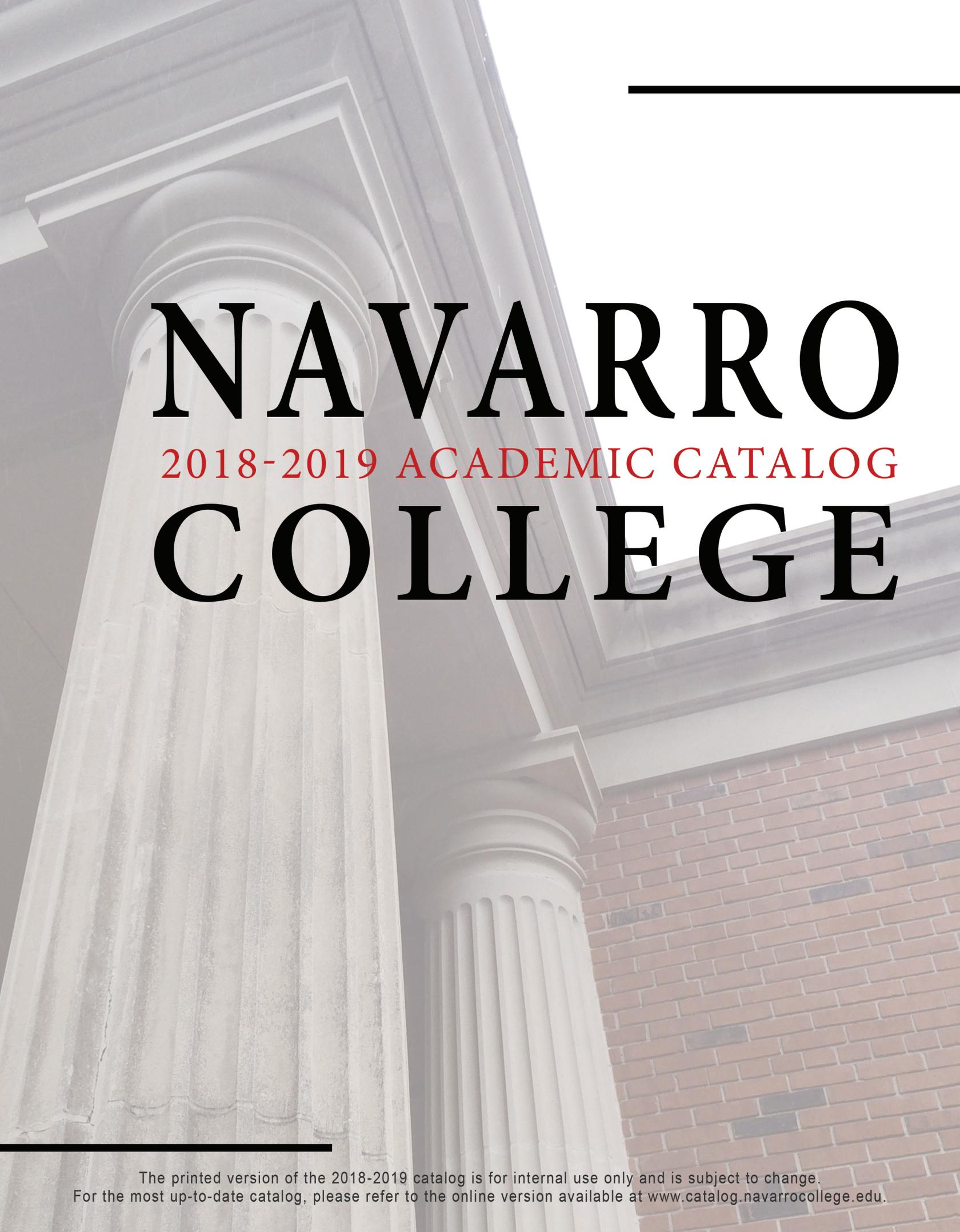


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# NAVARRO

2018-2019 ACADEMIC CATALOG

# COLLEGE

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The printed version of the 2018-2019 catalog is for internal use only and is subject to change.  
For the most up-to-date catalog, please refer to the online version available at [www.catalog.navarrocollege.edu](http://www.catalog.navarrocollege.edu).

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## 2018-2019 COLLEGE CATALOG



### 2018 - 2019 CATALOG

3200 W. 7th Avenue, Corsicana, TX 75110

1 (800) NAVARRO

[www.navarrocollege.edu](http://www.navarrocollege.edu)

(903) 874-6501

The online *College Catalog* provides the programs of study and course descriptions available through Navarro College. It includes information about admission to the College, enrollment, degrees and certificates, and academic policies. Although this catalog was prepared based on the best information available at the time of publication, all information, including statements of tuition and fees, course offerings, and admission and graduation requirements, is subject to change without notice or obligation. This catalog does not constitute a contract between Navarro College and the student.

# GENERAL INFORMATION

## LETTER FROM THE DISTRICT PRESIDENT



Dear Student,

Welcome! On behalf of all employees at Navarro College, your decision to attend our institution is an excellent choice. Together, we dedicate ourselves to creating an invigorating and enriching educational environment and stimulating academic experience. Our goal is to assist you in achieving success, and we accept this challenge.

