9

Semester I

ITSE 1302 Computer Programming **or** COSC 1315 Fundamentals of Programming

Semester II ITSE 1332 Introduction to VisualBasic.NET Programming

Semester III ITSE 1347 Programming With VisualBasic.NET

Course Descriptions:

[ITSE 1302 Computer Programming](#)

or[COSC 1315 Fundamentals Of Programming](#)

[ITSE 1332 Introduction To VisualBasic.NET Programming](#)

[ITSE 1347 Programming With VisualBasic.NET](#)

Digital Video Marketable Skills Achievement Awards

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

Semester I

[ARTV 1351 Digital Video](#)

Semester II

[ARTV 2341 Advanced Digital Video](#)

Choose **1** from the following list:

[ARTV 1343 Digital Sound](#)

[ARTV 1345 3-D Modeling And Rendering I](#)

[FLMC 2344 Advanced Film Broadcast Editing](#)

Semester III

[IMED 2166 Practicum \(Or Field Experience\) Educational/ Instructional Media Technology/Technician](#)

Linux and UNIX Systems Administration Marketable Skills Achievement Awards

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: 10

Semester I

[ITCC 1401 CCNA 1: Exploration - Network Fundamentals](#)

[ITSC 1307 UNIX Operating System I](#)

Semester II

[ITSY 2300 Operating System Security \(Linux\)](#)

ACCOUNTING (ACCT)

ACCT2301 Principles Of Accounting I (3-3-0)

Prerequisites: None

Corequisites: 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, and liabilities.

(CIP 5203015104)

Field of Study Curriculum for Business - For Business Majors: This course is fully transferable to any public 4-year university in the state of Texas.

ACCT2302 Principles Of Accounting II (3-3-0)

Prerequisites: ACCT 2301

Corequisites: None

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 organization, partnership accounting, 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)

Field of Study Curriculum for Business - For Business Majors: This course is fully transferable to any public 4-year university in the state of Texas.

ADMINISTRATIVE COMPUTER TECHNOLOGY (POFI)

POFI1200Computer Applications I (2-2-0)

Prerequisites: None

Corequisites: None

This course provides an overview of computer applications including current terminology and technology. Introduction to computer hardware, software application, and procedures.

(CIP 5204070000)

Equivalent to POFT 1027 and POFI 1001

ADVANCED WATER TREATMENT TECHNOLOGY (AWTT)

AWTT1371 Introduction To Water Treatment Systems(3-3-0)

Prerequisites: None

Corequisites: AWTT 1372 and AWTT 1374

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)

AWTT1372 Plant Equipment(3-2-2)

Prerequisites: None

Corequisites: AWTT 1371 and AWTT 1374

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)

AWTT1373 Pretreatment Troubleshooting(3-2-2)

Prerequisites: None

Corequisites: AWTT 1378 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)

AWTT1374 Conventional And Pretreatment Water Technologies(3-2-2)

Prerequisites: COSC 1301

Corequisites: AWTT 1371 and AWTT 1372

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)

AWTT1375 Membrane Technologies I(3-2-2)

Prerequisites: AWTT 1374

Corequisites: AWTT 1376 and AWTT 1377

Fees: Special

This course provides an overview of the theory, processes and equipment used in common membrane water treatment systems. Content includes micro-filtration, ultra-filtration, electro-dialysis, electrode-ionization, nano-filtration and reverse osmosis membrane technologies. Students will also examine system design considerations and membrane integration into water treatment systems.

(CIP 15050600)

AWTT1376 Membrane Technologies II(3-2-2)

Prerequisites: None

Corequisites: AWTT 1375 and AWTT 1377

Fees: Special

This course covers in-depth processes and equipment used in membrane water treatment systems. Content includes micro-filtration, ultra-filtration, electro-dialysis, electrode-ionization, nano-filtration and reverse osmosis membrane technologies. Students will also examine more advanced system design considerations and membrane integration into water treatment systems.

(CIP 15050600)

AWTT1377Membrane Unit Monitoring And Troubleshooting(3-2-2)

Prerequisites: None

Corequisites: AWTT 1375 and AWTT 1376

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 micro-filtration, ultra-filtration, nano-filtration, reverse osmosis, and electrode-ionization units will be covered.

(CIP 15050600)

AWTT1378Water Analysis And Monitoring(3-2-2)

Prerequisites: AWTT 1377

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)

AWTT2371Water Treatment Controllers(3-3-0)

Prerequisites: None

Corequisites: None

Fees: Special

This self-paced CD-ROM course provides an overview of programmable logic controllers used to control water treatment systems. Topics include basic electronics, electronic circuits, ladder logic and troubleshooting electronic circuits.

(CIP 15050600)

AWTT2372Advanced Membrane Monitoring(3-3-0)

Prerequisites: None

Corequisites: AWTT 1378 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)

AWTT2373Ion Exchange Technologies(3-2-2)

Prerequisites: AWTT 2372

Corequisites: AWTT 2375 and AWTT 2374

Fees: Special

This course examines the characteristics of feed water contaminants and the fundamental principles of ion exchange water purification using ion exchange technology.

(CIP 15050600)

AWTT2374Certification Review (Capstone)(3-3-0)

Prerequisites: None

Corequisites: AWTT 2373 and AWTT 2375

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)

AWTT2375High Purity Technologies(3-2-2)

Prerequisites: None

Corequisites: AWTT 2373 and AWTT 2374

Fees: Special

Course topics 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)

AWTT2474 Certification Review (Capstone)(4-4-0)

Prerequisites: None

Corequisites: AWTT 2373 and AWTT 2375

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.

AWTT2571 Ion Exch High Purity Technology(5-5-0)

Prerequisites: None

Corequisites: AWTT 2373 and AWTT 2375

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.

15050600

ALCOHOL/DRUG ABUSE COUNSELING (DAAC)

DAAC1307 Addicted Family Intervention(3-3-0)

Prerequisites: None

Corequisites: 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 trans-generational 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)

ANTHROPOLOGY (ANTH)

ANTH2301 Physical Anthropology(3-3-0)

Prerequisites: None

Corequisites: 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)

ANTH2302 Introduction To Archeology(3-3-0)

Prerequisites: None

Corequisites: None

This course examines the basic concepts, techniques and terminology of both classic and contemporary archeology and the relationship to anthropology.

(CIP 4503015125)

ANTH2346 Introductory Anthropology(3-3-0)

Prerequisites: None

Corequisites: 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 4502015125)

ANTH2351 Cultural Anthropology(3-3-0)

Prerequisites: None

Corequisites: 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)

APPLIED MUSIC (MUAP)

MUAP1115Private Bass(1-1-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory
Instructor Permission Required

Individual instruction in electric or acoustic bass.

(CIP 5009035426)

Requires instructor approval

MUAP1117Private Flute(1-1-0)

Prerequisites: None

Corequisites: MUEN course

Fees: Laboratory
Instructor Permission Required

Individual instruction in flute.

(CIP 5009035426)

Requires instructor approval

MUAP1129Private Clarinet(1-1-0)

Prerequisites: None

Corequisites: MUEN course

Fees: Laboratory
Instructor Permission Required

Study of tone production, musical phrasing, interpretation and technical ability for clarinet. Emphasis is also placed on performance and building repertoire. Course may be repeated for credit.

(CIP 5009035426)

Requires instructor approval

MUAP1133Private Saxophone(1-1-0)

Prerequisites: None

Corequisites: MUEN course

Fees: Laboratory
Instructor Permission Required

Study of tone production, musical phrasing, interpretation and technical ability for saxophone. Emphasis is also placed on performance and building repertoire. Course may be repeated for credit.

(CIP 5009035426)

Requires instructor approval

MUAP1137Private Trumpet(1-1-0)

Prerequisites: None

Corequisites: MUEN course

Fees: Laboratory
Instructor Permission Required

A course in tone production, musical phrasing, interpretation and technical ability for trumpet. Emphasis is also placed on performance and building repertoire. Course may be repeated for credit.

5009035426

Requires instructor approval

MUAP1141Private French Horn(1-1-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory
Instructor Permission Required

A course intone production, musical phrasing, interpretation and technical ability for french horn. Emphasis is also placed on performance and building repertoire. Course may be repeated for credit.

(CIP 5009035426)

Requires instructor approval

MUAP1145Private Trombone(1-1-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory
Instructor Permission Required

Study of tone production, musical phrasing, interpretation and technical ability for trombone. Emphasis is also placed on performance and building repertoire. Course may be repeated for credit.

(CIP 5009035426)

Requires instructor approval

MUAP1149Private Euphonium(1-1-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory
Instructor Permission Required

Study of tone production, musical phrasing, interpretation and technical ability for euphonium. Emphasis is also placed on performance and building repertoire. Course may be repeated for credit.

(CIP 5009035426)

Requires instructor approval

MUAP1153Private Tuba(1-1-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory
Instructor Permission Required

Study of tone production, musical phrasing, interpretation and technical ability for tuba. Emphasis is also placed on performance and building repertoire. Course may be repeated for credit.

(CIP 5009035426)

Requires instructor approval

MUAP1157Private Percussion(1-1-0)

Prerequisites: MUSI 1188

Corequisites: MUEN course

Fees: Laboratory
Instructor Permission Required

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. Course may be repeated for credit.

(CIP 5009035426)

Requires instructor approval

MUAP1158Private Percussion (Afro-Latin) (1-1-0)

Prerequisites: None

Corequisites: MUEN course

Fees: Laboratory
Instructor Permission Required

Materials and practices for Afro-Latin percussion.

(CIP 5009035426)

MUAP1161Private Guitar(1-1-0)

Prerequisites: MUSI 1192 or instructor approval

Corequisites: MUEN course

Fees: Laboratory

Instructor Permission Required

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. Course may be repeated for credit.

(CIP 5009035426)

Requires instructor approval

MUAP1169Private Piano(1-1-0)

Prerequisites: MUSI 1181 or instructor approval

Corequisites: MUEN course

Fees: Laboratory
Instructor Permission Required

Private lessons are designed to build technical proficiency, repertoire, and awareness of pianistic problems. Additionally, the lessons help students become more aware of relationships between the assigned piano repertoire, music history, and music theory.

(CIP 5009035426)

Requires instructor approval

MUAP1171Private Accordion(1-1-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory
Instructor Permission Required

Requires instructor approval. Topics may include: basic technique, scales, repertoire, and accompaniment patterns. Basic accordion construction will also be covered. Course may be repeated for credit.

(CIP 5009035426)

Requires instructor approval

MUAP1181Private Voice(1-1-0)

Prerequisites: MUSI 1183 or instructor approval

Corequisites: MUEN course

Fees: Laboratory
Instructor Permission Required

Individual instruction in voice.

(CIP 5009035426)

Requires instructor approval

ART - FINE ARTS (ARTS)

ARTS1301 Art Appreciation(3-3-0)

Prerequisites: None

Corequisites: 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)

ARTS1303 Art History Survey I(3-3-0)

Prerequisites: None

Corequisites: 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 5007035226)

ARTS1304 Art History Survey II(3-3-0)

Prerequisites: None

Corequisites: 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)

ARTS1311 Design I(3-3-3)

Prerequisites: None

Corequisites: 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)

ARTS1312 Design II(3-3-3)

Prerequisites: ARTS 1311

Corequisites: None

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)

ARTS1316 Drawing I(3-3-3)

Prerequisites: None

Corequisites: 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)

ARTS1317 Drawing II(3-3-3)

Prerequisites: ARTS 1316

Corequisites: None

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)

ARTS2311Design III(3-3-3)

Prerequisites: None

Corequisites: None

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. Students study both subtractive color (RGB) using computers and additive color (RYB) using acrylic paint. Students will learn to express themselves with the gained knowledge of the way color works.

(CIP 5004015326)

ARTS2312Design IV(3-3-3)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Elements and principles of art using two- and three-dimensional concepts.

(CIP 5004015326)

ARTS2316Painting I(3-3-3)

Prerequisites: None

Corequisites: None

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)

ARTS2317Painting II(3-3-3)

Prerequisites: ARTS 2316

Corequisites: None

Fees: Laboratory

Continuation of the concepts and techniques and uses of various painting media.

(CIP 5007085226)

ARTS2323Drawing III(3-3-3)

Prerequisites: ARTS 1311 and ARTS 1317

Corequisites: None

Fees: Laboratory

This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed.

(CIP 5007055326)

ARTS2324Drawing IV(3-3-3)

Prerequisites: ARTS 2323

Corequisites: None

Fees: Laboratory

This course continues ARTS 2323. Emphasis is on individual expression.

(CIP 5007055326)

ARTS2326Sculpture I(3-3-3)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course is an art studio course which explores three-dimensional concepts of form in a variety of media.

(CIP 5007095126)

ARTS2327Sculpture II (3-3-3)

Prerequisites: ARTS 2326

Corequisites: None

Fees: Laboratory

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)

ARTS2333Printmaking I (3-3-3)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course is an art studio course which explores various non-toxic printmaking techniques.

(CIP 5007105126)

ARTS2334Printmaking II (3-3-3)

Prerequisites: ARTS 2333

Corequisites: None

Fees: Laboratory

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)

ARTS2346Ceramics I (3-3-3)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Instruction in the basics of ceramics concepts and techniques.

(CIP 5007115126)

ARTS2347Ceramics II (3-3-3)

Prerequisites: ARTS 2346

Corequisites: None

Fees: Laboratory

Continuing instruction in ceramics concepts and techniques.

(CIP 5007115126)

ARTS2348Digital Art(3-3-3)

Prerequisites: ARTS 1311 or ARTS 2356

Corequisites: 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)

ARTS2356Photography I (3-3-3)

Prerequisites: None

Corequisites: None

Fees: 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)

ARTS2357Photography II (3-3-3)

Prerequisites: ARTS 2356

Corequisites: None

Fees: 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)

BIOLOGY (BIOL)

BIOL1306General Biology I (3-3-0)

Prerequisites: None

Corequisites: None

This introductory course includes the history and philosophy of the science of biology, basic chemistry, energetics, physical phenomena, genetics, and a brief description of the concepts of evolution, and classification of organisms. This course is suitable for science majors whose degree plan does not require a lab.

26.0101.51 03

BIOL1308Life Sciences I (3-3-0)

Prerequisites: none

Corequisites: none

This course is designed for students who are currently not biology or education majors nor do they ever plan to be. Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included.

26.0101.51.03

This course has no laboratory portion associated with it. This course is designed for students who do not intend to major in science or education. The material covered will be at a more basic level than is usually covered in BIOL 1406.

BIOL1309Life Sciences II (3-3-0)

Prerequisites: BIOL 1308

Corequisites: none

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, ecology, and the scientific method are included.

26.0101.51 03

This course has no laboratory portion associated with it. This course is designed for students who do not intend to major in science or education. The material covered will be at a more basic level than is usually covered in BIOL 1407.

BIOL1322Nutrition(3-3-0)

Prerequisites: None

Corequisites: 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 1905015109)

BIOL1406General Biology I (4-3-3)

Prerequisites: None

Corequisites: 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 is suitable for science major whose degree plan requires a lab.

This course may be taken without the lab, BIOL 1306, for those degree plans not requiring a lab component.

(CIP 2601015103)

This course includes a lab component.

BIOL1407General Biology II (4-3-3)

Prerequisites: BIOL 1406

Corequisites: None

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 1307, for those degree plans not requiring a lab component.

(CIP 2601015103)

This course includes a lab component.

BIOL1411General Botany(4-3-3)

Prerequisites:BIOL 1406

Corequisites: None

Fees:Laboratory

Students explore plant science including structure, reproduction, physiology, and classification of plants. The laboratory exercises will enhance the content.

(CIP 2603015103)

BIOL1413General Zoology(4-3-3)

Prerequisites:BIOL 1406

Corequisites: None

Fees:Laboratory

This survey course of the animal kingdom emphasizes taxonomy, morphology, physiology and ecology. Laboratory exercises will complement the lecture topics.

(CIP 2607015103)

BIOL2289Academic Cooperative(2-2-0)

Prerequisites: None

Corequisites: None

An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/ life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems.

(CIP 2601015203)

BIOL2306Human Ecology(3-3-0)

Prerequisites: None

Corequisites: 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 0301035101)

BIOL2389Academic Cooperative(3-3-0)

Prerequisites: None

Corequisites: None

An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/ life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems.

(CIP 2601015203)

BIOL2401Human Anatomy And Physiology I(4-3-3)

Prerequisites: None

Corequisites: None

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 2607075103)

Recommendation: Students with little or no Biology background should take BIOL 1406 prior to enrollment in this class.

BIOL2402Human Anatomy And Physiology II (4-3-3)

Prerequisites:BIOL 2401 with a grade of "C" or better

Corequisites: None

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 2607075103)

BIOL2404 Human Anatomy And Physiology(4-3-4)

Prerequisites: None

Corequisites: None

Fees: 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 2607075103)

BIOL2416 Genetics(4-3-3)

Prerequisites: Biol 1406 with at least a C

Corequisites: None

This course will present the principles governing transmission of hereditary factors in plants and animals with emphasis on molecular, biochemical and population genetics

26.0804.51 03

BIOL2421 Microbiology(4-3-4)

Prerequisites: BIOL 1406 or CHEM 1107/1307 or CHEM 1111/1311 with a grade of "C" or better

Corequisites: None

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 2605035103)

BIOTECHNOLOGY (BITC)

BITC1311 Introduction To Biotechnology(3-2-3)

Prerequisites: MATH 1314

Corequisites: None

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)

BITC1402 Biotechnology Laboratory Methods Techniques(4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or better.

Corequisites: None

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)

BITC2411 Biotechnology Laboratory Instrumentation(4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or better.

Corequisites: None

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)

BITC2431 Cell Culture Techniques(4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or better.

Corequisites: None

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)

BITC2441 Molecular Biology Techniques(4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or better.

Corequisites: None

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)

BITC2486 Internship-Biological Technology/Technician I (4-1-20)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or better.

Corequisites: None

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.

BRILLE TEXTBOOK TRANSCRIBER (BRTT)

BRTT1271 Introduction To Other Codes(2-0-3)

Prerequisites: BRTT 1471, BRTT 1472, BRTT 2476

Corequisites: None

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 130501000)

BRTT1471 Reading And Writing Braille I (4-3-2)

Prerequisites: COSC 1301

Corequisites: None

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.

(CIP 130501000)

BRTT1472 Reading And Writing Braille II (4-3-2)

Prerequisites: BRTT 1471

Corequisites: None

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.