Navarro College is an exceptional institution. Dedicated to you, our students, we offer an array of educational offerings designed to provide you with the skills, knowledge, and necessary experience to successfully achieve your educational aspirations and prepare for the world of work. Our staff has a sincere commitment to students, and our campuses offer a most pleasing educational experience. Navarro College is a place where people of all ages, from all backgrounds and cultures, meet to participate in one of the most satisfying and enhancing learning experiences available in Texas.

As a residential campus, Navarro College offers a unique opportunity and we invite you to join us for a memorable and lasting experience. We look forward to serving you. I am confident you will enjoy your experience with us. We invite you to join us and embrace the tradition of quality and excellence at Navarro College.

Richard M. Sanchez  
District President

## BOARD OF TRUSTEES

### *BOARD OF TRUSTEES*

- **Lloyd D. Huffman**, Corsicana, Chairman 2023
- **Phil Judson**, Corsicana, Vice Chairman 2023
- **Richard L. Aldama**, Corsicana, Secretary-Treasurer 2021
- **A.L. Atkeisson**, Kerens 2021
- **Faith D. Holt**, Corsicana 2019
- **Billy Todd McGraw**, Blooming Grove 2019
- **Loran Seely**, Corsicana 2019

## ADMINISTRATION

### *EXECUTIVE OFFICERS*

**Dr. Richard M Sanchez**, *District President*

**Dr. Kenneth Martin**, *President, Ellis County Campuses*

**Dr. Carol Hanes**, *Vice President of Academic Affairs*

**Ms. Maryann Torres Hailey**, *Vice President of Student Services*

**Ms. Teresa Thomas**, *Vice President of Finance and Administration*

**Dr. Harold Housley**, *Vice President of Operations and Institutional Advancement*

**Ms. Sina Ruiz**, *Vice President of Enrollment Management and Institutional Effectiveness*

**Ms. Marcy Ballew**, *Vice President of Human Resources*

**Mr. Roark Montgomery**, *Athletic Director*

### *ACADEMIC DEANS*

**Dr. Jeanetta Groce**, *Executive Dean of Academics*

**Dr. Eileen Hamby**, *Executive Dean of Business and Workforce Development*

**Mr. Christopher Cleveland**, *Dean of Business and Workforce Development*

**Mr. Guy Featherston**, *Dean of Midlothian Campus & Health Professions*

**Mr. Steve Colburn**, *Interim Dean of Fine Arts and Humanities*

**Ms. Christina Mims**, *Dean of Navarro College South*

**Ms. Kristin Walker**, *Dean of Student Services of Ellis County*

**Ms. Terry Gibson**, *Academic Dean of Ellis County*

**Mr. Tim Kevil**, *Dean of Libraries*

**Mr. Michael Davila**, *Dean of Students*

**Mr. Matt Miller**, *Dean of Online Instruction/Professional Development*

## HISTORY OF THE COLLEGE

In the spring of 1946, a group of local citizens met to form a steering committee for the purpose of establishing a junior college in Navarro County. In a general election held July 16, 1946, voters approved the creation of Navarro Junior College and authorized a county tax to help finance the institution. In that same election, voters chose a seven-member board of trustees to govern the college. The first students began classes in September, 1946. Most of the 238 members of that first student body were returning veterans from World War II taking advantage of assistance available under the newly enacted GI Bill. The first campus of Navarro College was the site of the Air Activities of Texas, a World War II primary flight school located six miles south of Corsicana.

In 1951, the campus was moved to its present location, a 47-acre tract west of downtown Corsicana on State Highway 31. The campus has expanded to 103 acres with 19 administration buildings and 24 dormitories. In 1954, Navarro was accredited by the Southern Association of Colleges and Schools. The accreditation was reaffirmed in 1964, 1974, 1985, 1995, 2005, and again in 2015.

In 1974, the college broadened its philosophy and purpose to encompass the comprehensive community-based educational concept, adding occupational education programs and implementing new education concepts including individualized and self-paced instruction and the use of audio-tutorial instructional media. In keeping with the new educational role, the word “junior” was dropped from the institution’s name, and the official name Navarro College was adopted by the Board of Trustees. In an attempt to address the growing needs of its service area, which consists of Navarro, Ellis, Freestone, Limestone, and Leon counties, the college began offering courses in various locations in those areas in the early 1970s and eventually established two permanent centers, Navarro College South at Mexia and the Ellis County Center at Waxahachie. In January, 2006, a new campus in Midlothian opened to better serve students in that area.

Navarro College has had seven presidents: Mr. Ray Waller, the founding president served until his death in 1956; Dr. Ben W. Jones served from 1956 until 1973; Dr. Kenneth P. Walker served from 1974 until 1988; Dr.

Gerald E. Burson served from 1989 until his retirement in January 1998; Dr. Richard Sanchez served from 1998 until his retirement in 2013; and Dr. Barbara Kavalier served from 2013 until 2016. Dr. Richard Sanchez came out of retirement to serve as Interim Chancellor through August 2016 and serves as District President.

## MISSION, VISION AND VALUES

### *MISSION*

Navarro College provides educational opportunities that empower students to achieve their personal, academic, and career goals and that promote life-long learning for all communities served.

### *VISION*

Navarro College will be nationally recognized as a higher education institution committed to providing innovative pathways and student-centered learning opportunities that result in students capable of succeeding in local and global communities.

### *VALUES*

**Integrity:** actively building open relationships with students, employees, local business, and local communities. Serving all people we touch with a strong sense of ethics and personal and organizational responsibility.

**Diversity:** fostering acceptance, multi-dimensional thinking, and respect and understanding the different experiences of all people. We know we are stronger for who we are together—as a college, as a community, as a culture, as part of a global village.

**Innovation:** leadership invested in guiding and embracing change, seeking creative ways to tackle educational challenges. We encourage students and employees to be agents for change, championing new ideas informed by personal reflection, trends in education, and changes in local and global community.

**Student Centeredness:** placing students at the heart of all we do, with an emphasis not only on excellence and learning, but, also, with a profound appreciation of personal, familial, economic, and civic responsibilities impacting our students and communities.

Accountability: honoring commitments to students, educational partners, workforce partners, and the communities we serve. We intentionally foster respect, citizenship, civic responsibility, and humanitarianism as both individuals and an institution.

## EQUAL EDUCATIONAL OPPORTUNITY

Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (PL. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the admissions and education of students, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, and with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate against any person on account of race, color, religion, creed, gender, age, national origin, ancestry, disability, marital status or veteran status. Navarro College adheres to the policies and procedures as prescribed under ADA-504.

## ACCREDITATION

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097; <http://www.sacscoc.org>; or call 404-679-4500 for questions about the accreditation of Navarro College.

Health Professions programs at Navarro College are accredited by the following agencies:

- Associate Degree Nursing (ADN) – Accreditation Commission for Education in Nursing (ACEN)
- Licensed Vocational Nursing (LVN) – Texas Board of Nursing (BON)
- Medical Laboratory Technology (MLT) – National Accrediting Agency for Clinical Laboratory Science (NAACLS)
- Occupational Therapy Assistant (OTA) - Accreditation Council for Occupational Therapy Education (ACOTE)
- Physical Therapist Assistant (PTA) – Commission on Accreditation in Physical Therapy Education (CAPTE)

Navarro College is approved by the Texas Higher Education Coordinating Board and is a member of the Texas Association of Community Colleges and the American Association of Community Colleges.

For other information about the College, please contact Navarro College, 3200 West 7th Avenue, Corsicana, Texas 75110 or call 903-874-6501.

## 2018-2019 ACADEMIC CALENDAR

<b>Date Start</b>	<b>Date End</b>	<b>Day</b>	<b>Description and Times</b>
April 16	August 18	Monday	Registration begins for Fall and Fast Track
April 16		Monday	Payment Plan Online Options open for the Fall (16-week) term
June 29		Friday	Payment Plan Online Option for Fall (16-week) to pay 4 remaining payments with 0% down closes at 5 p.m.
July 26		Thursday	Payment Plan Online Option for Fall (16-week) to pay 3 remaining payments with 25% down closes at 5 p.m.
August 18		Saturday	Fall and Fast Track Registration continues 9 a.m. - 12 p.m. (NOON)
<b>August 18</b>		<b>Saturday</b>	<b>All tuition/fees for Fall and Fast Track must be paid by 12 p.m. (NOON)</b>
August 20		Monday	Fall and Fast Track Registration continues, 8 a.m. - 7 p.m.
August 20		Monday	Housing Opens for check-in, 8 a.m. - 7 p.m.
August 21		Tuesday	Faculty return for Fall semester
August 21		Tuesday	Full-time Faculty Convocation
August 21		Tuesday	Adjunct Convocation (Corsicana and Mexia) 5:30 p.m.
August 21		Tuesday	Fall and Fast Track Registration continues, 8 a.m. - 7 p.m.
August 21		Tuesday	Housing check-in continues, 8 a.m. - 7 p.m.
August 22		Wednesday	Fall and Fast Track Registration continues, 8 a.m. - 5 p.m.
August 22		Wednesday	Housing check-in continues, 8 a.m. - 5 p.m.
August 23		Thursday	Adjunct Convocation (Ellis County) 5:30 p.m.
August 23		Thursday	Fall and Fast Track Registration continues, 8 a.m. - 5 p.m.
August 23		Thursday	Housing Check-in, 8 a.m. - 3 p.m. Late Check-in, 3 - 5 p.m.
August 23		Thursday	Payment Plan Online Option for Fall (16-week) to pay 2 remaining payments with 50% down closes at 5 p.m.
<b>August 23</b>		<b>Thursday</b>	<b>All tuition/fees for Fall and Fast Track must be paid by 5 p.m.</b>
<b>FALL 2018</b>			
<b>August 27</b>	<b>December 15</b>	<b>Monday</b>	<b>Fall (16-week) 2018 classes begin</b>
<b>August 27</b>	<b>October 20</b>	<b>Monday</b>	<b>Fall (1st 8-week) classes begin</b>
August 27	August 28	Monday - Tuesday	Late Registration for Fall, 8 a.m. - 5 p.m.
August 28		Tuesday	Payment Plan Online Option for Fall (16-week) to pay 1 remaining payments with 50% down closes at 5 p.m.
<b>August 28</b>		<b>Tuesday</b>	<b>All Late Registration tuition/fees for Fall and Fast Track must be paid by 5 p.m.</b>
August 29	September 11	Wednesday	Fall Fast Track Registration continues
September 1		Saturday	Saturday classes will meet Labor Day weekend