(CIP 130501000)

BRTT2174 Practicum - Braille Textbook Transcriber(1-0-10)

Prerequisites: None

Corequisites: None

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 130501000)

Approval of Program Coordinator

BRTT2378 Tactile Graphics(3-3-0)

Prerequisites: BRTT 1471

Corequisites: None

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 130501000)

BRTT2474 Textbook Braille Formatting I (4-4-0)

Prerequisites: BRTT 1472

Corequisites: None

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 130501000)

BRTT2476Technology For Braille Transcription I (4-2-3)

Prerequisites: BRTT 1472

Corequisites: None

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 BRTT 2476 and will further develop proofreading skills when using translation software, and embossing files.

(CIP 130501000)

BRTT2477Textbook Braille Formatting II (4-4-0)

Prerequisites: BRTT 2474

Corequisites: None

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 130501000)

BRTT2478Technology For Braille Transcription II (4-2-3)

Prerequisites: BRTT 1472, 2476

Corequisites: None

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 BRTT 2477 and will further develop proofreading skills when using translation software, and embossing files.

(CIP 130501000)

BUSINESS ADMINISTRATION (BUSI)

BUSI 1301 Introduction To Business(3-3-0)

Prerequisites: None

Corequisites: 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)

Note to Business Administration Majors working toward a BBA: Check with the 4-year university you plan to attend to confirm the transfer status of this course.

BUSI 1307 Personal Finance(3-3-0)

Prerequisites: None

Corequisites: 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)

Note to Business Administration Majors working toward a BBA: Check with the 4-year university you plan to attend to confirm the transfer status of this course.

BUSI 2301 Business Law(3-3-0)

Prerequisites: None

Corequisites: 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)

Note to Business Administration Majors working toward a BBA: Check with the 4-year university you plan to attend to confirm the transfer status of this course.

BUSINESS COMPUTER APPLICATIONS (BCIS)

BCIS1305 Business Computer Applications(3-3-0)

Prerequisites: None

Corequisites: 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)

BCIS 1305 satisfies the Computer Literacy Requirement at NVC for all degree and certificate programs. Field of Study Curriculum for Business - For Business Majors: This course is fully transferable to any public 4-year university in the state of Texas.

COSC 1301 also satisfies the Computer Literacy Requirement at NVC but it is not in the Field of Study Curriculum for Business. Students interested in networking systems, binary and hexadecimal conversion to decimal numbers and related applications should consider taking COSC 1301 instead of BCIS 1305.

BUSINESS MANAGEMENT (BUSG)

BUSG1191Special Topics In Business, General(1-1-0)

Prerequisites: None

Corequisites: None

Topics addressed: recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. For the Braille Textbook Transcriber Program, this course will concentrate on small business management knowledge, skills, behaviors and attitudes.

(CIP 5201010000)

BUSG2309Small Business Management(3-3-0)

Prerequisites: None

Corequisites: 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 5207030000)

*Note to Business Administration Majors working toward a BBA:
Check with the 4-year university you plan to attend to confirm the transfer status of this course.*

CHEMISTRY (CHEM)

CHEM1105I Introductory Chemistry Laboratory I (1-0-3)

Prerequisites: Successful completion of CHEM 1305 with a grade of "C" or higher, or concurrent enrollment in CHEM 1305

Corequisites: None

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)

CHEM1107I Introductory Chemistry Laboratory II (1-0-3)

Prerequisites: Successful completion of CHEM 1105 with a grade of "C" or better; successful completion of CHEM 1307 with a grade of "C" or higher, or concurrent enrollment in CHEM-1307

Corequisites: None

Fees: Laboratory

This laboratory course is designed to accompany CHEM 1307 with an emphasis on the qualitative analytical techniques in organic chemistry and biochemistry, as related to the topics discussed in CHEM 1307.

(CIP 4005015103)

CHEM1111 General Chemistry Laboratory I (1-0-3)

Prerequisites: Successful completion of CHEM 1311 with a grade "C" or higher or concurrent enrollment in CHEM 1311

Corequisites: None

Fees: Laboratory

This laboratory course is designed to accompany CHEM 1311, General Chemistry I. This course provides a quantitative study of the properties of chemical compounds and chemical reactions. The course is directed towards science majors.

(CIP 4005015203)

This course is math-intensive (MI).

CHEM1112 General Chemistry Laboratory II (1-0-3)

Prerequisites: Successful completion of CHEM 1111 with grade of "C" or higher; successful completion of CHEM 1312 with a grade of "C" or higher, or concurrent enrollment in CHEM 1312

Corequisites: None

Fees: Laboratory

This laboratory course involves selected laboratory experiments related to topics studied in CHEM 1312, including principles and practices of synthesis and separation, ionic equilibria, reaction kinetics, acid-base theory, and quantitative analysis.

(CIP 4005015203)

This course is math-intensive (MI).

CHEM1305I Introductory Chemistry I (3-3-0)

Prerequisites: Successful completion of MATH 0303

Corequisites: None

This course provides an introduction to elementary inorganic chemistry and is suitable for non-science majors and students pursuing degrees in allied health and nursing.

If the student's degree plan requires a laboratory course, the student should also take CHEM 1105.

(CIP 4005015103)

This course requires a good working knowledge of elementary and intermediate algebra (MATH 0303). Students cannot receive credit for both CHEM 1305 and CHEM 1311. CHEM 1305 does not count as a pre-requisite for CHEM 1312 (General Chemistry II).

CHEM1307I Introductory Chemistry II (3-3-0)

Prerequisites: Successful completion CHEM 1305 or equivalent, with a grade of "C" or higher

Corequisites: None

This course is a continuation of CHEM 1305. The course provides an introduction to elementary organic chemistry and biochemistry and is suitable for non-science majors and students pursuing degrees in allied health and nursing.

If the student's degree plan requires a laboratory course, the student should take CHEM 1107.

(CIP 4005015103)

This course requires a good working knowledge of elementary and intermediate algebra (MATH 0303). Students cannot receive credit for both CHEM 1307 and CHEM 1312.

CHEM1311 General Chemistry Lecture I (3-3-0)

Prerequisites: Successful completion of MATH 1314 with a grade "C" or higher

Corequisites: None

Prerequisite: successful completion of MATH 1314 or higher This course covers the fundamental principles of inorganic chemistry: general chemical principles, fundamental laws and theories, including but not limited to modern atomic theory, chemical bonding, states of matter, solutions, stoichiometry, thermochemistry and gas laws. The course content provides a foundation for work in advanced chemistry and related sciences, and as such is aimed at science majors. This course is math-intensive (MI). The prospective student needs to have an good working knowledge of the use of scientific notation, including use of calculator, exponential and logarithmic functions, significant figures, dimensional analysis, and solving simple linear equations

If a laboratory is needed, the student should also take CHEM 1111.

(CIP 4005015203)

This course is math-intensive (MI).

CHEM1312 General Chemistry Lecture II (3-3-0)

Prerequisites: Successful completion of CHEM 1311 or equivalent with a grade of "C" or higher

Corequisites: None

Prerequisite: CHEM 1311 or its equivalent with the grade of C or higher

This course is a continuation of CHEM 1311 and includes among other topics solution chemistry, an introduction in reaction kinetics, molecular and ionic equilibria, elementary thermodynamics, electrochemistry, nuclear chemistry, and an introduction in organic chemistry

Students needing a laboratory should also enroll in CHEM 1112.

(CIP 4005015203)

This course is math-intensive (MI).

CHEM2223 Organic Chemistry Laboratory I (2-1-3)

Prerequisites: Successful completion of CHEM 2323 with a grade of "C" or higher, or concurrent enrollment in CHEM 2323

Corequisites: None

Fees: Laboratory

This course is designed as a companion to CHEM 2323. The course provides an introduction to organic laboratory techniques and chemical preparations. Students are instructed in separation and purification, chromatography, organic reactions including dehydration, bromination, substitution and elimination reactions, as well as kinetics and spectroscopy.

(CIP 4005045203)

This course is math-intensive (MI).

CHEM2225 Organic Chemistry Laboratory II (2-1-3)

Prerequisites: Successful completion of CHEM 2223 with a grade of "C" or better; successful completion of CHEM 2325 with a grade of "C" or higher, or concurrent enrollment.

Corequisites: None

Fees: Laboratory

This course is a continuation of CHEM 2223 . Topics include modern quantitative organic analysis, the use of mass spectrometry and nuclear magnetic resonance, and the interpretation of spectra .

(CIP 4005045203)

CHEM2323Organic Chemistry I (3-3-0)

Prerequisites: Successful completion of CHEM 1312 and CHEM 1112 or equivalent with a grade of "C" or higher

Corequisites: None

This course is primarily for students majoring in chemistry, chemical engineering, or other physical or biological sciences or pre-professional studies for medical, dental, pharmacy, or veterinary programs.

This course covers general principles, theories, reactions, and reaction mechanisms of organic chemistry. The nomenclature of hydrocarbons, alkyl halides, and alcohols, and the stereochemistry of organic molecules are covered.

(CIP 4005045203)

Concurrent enrollment in CHEM 2223, Organic Chemistry Laboratory I, is highly recommended. This course is math-intensive (MI).

CHEM2325Organic Chemistry II (3-3-0)

Prerequisites: Successful completion of CHEM 2323 or equivalent with a grade of "C" or better.

Corequisites: None

This course is a continuation of CHEM 2323. Topics covered include the reactions of aromatic compounds and compounds with various oxygen and nitrogen containing functional groups. An introduction to the chemistry of biomolecules is also included.

(CIP 4005045203)

CHEM2401Quantitative Analysis(4-3-3)

Prerequisites: CHEM 1312 or equivalent with a grade of "C" or better.

Corequisites: None

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)

Currently, this course is not offered.

CHILD DEVELOPMENT (CDEC)

CDEC1313Curriculum Resources for Early Childhood Programs(3-3-0)

Prerequisites: None

Corequisites: None

This course covers the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.
(CIP 19070900)

CDEC1359Children with Special Needs(3-3-0)

Prerequisites: None

Corequisites: 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)

CDEC2307Math and Sciences for Early Childhood(3-3-0)

Prerequisites: None

Corequisites: None

This course addresses principles, methods, and materials for teaching children math and science concepts through discovery and play.
(CIP 19070900)

CDEC2341The School Age Child(3-3-0)

Prerequisites: None

Corequisites: 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)

CHINESE (CHIN)

CHIN1411Elementary Chinese I (4-3-2)

Prerequisites: None

Corequisites: 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 1603015113)

CHIN1412Elementary Chinese II (4-3-2)

Prerequisites: CHIN 1411 or departmental approval

Corequisites: None

Fees: Laboratory

This course is a continuation of CHIN 1411. Students are introduced to more advanced language structures. Language lab is required.

(CIP 1603015113)

CHIN2311Intermediate Chinese I (3-3-0)

Prerequisites: CHIN 1412 or equivalent

Corequisites: None

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 1603015213)

CHIN2312Intermediate Chinese II (3-3-0)

Prerequisites: CHIN 2311 or departmental approval

Corequisites: None

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 1603015213)

CLINICAL LABORATORY SCIENCE TECHNOLOGY (CLST)

CLST1371 Introduction to Clinical Research I (3-3-0)

Prerequisites: COSC 1301 Introduction to Computers or Equivalent Course/Demonstrated Skill

Corequisites: None

This introductory course provides students with an overview of the clinical research industry and how clinical trials are coordinated. Topics include the nature of the work in private and educational clinical research settings, medical records management, working with human subjects, working with clinical investigators, and the legal and regulatory environment.

51.1005

CLST1372 Introduction to Clinical Research II (3-3-0)

Prerequisites: CLST 1371

Corequisites: None

This course concentrates legal and regulatory issues and management practices in clinical research settings, including aspects of confidentiality laws, institutional review boards, compliance with FDA requirements and the rules of other regulatory bodies, human resource issues, and best practices in clinical research management.

51.1005

CLST2471 Clinical Research Internship (4-0-20)

Prerequisites: None

Corequisites: None

Fees: Laboratory
Instructor Permission Required

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.

51.1005

COMMERCIAL AND ADVERTISING ART (ARTC)

ARTC1302Digital Imaging I(3-3-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Digital imaging with Adobe Photoshop using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, explore color modes for Print, Web, Cinematics or Games. Use Filters with an emphasis on Texturing, Tiling, pixel clean-up, and Matte painting.

(CIP 5004090000)

COMMUNICATIONS (COMM)

COMM1307 Introduction To Mass Communication(3-3-0)

Prerequisites: None

Corequisites: None

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.

(CIP 0901025106)

COMM2311 News Gathering Writing I (3-3-3)

Prerequisites: COMM 1307

Corequisites: None

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)

COMM2327 Introduction to Advertising(3-3-0)

Prerequisites: COMM 1307

Corequisites: None

This course explores the fundamentals of advertising including its development, marketing theory and strategy, copy writing, design and analysis. Other topics include ethics in advertising and media literacy.

(CIP 0909035106)

COMM2339 Writing For Radio, Television Film(3-3-0)

Prerequisites: COMM 1307

Corequisites: None

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)

COMMUNICATIONS SYSTEM INSTALLER REPAIRER (CSIR)

CSIR1303 Telecommunications Systems Installer(3-2-2)

Prerequisites: COSC 1301 or equivalent demonstrated competency

Corequisites: None

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 4701030000)

COMMUNITY HEALTH LIAISON (CHLT)

CHLT1280Cooperative Education Community Health Services/Liaison/Counseling(2-1-10)

Prerequisites: None

Corequisites: None

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. As outlined in the learning plan, the student will 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)

(Replaces HITT 1460/2460) Requires Approval of Instructor

CHLT1301Introduction To Community Health(3-2-2)

Prerequisites: None

Corequisites: 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)

CHLT1302Wellness And Health Promotion(3-3-0)

Prerequisites: None

Corequisites: 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)

(Replaces HPRS 1372)

CHLT1305Community Nutrition(3-2-2)

Prerequisites: None

Corequisites: 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)

(Replaces FDNS 1309)

CHLT1340Community Health Advocacy(3-2-2)

Prerequisites: None

Corequisites: 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)

(Replaces HITT 1345)

CHLT1342Community Health Field Methods(3-2-2)

Prerequisites: None

Corequisites: 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)

CHLT1391Special Topics(3-3-0)

Prerequisites: None

Corequisites: None

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.

(CIP 511504000)

CHLT2280Cooperative Education Community Health Services/Liaison/Counseling(2-1-10)

Prerequisites: None

Corequisites: None

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, the student will 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)

(Replaces HITT 1460/2460) Requires Approval of Instructor

COMPUTER INFORMATION SCIENCES, GENERAL (CPMT)

CPMT1305IT Essentials I: PC Hardware(3-2-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

An introduction to information technology and data communication. Includes topics on personal computer hardware and software and basic networking concepts. Build a computer and install a motherboard, floppy and hard drives, CD-ROM, and video cards; install and manage Windows operating systems; add peripherals and multimedia capabilities; demonstrate knowledge of local-area network architecture, networking protocols, the OSI Model, and TCP/IP utilities; connect the computer to a local area network and to the Internet.

47.0104

COMPUTER INFORMATION SCIENCES, GENERAL (ITSC)

ITSC1307UNIX Operating System I (3-2-2)

Prerequisites: COSC 1301 or equivalent demonstrated competency

Corequisites: None

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)

ITSC2335Application Problem Solving(3-2-2)

Prerequisites: Any advanced application software course or equivalent software use

Corequisites: None

Fees: Laboratory

Utilization of current application software to solve advanced problems and generate customized solutions, involving project and software specific to a specific curricular area.

(CIP 110101)

ITSC2337Unix Operating System II (3-2-2)

Prerequisites: ITSC 1307

Corequisites: None

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.

(CIP 110101)

ITSC2339Personal Computer Help Desk (3-2-2)

Prerequisites: CPMT 1305

Corequisites: None

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 problem solving methodologies.

(CIP 1101010000)

COMPUTER PROGRAMMING (ITSE)

ITSE1302 Computer Programming (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency

Corequisites: None

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.

(CIP 110201)

Same as COSC 1315. Replaces ITSE 1329 Programming Logic and Design.

ITSE1307 Introduction To C++ Programming(3-3-1)

Prerequisites: ITSE 1302

Corequisites: None

Fees: Laboratory

Introduction to computer programming using C++. Emphasis on the fundamentals of object-oriented design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.

(CIP 1102010000)

ITSE1311 Beginning Web Programming(3-3-1)

Prerequisites: COSC 1301 or equivalent demonstrated competency

Corequisites: None

Fees: Laboratory

Skill development in web page programming including mark-up and scripting languages.

(CIP 1108020000)

ITSE1331 Introduction To Visual Basic.Net Programming(3-3-1)

Prerequisites: ITSE 1302 or COSC 1315

Corequisites: None

Fees: Laboratory

Data types, control structures, functions, syntax and semantics of the language, classes, class relationships, and exception handling.

(CIP 1102010000)

Replaces ITSE 1331 Introduction to Visual Basic Programming

ITSE1332 Introduction To VisualBasic.NET Programming(3-3-1)

Prerequisites: ITSE 1302 or COSC 1315

Corequisites: None

Fees: Laboratory

Data types, control structures, functions, syntax and semantics of the language, classes, class relationships, and exception handling.

(CIP 1102010000)

Replaces ITSE 1331 Introduction to Visual Basic Programming

ITSE1347 Programming With VisualBasic.NET(3-3-1)

Prerequisites: ITSE 1332

Corequisites: None

Fees: Laboratory

Designing and developing enterprise applications using Microsoft Visual Basic.NET in the Microsoft.NET Framework. Includes reference types, class relationships, polymorphism, operators overloading, and creating and handling exceptions.

(CIP 1109010000)

Replaces ITSE 2349 Advanced Visual Basic Programming

ITSE1356 Extensible Markup Language (Xml) (3-3-1)

Prerequisites: (ITSE 2302 or ITSE 2317 or ITSE 1307) AND ITSW 1307

Corequisites: None

Fees: Laboratory

Introduction of skills and practices related to Extensible Markup Language (XML). Includes Document Type Definition (DTD), well-formed and valid XML documents, XML schemas, and Extensible Style Language (XSL).

(CIP 1102010000)

ITSE1392 Special Topics In Computer Programming (Advanced) (3-3-1)

Prerequisites: ITSE 2302 and ITSE 1307

Corequisites: None

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)

ITSE2286 Internship - Computer Programming/Programmer, General (2-0-12)

Prerequisites: Permission of Program Coordinator

Corequisites: None

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

(CIP 1102010000)

Permission of Program Coordinator

ITSE2302 Intermediate Web Programming (3-3-1)

Prerequisites: ITSE 1302 and ITSE 1311

Corequisites: None

Fees: Laboratory

Techniques for web development. Includes server-side and client-side scripting.

(CIP 1108020000)

ITSE2309 Database Programming (3-3-1)

Prerequisites: ITSW 1307 and one of the following: ITSE 2317 or ITSE 1307 or ITSE 1331 or ITSE 2302 or INEW 1340

Corequisites: None

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 1108020000)

ITSE2317 Java Programming (3-3-1)

Prerequisites: ITSE 1302 or COSC 1315

Corequisites: None

Fees: Laboratory

Introduction to object-oriented Java programming. Emphasizes the fundamental syntax and semantics of Java for applications and web applets.