September 3		Monday	College Closed - Labor Day
<b>September 11</b>		<b>Tuesday</b>	<b>All tuition/fees for Fall Fast Track ( 2nd 8-week) must be paid by 5 p.m.</b>
September 12	September 21	Wednesday	Fall Fast Track Registration continues
September 12		Wednesday	Payment Plan Online Option to pay 1 remaining payment with 50% down Opens for the Fall Fast Track (2nd 8-week)
September 28		Friday	Last day to drop or withdraw from a Fall (1st 8-week) class by 12 p.m. (NOON)
October 19		Friday	Payment Plan Online Option to pay 1 remaining payment with 50% down Closes for the Fall Fast Track (2nd 8-week)
<b>October 19</b>		<b>Friday</b>	<b>All tuition/fees for Fast Track (2nd 8-week) must be paid in full by 5 p.m.</b>
October 20		Saturday	Fall (1st 8-week) classes end
October 22	December 15	Monday	Fall (2nd 8-week) classes begin
<b>October 22</b>		<b>Monday</b>	<b>Late Registration for Fall Fast Track (2nd 8-week), 8 a.m. - 5 p.m.</b>
October 22		Monday	All Late Registration tuition/fees for Fall Fast Track (2nd 8-week) must be paid by 5 p.m.
October 22		Monday	Fall (1st 8-week) grades due by 12 p.m. (NOON)
November 2		Friday	Deadline to apply online for December graduation (Ceremony in May 2019)
November 5	December 14	Monday	Registration begins for Winter Mini-mester and Spring 2019
November 16		Friday	Last day to drop or withdraw from a Fall (16-week and 2nd 8-week) classes by 12 p.m. (NOON)
November 19		Monday	Payment Plan Online Options open for the Spring (16-week) term
November 20		Tuesday	Housing closes at 5 p.m. for Thanksgiving break
November 20		Tuesday	College closed after evening classes
November 21	November 24	Wednesday - Saturday	College Closed - Thanksgiving Break
November 25		Sunday	Housing reopens at 2 p.m.
November 26		Monday	Classes resume - College opens
November 29		Wednesday	Payment Plan Online Option for Spring (16-week) to pay 4 remaining payments with 0% down closes at 5 p.m.
December 10		Monday	Final exams begin
December 10		Monday	Housing Check-out begins. Residents are required to check-out of Housing after their last exam.
<b>December 14</b>		<b>Friday</b>	<b>All tuition/fees for Winter Mini- mester must be paid by 5 p.m.</b>
December 15		Saturday	Final exams end
December 15		Saturday	Fall semester ends
<b>December 17</b>	<b>January 11</b>	<b>Monday</b>	<b>Winter Mini- mester classes begin</b>
December 17		Monday	Late Registration for Winter Mini-mester, 8 a.m. - 5 p.m.

December 17		Monday	All Late Registration tuition/fees for Winter Mini-mester must be paid by 5 p.m.
December 17		Monday	Fall semester grades due by 12 p.m. (NOON)
December 17	December 19	Monday - Wednesday	Registration for Spring and Fast Track continues, 8 a.m. - 5 p.m.
December 20	January 1	Thursday - Tuesday	College Closed - Winter Break.
December 25		Monday	Payment Plan Online Option for Spring (16-week) to pay 3 remaining payments with 25% down closes at 5 p.m.
January 2		Wednesday	College re-opens following Winter Break
January 2	January 5	Wednesday - Saturday	Registration for Spring continues until Saturday, January 5th, 9 a.m. - 12 p.m. (NOON)
January 5		Saturday	Payment Plan Online Option for Spring (16-week) to pay 2 remaining payments with 50% down closes at 12 p.m. (NOON)
<b>January 5</b>		<b>Saturday</b>	<b>All tuition/fees for Spring and Fast Track must be paid by 12 p.m. (NOON)</b>
January 7		Monday	Registration continues for Spring and Fast Track terms, 8 a.m. - 7 p.m.
January 7		Monday	Housing Opens for check-in, 8 a.m. - 7 p.m.
January 7		Monday	New Faculty Orientation
January 8		Tuesday	Registration continues for Spring and Fast Track terms, 8 a.m. - 7 p.m.
January 8		Tuesday	Housing check-in continues, 8 a.m. - 7 p.m.
January 8		Tuesday	Faculty return for Spring semester
January 8		Tuesday	Full-time Faculty Convocation
January 8		Tuesday	Adjunct Convocation (Corsicana and Mexia) 5:30 p.m.
January 9		Wednesday	Registration continues for Spring and Fast Track Terms, 8 a.m. - 5 p.m.
January 9		Wednesday	Housing check-in continues, 8 a.m. - 5 p.m.
January 10		Thursday	Last day for Spring Registration, 8 a.m. - 5 p.m.
January 10		Thursday	Housing check-in continues, 8 a.m. - 3 p.m. Late check-in, 3 - 5 p.m.
January 10		Thursday	Payment Plan Online Option for Spring (16-week) to pay 1 remaining payments with 50% down closes at 5 p.m.
January 10		Thursday	Adjunct Convocation (Ellis County) 5:30 p.m.
<b>January 10</b>		<b>Thursday</b>	<b>All tuition/fees for Spring and Fast Track must be paid by 5 p.m.</b>
January 11		Friday	Winter Mini-mester classes end
<b>SPRING 2019</b>			
<b>January 14</b>	<b>May 7</b>	<b>Monday</b>	<b>Spring (16-week) 2019 classes begin</b>
<b>January 14</b>	<b>March 9</b>	<b>Monday</b>	<b>Spring (1st 8-week) classes begin</b>
January 14		Monday	Winter Mini-mester grades due by 12 p.m. (NOON)