(CIP 1102010000)

Same as COSC 1336

ITSE2331 Advanced C++ Programming (3-3-1)

Prerequisites: ITSE 1307

Corequisites: None

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)

ITSE2333Implementing A Database On Ms Sqlserver(3-3-1)

Prerequisites: ITSE 2309 and ITSC 1307

Corequisites: None

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 sub-queries; 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 110802)

ITSE2345Data Structures(3-3-1)

Prerequisites: ITSE 2357 or COSC 1337

Corequisites: None

Fees: Laboratory

This course explores advanced 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.

(CIP 1102010000)

Same as COSC 2336. Replaces ITSE 2321, Introduction to Object-Oriented Programming

ITSE2347Advanced Database Programming(3-3-1)

Prerequisites: ITSE 2302 and ITSE 2317

Corequisites: None

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 110802)

ITSE2349Advanced Visual Basic Programming(3-3-1)

Prerequisites: ITSE 1331

Corequisites: None

Fees: Laboratory

Advanced applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. Students will learn to develop correct, well documented programs containing complex data structures; incorporate complex input/output file handling techniques; develop graphical user interfaces to other software applications; and integrate external programs and libraries with Visual Basic applications.

CIP 11.0201

ITSE2356Oracle Database Administration(3-3-1)

Prerequisites: ITSE 2309 and ITSC 1307

Corequisites: None

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 table spaces, 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 110802)

ITSE2357Advanced Object-Oriented Programming(3-3-1)

Prerequisites: ITSE 2317 or COSC 1336

Corequisites: None

Fees: Laboratory

Application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, polymorphism, and exception handling.

(CIP 1102010000)

Same as COSC 1337. Replaces ITSE 1391, Special Topics in Computer Programming.

ITSE2371Web Development Tools(3-3-1)

Prerequisites: ITSW 1307 and ITSE 2317

Corequisites: None

Fees: Laboratory

This course will introduce students to the different web development tools such as Dreamweaver, Cold fusion, 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.

(CIP 1108020000)

COMPUTER PROGRAMMING/PROGRAMMER, GENERAL (INEW)

INEW1340Asp.Net Programming(3-3-1)

Prerequisites: ITSW 1307 and one of the following: ITSE 2317 or ITSE 1307 or ITSE 1331 or ITSE 2302

Corequisites: None

Fees: Laboratory

Theory of server side web programming concepts to implement solutions for common web programming tasks. It includes basic ASP.Net web controls, user management and authentication, state management, and development of database-driven web applications.

(CIP 1102010000)

INEW2334Advanced Web Page Programming(3-3-1)

Prerequisites: ITSW and one of the following: ITSE 2302 or INEW 1340

Corequisites: None

Fees: Laboratory

Advanced applications for Web authoring. This course will concentrate on using language(s) or other interactive elements to design, code, and implement a dynamic website and demonstrating connectivity between data store (database) and website.

(CIP 1108010000)

INEW2340Object-Oriented Design(3-3-1)

Prerequisites: ITSE 2317

Corequisites: None

A study of large system analysis and design concepts from the object-oriented perspective. Includes determining required objects and their interfaces. Also covers relationships between objects. Students will build/use case models, sequence diagrams, class diagrams and state charts. Topics will include determining what objects will be required, what members an object requires, and relationships between objects using UML, Java etc.

(CIP 1102010000)

Replaces ITSE 1350 System Analysis and Design

COMPUTER SCIENCE (COSC)

COSC1301 Introduction To Computer Information Systems(3-3-0)

Prerequisites: None

Corequisites: 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. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.

(CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

COSC1315 Fundamentals Of Programming(3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency

Corequisites: None

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.

(CIP 1102015207)

Same as ITSE 1302

COSC1336 Programming Fundamentals I (3-3-1)

Prerequisites: COSC 1315 or ITSE 1302

Corequisites: None

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.)

(CIP 1102015507)

Same as ITSE 2317

COSC1337 Programming Fundamentals II (3-3-1)

Prerequisites: COSC 1336 or ITSE 2317

Corequisites: None

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.)

(CIP 1102015607)

Same as ITSE 2357

COSC2336 Programming Fundamentals III (3-3-1)

Prerequisites: COSC 1337 or ITSE 2357

Corequisites: None

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.)

(CIP 1102015707)

Same as ITSE 2345

CRIMINAL JUSTICE (CRIJ)

CRIJ1301 Introduction To Criminal Justice(3-3-0)

Prerequisites: None

Corequisites: None

This course is a general overview of the history and philosophy of criminal justice and ethical considerations in the criminal justice system. 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)

CRIJ1306 Court Systems Practices(3-3-0)

Prerequisites: None

Corequisites: 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)

CRIJ1310 Fundamentals Of Criminal Law(3-3-0)

Prerequisites: None

Corequisites: 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, classifications, the elements of a crime, and penalties for criminal acts using Texas statutes as illustrations, and criminal responsibility.

(CIP 2201015324)

CRIJ2313 Correctional Systems Practices(3-3-0)

Prerequisites: None

Corequisites: None

This course is a study of corrections in the criminal justice system; organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, and treatment and rehabilitation. Current and future issues will be examined.

(CIP 43.0104.5424)

CRIJ2314 Criminal Investigation(3-3-0)

Prerequisites: None

Corequisites: None

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

(CIP 43.0104.55 24)

CRIJ2328 Police Systems Practices(3-3-0)

Prerequisites: None

Corequisites: None

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 43.0104.57 24)

DANCE (DANC)

DANC1110Tap I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Instruction and participation in Tap dance technique. May be repeated for credit.

50.0301.52 26

DANC1111Tap II (1-1-2)

Prerequisites: DANC 1110

Corequisites: None

Fees: Laboratory

Continued instruction in Tap dance technique. May be repeated for credit.

50.0301.52 26

DANC1112Dance Practicum(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Instructor Permission Required

A practicum in dance as a performing art.

5003015326

Repeatable for credit.

DANC1122Folk I(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Instruction and participation in traditional popular dance forms. Topics vary by semester: Capoeira, belly dance, regional dances of India and Europe. May be repeated for credit if topics vary.

(CIP 5003015226)

Same as KINE 1122

DANC1123Folk II(1-1-2)

Prerequisites: DANC 1122 or KINE 1122 or instructor

Corequisites: None

Fees: Laboratory

Instruction and participation in traditional popular dance forms. Topics vary by semester: Capoeira, belly dance, regional dances of India and Europe. May be repeated for credit if topics vary.

(CIP 5003015226)

Same as KINE 1123

DANC1128Social Dance(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course introduces students to the basic steps of a variety of dances for social settings. Historical context and dance as a medium of personal and cultural expression are explored. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1128

DANC1129Swing Dance(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Students are introduced to the basic steps and technique of swing dancing. A variety of patterns and styles are covered with an emphasis on developing lead/follow and styling. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1129

DANC1141Ballet I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Instruction and participation in ballet technique. An introduction to the fundamental principles, techniques and step vocabulary of classical ballet through barre and center floor work. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1141

DANC1142Ballet II (1-1-2)

Prerequisites: DANC 1141, KINE 1141, or Instructor Permission

Corequisites: None

Fees: Laboratory

Continuation of Ballet I. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1142

DANC1145Introduction To Dance(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Introductory course in the fundamentals of dance technique coordination of body parts, rhythm, musicality and expressive qualities of movement. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1145

DANC1146Beginning Modern Dance(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Dynamic exploration of the body in time and space, emphasizing expressive potential. Warm up focuses on developing full articulation of movement through all segments of the body; expansive movement sequences emphasize spatial forms, weight, dynamics, texture and musicality. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1146

DANC1147Jazz Dance I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Instruction and participation in jazz dance form and technique. Emphasis on articulation of rhythmic patterns through the body. Historical context and place of jazz forms in American culture. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1147

DANC1148Jazz Dance II (1-1-2)

Prerequisites: DANC 1147, KINE 1147, or Instructor Permission

Corequisites: None

Fees: Laboratory

Continuation of Jazz Dance I. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1148

DANC1149 Ballet Folklorico I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Instruction and participation in folk dance technique. Regional dances of Mexico. May be repeated for credit.

50.0301.52 26

Same as KINE 1149

DANC1150 Ballet Folklorico II (1-1-2)

Prerequisites: DANC 1149

Corequisites: None

Fees: Laboratory

Continued instruction and participation in folk dance technique. Regional dances of Mexico. May be repeated for credit.

50.0301.52 26

Same as KINE 1150

DANC1153 Flamenco I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Instruction and participation in Flamenco technique. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1153

DANC1154 Flamenco II (1-1-2)

Prerequisites: DANC 1153, KINE 1153, or Instructor Permission

Corequisites: None

Fees: Laboratory

Continuation of Flamenco I. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1154

DANC1201 Choreography (Dance Composition) (2-2-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Basic principles of choreography, including movement invention and composition. Practical experience in the skill use of space, time and dynamics to craft original dance studies. Focus on solo, duet, and small group forms.

(CIP 5003015526)

Same as KINE 1201

DANC1212 Dance Practicum (2-2-1)

Prerequisites: DANC/KINE 1201

Corequisites: None

Fees: Laboratory

Instructor Permission Required

A practicum in dance as a performing art.

(CIP 5003015326)

Same as KINE 1212. Repeatable for credit.

DANC1251Dance Performance Workshop I (2-2-1)

Prerequisites: Modern Dance I, Ballet I or Jazz I

Corequisites: Concurrent enrollment in Modern Dance, Ballet or jazz technique

Fees: Laboratory
Instructor Permission Required

Instruction and participation in dance performance. Rehearsals and performances of dance works under the direction of faculty or guest choreographers.

May be repeated for credit.

(CIP 5003015226)

Same as KINE 1251

DANC1252Dance Performance Workshop II (2-2-1)

Prerequisites: DANC/KINE 1251

Corequisites: Concurrent enrollment in modern, jazz or ballet dance technique

Fees: Laboratory
Instructor Permission Required

Instruction and participation in dance performance. Rehearsals and performances of dance works under the direction of faculty or guest choreographers.

May be repeated for credit. (CIP 5003015226)

(CIP 5003015226)

Same as KINE 1252

DANC1305World Dance(3-3-0)

Prerequisites: None

Corequisites: None

Fees:

Instruction in dance forms of at least three major cultures from three continents, with an emphasis on rhythmic awareness and movement development.

The cultural origins, significance, and motivation, as well as the use of costumes and music will be explored in lecture and research. Instruction will include experiential and written assignments, live performances, guest artists, and multimedia resources.

(CIP 5003015626)

DANC1345I Introduction to Dance(3-3-0)

Prerequisites: None

Corequisites: None

Fees:

Introductory course in the fundamentals of dance technique, coordination of body parts, rhythm, musicality, and expressive qualities of movement.

(CIP 5003015226)

DANC2145I Intermediate Modern Dance(1-1-2)

Prerequisites: DANC 1146, KINE 1146, or Instructor Permission

Corequisites: None

Fees: Laboratory

Continuation of Beginning Modern Dance technique. May be repeated for credit.

(CIP 5003015226)

Same as KINE 2145

DANC2147African Dance Forms (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Fundamental techniques from several regions in cultural context. Emphasis on rhythm and developing articulation through the joints. May be repeated for credit.

(CIP 5003015226)

Same as KINE 2147

DANC2246Dance And Movement Improvisation(2-2-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Developing improvisational skills in movement through dynamic investigation of movement forms - space, time, weight, and dynamics. Increasing range of personal creativity, awareness, and movement skill. Students gain resources for dance compositions, dance performance, as well as other forms of art and sport. An introductory course for the beginning dancer.

(CIP 5003015226)

Same as KINE 2246

DANC2301 Problems In Dance(3-3-0)

Prerequisites: None

Corequisites: None

Fees:

Topics vary. May be repeated for credit.

(CIP 5003015226)

DANC2303 Dance Appreciation(3-3-0)

Prerequisites: None

Corequisites: None

Fees:

This survey of primitive, classical, and contemporary dance stresses its interrelationship with cultural developments and other art forms.

(CIP 5003015426)

DANC2325 Dancer's Body: Anatomy and Expression(3-3-0)

Prerequisites: None

Corequisites: None

Fees:

Musculoskeletal variations and neurological processes assessed in regard to movement efficiency, injury prevention, performance and aesthetics.

(CIP 5003015226)

DANC2389 Academic Cooperative(3-3-4)

Prerequisites: None

Corequisites: None

Fees:

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of dance.

(CIP 2401035212)

DATA PROCESSING TECHNOLOGY (ITSW)

ITSW1307 Introduction To Database(3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency

Corequisites: None

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 110802)

DIGITAL GAME AND SIMULATION DEVELOPMENT (GAME)

GAME1302Storyboarding(3-3-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

In-depth coverage of storyboarding for the development of games and simulations. Addresses pre-production preparation and creation of comprehensive design for a game or simulation including target audience analysis, purpose, goals and objectives, content outline, flow chart, and storyboard.

(CIP 100304)

GAME1303Introduction To Game Design And Development(3-3-1)

Prerequisites: COSC 1301 or Demonstrated Equivalent Competency

Corequisites: None

Fees: Laboratory

Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. Describe the history and evolution of video and computer games and game genres; identify the phases and processes involved in developing a computer game; design a simple computer game from initial concept to final design document; and describe current trends in the game industry with regards to hiring practices, working conditions, etc.

(CIP 100304)

GAME1304Level Design(3-2-3)

Prerequisites: GAME 1303 or GAME 1306

Corequisites: None

Fees: Laboratory

Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. Includes utilization of toolsets from industry titles.

(CIP 100304)

GAME1306Concept Design And Evolution Of Electronic Games(3-3-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Introduction to game and simulation development. Includes analysis of existing applications and their play elements. In-depth coverage of the elements of the application and examination of social issues, genres, and trends. Also covers creation of design documents, investigation of why people play games, review of technological and cultural history of electronic games, survey of the major innovators and historical figures of the industry, and examination of the trends and taboos that motivate game design.

(CIP 100304)

GAME1314Character Sculpting (3-3-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Creation of original characters from the drawing stage to sculpting clay status. Explores a variety of poses using clay and aluminum armatures.

(CIP 100304)

GAME1343Graphics And Simulation Programming I(3-3-1)

Prerequisites: ITSE 2331

Corequisites: None

Fees: Laboratory

Game and simulation programming using the C++ language. Topics will include advanced pointer manipulation techniques and pointer applications, points and vectors, sound, and graphics.

(CIP 100304)

GAME1349OpenGL Programming I(3-3-1)

Prerequisites: GAME 1343

Corequisites: None

Fees: Laboratory

Computer graphics with focus on the basic principles and techniques of graphics applications. Emphasizes 3-D computer graphics and translating a task from design to suitable algorithms and program code. Combines principles and major techniques in computer graphics with third-party game and simulation technologies.

(CIP 100304)

GAME1371Compositing(3-1-4)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Advanced digital video techniques for post-production. Emphasizes generation and integration of special effects, 2-D animation and 3-D animation for film, video, CD-ROM, and the Internet. Exploration of new and emerging compression and video streaming technologies.

(CIP 100304)

GAME1372Particles and Dynamics(3-3-2)

Prerequisites: ARTV 1441

Corequisites: None

Special FX and Simulations using 3D Lights and Volumetric Effects, Particles and Deflectors, Space Warps, Dynamics, and Particle Flow to create fog, smoke, snow, rain effects, explosions, Hair and Fur, clothing elements and collision calculations.

CIP 10.0304

GAME2286Internship - Animation, Interactive Technology, Video Graphics And Special Effects(2-0-12)

Prerequisites: Instructor Permission

Corequisites: None

Fees: Laboratory
Instructor Permission Required

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

(CIP 100304)

GAME2332Project Development I(3-3-2)

Prerequisites: GAME 2342

Corequisites: None

Fees: Laboratory

Skill development in an original modification based on a current game engine. Includes management of version control; development of project timeliness; integration of sound, models, and animation; production of demos; and creation of original levels, characters, and content for a real-time multiplayer game. Applies skills learned in previous classes in a simulated real-world design team experience.

(CIP 100304)

GAME2336Lighting, Shading, And Texture(3-3-1)

Prerequisites: ARTV 2345

Corequisites: None

Fees: Laboratory

Lighting, shading, and texture painting for 3-D models using digital painting techniques. Emphasizes lighting, shading, and texture creation of limited resolution to increase system performance for digital games and simulation training models.

(CIP 100304)

GAME2342Game Development In C++ (3-2-3)

Prerequisites: ITSE 2331

Corequisites: None

Fees: Laboratory

Skill development in C++ programming for games and simulations. Examines real-world C++ development issues.

(CIP 100304)

GAME2344Direct X Programming(3-2-3)

Prerequisites: GAME 2342

Corequisites: None

Fees: Laboratory

Exploration of the advanced suite of multimedia application programming interfaces (API) built into the Microsoft Windows operating system.

Includes fundamentals of Direct X's API that give multimedia applications access to advanced features of high-performance hardware such as 3-D graphics acceleration chips and sound cards. Addresses control of low-level functions including 2-D graphics acceleration; support for input devices such as joysticks, keyboards, and mice; and control of sound mixing and sound output.

(CIP 100304)

GAME2359Game And Simulation Group Project(3-3-1)

Prerequisites: GAME 2371 or GAME 2342

Corequisites: None

Fees: Laboratory

Creation of a game and/or simulation project utilizing a team approach. Includes animation, titles, visualization of research results, modeling with polygon frames, curves and surfaces, 3-D text and animation with keyframes, paths (objects and curves), morphing, vertex keys, skeletons, and lattices.

(CIP 100304)

GAME2371Character Rigging(3-3-2)

Prerequisites: ARTV 2345

Corequisites: None

Fees: Laboratory

Explore Forward and Inverse Kinematics, bones and skeletons for character setup. Use special techniques for skin binding and rigging with Maya and 3ds Max Character Studio/Biped. Students who complete the course will have a 3D model ready for animation.

(CIP 100304)

GAME2372Principles of Character Animation(3-2-3)

Prerequisites: ARTV 1441

Corequisites: None

This course covers the 12 principles of animation and the illusion of life concepts as defined by the traditional animation industry. Students will use these concepts and apply them in a 3D application context. Study of character motion and footsteps, use of modifiers to create believable walk cycles and animation loops for games.

CIP 10.0304

DRAMA (DRAM)

DRAM1220Rehearsal And Performance/Technical Production(2-2-0)

Prerequisites: None

Corequisites: None

A practicum in scenery construction, lighting, sound, costuming, properties, publicity, acting, and general theatre practice. This course may be repeated for a maximum of four hours credit.

(CIP 5005065326)

DRAM1310Introduction To Theatre - Theatre Appreciation(3-3-0)

Prerequisites: None

Corequisites: None

A survey of the main fields of theatre activity providing 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 production and the collaborative nature of live theatre.

(CIP 5005015126)

DRAM1322Stage Movement(3-3-0)

Prerequisites: None

Corequisites: None

Principles, practices, and exercises in body techniques and stage movement; emphasis on physical awareness, personal expression, and body control.

(CIP 5005065426)

DRAM1330Stagecraft I (3-3-0)

Prerequisites: None

Corequisites: None

Introduction to the major areas of design and technology. A hands-on approach to stagecraft with a focus on the elements of design. Basic design projects are completed. Internship with a local community/professional theatre is required.

(CIP 5005025126)

DRAM1341Make-Up For The Stage(3-3-0)

Prerequisites: None

Corequisites: None

The design and execution of make-up for the purpose of developing believable characters. Focus is on basic make-up principles and experience with make-up application.

(CIP 5005025226)

DRAM1342Introduction To Costume(3-3-0)

Prerequisites: None

Corequisites: None

A study of the principles and techniques of costume design and construction for the stage. This course emphasizes the skills, duties, and responsibilities of the costume designer, and includes a brief overview of costume history.

(CIP 5005025326)

DRAM1351Acting I (3-3-0)

Prerequisites: None

Corequisites: None

This course focuses on development of the basic skills and techniques of acting including increased self-awareness, improvement of stage presence, stage movement, characterization, and improvisation.

(CIP 5005065126)

DRAM1352Acting II (3-3-0)

Prerequisites: DRAM 1351

Corequisites: None

This course is a continuation of DRAM 1351 with special emphasis on the exploration and development of techniques for the creation of a character through the preparation and presentation of scenes and monologues.

(CIP 5005065126)

DRAM2336Voice And Articulation(3-3-0)

Prerequisites: None

Corequisites: None

A practical course designed to develop an understanding of the use and function of the voice as a creative instrument for communication, and to provide individual instruction in pronunciation and articulation to facilitate oral communication.

(CIP 5005065226)

Same as SPCH 1342

DRAM2361Theatre History I (3-3-0)

Prerequisites: None

Corequisites: None

This course is a study of the development of Western theatre from ancient times through the nineteenth century, including the reading of representative plays.

(CIP 5005055126)

DRAM2366Introduction To Film(3-3-0)

Prerequisites: None

Corequisites: None

This course examines motion pictures as a collaborative art form, surveying multiple styles, genres, and techniques. Special attention is paid to the historical development and sociological effects of film as an art.

(CIP 5006025126)

DRAM2389Academic Cooperation In Fine Arts: Theatre(3-3-0)

Prerequisites: None

Corequisites: None

An instructional program designed to integrate on-campus study with practical hands-on experience in theatre. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of theatre.

(CIP 2401035212)

Instructor Permission Required

ECONOMICS (ECON)

ECON2301 Macroeconomics (3-3-0)

Prerequisites: None

Corequisites: 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. Selected sections may include a Junior Achievement service learning requirement.

(CIP 4506015125)

ECON2302 Microeconomics (3-3-0)

Prerequisites: None

Corequisites: 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)

EDUCATION (EDUC)

EDUC1301 Introduction to the Teaching Profession(3-3-1)

Prerequisites: None

Corequisites: None

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and the course includes a minimum 16 hours of field experience in a K-12 classroom.

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 1301015109)

Replaces IDST 1301 Schools and Society: An Introduction to Education

EDUC2301 Introduction to Special Populations(3-3-1)

Prerequisites: EDUC 1301

Corequisites: None

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; course must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations.

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. Students will demonstrate critical thinking in determining the interconnections of the above issues.

(CIP 1301015109)

ELECTRICAL, ELECTRONIC COMM ENGINEERING TECHNOLOGY (EECT)

ELEMENTARY EDUCATIONAL TRAINING (EDTC)

EDTC1305 Reading Problems(3-3-0)

Prerequisites: None

Corequisites: 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 1313050000)

EDTC1307 Teaching Reading in the Elementary School(3-3-0)

Prerequisites: None

Corequisites: None

This course examines fundamental concepts and principles of reading instruction. Topics include emergent literacy, reading readiness, reading instruction, literacy-based environments, and a review of varied materials and techniques for teaching reading.

(CIP 1313050000)

EDTC1311 Instructional Practices- Effective Learning Environment(3-3-0)

Prerequisites: None

Corequisites: 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 1315010000)

EDTC1313 Introduction to Educational Software and Technology(3-3-0)

Prerequisites: None

Corequisites: None

This course introduces use of educational software, instructional applications, and technology in the educational setting. Students learn to evaluate the use of technology for guided practice and self-paced student remediation.

(CIP 1315010000)

EDTC1321 Bilingual Education(3-3-0)

Prerequisites: None

Corequisites: 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 1302010000)

EDTC1325 Principles and Practices of Multicultural Education(3-3-0)

Prerequisites: None

Corequisites: None

This course examines the cultural diversity found in society and reflected in the classroom. Topics include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups.

(CIP 1302010000)

EDTC1364 Field Experience-Teacher Assistant(3-1-20)

Prerequisites: None

Corequisites: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

(CIP 1315010000)

EDTC2317 Guiding Student Behavior(3-3-0)

Prerequisites: None

Corequisites: None

This course addresses developmentally appropriate direct and indirect guidance techniques for use in various school environments. Topics include identification of causes of inappropriate behavior, establishing and managing routines, the environment's role in promoting positive behavior, promoting self-esteem negotiation/conflict resolution strategies, and enhancing positive self-direction. Emphasis in implementation of a behavior management plan.

(CIP 1313050000)

ENGINEERING (ENGR)

ENGR1201 Introduction To Engineering(2-2-0)

Prerequisites: None

Corequisites: 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.

(CIP 1401015110)

ENGR 1201 is also open to non-engineering majors.

ENGR1304 Engineering Graphics I (3-2-3)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course provides an introduction to spatial relationships, multiview projection and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics. This course strongly emphasizes computer aided design.

(CIP 1513015111)

ENGR1307 Plane Surveying(3-2-3)

Prerequisites: MATH 2413

Corequisites: None

Fees: Laboratory

This course covers the use and care of instruments, note keeping, distance measurements, traverse surveying, areas, angles and elevations, legal principles, elementary map making, plane table and transit methods of topographic map production, field problems related to highway surveying, circular and vertical curves, earthwork, volumes and cost estimates, and triangulation and base lines.

(CIP 1511025111)

ENGR2301 Engineering Mechanics I: Statics(3-3-0)

Prerequisites: PHYS 2425

Corequisites: None

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)

This course is math intensive (MI).

ENGR2302 Engineering Mechanics II: Dynamics(3-3-0)

Prerequisites: ENGR 2301

Corequisites: None

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)

This course is math intensive (MI).

ENGR2303 Engineering Mechanics: Statics And Dynamics(3-3-0)

Prerequisites: PHYS 2425

Corequisites: None

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)

This course is math intensive (MI).

ENGR2304Computer Programming With Engineering Applications(3-2-3)

Prerequisites: ITSE 1302

Corequisites: None

Fees: Laboratory

Computer solutions to basic engineering problems are presented in C ++ computer language. Students practice algorithms, data presentation, and program structures.

(CIP 1102015207)

ENGR2305Circuits I (3-3-0)

Prerequisites: MATH 2414

Corequisites: None

This course presents the principles of electrical circuits and systems. DC, transient, and sinusoidal steady-state analysis are included.

(CIP 1410015110)

This course is math intensive (MI).

ENGR2332Mechanics Of Materials(3-3-0)

Prerequisites: ENGR 2301

Corequisites: None

This course covers stresses, deformations, stress-strain relationships, torsions, beams, shafts, columns, elastic deflections in beams, combined loading, and combined stresses.

(CIP 1411015110)

This course is math intensive (MI).

ENGLISH (ENGL)

ENGL0100Special Topics(1-1-0)

Prerequisites: None

Corequisites: None

May serve as a refresher or as a supplemental course to developmental English courses. Course descriptions are available for each semester prior to registration. This course may be repeated when topics vary.

(CIP 3201085312)

Courses which begin with a zero, such as 0100, 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.

ENGL0300Basic English I(3-3-1)

Prerequisites: None

Corequisites: None

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 a C or better before being allowed to take a higher-level course in the English sequence. Requires weekly attendance in the Cooperative Learning Lab for English.

(CIP 3201085312)

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.

ENGL0301Basic English II(3-3-1)

Prerequisites: Appropriate placement score or "C" or better in ENGL 0300

Corequisites: None

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. Requires weekly attendance in the Cooperative Learning Lab for English.

(CIP 3201085312)

Courses which begin with a zero, such as 0301, 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.

ENGL1301Freshman Composition I(3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301

Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.

(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

ENGL1302Freshman Composition II(3-3-0)

Prerequisites: ENGL 1301 with a "C" or better

Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition 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. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.

(CIP 2304015112)

ENGL2307Creative Writing (3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

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)

ENGL2311Technical Writing(3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

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)

ENGL2322British Literature Through The 18Th Century(3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

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)

ENGL2323British Literature In The 19Th And 20Th Centuries(3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

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)

ENGL2327Early American Literature Through The Romantic Period(3-3-0)

Prerequisites: None

Corequisites: None

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)

ENGL2328American Literature: Realism Through Post-Modernism(3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

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)

ENGL2332World Literature From Antiquity Through Renaissance(3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

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 1601045213)

ENGL2333Modern World Literature(3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

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 1601045213)

ENGL2341Forms Of Literature(3-3-0)

Prerequisites:ENGL 1302

Corequisites: None

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 1601045113)

ENGL2351Mexican-American Literature(3-3-0)

Prerequisites:English 1301 and 1302 with a "C" or better

Corequisites: none

A survey of Mexican-American/Chicano/a Literature including fiction, non-fiction, poetry, and drama. The course examines major works of Mexican-American Literature, works written in English by Mexican-Americans from 1542 to the present. Readings emphasize the major genres and cultural perspectives in Mexican-American Literature. The course also emphasizes critical reading, critical writing, and critical analysis of the literature.

05.0203.55.25

ENGL2370Studies In Literature(3-3-0)

Prerequisites:ENGL 1302

Corequisites: None

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)

ENGL2373Multi-Cultural American Literature(3-3-0)

Prerequisites:ENGL 1302

Corequisites: None

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)

ENGL2375Children's Literature(3-3-0)

Prerequisites:English 1302 with a C or better

Corequisites: none

A survey of the history and uses literature for children. The course entails analysis of works of children's literatures as well as study of the role of literature in child development. A research paper or term project is required.

ENGLISH AS A SECOND LANGUAGE (ESOL)

ESOL0340Speaking/Listening 4(3-3-1)

Prerequisites: Placement testing or approval by instructor

Corequisites: None

Fees: Laboratory

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 3201085512)

ESOL0341Reading 4(3-3-1)

Prerequisites: Placement testing or approval by instructor

Corequisites: None

Fees: Laboratory

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.

(CIP 3201085612)

Completion of ESOL 0341 with a C or better is equivalent to READ 0301

ESOL0342Grammar 4(3-3-0)

Prerequisites: Placement testing or approval by instructor

Corequisites: None

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 3201085712)

ESOL0343Writing 4(3-3-0)

Prerequisites: Placement testing or approval by instructor

Corequisites: None

This is an intermediate college-level course designed to develop the student's ability to construct paragraphs with topic sentences, body (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 3201085412)

ESOL0344Reading and Conversation 4(3-3-2)

Prerequisites: none

Corequisites: none

Fees: Laboratory

The course develops reading comprehension and communication skills. The students engage in conversation from reading a variety of intermediate level materials while increasing their vocabulary. The course emphasizes reading skills such as recognizing the main ideas, facts and opinions, drawing inferences, comparing different sources, and understanding web sources. Pronunciation of Standard American English is also emphasized in order to improve speaking skills.

32.0108.5212

Completion of ESOL 0344 with a "C" or better is equivalent to READ 0301

ESOL0350Speaking/Listening 5(3-3-1)

Prerequisites: Placement testing or approval by instructor

Corequisites: None

Fees: Laboratory

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 others' 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 3201085512)

ESOL0351 Reading 5(3-3-1)

Prerequisites: Successful completion of READING 4, placement testing, or approval by instructor.

Corequisites: None

Fees: Laboratory

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 the authors' purpose and point of view.

(CIP 3201085612)

Completion of ESOL 0351 with a C or better is equivalent to READ 0302

ESOL0352 Grammar 5(3-3-0)

Prerequisites: Successful completion of GRAMMAR 4, placement testing, or approval by instructor.

Corequisites: None

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.

(CIP 3201085712)

Completion of ESOL 0352 and ESOL 0353 with a "C" or better is equivalent to ENGL 0300

ESOL0353 Writing 5(3-3-0)

Prerequisites: Successful completion of WRITING 4, placement testing, or approval by instructor.

Corequisites: None

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.

(CIP 3201085712)

Completion of ESOL 0352 and ESOL 0353 with a C or better is equivalent to ENGL 0300

ESOL0354 Reading and Conversation 5(3-3-2)

Prerequisites: Successful completion of ESOL 0344, placement testing, or approval by instructor

Corequisites: none

Fees: Laboratory

The course develops reading comprehension and communication skills. The students engage in conversation from reading a variety of high intermediate materials while increasing and using advanced vocabulary. The course emphasizes reading skills such as recognizing the main ideas, facts and opinions, drawing inferences, comparing different sources, and understanding web sources. Pronunciation of Standard American English is also emphasized in order to improve speaking skills.

32.0108.5212

Completion of ESOL 0354 with a "C" or better is equivalent to READ 0302

ESOL0360 Speaking/Listening 6(3-3-1)

Prerequisites: Successful completion of SPEAKING/LISTENING 5, placement testing, or approval by instructor

Corequisites: None

Fees: Laboratory

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 3201085512)

ESOL0361 Reading 6(3-3-1)

Prerequisites: Successful completion of READING 5, placement testing, or approval by instructor

Corequisites: None

Fees: Laboratory

This is an advanced course where students begin reading college-level materials and using critical thinking skills by discussion and analysis of materials 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.

(CIP 3201085612)

Completion of ESOL 0361 with a C or better is equivalent to READ 0303

ESOL0362Grammar 6(3-3-0)

Prerequisites: Successful completion of GRAMMAR 5, placement testing, or approval by instructor

Corequisites: None

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.

(CIP 3201085712)

Completion of ESOL 0362 and ESOL 0363 with a "C" or better is equivalent to ENGL 0301

ESOL0363Writing 6(3-3-1)

Prerequisites: Successful completion of WRITING 5, placement testing, or approval by instructor

Corequisites: None

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.

(CIP 3201085712)

Completion of ESOL 0362 and ESOL 0363 with a C or better is equivalent to ENGL 0301

ESOL0364Reading and Conversation 6(3-3-2)

Prerequisites: Successful completion of ESOL 0356, placement testing, or approval by instructor

Corequisites: none

Fees: Laboratory

The course develops reading comprehension and communication skills. The students engage in conversation from reading a variety of advanced level complex materials while increasing and using vocabulary for college readiness. The course emphasizes reading skills such as recognizing the main ideas, facts and opinions, drawing inferences, comparing different sources, and understanding web sources. Pronunciation of Standard American English is also emphasized in order to improve speaking skills.

32.0108.5212

Completion of ESOL 0364 with a "C" or better is equivalent to READ 0303

ESOL0365Accent Improvement(3-3-0)

Prerequisites: None

Corequisites: None

This course is designed to help students improve their pronunciation and intonation 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 3201085512)

May be taken with SPEAKING/LISTENING 5 or SPEAKING/ LISTENING 6

ENGLISH, BUSINESS, AND TECHNICAL WRITING (ETWR)

ETWR1191 Special Topics In English Technical And Business Writing(1-1-0)

Prerequisites: None

Corequisites: None

Topics addressed: recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. For the Braille Textbook Transcriber Program, this course will concentrate on business and technical writing skills necessary for success as an independent braille transcriber.

(CIP 2311010000)

ENVIRONMENTAL ENGINEERING TECHNOLOGY (EPCT)

EPCT2315 Water Chemistry(3-3-0)

Prerequisites: None

Corequisites: 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)

FILM AND CINEMA STUDIES (FLMC)

FLMC2344Advanced Film Broadcast Editing(3-1-4)

Prerequisites: ARTV 1351

Corequisites: None

Fees: Laboratory

Exploration of the creative possibilities of non-linear film and video editing. Includes editing esthetics, titles, graphic design, composition, special effects, and editing scenes using a computer.

(CIP 50.0602)

FRENCH (FREN)

FREN1411Elementary French I (4-3-2)

Prerequisites: None

Corequisites: 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)

FREN1412Elementary French II (4-3-2)

Prerequisites: FREN 1411 or departmental approval

Corequisites: None

Fees: Laboratory

Students continue developing the skills introduced in FREN 1411. Language laboratory is required.

(CIP 1609015113)

FREN2311Intermediate French I (3-3-0)

Prerequisites: FREN 1412 or equivalent

Corequisites: None

This course focuses on reading, composition, and intense oral practice. A review of grammar is included.

(CIP 1609015213)

FREN2312Intermediate French II (3-3-0)

Prerequisites: FREN 2311 or equivalent

Corequisites: None

This course is a continuation of FREN 2311. Included are composition and contemporary literature. Grammar is reviewed and expanded.

(CIP 1609015213)

GEOGRAPHY (GEOG)

GEOG1301Elements Of Physical Geography(3-3-0)

Prerequisites: None

Corequisites: 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)

GEOG1302Cultural Geography(3-3-0)

Prerequisites: None

Corequisites: 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)

GEOG1303Geography Of The World(3-3-0)

Prerequisites: None

Corequisites: 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)

GEOG1305Geography Of North America(3-3-0)

Prerequisites: None

Corequisites: None

Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions.

(CIP 4507015325)

GEOLOGY (GEOL)

GEOL1345Oceanography(3-3-0)

Prerequisites: None

Corequisites: None

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 4006015103)

GEOL1346Astronomy(3-3-0)

Prerequisites: None

Corequisites: None

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 406015103)

GEOL1347Introduction to Meteorology(3-3-0)

Prerequisites: None

Corequisites: None

This course is an introduction to the nature of the Earth's atmosphere, weather, and climate. Topics include atmospheric composition, structure and circulation, air temperature, heat transfer, humidity, cloud formation, weather fronts, tornadoes, and hurricanes.

(CIP 4006015103)

GEOL1403Physical Geology(4-3-3)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course is an introduction to the nature and properties of minerals and rocks, and the processes by which they are formed, altered and transported. Important topics include the rock cycle, volcanoes, earthquakes, plate tectonics, the interior of the Earth, and the development of the landscape. Laboratory work includes the study of minerals, rocks, aerial photographs, and maps.