January 14	January 15	Monday - Tuesday	Late Registration for Spring, 8 a.m. - 5 p.m.
<b>January 15</b>		<b>Tuesday</b>	<b>All Late Registration tuition/fees for Spring and Fast Track must be paid by 5 p.m.</b>
January 16	January 28	Wednesday	Registration for Spring (2nd 8-week) continues
January 19		Saturday	Weekend College classes begin
January 21		Monday	College Closed - Martin Luther King Day
January 28		Monday	<b>All tuition/fees for Spring Fast Track (2nd 8-week) must be paid by 5 p.m.</b>
January 29	February 8	Tuesday	Registration for Spring Fast Track (2nd 8-week) continues
January 29		Tuesday	Payment Plan Online Option to pay 1 remaining payment with 50% down Opens for the Spring Fast Track (2nd 8-week)
February 15		Friday	Last day to drop or withdraw from Spring (1st 8-week) class by 12 p.m. (NOON)
March 8		Friday	Payment Plan Online Option to pay 1 remaining payment with 50% down Closes for the Spring Fast Track (2nd 8-week)
<b>March 8</b>		<b>Friday</b>	<b>All tuition/fees for Spring (2nd 8-week) must be paid in full by 5 p.m.</b>
March 8	March 17	Friday	Housing Closes for Spring Break at 5 p.m.
March 9		Saturday	Saturday classes meet
March 9		Saturday	Spring (1st 8-week) classes end
March 11	March 15	Monday - Friday	College Closed - Spring Break
March 16		Saturday	Saturday classes meet
March 17		Sunday	Housing re-opens at 2 p.m.
<b>March 18</b>	<b>May 7</b>	<b>Monday</b>	<b>Spring (2nd 8-week) classes begin</b>
March 18		Monday	Late Registration for Spring Fast Track (2nd 8-week), 8 a.m. - 5 p.m.
March 18		Monday	All Late Registration tuition/fees for Spring Fast Track (2nd 8-week) must be paid by 5 p.m.
March 19		Tuesday	Spring (1st 8-week) grades due by 12 p.m. (NOON)
March 21		Thursday	Deadline to apply online for graduation
April 15	May 10	Monday	Registration begins for May Mini-mester
April 15	June 3	Monday	Registration begins for Full Summer, Summer I and II
April 15	August 17	Monday	Registration begins for Fall 2019
April 15		Monday	Payment Plan Online Options open for the Fall (16-week) term
April 18		Thursday	Last day to drop/withdraw from College for Spring (16-week and 2nd 8-week) classes by 12 p.m. (NOON)
April 18		Thursday	College closes after evening classes
April 19		Friday	College Closed - Good Friday
April 20		Saturday	Saturday classes will not meet

April 22		Monday	College re-opens
May 1		Wednesday	Final exams begin
May 1		Wednesday	Housing Check-out begins. Residents are required to check-out of Housing after their last exam.
May 7		Tuesday	Final exams end
May 8		Wednesday	Semester grades due by 12 p.m. (NOON)
<b>May 10</b>		<b>Friday</b>	<b>All tuition/fees for May Mini- mester must be paid by 5 p.m.</b>
May 10		Friday	Commencement - Corsicana Campus
May 11		Saturday	Commencement - Ellis County
May 13	May 29	Monday	May Mini-mester classes begin
May 13		Monday	Late Registration for May Mini-mester, 8 a.m. - 5 p.m.
May 13		Monday	All Late Registration tuition/fees for May Mini-mester must be paid by 5 p.m.
May 27		Monday	College Closed - Memorial Day
May 28		Tuesday	College re-opens
May 29		Wednesday	May Mini-mester ends
May 30		Thursday	May Mini-mester grades due by 12 p.m. (NOON)
June 3		Monday	Housing Opens for Summer I, 8 a.m. - 5 p.m.
<b>June 3</b>		<b>Monday</b>	<b>All tuition/fees for Full Summer, Summer I and II must be paid by 5 p.m.</b>