(CIP 4006015103)

GEOL1404Historical Geology(4-3-3)

Prerequisites: GEOL 1403

Corequisites: None

Fees: Laboratory

This course explores the history of the Earth and the development of life over geologic time. The course begins with an augmented review of geological principles, and continues with the narrative of Earth history that has been derived through the use of those principles. Laboratory work includes the study of rocks, fossils, and maps.

(CIP 4006015103)

GEOL1405Environmental Geology(4-3-3)

Prerequisites: None

Corequisites: 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.

(CIP 301035301)

GOVERNMENT (GOVT)

GOVT2304 Introduction To Political Science(3-3-0)

Prerequisites: None

Corequisites: None

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)

GOVT2305 Federal Government(3-3-0)

Prerequisites: None

Corequisites: None

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)

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

GOVT2306 Texas Government(3-3-0)

Prerequisites: None

Corequisites: None

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)

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

GOVT2311 Mexican-American Politics(3-3-0)

Prerequisites: None

Corequisites: None

Analysis of the American political system and institutions from a Chicana/o perspective. Included in this course is an examination of community activities, including organizations and contemporary issues.

CIP 05.0203.5425

HEALTH INFORMATION TECHNOLOGY/TECHNICIAN (HITT)

HITT1305Medical Terminology(3-3-0)

Prerequisites: None

Corequisites: 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)

HITT1460Clinical Experience (4-1-12)

Prerequisites: Approval of Community Health Program Coordinator Required for completion of the Certificate

Corequisites: None

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)

(replaces CHLT 1380)

HITT2460Clinical Experience(4-1-12)

Prerequisites: HITT 1460 and Approval of Community Health Program Coordinator Required for completion of the AAS Degree

Corequisites: None

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)

HITT2560Clinical Experience(5-1-15)

Prerequisites: Approval of Community Health Program Coordinator required

Corequisites: None

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)

(Replaces HITT 2589. Open only to students completing earlier degree plans requiring HITT 2589.)

HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES (HPRS)

HPRS1342Project Scope and Risk Management(3-3-0)

Prerequisites: HPRS 2230

Corequisites: None

Identification, analysis, and mitigation of threats to project management elements and the process of deciding what project to do, defining the plan for the desired outcomes, and developing a process for controlling changes to the project. Students will identify risk elements and plan response with contingencies; define the objectives, boundaries, constraints, work structure, and communication process; show and explain how the laws of probability are used to forecast the number and size of possible future losses; create a scope statement; utilize project selection tools and techniques.

52.0201

HPRS2230Research Methods(3-3-0)

Prerequisites: CLST 1372

Corequisites: None

Analysis of current research methods and determination of validity, relevance, and applicability to the field. Students will examine types of research; differentiate between scientific and nonscientific research; analyze research studies for validity, relevance, and applicability to the field.

51.0000

HPRS2301Pathophysiology(3-3-0)

Prerequisites: None

Corequisites: None

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Students will distinguish environmental factors, physical, psychosocial, and cognitive characteristics of various diseases and conditions; and identify implications of therapeutic interventions for common diseases and conditions.

51.0000

HISTORY (HIST)

HIST1301History Of The United States I (3-3-0)

Prerequisites: None

Corequisites: None

Students analyze U.S. history from early native civilizations in America through European settlement, the establishment of our nation, and the Civil War era, with the primary emphasis on critical and creative thinking. Students address those historical events and trends that seem most important for understanding the evolution and revolutions of American history. This course satisfies one-half the legislative requirement of six semester hours in American history.

(CIP 5401025125)

HIST1302History Of The United States II (3-3-0)

Prerequisites: None

Corequisites: None

Students analyze U.S. history from Reconstruction to the present with a primary emphasis on critical and creative thinking. Students address those historical events and trends that seem most important for understanding the evolution and revolutions of American history. This course satisfies one-half of the legislative requirements for six semester hours in American history.

(CIP 5401025125)

HIST2301Texas History(3-3-0)

Prerequisites: None

Corequisites: 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 5401025225)

HIST2311Western Civilization I (3-3-0)

Prerequisites: None

Corequisites: 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, and the rise of the national state, the development of parliamentary government, and the influences of European colonization.

(CIP 5401015425)

HIST2312Western Civilization II (3-3-0)

Prerequisites: None

Corequisites: 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 5401015425)

HIST2321World Civilizations I (3-3-0)

Prerequisites: None

Corequisites: 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 15th 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.

(CIP 5401015325)

Credit cannot be earned for both HIST 2321 and IDST 2372.

HIST2322World Civilizations II (3-3-0)

Prerequisites: None

Corequisites: None

This course is a study of the contact of civilizations and cultural change since the 15th 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.

(CIP 5401015325)

Credit cannot be earned for both HIST 2322 and IDST 2373.

HIST2323Eastern Civilizations(3-3-0)

Prerequisites: None

Corequisites: None

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 5401015325)

HIST2327Mexican American History(3-3-0)

Prerequisites: None

Corequisites: None

Students explore the historical, political, economic, social and cultural development of Mexican Americans throughout the United States. This course will address this group's vital role in and contribution to American history.

CIP 05.0203.52 25

May be applied to U.S. History requirement.

HIST2328Mexican American History II (3-3-0)

Prerequisites: None

Corequisites: None

Students will study the historical, economic, social, and cultural development of Mexican-Americans/Latinos/Chicanos, emphasizing the Mexican War to contemporary times.

(CIP 05.0203.5225)

May be applied to U.S. History requirement

HIST2372Advanced Historical Analysis(3-3-0)

Prerequisites: None

Corequisites: None

Topics provide in-depth study of selected minority, local, regional, national, or international topics. This course may be repeated when topics vary.

(CIP 4508015642)

HIST2381African American History(3-3-0)

Prerequisites: None

Corequisites: 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.

(CIP 4511015325)

May be substituted for HUMA 2319. Credit cannot be earned for both HIST 2381 and HUMA 2319.

HIST2389Academic Cooperative In History(3-3-4)

Prerequisites: HIST 1301 and HIST 1302

Corequisites: None

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.

HUMAN DEVELOPMENT (HUMD)

HUMD0160College Vocabulary(1-1-2)

Prerequisites: None

Corequisites: 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 3201015212)

HUMANITIES (HUMA)

HUMA1301 Introduction To The Humanities I (3-3-0)

Prerequisites: None

Corequisites: 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 2401035112)

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.

HUMA1302 Introduction To International Studies - Humanities II (3-3-0)

Prerequisites: None

Corequisites: 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 2401035112)

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.

HUMA1305 Introduction to Mexican-American Studies (3-3-0)

Prerequisites: None

Corequisites: None

Introduction to the field of Mexican-American/Chicano/a Studies from its inception to the present. Interdisciplinary survey designed to introduce students to the salient cultural, economic, educational, historical, political and social aspects of the Mexican-American/Chicano/a experience.

(CIP 0502035125)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their personal needs.

HUMA1311 Mexican-American Fine Arts Appreciation (3-3-0)

Prerequisites: none

Corequisites: none

An examination of Mexican-American/Chicano/a artistic expressions in the visual and performing arts.

5007035426

There are no prerequisites for any of the Humanities course offerings. This course stands alone and fulfills the Visual/Performing Arts requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

HUMA1315 Introduction To The Arts (3-3-0)

Prerequisites: None

Corequisites: 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 5001015126)

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.

HUMA2319 American Minorities (3-3-0)

Prerequisites: None

Corequisites: None

An introduction to the 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 4511015325)

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.

HUMA2323World Cultures(3-3-0)

Prerequisites: None

Corequisites: None

A study 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 4502015125)

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.

IMPLEMENTING AND MANAGING TECHNOLOGY (ITMT)

ITMT1300Implementing and Supporting MS Win XP Professional(3-2-3)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Addresses the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows XP Professional in a variety of stand-alone and network operating system environments. In-depth, hands-on training for Information Technology (IT) professionals responsible for the planning, implementation, management, and support of Windows XP Professional.

11.0901

ITMT1340Managing and Maintaining a MS Win Server 2003 Environment(3-2-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Managing accounts and resources, maintaining server resources, monitoring server performance, and safeguarding data in a Microsoft Windows Server 2003 environment.

11.0901

ITMT1350Implementing, Managing, and Maintaining a MS Win Server 2003 Network Infrastructure: Network Services(3-2-2)

Prerequisites: ITMT 1340

Corequisites: None

Fees: Laboratory

Implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access.

11.0901

ITMT2300Planning, Implementing, and Maintaining a MS Win Server 2003 Active Directory Infrastructure(3-2-2)

Prerequisites: ITMT 1350

Corequisites: None

Fees: Laboratory

Windows Server 2003 directory service environment. Includes forest and domain structure; Domain Name System (DNS); site topology and replication; organizational unit structure and delegation of administration; Group Policy; and user, group, and computer account strategies.

11.0901

ITMT2330Designing a MS Win Server 2003 Active Directory and Network Infrastructure(3-2-2)

Prerequisites: ITMT 1350

Corequisites: None

Fees: Laboratory

Designing a Microsoft Active Directory service and network infrastructure for a Microsoft Windows Server 2003 environment. Intended for systems engineers who are responsible for designing directory service and/or network infrastructures.

11.0901

ITMT2346Implementing and Administering Security in a MS Win Server 2003 Network(3-2-2)

Prerequisites: ITMT 2300

Corequisites: None

Fees: Laboratory

Addresses the Microsoft Certified Systems Administrator (MCSA) and Microsoft Certified Systems Engineer (MCSE) skills path for information technology security practitioners. Focuses on Microsoft Windows Server 2003 infrastructure solutions. Includes client-focused content where appropriate. Provides functional skills in planning and implementing infrastructure security.

INFORMATION TECHNOLOGY CISCO CERTIFICATION (ITCC)

ITCC1401CCNA 1: Exploration - Network Fundamentals(4-3-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

A course introducing the architecture, structure, functions, components, and models of the internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes.

(CIP 111002)

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.

ITCC1404CCNA 2: Exploration 2 - Routing Protocols and Concepts(4-3-2)

Prerequisites: ITCC 1401

Corequisites: None

Fees: Laboratory

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems. Model and analyze routing processes.

(CIP 111002)

ITCC2408CCNA 3: Exploration 3 - LAN Switching and Wireless(4-3-2)

Prerequisites: ITCC 1404

Corequisites: None

Fees: Laboratory

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced.

(CIP 111002)

ITCC2410CCNA 4: Exploration 4 - Accessing the WAN(4-3-2)

Prerequisites: ITCC 2408

Corequisites: None

Fees: Laboratory

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS).

(CIP 111002)

ITCC2450CCNP 1: Building Scalable Internetworks(4-3-3)

Prerequisites: ITCC 2410

Corequisites: None

Fees: Laboratory

Create an efficient and expandable enterprise network by installing, configuring, monitoring, and troubleshooting network infrastructure equipment (especially routers such as Cisco ISRs) according to the Campus Infrastructure module in the Enterprise Composite Network model. Topics include how to configure EIGRP, OSPF, IS-IS, and BGP routing protocols and how to manipulate and optimize routing updates between these routing protocols. Other topics include multicast routing, IPv6, and DHCP configuration.

(CIP 11.1002)

ITCC2451CCNP 2: Implementing Secure Converged Wide-area Networks(4-3-3)

Prerequisites: ITCC 2410

Corequisites: None

Fees: Laboratory

Providing secure enterprise-class network service for teleworkers and branch sites. Students will learn how to secure and expand the reach of an enterprise network with focus on VPN configuration and securing network access. Topics include teleworker configuration and access, Frame-Mode MPLS, site-to-site IPSec VPN, Cisco EZVPN, strategies used to mitigate network attacks, Cisco device hardening and IOS firewall features.

(CIP 11.1002)

ITCC2452CCNP 3: Building Multilayer Switched Networks(4-3-3)

Prerequisites: ITCC 2410

Corequisites: None

Fees: Laboratory

Multilayer Switching teaches about the deployment of state-of-the-art campus LANs. The course focuses on the selection and implementation of the appropriate Cisco IOS services to build reliable, scalable multilayer-switched LANs.

(CIP 11.1002)

ITCC2453CCNP 4: Optimizing Converged Networks(4-3-3)

Prerequisites: ITCC 2410

Corequisites: None

Fees: Laboratory

Optimizing and providing effective QOS techniques in converged networks operating voice, wireless, and security applications.

(CIP 11.1002)

INFORMATION TECHNOLOGY SECURITY (ITSY)

ITSY1300 Fundamentals Of Information Security (3-2-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

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 1110030000)

ITSY1342 Information Technology Security (3-2-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.

(CIP 111003)

ITSY1391 Special Topics: Computer Forensics II (3-2-2)

Prerequisites: ITSY 2343

Corequisites: None

Fees: Laboratory

This course builds upon knowledge and skills gained in ITSY 2343, with continued In-depth study of system forensics including methodologies used for analysis of computer security breaches. Students will use more advanced computer forensics tools to gather and evaluate evidence of security breach breaches.

(CIP 111003)

ITSY2300 Operating System Security (Linux) (3-2-2)

Prerequisites: ITSC 1307

Corequisites: None

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 1110030000)

ITSY2301 Firewalls And Network Security (3-2-2)

Prerequisites: ITCC 1401

Corequisites: None

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 1110030000)

ITSY2330 Intrusion Detection (3-2-2)

Prerequisites: ITSY 2300 and ITSY 2301

Corequisites: None

Fees: Laboratory

Computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and documenting network crises and activating

the response team.

(CIP 111003)

ITSY2341 Security Management Practices (3-3-0)

Prerequisites: ITCC 1401

Corequisites: None

Fees: Laboratory

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 1110030000)

ITSY2342 Incident Response And Handling (3-2-2)

Prerequisites: ITCC 1401

Corequisites: None

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 1110030000)

ITSY2343 Computer System Forensics (3-2-2)

Prerequisites: ITCC 1401

Corequisites: None

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 1110030000)

INTERDISCIPLINARY STUDIES (IDST)

IDST2370 Individual, Family, and Community(3-3-0)

Prerequisites: None

Corequisites: 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 4511015442)

Same as SOCI 2301. Students may not receive credit for both IDST 2370 and SOCI 2301. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interest.

IDST2371 Society and Social Issues(3-3-0)

Prerequisites: None

Corequisites: 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 2401035112)

Same as SOCI 1306. Students may not receive credit for both IDST 2371 and SOCI 1306. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interest.

IDST2372 World Civilizations I (3-3-0)

Prerequisites: None

Corequisites: 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 15th 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.

(CIP 5401015325)

Same as HIST 2321. Students may not receive credit for both IDST 2372 and HIST 2321. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interest.

IDST2373 World Civilizations II (3-3-0)

Prerequisites: None

Corequisites: 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.

(CIP 5401015325)

Same as HIST 2322. Students may not receive credit for both IDST 2373 and HIST 2322. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interest.

IDST2374 World Literature From Antiquity Through Renaissance(3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

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 2401035112)

Same as ENGL 2332. Students may not receive credit for both IDST 2374 and ENGL 2332. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interest.

IDST2375 Modern World Literature(3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

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 2401035112)

Same as ENGL 2333. Students may not receive credit for both IDST 2375 and ENGL 2333. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interested.

INTERNATIONAL BUSINESS (IBUS)

IBUS1301 Principles Of Exports(3-3-0)

Prerequisites: None

Corequisites: None

Export management processes and procedures. Includes governmental controls and compliance, licensing of products, documentation, commercial invoices, and traffic procedures. Emphasizes human and public relations, management of personnel, finance, and accounting procedures.

52.1101

Course will not be offered until Fall 2008. List in the 2008-2009 catalog. Students seeking a bachelor's degree should check with the 4-year university that you plan to attend to confirm the transfer status of this course.

KINESIOLOGY (PHYSICAL EDUCATION) (KINE)

KINE1103Yoga I (1-1-2)

Prerequisites: None

Corequisites: 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.

(CIP 3601085123)

KINE1104Physical Conditioning(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Students are introduced to physical conditioning as they engage in a variety of physical activities that are oriented towards strengthening the cardiopulmonary and skeletal system of the body. Fundamentals of personal safety, health related fitness, and exercise adherence is emphasized as they relate to designing and implementing a physical-conditioning program for physical health and longevity.

(CIP 3601085123)

KINE1105Golf I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Students are introduced to the basic fundamentals of golf.

(CIP 3601085123)

KINE1106Weight Training I (1-1-2)

Prerequisites: None

Corequisites: 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.

(CIP 3601085123)

KINE1107Weight Training II (1-1-2)

Prerequisites: KINE 1106, or equivalent demonstrated competency

Corequisites: None

Fees: Laboratory

Students continue the resistance training they began in KINE 1106.

(CIP 3601085123)

KINE1108Physical Conditioning II (1-1-2)

Prerequisites: KINE 1104 (Physical Conditioning I) or equivalent

Corequisites: None

Fees: Laboratory

Continuation of KINE 1104. Students will continue to learn about physical conditioning as they engage in a variety of physical activities that are oriented towards strengthening the cardiopulmonary and skeletal system of the body. Fundamentals of personal safety, health related fitness, and exercise adherence is emphasized as they relate to designing and implementing a physical-conditioning program for physical health and longevity.

(CIP 3601085123)

KINE1109Golf II (1-1-2)

Prerequisites: KINE 1105 (Golf I) or equivalent

Corequisites: None

Fees: Laboratory

Students will expand on the foundations developed in KINE 1105. Emphasis will be placed on technical skill acquisition as it relates to self improvement in recreational golf.

(CIP 3601085123)

KINE1110Aerobics I (1-1-2)

Prerequisites: None

Corequisites: 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.

(CIP 3601085123)

KINE1111Aerobics II (1-1-2)

Prerequisites: KINE 1110 (Aerobics I) or equivalent

Corequisites: None

Fees: Laboratory

Students continue acquiring knowledge and skill in rhythmic aerobics.

(CIP 3601085123)

KINE1112Beginning Basketball(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course provides for further development of basketball skills including: dribbling, shooting, passing, and rebounding. Basic offensive and defensive strategies as well as the rules of the game will be included.

(CIP 3601085123)

KINE1113Intermediate Basketball(1-1-2)

Prerequisites: KINE 1112 (Beginning Basketball) or equivalent

Corequisites: None

Fees: Laboratory

This course is a continuation of KINE 1112 and will focus on the development of increased individual skills as well as introducing team strategies and techniques.

(CIP 3601085123)

KINE1114Walking For Fitness(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Students are introduced to the foundation of walking as it relates to aerobic exercise and cardiovascular fitness training.

(CIP 3601085123)

KINE1115Intermediate Walking For Fitness(1-1-2)

Prerequisites: KINE 1114 (Walking for Fitness) or equivalent

Corequisites: 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.

(CIP 3601085123)

KINE1116Jogging I(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Students are introduced to the foundation of jogging as it relates to aerobic exercise and cardiovascular fitness training.

(CIP 3601085123)

KINE1117Jogging II(1-1-2)

Prerequisites: KINE 1116 (Jogging I) or equivalent

Corequisites: None

Fees: Laboratory

Students will expand on the mechanics and training principles acquired in Jogging I. Emphasis is placed on improving cardio-respiratory fitness.

(CIP 3601085123)

KINE1118Yoga II(1-1-2)

Prerequisites: KINE 1103 (Yoga I) or equivalent

Corequisites: None

Fees: Laboratory

This course is a continuation of KINE 1103 and includes the philosophy and practice of various types of yoga, including Hatha Yoga, power yoga, yoga for fitness, and yoga for conditioning as a way to enhance physical, mental and spiritual well-being. Additional concepts and techniques will build on those learned in KINE 1103.

(CIP 3601085123)

KINE1119Tai Chi I(1-1-2)

Prerequisites: None

Corequisites: 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.

(CIP 3601085123)

KINE1120Tai Chi II(1-1-2)

Prerequisites: KINE 1119 (Tai Chi I) or equivalent

Corequisites: None

Fees: Laboratory

Continuation of KINE 1119. A reaffirmation of the principles and the introduction to the secondary parts of the form will move the students toward the intermediate level

(CIP 3601085123)

KINE1121Tai Chi Broadsword(1-1-2)

Prerequisites: none

Corequisites: none

Fees: Laboratory

The student will be taught the 23 movements of the Single Broadsword routine of the Chen Family's Tai Chi Chuan. This will include the history of the weapon as well as the 13 techniques (energies) of this unique system. Proper body alignment is another essential component that will be taught for proper performance of the routine. The routine will be taught and performed slowly and eventually performed at varying speeds to reflect the metaphorical idea of "playing the sword like a tiger". This will provide the practitioner with cardiovascular workout/benefit.

36.0108.5123

Loose comfortable clothing and athletic shoes are recommended and spiral notebook. The student will be provided with a wooden Broadsword via the Kinesiology Department. This is the property of the college and the student will not be allowed to keep the weapon nor is it to be "borrowed" and taken home. The student may purchase their own broadsword at a martial arts store. Under no circumstances, will any sharpened broadswords be allowed in the class.

KINE1122Folk I(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Instruction and participation in traditional popular dance forms. Topics vary by semester: Capoeira, belly dance, regional dances of India and Europe. May be repeated for credit if topics vary.

(CIP 3601145123)

Same as DANC 1122

KINE1123Folk II (1-1-2)

Prerequisites: KINE 1122 or equivalent

Corequisites: None

Fees: Laboratory

Instruction and participation in traditional popular dance forms. Topics vary by semester: Capoeira, belly dance, regional dances of India and Europe. May be repeated for credit if topics vary.

(CIP 5003015226)

Same as DANC 1123

KINE1125Camping and Backpacking I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Hiking, orienteering, packing, camping, leadership skills, trip planning, safety, and outdoor etiquette will be discussed and practiced. Field trips will be available.

(CIP 3601085123)

KINE1128Social Dance (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course introduces students to the basic steps of a variety of dances for social settings. Historical context and dance as a medium of personal and cultural expression are explored. May be repeated for credit.

(CIP 3601145123)

Same as DANC 1128

KINE1129Swing Dance (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Students are introduced to the basic steps and technique of swing dancing. A variety of patterns and styles are covered with emphasis on developing lead/follow and styling. May be repeated for credit.

(CIP 3601145123)

Same as DANC 1129

KINE1130Chi Gung I (1-1-2)

Prerequisites: None

Corequisites: 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.

(CIP 3601145123)

KINE1131Chi Gung II (1-1-2)

Prerequisites: KINE 1130 (Chi Gung I) or equivalent

Corequisites: None

Fees: Laboratory

The student will continue to expand on the fundamentals of KINE 1130 and will gain an advanced perspective on progressive relation, breathing

and flexibility techniques as they relate to increased muscular strength and endurance.

(CIP 3601145123)

KINE1132Fencing I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Students will learn basic foil techniques and footwork. History, rules, scoring systems and terminology will be learned.

3601085123

KINE1133Fencing II (1-1-2)

Prerequisites: KINE 1132 or equivalent

Corequisites: None

Fees: Laboratory

Provides advanced levels of fencing techniques and introduces basic fundamentals of directing and judging fencing.

36010185123

KINE1134Pilates I (1-1-2)

Prerequisites: None

Corequisites: 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 3601085123)

KINE1135Pilates II (1-1-2)

Prerequisites: KINE 1134 (Pilates I) or equivalent

Corequisites: None

Fees: Laboratory

Continuation of KINE 1134. Physical conditioning based on the theories of Joseph Pilates to increase strength, flexibility, range of motion and coordination.

(CIP 3601085123)

KINE1136Cardio Kickboxing I (1-1-2)

Prerequisites: none

Corequisites: None

Freestyle self-defense techniques combined with high energy aerobic moves/steps. Each session provides high/low fluctuation in the heart rate, which translates into an energetic workout. Self-defense moves include kicking, jabbing, punching, and blocking. There is no physical contact.

(CIP 36.0108.5123)

KINE1137Cardio Kickboxing II (1-1-2)

Prerequisites: none

Corequisites: None

This course is designed to develop cardio respiratory fitness, muscular endurance, flexibility and body composition through the use of combined kickboxing and aerobic activity. Hand weight, jump ropes and traditional floor work routines will be included in regular circuit, and interval workouts. Concepts of exercise and proper nutrition for a lifetime of health and weight management will also be discussed.

(CIP 36.0108.5123)

KINE1138Horseback Riding I (1-1-2)

Prerequisites: None

Corequisites: 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.

(CIP 3601085123)

KINE1139Horseback Riding II(1-1-2)

Prerequisites: KINE 1138 (Horseback Riding I) or equivalent

Corequisites: None

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.

(CIP 3601085123)

KINE1141Ballet I(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

An introduction to the fundamental principles, techniques and step vocabulary of classical ballet through barre and center floor work. May be repeated for credit.

(CIP 3601145123)

Same as DANC 1141

KINE1142Ballet II(1-1-2)

Prerequisites: KINE 1141 (Ballet I) or equivalent

Corequisites: None

Fees: Laboratory

Continued instruction in ballet technique. May be repeated for credit.

(CIP 3601145123)

Same as DANC 1142

KINE1143Beginning Volleyball(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course is designed to allow students to develop the basic skills, learn the rules, and utilize basic offensive and defensive systems of volleyball play.

(CIP 3601085123)

KINE1144Intermediate Volleyball(1-1-2)

Prerequisites: KINE 1143 (Beginning Volleyball) or equivalent

Corequisites: None

Fees: Laboratory

The course provides intermediate-level volleyball skills with an emphasis on offensive and defensive systems of play. The emphasis will be placed on team play and applying the rules of the game.

(CIP 3601085123)

KINE1145Introduction To Dance(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Fundamentals of dance Introductory course in the technique coordination of body parts, rhythm, musicality and expressive qualities of movement.

(CIP 3601085123)

Same as DANC 1145

KINE1146Beginning Modern Dance(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Dynamic exploration of the body in time and space, emphasizing expressive potential. Warm up focuses on developing full articulation of movement through all segments of the body; expansive movement sequences emphasize spatial forms, weight, dynamics, texture and musicality. May be repeated

for credit.

(CIP 3601145123)

Same as DANC 1146

KINE1147Jazz Dance I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Instruction and participation in jazz dance form and technique. Emphasis on articulation of rhythmic patterns through the body. Historical context and place of jazz forms in American culture. May be repeated for credit.

(CIP 3601145123)

Same as DANC 1147

KINE1148Jazz Dance II (1-1-2)

Prerequisites: KINE 1147, or equivalent demonstrated competency

Corequisites: None

Fees: Laboratory

This course continues the study of jazz dancing with greater emphasis on the development of technique and performance.

(CIP 3601145123)

Same as DANC 1148

KINE1153Flamenco I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Instruction and participation in Flamenco technique. May be repeated for credit.

(CIP 3601145123)

Same as DANC 1153

KINE1154Flamenco II (1-1-2)

Prerequisites: KINE 1153, DANC 1153, or equivalent demonstrated competency

Corequisites: None

Fees: Laboratory

Continued instruction and participation in Flamenco technique.

(CIP 3601145123)

Same as DANC 1154

KINE1157Step Aerobics I (1-1-2)

Prerequisites: None

Corequisites: 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.

(CIP 3601085123)

KINE1158Step Aerobics II (1-1-2)

Prerequisites: KINE 1158 (Step Aerobics I) or equivalent

Corequisites: None

Fees: Laboratory

Continuation of KINE 1157. Emphasis is on intermediate to advanced step techniques for improvements in cardiovascular fitness.

(CIP 3601085123)

KINE1173Swimming I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This class is for true beginners and others with no previous instruction in swimming. Students will learn basic swimming skills.

3601085123

KINE1174Swimming II (1-1-2)

Prerequisites: KINE 1173 (Swimming I) or equivalent

Corequisites: None

Students will learn intermediate swimming and water safety skills.

3601085123

KINE1175Adapted Physical Activity(1-1-2)

Prerequisites: none

Corequisites: none

Fees: Laboratory

This class is designed for physically disabled students. A release/limitation form that describes the student's condition and that contains activity suggestions from the student's doctor is required.

3601085123

KINE1183Tennis I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This class is for true beginners and others with no previous instruction in tennis. Court movements, grips, forehand and backhand ground strokes, volleys and serves will be covered.

3601085123

KINE1184Tennis II (1-1-2)

Prerequisites: KINE 1183 or equivalent

Corequisites: None

Fees: Laboratory

This class is designed for students with credit for Tennis I or who have competitive experience. Stroke refinement, game strategies, and advanced drills will be included.

3601085123

KINE1201Choreography (Dance Composition)(2-2-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Basic principles of choreography, including movement invention and 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 3601085123)

Same as DANC 1201

KINE1212Dance Practicum(2-2-1)

Prerequisites: KINE/DANC 1201

Corequisites: None

Fees: Laboratory

A practicum in dance as a performing art. Repeatable for credit.

(CIP 3601145123)

Same as DANC 1212

KINE1251Dance Performance Workshop I (2-2-1)

Prerequisites: KINE/DANC 1145, KINE/DANC 1146, KINE/DANC 1147

Corequisites: Concurrent enrollment in Modern Dance, Ballet or jazz technique

Fees: Laboratory
Instructor Permission Required

Instruction and participation in dance performance. Rehearsals and performances of dance works under the direction of faculty or guest choreographers.
May be repeated for credit.

5003015226

Same as DANC 1251

KINE1252Dance Performance Workshop II (2-2-1)

Prerequisites: One semester of dance technique or instructor approval

Corequisites: Concurrent enrollment in dance technique

Fees: Laboratory
Instructor Permission Required

Instruction and participation in dance performance. Rehearsals and performances of dance works under the direction of faculty or guest choreographers. Concurrent enrollment in dance technique (modern, jazz, ballet). May be repeated for credit.

(CIP 3601145123)

Same as DANC 1252

KINE1301Foundations of Kinesiology(3-3-0)

Prerequisites: None

Corequisites: 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.

(CIP 3105015223)

KINE1304Personal And Community Health(3-3-0)

Prerequisites: None

Corequisites: 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.

(CIP 5115045116)

KINE1306First Aid and CPR(3-3-0)

Prerequisites: None

Corequisites: 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.

(CIP 5115045316)

KINE1321Coaching and Sport I(3-3-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

The study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

(CIP 3105055123)

KINE1322Coaching and Sport II(3-3-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Students will be introduced to many topics of fundamental to the effectiveness of any coach. These include Sport Psychology and Pedagogy including teaching specific sports skills, physiology, nutrition, and management topics.

(CIP 3105015223)

KINE1333Creative Movement For The Classroom Teacher(3-3-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

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.

(CIP 3101015123)

KINE1338Concepts of Physical Fitness(3-3-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course introduces physical fitness concepts and the use of selected physiological variables of fitness. Suitable fitness programs will be explored.

3105015123

KINE1346Drugs And Human Health (3-3-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

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.

(CIP 5115045216)

KINE1370Personal Training Concepts For The Fitness Professional(3-3-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

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.

(CIP 3105015223)

KINE2101Skills Analysis- Dual Activity(1-1-2)

Prerequisites: none

Corequisites: none

Specialized activity instruction involving skills, drills, rules, regulations, and skill performance in a variety of selected dual activities. This class focuses on preparing teachers and coaches to instruct dual activities.

(CIP 3601085123)

KINE2102Skills Analysis-Individual Activities(1-1-2)

Prerequisites: none

Corequisites: none

Specialized activity instruction involving skills, drills, rules, regulations, and skill performance in a variety of selected individual activities. This class focuses on preparing teachers and coaches to instruct individual activities.

36.0108.5123

KINE2103Skills Analysis- Team Sport(1-1-2)

Prerequisites: none

Corequisites: none

Specialized activity instruction involving skills, drills, rules, regulations, and skill performance in a variety of selected team activities. This class focuses on preparing teachers and coaches to instruct team activities.

(CIP 3601085123)

KINE2119Tai Chi III(1-1-2)

Prerequisites: none

Corequisites: None

Fees: Laboratory

Continuation and reaffirmation of Tai Chi II with emphasis on the final third postures of the Long Form. Intro to basic Push Hands with a hands on approach to self defense applications within the form.

(CIP 36.0108.5123)

KINE2126Camping and Backpacking II (1-1-2)

Prerequisites: none

Corequisites: None

Fees: Special

A continuation of Camping and Backpacking I. Field trips will be available.

(CIP 3601085123)

KINE2132Fencing III (1-1-2)

Prerequisites: none

Corequisites: None

Fees: Laboratory

Provides advanced levels of fencing techniques and introduces basic fundamentals of directing, judging, and teaching beginning fencing.

(CIP 3601085123)

KINE2145Intermediate Modern Dance(1-1-2)

Prerequisites: KINE 1146, DANC 1146, or equivalent demonstrated competency

Corequisites: None

Fees: Laboratory

Continuation of beginning modern dance technique.

(CIP 5003015226)

Same as DANC 2145

KINE2147African Dance Forms(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Fundamental techniques from several regions in cultural context. Emphasis on rhythm and developing articulation through the joints. May be repeated for credit.

(CIP 5003015226)

Same as DANC 2147

KINE2156Taping And Bandaging(1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries.

(CIP 3105035123)

KINE2246Dance and Movement Improvisation(2-2-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Developing improvisational skills in movement through dynamic investigation of movement forms-space, time, weight, dynamics. Increasing range of personal creativity, awareness and movement skill. Students gain resources for dance composition, dance performance, as well as other forms of art

and sport. Introductory course for the beginning dancer.

(CIP 3601145123)

Same as DANC 2246

KINE2356Care And Prevention Of Athletic Injuries(3-3-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training.

(CIP 3101015123)

LATIN (LATI)

LATI1311Elementary Latin I (3-3-0)

Prerequisites: None

Corequisites: 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)

LATI1312Elementary Latin II (3-3-0)

Prerequisites: LATI 1311, or equivalent

Corequisites: None

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)

LATI2311Intermediate Latin I (3-3-0)

Prerequisites: LATI 1312, or equivalent

Corequisites: None

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)

LATI2312Intermediate Latin II (3-3-0)

Prerequisites: LATI 2311, or equivalent

Corequisites: None

The skills taught through LATI 2311 are furthered and enhanced. The critical reading of selections from Vergil's Aeneid is continued.

(CIP 1612035213)

MARKETING (MRKG)

MRKG1311Principles Of Marketing(3-3-0)

Prerequisites: None

Corequisites: 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)

Note to Business Administration Majors working toward a BBA: Check with the 4-year university you plan to attend to confirm the transfer status of this course.

MATHEMATICS (MATH)

MATH0100Special Topics in Developmental Mathematics(1-1-0)

Prerequisites: None

Corequisites: None

May serve as a refresher or as a supplemental course to developmental math courses. Course descriptions are available for each semester prior to registration. This course may be repeated when topics vary.

(CIP 3201045119)

Courses which begin with a zero, such as 0100, 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.

MATH0300Basic Mathematics(3-3-1)

Prerequisites: None

Corequisites: None

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. This course requires weekly attendance in the Cooperative Learning Lab for Math.

(CIP 3201045119)

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.

MATH0301Introduction To Algebra(3-3-1)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH 0300, or equivalent

Corequisites: None

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. This course requires weekly attendance in the Cooperative Learning Lab for Math.

(CIP 3201045119)

Courses which begin with a zero, such as 0301, 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.

MATH0302Elementary Algebra(3-3-1)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH 0301, or equivalent

Corequisites: None

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. This course requires weekly attendance in the Cooperative Learning Lab for Math.

(CIP 3201045119)

Courses which begin with a zero, such as 0302, 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.

MATH0303Intermediate Algebra(3-3-1)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH 0302, or equivalent

Corequisites: None

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. This course requires weekly attendance in the Cooperative Learning Lab for Math.

(CIP 3201045219)

Courses which begin with a zero, such as 0303, are developmental in nature. While they are especially helpful in preparing students for college-level

MATH1314College Algebra(3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent

Corequisites: None

Fees: Special

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)

MATH1316Plane Trigonometry(3-3-0)

Prerequisites: MATH 1314 with a grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

Topics include circular and trigonometric functions, inverse circular functions, identities, conditional equations, graphs, solution of triangles, polar coordinates, complex numbers, and vectors.

(CIP 2701015319)

MATH1324Mathematics For Business Social Sciences I (Finite Mathematics)(3-3-0)

Prerequisites: MATH 0303 with a grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

This course includes topics from College Algebra (linear, quadratic, exponential, and logarithmic functions and graphs; inequalities), mathematics of finance (simple and compound interest; annuities), linear programming, matrices, and systems of linear equations. Applications to management, economics, accounting, and business are emphasized. (The content level of Math 1324 is expected to be at or above the content level of College Algebra, Math 1314.)

(CIP 2703015219)

MATH1325Mathematics for Business Social Sciences II (Calc for Business)(3-3-0)

Prerequisites: MATH 1324 with a grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

This course include limits, continuity, derivatives of algebraic functions, extrema, graphing using derivatives, exponential and logarithmic functions, antiderivatives and integrals. Applications to management, economics, accounting, and business are emphasized. (The content level of Math 1325 is expected to be below the content level of Calculus I, Math 2413.)