**SUMMER 2019**

<b>June 4</b>	<b>August 14</b>	<b>Tuesday</b>	<b>Full Summer classes begin</b>
<b>June 4</b>	<b>July 9</b>	<b>Tuesday</b>	<b>Summer I classes begin</b>
June 4		Tuesday	Late Registration for all Summer terms, 8 a.m. - 5 p.m.
June 4		Tuesday	All Late Registration tuition/fees for all Summer terms must be paid by 5 p.m.
June 5		Wednesday	Registration continues for Summer II, 8 a.m. - 5 p.m.
June 28		Friday	Last day to drop or withdraw from Summer I classes by 12 p.m. (NOON)
June 28		Friday	Payment Plan Online Option for Fall (16-week) to pay 4 remaining payments with 0% down closes at 5 p.m.
July 4	July 5	Thursday - Friday	College Closed - Independence Day
July 8		Monday	College Re-opens
July 9		Tuesday	Finals for Summer I
July 9		Tuesday	Summer I classes end
July 9		Tuesday	Housing Closes for Summer 1 at 12 p.m. (NOON)
July 10		Wednesday	Summer I grades due by 12 p.m. (NOON)

July 10		Wednesday	Housing Opens for Summer II, 8 a.m. - 5 p.m.
<b>July 10</b>		<b>Wednesday</b>	<b>All tuition/fees for Summer II must be paid by 5 p.m.</b>

**SUMMER II 2019**

<b>July 11</b>	<b>August 14</b>	<b>Thursday</b>	<b>Summer II classes begin</b>
July 11		Thursday	Late Registration for Summer II, 8 a.m. - 5 p.m.
July 11		Thursday	All Late Registration tuition/fees for Summer II must be paid by 5 p.m.
July 25		Thursday	Payment Plan Online Option for Fall (16-week) to pay 3 remaining payments with 25% down closes at 5 p.m.
July 30		Tuesday	Last day to drop/withdraw from Full Summer and Summer II classes by 12 p.m. (NOON)
August 9		Friday	VN Pinning Ceremony
August 14		Wednesday	Final exams for Full Summer and Summer II classes
August 14		Wednesday	Full Summer and Summer II semesters end
August 14		Wednesday	Housing Closes for Full Summer and Summer II classes by 12 p.m. (NOON)
August 15		Thursday	Full Summer and Summer II grades due by 12 p.m. (NOON)

**FALL 2019**

<b>August 26</b>	<b>December 14</b>	<b>Monday</b>	<b>Fall 2019 classes begin</b>
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## NAVARRO COLLEGE CENTERS

Navarro College has a commitment to increase the availability and economy of educational opportunities. Many college courses are offered in communities throughout the five-county college service area. In order to bring services closer to students taking courses in their hometown, Navarro College has established centers in four communities in the college's service area. Through these centers, interested citizens may receive information, academic advisement, course schedules, or other assistance. Not all courses required for a degree or certificate will be offered at off-campus centers. It may be necessary for students to take certain courses at the main campus in Corsicana. The following centers are now in operation:

### **Navarro College – Mexia Campus**

901 N. MLK  
Mexia, TX 76667-2816  
Phone: (254) 562-3848

### **Navarro College – Waxahachie Campus**

1900 John Arden Drive  
Waxahachie, TX 75165-5220  
Phone: (972) 937-7612

### **Navarro College – Midlothian Campus**

899 Mt. Zion Road  
Midlothian, TX 76065  
Phone: (972) 775-7200

### **Navarro College- Fairfield Career & Technical Center**

961 E. Commerce Street  
Fairfield, TX 75840  
Phone: (903) 389-7983

## NAVARRO COLLEGE FOUNDATION, INC.

The Navarro College Foundation Inc., a 501©(3) tax exempt organization, is the philanthropic arm of the college. The mission of the foundation is to assist the college in providing the human and financial resources to meet present and future educational needs of the college's five-county service area. Furthermore, the foundation board fosters educational excellence and exemplary community service to enhance the quality of life among students and staff of Navarro College, as well as to seek

and find financial capital and gifts-in-kind beyond state and local appropriations. These resources allow the college and its staff to increase the quality of service, enhance the educational experience gained by students at Navarro College, and reach out to the larger community to provide cultural, workforce development, and life-long learning programs. Members of the Navarro College Foundation Board are:

- Mr. Miran Sedlacek – President
- Mr. K.C. Wyatt – Vice President
- Ms. Debbie Wilson – Treasurer
- Ms. Sue Cook – Secretary
- Mr. Doug Barnes – North Campus Representative
- Mr. A. L. Atkeisson – College trustee Representative
- Mr. Dick Flatt – South Campus Representative
- Mr. Hugh Stroube
- Ms. Judy Nelson
- Mr. John Gantt
- Mr. Lee McCleary
- Mrs. Sarah Keathley
- Dr. Pat Harper
- Mr. Russell Thomas
- Mrs. Carla Dyess
- Ex-Officio Members
  - Dr. Richard Sanchez- District President, Navarro College
  - Dr. Harold Housley- Vice President of Institutional Advancement and Operations/Executive Director of the Navarro College Foundation
- Mrs. Teresa Sutton – Executive Administrative Assistant

## COOK EDUCATION CENTER

The Cook Education Center is a multi-faceted educational facility featuring the largest planetarium dome in Texas (60 feet), a spacious conference area, Pearce Civil War and Western Art Museum, and the Hunters and Gatherers Exhibit. The center is dedicated to making a positive impact on the lives of students, supporting teaching and

learning at all levels, and enriching life for all who participate in activities there. Through exposure to multimedia presentations in the planetarium, children and adults broaden their understanding of various disciplines. The Cook Education Center provides events and catering services for corporate meetings, weddings, and special occasion parties. Please contact Carole Davenport. In addition to planetarium shows, the center offers 70 mm/large-format films. For more information, visit <http://www.navarrocollege.edu/cookcenter/>.

## SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center (SBDC) is a professional management counseling service funded by Navarro College, the State of Texas and the U.S. Small Business Administration (SBA). The SBDC is designed to provide small businesses in Ellis, Freestone, Limestone, and Navarro Counties with the practical assistance needed to survive, grow and prosper. In addition to one-on-one, confidential consulting provided at no charge by qualified professionals, the SBDC offers low-cost seminars and workshops that address the specialized and complex needs of small businesses. The Navarro College SBDC is a cooperative effort of Navarro College and the U.S. Small Business Administration. Visit <http://www.navarrocollegesbdc.org/> for more information.

## NAVARRO COLLEGE FACULTY AWARDS

### *NAVARRO COLLEGE PIPER PROFESSORS*

Navarro College has had six faculty members recognized for outstanding achievement in the teaching profession with the prestigious Minnie Stevens Piper Professor Award. This award is granted annually from among nominees from all accredited colleges and universities in Texas. The Navarro College Piper Professors are:

**Margaret Pannill**, English, 1961

**Lucile M. Boyd**, Languages, 1971

**Geraldine Johnston**, English, 1978

**H. McAfee Daniel**, English, 1986

**Richard E. Miller, Ph.D.**, Psychology/Sociology, 1989

**Tommy W. Stringer, Ph.D.**, History, 1994

### *NAVARRO COLLEGE PROFESSOR EMERITI*

**James Chapman**, Government

**H. McAfee Daniel**, English

**Sandra Dowd**, Art

**Sheila Herod**, Music

**Lary Reed**, Vice President

# ADMISSIONS & REGISTRATION

## ADMISSION PROCEDURES

Navarro College maintains an open door admission policy, and students are admitted without regard to race, color, religion, creed, gender, age, national origin, ancestry, disability, marital status, or veteran status. The college reserves the right to verify citizenship and residency status of any applicant.

The college reserves the right to refuse admission to any student who does not comply with admission requirements or where evidence exists that the presence of the applicant would be incompatible with the aims or objectives of the college or where, in the judgment of the college Admissions Committee, the applicant's presence on campus would not be in the best interest of the student or the college community. An individual may appeal such refusal to the Vice President of Enrollment Management and Institutional Effectiveness.

The Office of Admissions and Records is responsible for administering all admissions policies. Inquiries concerning admissions should be addressed to the attention of this office.

Completion of the following steps are necessary to gain admission to Navarro College:

1. **Application for Admission.**  
<https://www.applytexas.org>
2. **Official Transcript.**
  - *Beginning Students.* An official and complete transcript in a sealed envelope bearing the signature of the appropriate official, seal and date of graduation of the applicant's high school record must be filed in the Office of Admissions & Records before an application for admission will be considered.

Navarro College will not recognize a student as a high school graduate who has obtained a diploma through a school or online program that requires only payment of a fee with little or no coursework

requirements. Graduates of such programs will be considered for admissions on an individual approval basis.

- *Transfer Students.* Transfers from another college, including summer/mini session students, are required to present an official and complete transcript in a sealed envelope bearing the signature of the appropriate official and seal from each college attended or sent electronically directly from the institution.
3. **Assessment Scores** Student proficiency in reading, writing, and mathematics must be assessed. This is accomplished by completing the TSI Assessment. Students otherwise qualified or exempted will not be refused admission on the basis of their scores. Results are used in advising and in placing students in the proper course levels.
  4. **Proof of Residency** A student may submit a state-issued driver's license or identification card and show proof of having established local residency for 12 months or more without enrollment (or other approved documentation) to determine residency as either in-district, out-of-district, or out-of-state.

The Office of Admissions and Records can provide additional information concerning state requirements.

## SPECIAL PROGRAMS

Certain programs such as honors program, Residence Life, as well as instructional areas (e.g. Cosmetology, Welding, Petroleum Technology), Allied Health (e.g. Nursing, OTA, PTA) and Protective Services (e.g. Police, Fire and EMS) will require additional standards of conduct and may involve additional requirements for admissions and sanctions against student misconduct.

## OUT-OF-STATE

Navarro College will not offer distance education classes to students whose primary residence is out of state unless those students are also attending face to face classes on one of the physical campuses of the College District.

Navarro College is currently not a member of the State Authorization Reciprocity Agreement (SARA); therefore, it is not authorized to provide distance learning courses to students whose official residence is located in a U.S. State or Territory which is outside the State of Texas.