(CIP 2703015319)

MATH1332Liberal Arts Mathematics(3-3-0)

Prerequisites: MATH 0303 with a grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

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)

MATH1348Analytic Geometry(3-3-0)

Prerequisites: MATH 2412 with a grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

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)

MATH1350Fundamentals Of Mathematics I For Teachers(3-3-0)

Prerequisites: MATH 1314 with a grade of "C" or better or the equivalent

Corequisites: None

Fees: Special

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)

MATH1351 Fundamentals Of Mathematics II For Teachers(3-3-0)

Prerequisites: MATH 1314 and MATH 1350, with a grade of "C" or better or the equivalent

Corequisites: None

Fees: Special

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 2701016019)

MATH1442 Elementary Statistical Methods(4-4-0)

Prerequisites: MATH 0303 with a grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

This course is a non-calculus introduction to statistics. Topics include the presentation and interpretation of data (using histograms and other charts, measures of location and dispersion, and exploratory data analysis), elementary probability and probability distribution functions (binomial, normal, t, chi-square), confidence intervals, hypothesis testing, correlation and linear regression, analysis of variance, and the use of statistical software.

(CIP 2705015119)

MATH2318 Linear Algebra(3-3-0)

Prerequisites: MATH 2413 with a grade of "C" or better or equivalent Supplies: Graphing calculator required.

Corequisites: None

Fees: Special

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 2701016119)

MATH2320 Differential Equations(3-3-0)

Prerequisites: MATH 2414 with a grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

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)

MATH2412 Precalculus(4-4-0)

Prerequisites: MATH 1314 with a grade of "C" or better, or equivalent; "B" in MATH 1314 strongly recommended.

Corequisites: None

Fees: Special

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 2701015819)

MATH2413 Calculus I(4-4-0)

Prerequisites: MATH 2412 with a grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

This course introduces the theory and application of limits, continuity, derivatives, L'Hopital's Rule, anti-derivatives, Riemann sums, integrals, and the Fundamental Theorem of Calculus.

(CIP 2701015919)

MATH2414 Calculus II (4-4-0)

Prerequisites: MATH 2413 with grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

This course is a study of the techniques of integration. Topics include derivatives of inverse trigonometric functions, indeterminate forms, 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)

MATH2415 Calculus III (4-4-0)

Prerequisites: MATH 2414 with a grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

Vectors, vector calculus, and vector-valued functions are introduced. Topics include sequences and series, 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)

MILITARY SCIENCE / ARMY RESERVE OFFICER TRAINING PROGRAM (MSCI)

MSCI 1101 Fundamentals of Leadership and Management I (1-1-2)

Prerequisites: Eligible to take ENGL 1301

Corequisites: None

The focus of this course is the organization of the U.S. Army and ROTC; career opportunities for ROTC graduates and the military as a profession. Customs and traditions of the service, development of leadership potential and introduction to map reading. ROTC course. There is no military obligation with this course.

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MSCI 1102 Fundamentals of Leadership and Management (1-1-2)

Prerequisites: Eligible to take ENGL 1301

Corequisites: None

The focus of this course is leadership studies of problems facing junior leaders in today's U.S. Army in non-combat situations. Effects of technological and sociological change on the military, continuation of customs and traditions of the service, advance development of leadership potential and basic military skills training. ROTC course. There is no military obligation with this course.

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MSCI 2201 Applied Leadership and Management I (2-2-2)

Prerequisites: Eligible to take ENGL 1301

Corequisites: None

The focus of this course is to learn and apply ethics-based leadership skills that develop individuals' abilities and contribute to the building of effective teams in the U.S. Army. The course includes developing skills in oral presentation, writing effectively, planning events using the five paragraph operations order, and identifying values that affect U.S. Army ROTC leader obligations. There is no military obligation associated with this course.

ROTC course.

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MSCI 2202 Applied Leadership and Management II (2-2-2)

Prerequisites: Eligible to take ENGL 1301

Corequisites: None

The focus of this course is basic leadership and team building techniques, along with detailed instruction in map reading and land navigation skills in the U.S. Army. The course focuses on decision making and supervision using the military decision-making process and steps of the troop leading procedures including extensive instruction on the use of topographic maps and compasses, terrain analysis, and practical application of land navigation skills. ROTC course. There is no military obligation associated with this course.

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MULTIMEDIA DIGITAL VIDEO (VISUAL PERFORMING ARTS) (ARTV)

ARTV1343Digital Sound(3-1-4)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Digitizing sound and incorporating it into multimedia or web titles for various delivery systems. Emphasizes compression issues, sampling, synchronizing, and resource management.

(CIP 10.0304)

ARTV13453-D Modeling And Rendering I (3-3-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Introduction to 3D Animation using Maya Software, Cameras, lighting, Rendering, Animation and Modeling. Squash and stretch, Set Driven keys, Graph editor, Hypergraph and Hypershade nodes. Includes Mechanical and Organic Modeling Tutorials.

(CIP 1003040000)

ARTV1351Digital Video(3-1-4)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Producing and editing video and sound for television, film, multimedia or web productions. Emphasizes capture, editing, and outputting of video using desktop digital video workstation. (Basic single-camera production concepts and techniques.)

(CIP 10.0304)

ARTV1402Introduction To Technical Animation And Rendering(4-2-4)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Basic study of technical computer models and animation.

(CIP 1513020000)

ARTV14413-D Animation I (4-3-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Introduction to 3ds Max, 3D Modeling and Animation, Texturing, Lighting and Cameras. Emphasis on Storytelling and Environment Development

(CIP 1003040000)

ARTV2335Portfolio Development For Animation(3-3-2)

Prerequisites: GAME 2336, GAME 2371, ARTV 2351

Corequisites: None

Fees: Laboratory

Design and execution of a professional portfolio to represent the student's skills in 3-D animation. Includes self-promotion, resumes, portfolio distribution, and interview techniques.

(CIP 1003040000)

ARTV2341Advanced Digital Video(3-1-4)

Prerequisites: ARTV 1351

Corequisites: None

Fees: Laboratory

Advanced digital video techniques for post-production. Emphasizes integration of special effects, 2-D animation and 3-D animation for film, video, CD-ROM, and the Internet. Exploration of new and emerging compression and video streaming technologies.

(CIP 10.0304)

ARTV23453-D Modeling And Rendering II (3-3-2)

Prerequisites: ARTV 1441

Corequisites: None

Fees: Laboratory

Advanced 3D modeling utilizing 3ds Max software. Students will create Low and High resolution models as used in the Motion Pictures, Animated features, Games or Simulations industries. Students will work from a 2D image and convert it into a Polygonal 3D model and use mapping coordinates, texture and light Baking for various types of Renders.

(CIP 1003040000)

ARTV23513-D Animation II (3-3-2)

Prerequisites: ARTV 2345

Corequisites: None

Fees: Laboratory

Development of 3D Animation and Modeling skills for lip synchronization, and facial animation. Students will explore facial muscles, facial expressions, and create models setup properly to talk using morphing keys and blend shapes sliders.

(CIP 1003040000)

MULTIMEDIA TECHNOLOGY SPECIALIST (IMED)

IMED1305Multimedia Courseware Development I(3-1-4)

Prerequisites: IMED 1401 or equivalent demonstrated competency

Corequisites: None

Fees: Laboratory

Instruction in courseware development. Topics include interactivity, branching, navigation, evaluation techniques and interface/information design using industry standard authoring software.

(CIP 13.0501)

IMED1316Web Page Design I(3-1-4)

Prerequisites: IMED 1401 or equivalent demonstrated competency

Corequisites: None

Fees: Laboratory

Identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards; create, design, test, and debug a web site.

(CIP 11.0801)

IMED1391Special Topics In Educational Media Technology(3-2-4)

Prerequisites: IMED 1305

Corequisites: None

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 1305010000)

IMED1401Introduction To Multimedia(4-2-4)

Prerequisites: COSC 1301 or equivalent demonstrated competency

Corequisites: None

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 11.0801)

IMED2166Practicum (Or Field Experience) Educational/ Instructional Media Technology/Technician(1-0-10)

Prerequisites: None

Corequisites: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

(CIP 11.0801)

Instructor Permission Required

IMED2305Multimedia Courseware Development II(3-1-4)

Prerequisites: IMED 1305

Corequisites: None

Fees: Laboratory

In-depth coverage of programming/scripting using an authoring system with emphasis on advanced development of courseware products.

(CIP 13.0501)

IMED2309Internet Commerce(3-2-2)

Prerequisites: IMED 1316

Corequisites: None

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 5202080000)

IMED2313Project Analysis And Design(3-2-2)

Prerequisites: IMED 1305

Corequisites: None

Fees: Laboratory

Application of the planning and production processes for multimedia or web projects. Emphasis on copyright and other legal issues, content design and production management.

(CIP 11.0801)

MUSIC (MUSI)

MUSI 1181 Piano Class I (1-1-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Class instruction in the fundamentals of keyboard technique for beginning piano students.

(CIP 5009075126)

MUSI 1182 Piano Class II (1-1-1)

Prerequisites: MUSI 1181 or permission of instructor

Corequisites: None

Fees: Laboratory

Class instruction in the fundamentals of keyboard technique for beginning piano students.

(CIP 5009075126)

MUSI 1183 Voice Class I (1-1-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Class instruction in the fundamentals of singing, including breathing, tone production, and diction. Designed for students with little or no previous voice training.

(CIP 50.0908.51 26)

MUSI 1184 Voice Class II (1-1-1)

Prerequisites: MUSI 1183

Corequisites: None

Fees: Laboratory

Class instruction in the fundamentals of singing, including breathing, tone production, and diction. Designed for students with little or no voice training.

50.0908.51 26

MUSI 1188 Percussion Class I: Afro-Latin (1-1-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Class instruction in the fundamental techniques of playing and teaching percussion instruments.

(CIP 5009035126)

MUSI 1192 Guitar Class I (1-1-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Class instruction in the fundamental techniques of playing and teaching guitar.

(CIP 5009115126)

MUSI 1193 Guitar Class II (1-1-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Class instruction in the fundamental techniques of playing and teaching guitar.

(CIP 5009115126)

MUSI 1211 Music Theory I (2-2-1)

Prerequisites: MUSI 1301

Corequisites: MUSI 1216

Fees: Laboratory

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms.

Correlated study at the keyboard.

(CIP 5009045126)

MUSI 1212 Music Theory II (2-2-1)

Prerequisites: MUSI 1211

Corequisites: MUSI 1217

Fees: Laboratory

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms.

Correlated study at the keyboard.

(CIP 5009045126)

MUSI 1216 Elementary Sight Singing Ear Training I (2-2-0)

Prerequisites: None

Corequisites: MUSI 1211

Fees: Laboratory

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony.

(CIP 5009045626)

MUSI 1217 Elementary Sight Singing Ear Training II (2-2-0)

Prerequisites: MUSI 1216

Corequisites: MUSI 1212

Fees: Laboratory

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony.

(CIP 5009045626)

MUSI 1263 Improvisation I (2-2-0)

Prerequisites: MUSI 1301 or equivalent

Corequisites: None

Fees: Laboratory

Materials and practices for improvisation or extemporaneous playing.

(CIP 5009036526)

MUSI 1264 Improvisation II (2-2-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Materials and practices for extemporaneous playing.

(CIP 5009036526)

MUSI 1301 Fundamentals Of Music (3-3-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Introduction to the elements of music theory: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm.

(CIP 5009045526)

MUSI 1304 Foundations of Music(3-3-0)

Prerequisites: none

Corequisites: none

Fees: Laboratory

Study of the basic fundamentals of music with an introduction to melodic, rhythmic, and harmonic instruments. Emphasis on participation in singing and reading music.

50.0904.54 26

MUSI 1306 Music Appreciation(3-3-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances.

(CIP 5009025126)

MUSI 1308 Music Literature I (3-3-0)

Prerequisites: ENGL 1301, READ 0303

Corequisites: None

Fees: Laboratory

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

(CIP 5009025226)

MUSI 1309 Music Literature II (3-3-0)

Prerequisites: ENGL 1301, READ 0303

Corequisites: None

Fees: Laboratory

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

(CIP 5009025226)

MUSI 1310 American Music (3-3-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

(CIP 5009025326)

MUSI 1390 Electronic Music I (3-3-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Introduction to the use 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 5009045826)

MUSI 1391 Electronic Music II (3-3-0)

Prerequisites: MUSI 1390

Corequisites: None

Fees: Laboratory

Introduction to the use 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 5009045826)

MUSI 2163 Improvisation III (2-2-0)

Prerequisites: MUSI 1264

Corequisites: None

Fees: Laboratory

Materials and practices for improvisation or extemporaneous playing.

(CIP 5009035726)

MUSI 2164 Improvisation IV (2-2-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Materials and practices for improvisation or extemporaneous playing.

(CIP 5009036526)

MUSI 2188 Percussion Class II (1-1-1)

Prerequisites: MUSI 1188

Corequisites: NONE

Fees: Laboratory

Class instruction in the fundamental techniques of playing and teaching percussion instruments.

5009035126

MUSI 2211 Music Theory III (2-2-1)

Prerequisites: MUSI 1212

Corequisites: MUSI 2216

Fees: Laboratory

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard.

(CIP 5009045226)

MUSI 2212 Music Theory IV (2-2-1)

Prerequisites: MUSI 2211

Corequisites: MUSI 2217

Fees: Laboratory

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard.

(CIP 5009045226)

MUSI 2216 Advanced Sight Singing Ear Training I (2-2-0)

Prerequisites: MUSI 1217

Corequisites: MUSI 2211

Fees: Laboratory

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

(CIP 5009045726)

MUSI 2217 Advanced Sight Singing Ear Training II (2-2-0)

Prerequisites: MUSI 2216

Corequisites: MUSI 2212

Fees: Laboratory

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

(CIP 5009045726)

MUSIC ENSEMBLE (MUEN)

MUEN1121 Wind Ensemble(1-2-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This ensemble is not limited to music majors. May be repeated for credit.

(CIP 50.0903.55 26)

MUEN1131 Brass Ensemble(1-2-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Students will perform basic brass literature and arrangements in a small chamber ensemble.

(CIP 5009035626)

MUEN1132 Jazz Ensemble(1-2-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This ensemble is not limited to music majors. May be repeated for credit.

(CIP 50.0903.56 26)

MUEN1141 Choir(1-2-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Students study vocal performance in a large choral ensemble.

(CIP 5009035726)

NANOTECHNOLOGY (NANO)

NANO1301 Introduction To Nanotechnology(3-3-0)

Prerequisites: None

Corequisites: None

Definition, history, scope, impacts, and challenges within the rapidly emerging and revolutionary field of nanotechnology. Explores nanotechnology's unique applications, production processes, workplace environment, and occupational outlook.

(CIP 150304)

NANO1303 Nanotechnology Safety(3-3-0)

Prerequisites: NANO 1301

Corequisites: None

Safe handling of nanomaterials. Focuses on safety, regulations, and proper materials handling.

(CIP 150304)

NANO2250 Nanotechnology Seminar(2-2-0)

Prerequisites: NANO 2486

Corequisites: None

Addresses, events, skills, knowledge and/or behaviors related to the practice environment. Includes application of didactic coursework to the technician's lab and integration into the workplace through the internship program.

(CIP 150304)

NANO2325 Nanotechnology Materials(3-2-2)

Prerequisites: NANO 1303

Corequisites: None

Fees: Laboratory

Examination of basic nanomaterials, nanostructures, and processes used in nanotechnology including nanotubes, nanorods, colloids, dots, clusters, wires, platelets, shells, and films.

(CIP 150304)

NANO2426 Nanotechniques And Instrumentation(4-3-3)

Prerequisites: NANO 2325

Corequisites: None

Fees: Laboratory

Application of nanotechniques and instrumentation to both process nanomaterials and to build and characterize nanodevices. Includes a team project to design, build, and/or characterize a nanodevice. Emphasizes repair of selected equipment used in nanotechnology.

(CIP 150304)

NANO2486 Internship - Nanotechnology(4-0-20)

Prerequisites: NANO 2250

Corequisites: None

Fees: Laboratory

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

(CIP 150304)

NETWORKING (ITNW)

ITNW1449Cisco Fundamentals Of Network Security (4-3-3)

Prerequisites: ITCC 2408

Corequisites: None

Fees: Laboratory

Prepares Cisco-qualified students to take two Cisco certification exams: Managing Cisco Network Security and Cisco Secure PIX Firewall. Includes configuring secure Cisco routers and PIX firewalls. Focuses on overall network security processes. Select appropriate security hardware, software, policies, and configurations based on an organization's assessment of its security vulnerabilities; perform advanced installation, configuration, monitoring, troubleshooting, maintenance, and recovery on Cisco IOS and PIX firewalls; configure intrusion detection feature on the Cisco IOS router and PIX firewalls; install and configure CSACS for AAA service on Cisco IOS and PIX firewalls; configure site-to-site VPNs between Cisco devices; and configure remote access VPNs between Cisco device and client's device to assure privacy and confidentiality.

(CIP 110901)

ITNW2164Practicum (Or Field Experience) - Business Systems Networking And Telecommunications(1-0-10)

Prerequisites: None

Corequisites: None

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. Students will be required attend a resume builder seminar with the College Career and Success Specialist.

(CIP 1109010000)

Instructor Permission Required

ITNW2356Designing a Windows Server 2003 Active and Network Infrastructure(3-2-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Describe the process for designing a directory services infrastructure and a network infrastructure that supports directory services; design a site infrastructure that meets the needs of an organization; design an administrative structure that meets the needs of an organization; design a Dynamic Host Configuration Protocol (DHCP) structure that supports directory services; and design a name resolution strategy that supports directory services.

11.09.01

PHARMACY (PHRA)

PHRA1191Special Topics In Pharmacy(1-1-0)

Prerequisites: PHRA 1305

Corequisites: None

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)

PHRA1209Pharmaceutical Mathematics I(2-1-2)

Prerequisites: Eligibility to take MATH 0303

Corequisites: 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, avoiddupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, mill-equivalent, units, intravenous flow rates, and solving dosage problems.

(CIP 5108050000)

PHRA1301Introduction To Pharmacy(3-3-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

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)

PHRA1305Drug Classifications and Treatments(3-3-0)

Prerequisites: PHRA 1301

Corequisites: 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 actions in the body, and routes of administration.

5108050000

PHRA1313Community Pharmacy Practice(3-2-2)

Prerequisites: PHRA 1301

Corequisites: None

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)

PHRA1345Intravenous Admixture And Sterile Compounding(3-2-2)

Prerequisites: PHRA 1301

Corequisites: None

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 (auto injectors, pumps), preparation of sterile

products (intravenous, irrigation, ophthalmic, total parenteral nutrition, and chemotherapy drugs), and safe handling of antineoplastic drugs. Students will be offered at option at the beginning of the course to opt for an Aseptic Techniques Certificate. Students may choose to or not receive this certification. (CIP 5108050000)

PHRA1349I Institutional Pharmacy Practice(3-2-2)

Prerequisites: None

Corequisites: None

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)

PHRA2164 Externship - Retail Pharmacy Technician(1-1-9)

Prerequisites: None

Corequisites: None

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 is an unpaid experience. This course may be repeated if topics and learning outcomes vary.

(CIP 5108050000)

PHILOSOPHY (PHIL)

PHIL1301 Introduction To Philosophy(3-3-0)

Prerequisites: None

Corequisites: None

Philosophy teaches students to think analytically while exploring life's most profound questions and mysteries. This course applies logical thinking to traditional philosophical issues about reality, knowledge, ethics, art, God's existence, freedom, justice, or the meaning of life.

(CIP 3801015112)

PHIL1304 Major World Religions(3-3-0)

Prerequisites: None

Corequisites: None

This course introduces the idea of religion and examines many of the world's major religions including African, Native American, Greek, Egyptian, Hindu, Buddhist, Taoist, Confucian, Shinto, Judaic, Christian, and Islamic traditions. Topics include religious founders, sacred writings, teachings, ethics, practices, and rituals.

(CIP 3801015112)

PHIL2303 Logic(3-3-0)

Prerequisites: None

Corequisites: None

Logic teaches concepts of critical thinking. Possible topics include deduction, induction, scientific reasoning, and logical fallacies. This course may emphasize particular subjects such as: (a) informal logic, careful argumentation in writing, or constructively criticizing ideas; or (b) symbolic logic and concepts especially useful for computer programming. Regular sections without specialized emphases are also available.

(CIP 3801015212)

PHIL2306 Ethics(3-3-0)

Prerequisites: None

Corequisites: None

This course examines classical, modern, and contemporary theories of virtue, moral duty, happiness, care, cultural differences, or moral conflict. This course may emphasize one of the following practical applications: (a) scientific and health careers, including medical practices, research, and biological laboratory work; (b) professions in the business world such as management, accounting, public relations, or law; or (c) other designated topics. Regular sections without specialized emphases are also available.

(CIP 3801015312)

PHIL2307 Introduction To Social And Political Philosophy(3-3-0)

Prerequisites: None

Corequisites: 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 3801015412)

PHYSICS (PHYS)

PHYS1101 General Physics Lab I (1-0-3)

Prerequisites: MATH 1314

Corequisites: 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. This course is algebra based.

(CIP 4008015303)

This course is math intensive (MI).

PHYS1102 General Physics Lab II (1-0-3)

Prerequisites: PHYS 1301/1101 and MATH 1314

Corequisites: 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. This course is algebra based.

(CIP 4008015303)

This course is math intensive (MI).

PHYS1105 Introductory Physics I Lab (1-0-3)

Prerequisites: None

Corequisites: PHYS 1305

Fees: Laboratory

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. May be taken concurrently with Physics 1305 or 1307.

(CIP 4008015103)

PHYS1107 Introductory Physics II Lab (1-0-3)

Prerequisites: MATH 0303

Corequisites: PHYS 1307

Fees: Laboratory

This lab is meant to reinforce the physical principles presented in PHYS 1307. Topics covered will include 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)

(CIP 4008015103)

PHYS1301 General Physics I (3-3-0)

Prerequisites: MATH 1314

Corequisites: None

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)

This course is math intensive (MI).

PHYS1302 General Physics II (3-3-0)

Prerequisites: PHYS 1301

Corequisites: None

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 4008015303)

This course is math intensive (MI).

PHYS1303 Stars and Galaxies (3-3-0)

Prerequisites: None

Corequisites: None

Study of stars, galaxies, and the universe outside our solar system.

40.0201.51 03

PHYS1304 Solar System(3-3-0)

Prerequisites: PHYS 1303

Corequisites: None

Study of the sun and its solar system, including its origin.

40.0201.52 03

PHYS1305 Introductory Physics I (3-3-0)

Prerequisites: MATH 0301 or equivalent

Corequisites: None

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)

PHYS1307 Introductory Physics II (3-3-0)

Prerequisites: PHYS 1305 or equivalent

Corequisites: None

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)

PHYS2425 University Physics I (4-3-3)

Prerequisites: MATH 2413 or equivalent

Corequisites: None

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)

This course is math intensive (MI).

PHYS2426 University Physics II (4-3-3)

Prerequisites: MATH 2414 or equivalent, and PHYS 2425

Corequisites: None

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 4008015403)

This course is math intensive (MI).

PSYCHOLOGY (PSYC)

PSYC2301 Introduction To Psychology(3-3-0)

Prerequisites: None

Corequisites: None

Students are introduced to the principles of behavior and mental processes and development, including study of the brain, learning, consciousness, memory, and emotion.

(CIP 4201015125)

PSYC2303 Industrial And Organizational Psychology(3-3-0)

Prerequisites: None

Corequisites: 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)

PSYC2306 Human Sexuality(3-3-0)

Prerequisites: None

Corequisites: 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)

PSYC2308 Child Psychology(3-3-0)

Prerequisites: None

Corequisites: None

Students study the relationship of the physical, emotional, behavioral, cognitive, perceptual, and social factors of growth and development during childhood.

(CIP 4207015125)

PSYC2310 Early Childhood Development(3-3-0)

Prerequisites: None

Corequisites: None

Students study the relationship of the physical, emotional, behavioral, cognitive, perceptual, and social factors of growth and development during early childhood.

(CIP 4207015125)

PSYC2314 Developmental Psychology(3-3-0)

Prerequisites: None

Corequisites: None

Students focus upon the cognitive, psychological, and physical aspects of development from conception through adulthood with an emphasis on current research methods and results.

(CIP 4207015125)

PSYC2316 Psychology Of Personality(3-3-0)

Prerequisites: None

Corequisites: None

This course is a review of the major theories related to the development, assessment, and research of human personality.

(CIP 4201015725)

PSYC2317 Statistics For Behavioral Sciences(3-3-0)

Prerequisites: MATH 1314 or equivalent

Corequisites: None

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)

PSYC2319 Social Psychology(3-3-0)

Prerequisites: None

Corequisites: 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)

PSYC2340 Current Issues In Psychology(3-3-0)

Prerequisites: None

Corequisites: None

Course offerings explore in-depth specific contemporary issues in psychology. Specific topics may vary each semester.

(CIP 4201015540)

PSYC2370 Selected Topics In Psychology(3-3-0)

Prerequisites: None

Corequisites: 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.

(CIP 4201015540)

PSYC2371 Abnormal Psychology(3-3-0)

Prerequisites: None

Corequisites: None

Students examine major aspects of common psychological disorders, including symptomatology, etiology, diagnosis, and treatment

(CIP 4201017225)

PSYC2389 Academic Cooperative In Psychology(3-3-4)

Prerequisites: PSYC 2301

Corequisites: None

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)

QUALITY CONTROL TECHNICIAN (QCTC)

QCTC1301 Total Quality Management(3-3-0)

Prerequisites: None

Corequisites: 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)

Equivalent to QCTC 1001

QCTC1341 Statistical Process Control(3-3-0)

Prerequisites: None

Corequisites: 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)

READING (READ)

READ0100Special Topics in Reading(1-1-0)

Prerequisites: None

Corequisites: Core Curriculum Course

Students who need further remediation may enroll in Ready, Set, Go (RSG). RSG is a 4-week Intermediate Reading course (Reading 0303) linked with a 12-week college level course. During the first four weeks, students review and improve their basic skills in reading. Students must pass a departmental exit exam before being allowed to continue in the next twelve weeks of the college level course. Faculty advisement is required when enrolling in RSG. Students must have the following Accuplacer scores to enroll in this course: Reading 74 or above, Sentence Structure 80 or above, and a 6 on the Writing Sample.

3201085212

READ0301Reading I (3-3-1)

Prerequisites: Appropriate placement score

Corequisites: None

Fees: Laboratory

This course is designed for the student reading between the 6th and 8th 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. Requires weekly attendance in the Cooperative Learning Lab for Reading.

(CIP 3201085212)

READ0302Reading II (3-3-1)

Prerequisites: Appropriate placement score or READ 0301 with a grade of "C" or better

Corequisites: None

Fees: Laboratory

This course is designed for the student reading between the 8th and 10th 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. Requires weekly attendance in the Cooperative Learning Lab for Reading.

(CIP 3201085212)

READ0303Intermediate Reading(3-3-0)

Prerequisites: Appropriate placement score or READ 0302 with a grade of "C" or better

Corequisites: None

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 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 3201085212)

RECEPTIONIST (POFT)

POFT1309Office Administration(3-3-0)

Prerequisites: None

Corequisites: None

Study of current office procedures, duties, and responsibilities applicable to an office environment. Students will develop time management techniques; demonstrate appropriate communication skills; and identify the basic skills and best practices for an office professional.

52.0401

POFT1313Professional Development For Office Personnel (3-3-0)

Prerequisites: None

Corequisites: None

This course provides preparation for the workforce including business ethics, team work, professional attire, and promotability.

(CIP 5204010000)

Equivalent to RDCS 1003 and POFT 1013

SOCIOLOGY (SOCl)

SOCI1301 Introduction To Sociology(3-3-0)

Prerequisites: None

Corequisites: 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)

SOCI1306 Contemporary Social Problems(3-3-0)

Prerequisites: None

Corequisites: 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)

SOCI2301 Marriage And Family(3-3-0)

Prerequisites: None

Corequisites: 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)

SOCI2319 Minority Studies I (3-3-0)

Prerequisites: None

Corequisites: 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)

SOCI2370 Death And Dying(3-3-0)

Prerequisites: None

Corequisites: None

This course examines the social and psychological expressions and dimensions of death and dying with emphases on cultural variations in dealing with death, current issues related to death and dying in the United States, and the nature and impact of loss.

(CIP 4201015525)

SOCI2389 Academic Cooperative In Sociology(3-3-4)

Prerequisites: None

Corequisites: 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)

SPANISH (SPAN)

SPAN1300 Conversational Spanish I (3-3-0)

Prerequisites: None

Corequisites: 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)

SPAN1310 Conversational Spanish II (3-3-0)

Prerequisites: None

Corequisites: None

This is a continuation of SPAN 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)

SPAN1411 Elementary Spanish I (4-3-2)

Prerequisites: None

Corequisites: 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)

SPAN1412 Elementary Spanish II (4-3-2)

Prerequisites: SPAN 1411

Corequisites: None

Fees: Laboratory

This course is a continuation of SPAN 1411. It focuses on improving the students communicative and grammatical skills in the target language. The course also offers an opportunity to learn and study the Culture of other Spanish speaking countries. Language lab is required.

(CIP 1609055113)

SPAN2311 Intermediate Spanish I (3-3-0)

Prerequisites: SPAN 1412 or three years of high school Spanish

Corequisites: None

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)

SPAN2312 Intermediate Spanish II (3-3-0)

Prerequisites: SPAN 2311, or Departmental Approval

Corequisites: None

This course is a continuation of SPAN 2311. Emphasis is on reading and writing, with additional practice to increase proficiency and self-confidence as well as to broaden understanding of Spanish and Spanish-American culture.

(CIP 1609055213)

SPAN2313 Elementary Spanish I (For Spanish Speakers) (3-3-0)

Prerequisites: None

Corequisites: 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 1609055213)

SPAN2315 Spanish for Heritage Speakers II (3-3-0)

Prerequisites: SPAN 2311 or SPAN 2313 or Departmental approval

Corequisites: None

This one semester course focuses on the development of writing and oral communication skills, including practice in: 1) describing story characters, real persons, animals and natural phenomena; 2) summarizing facts and ideas; 3) giving oral information, instruction, directions, explanations and messages; 4) writing original compositions in Spanish and translating from English into Spanish; 5) reading and discussing well-known Spanish and Hispanic-American historical figures, writers, artists and musicians; 6) gaining a more advanced understanding of the Hispanic culture. The student is expected either to speak Spanish as a home language or to function at a similar level of proficiency in Spanish.

(CIP 1609055213)

SPAN2316 Career Spanish (3-3-0)

Prerequisites: None

Corequisites: 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)

SPAN2317 Advanced Career Spanish(3-3-0)

Prerequisites: SPAN 2311, or equivalent

Corequisites: None

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)

SPAN2323 Latin American Literature And Culture(3-3-0)

Prerequisites: SPAN 2312, or equivalent

Corequisites: None

Selected readings from the literature are used to provide a historical and cultural perspective on Latin America.

(CIP 1609055313)

SPAN2324 Spanish Culture(3-3-0)

Prerequisites: SPAN 1412

Corequisites: None

Through films and other media sources, this course will examine the historical, social, and ideological aspects of the culture of the Hispanic World. Student will study images and topics that have had an impact in the creation of modern nations in Latin-American and Spain. This course focuses on issues such as the importance of the wars and revolutions, gender identity, and class, cultural and power relationships, etc. This course is taught in Spanish*. Films will be supported with readings, presentations, and discussions. Movies will be in original version and play in class with a laptop from for some of the DVD systems compatibility.

(CIP 1609055313)

SPEECH (SPCH)

SPCH1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None

Corequisites: 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)

SPCH1315 Public Speaking(3-3-0)

Prerequisites: None

Corequisites: 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)

SPCH1318 Interpersonal Communication(3-3-0)

Prerequisites: None

Corequisites: 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)

SPCH1321 Business And Professional Speaking(3-3-0)

Prerequisites: None

Corequisites: 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)

SPCH2341 Oral Interpretation (3-3-0)

Prerequisites: SPCH 1311 or SPCH 1315 preferred

Corequisites: None

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)

STUDENT DEVELOPMENT (SDEV)

SDEV0170 Student Development Course(1-1-0)

Prerequisites: None

Corequisites: 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 and includes 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 skills necessary to assume responsibility for individual learning.

(CIP 3201015212)

SDEV0173 Master Student Course (1-1-0)

Prerequisites: None

Corequisites: None

This course is designed to examine techniques to assist students in improving their academic standing at the college. The course focuses on both life skills and study skills needed to be a successful college student. Content includes personal learning style, academic issues that create difficulty, life management, campus resources, critical thinking skills, time management, and career planning.

(CIP 3201015212)

TEXAS EARLY CHILDHOOD ARTICULATION (TECA)

TECA1354Child Growth And Development(3-3-0)

Prerequisites: None

Corequisites: None

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.

(CIP 1312025209)

Faculty Listing by Discipline

[Sort by Full-Time/Adjunct](#) | [Sort by Last Name](#)

Accounting

John Anderson, M.B.A., Syracuse University
Gilbert Barrera, J.D., St. Mary's University
Susan Cleary, M.B.A., Texas AM University at Corpus Christi
Sally First, Masters, Cal State Hayward
Michael Goeken, M.S., Texas AM University
Niels Jensen, M.B.A., Webster University of St. Louis
Susana Lozano, M.A., University of Texas at San Antonio
Robert McWhorter, M.B.A., Southwest Texas State University
Ralph Mendez, M.A., University of Texas at San Antonio
Cathy Menn, M.P.A., University of Texas at San Antonio
Antonio Quiroz, M.S., University of Texas at San Antonio
Janet Saunders, M.S., University of Texas at San Antonio

Advanced Water Treatment

Edward Turner, B.A., Brigham Young University

Alternative Teacher Certification

Alma Linares, Masters, Texas AM at Kingsville
Mary Salinas, Masters, Texas AI at Kingsville

Anthropology

Christopher Cooley, M.A., University of Texas at San Antonio
Peché Linda, M.A., University of Texas at Austin
Doug Ryan, M.S., University of Southern Mississippi

Art

Jacquenette Arnette, M.A., Victorian College of the Arts at Melbourne
Stacy Berlfein, M.F.A., University of Texas at San Antonio
Harold Drennon, M.S., University of Wisconsin
Melissa Duvall, M.A., University of Houston
Cheryl Foss, Ph.D., University of Georgia
Karl Frey, M.F.A., School of the Museum of Fine Arts
John Hernandez, M.F.A., University of North Texas
Timothy Jones, M.F.A., Maine College of Art
William Keith, M.F.A., Savannah College of Art and Design
Richard Martinez, M.F.A., Cornell University
Enrique Martinez, M.F.A., University of Texas at San Antonio
Loretta Medellín, M.F.A., University of Texas at San Antonio
Theresa Northway, M.F.A., Montana State
Juan Ramos, M.F.A., University of Texas at San Antonio
Christina Ramsey, M.F.A., Ohio State University
Jack Robbins, M.A., University of Texas at San Antonio
Melanie Rush Davis, M.F.A., University of Texas at San Antonio
Adrien Ryder, M.F.A., University of Texas at San Antonio
Laura Schultz, M.F.A., John F. Kennedy University
Julie Shipp, M.F.A., University of Texas at San Antonio
Sylvia Svec, M.A., University of Oklahoma
Anabel Toribio, M.F.A., University of Texas at San Antonio

Bilingual Generalist

Vivian Jimenez-Carn, Masters, University of Texas at San Antonio
Emma Munguia, Masters, Texas AI at Kingsville
Iris Ornelas, Masters, Texas AM University at Kingsville
Jesusita Rios, Masters, University of Texas at San Antonio

Biological Sciences

Gabriel Alaniz, M.S., University of Texas at San Antonio
Susan Alcalá, M.S., University of Texas at San Antonio
Andrea Anderson, M.S., University of Texas at San Antonio
Anthony Bosnic, M.S., University of Texas Health Science Center at San Antonio
DeAnna Brummett, Masters, University of Texas at San Antonio

Richard Chamblin, Ph.D., Texas Chiropractic College
Irene Chapa, Ph.D., University of Texas Health Science Center at San Antonio
Heping Chen, Ph.D., University of Texas at Austin
Tom Chiang, Ph.D., University of Texas at Dallas
Ibtissam Echchgadda, Ph.D., University of Texas Health Science Center at San Antonio
Jose Egremy, M.S., Texas AM University at Kingsville
Kurt Elliott, Ph.D., University of Texas Health Science Center at San Antonio
Roberto Gonzales, Ph.D., University of Texas at San Antonio
Jo Ann Gonzalez, M.A., University of Texas at San Antonio
Corienne Hannapel, M.S., University of Texas at San Antonio
Marianne Hansen, M.S., Sul Ross University
Christopher Harrison, M.S., University of Texas at El Paso
Pramod Kumar, Ph.D., Agra University
Barbara Larger, Masters, East Stroudsburg University
Athena Lemus-Wilson, Ph.D., University of Arizona
Gladys Malave, M.S., University of Puerto Rico
Pamela Maldonado, Masters, University of the Incarnate Word
Ryan Richter, M.S., Southwest Texas State University
Omar Rivera, Ph.D., University of Texas Health Science Center at San Antonio
David Rohrbach, Ph.D., University of Pittsburgh
Caleb Roth, M.S., University of Texas at San Antonio
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