*This procedure is available under the Section FB.1 of the Navarro College Board Policy Manual.*

## METHODS OF ADMISSION

Prospective students are responsible for meeting all admission requirements. Failure to meet all requirements will cause the student's transcript to be withheld and the student will be blocked from future registrations. Admission to Navarro College may be by one of the following methods:

1. **High School Graduate.** An applicant who is a graduate of an accredited high school, both public and private, will be admitted to Navarro College upon presentation of a properly authenticated high school transcript verifying that the student has graduated. High school students are strongly recommended to follow the State Board of Education's recommended 24-unit High School Program to help be fully prepared for college following graduation.
2. **High School Equivalency (HSE).** An applicant who is not a high school graduate may be admitted by successfully completing a test of high school equivalency and providing a GED, TASC, or HiSET transcript with passing scores. The GED and TASC tests are administered at Navarro College and applicants interested in gaining admission by this method should inquire at the Testing Center or the Adult Education Program office.
3. **Individual Approval.** Students may apply for individual approval at the Office of Admissions. The student must be enrolled and attending the Navarro College Adult Education classes/HSE class and will agree to attempt to pass the HSE prior to the beginning of the next semester and failure to do so will be justification for the student to not be allowed to enroll the following semester. If a student is not attending HSE classes, they understand that they will be dropped from their college classes.

#### 4. **Transfer from Another College or**

**University.** Students transferring to Navarro College from other institutions of higher education must turn in official transcripts from all U.S. (and U.S. territories) institutions attended to the Office of Admissions and Records. Transcripts must be no older than three years from the date the transcript was printed to comply with the state records and retention law, established by the Texas State Library and Archives Commission. Students seeking admission after having not attended for a year or longer must also submit a new application.

Credit for courses in which a passing grade ("D" or better) has been earned may be transferred to Navarro College from the following institutions:

- a. Institutions that are regionally accredited;
  - Higher Learning Commission
  - Middle States Association of Colleges and Schools Commission on Higher Education
  - New England Association of Schools and Colleges
  - Northwest Association of Colleges and Schools Commission on Colleges
  - Southern Association of Colleges and Schools Commission on Colleges
  - Western Association of Schools and Colleges Accrediting Commission for Senior Colleges
  - Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges
- b. Institutions that are not regionally accredited.
 

Students transferring credits from these institutions will be evaluated by the Executive Dean on a case-by-case basis. Factors that will be considered relating to these courses include:

  - Course Grade;
  - Contact/Credit Hours;
  - Student Learning Outcomes;
  - Faculty Credentials;
  - Level;

- Content;
- Quality;
- Comparability; and
- Degree program relevance.

It shall be the student's responsibility to provide all transcripts and documents necessary to evaluate any prior educational experience.

c. Students who complete coursework at colleges and universities outside the United States will be considered on a case-by-case basis. All foreign credentials submitted to the college must include the original plus a certified English translation. An official evaluation of foreign credentials must be completed before transfer credit can be granted. The student is responsible for arranging for credential evaluation. A list of acceptable professional evaluation services is available in the Office of International Students. A student is expected to pay all costs of translation and/or evaluation of foreign credentials.

Students who register but fail to list on the admissions application other colleges or universities attended, or who are otherwise ineligible to attend Navarro College, will be subject to dismissal with forfeiture of all tuition and fees.

**5. Home School:** Students who have completed high school in a home school setting must provide a home school high school transcript clearly displaying the following information:

- a. Students name (first, middle, last) and date of birth.
- b. For each course completed, include the following:
  - i. Specific course title
  - ii. Units of credits for each
  - iii. Time frame or semester in which completed
  - iv. Grade received
- c. Description of grading system used such as a grade scale or grade key.
- d. Graduation date (month/day/year) indicating completion of secondary school education.
- e. The name of the home school administrator who organized, taught, and evaluated course work, if

not the parent; named in item g below, include the name of the home school administrator.

- f. The following statement, or one substantially similar, shall appear above the parent signature line described below:

*I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated, and under the laws governing the state and county in which the home schooling occurred.*

- g. Name and address of parent or legal guardian with space for their signature. The transcript is to be signed in the presence of the Notary Public (see item h below).
- h. The transcript must be notarized; to include:

Notary Public Signature

Printed Name

Date

State and County

Date Commission Expires

The transcript containing the original notarized seal must be mailed by the preparer directly to the college's Admissions and Records office:

Navarro College

Admissions and Records

3200 West 7th Avenue

Corsicana, TX 75110

**6. International Students.** The Director of International Programs oversees all aspects of International Student admissions to Navarro College. For admission purposes, international students should provide the following documents:

- a. International application (provided in application packet.)
- b. Navarro college admission application (available on the College Website and/or in the International Student Advising and Admission Office)
- c. Navarro College financial statement (provided in application packet)

- d. Affidavit of support and bank statement certified by a bank official showing sufficient financial support. Please contact the Office of Admissions and Records for the required amount necessary for college admission
- e. Official high school, HSE, and college transcripts submitted in both the native language and English translation, if applicable. If a college transcript is being presented to accept hours for transfer, it must be evaluated course-by-course by a credential company as provided by the Office of International Students.
- f. Minimum TOEFL paper-based score of 500; computer-based score of 173; or Internet-based of 45 or more
- g. Application fee of \$80 (please make check or money order payable to Navarro College)
- h. Housing deposit of \$240. International Students pursuing studies at the Corsicana campus can reside on campus in College Housing
- i. Tuberculosis Test Results (this is required before the I-20 can be issued: written proof of negative TB skin test or clear chest X-ray required)
- j. Third Party Waiver allowing a third party to receive ONLY sealed and completed packet from applicant and mail for applicant
- k. \$80 money order for acceptance package to be sent by UPS (please note that the Acceptance Package Form must be accompanied with the payment)
- l. Acceptance Package Form

**7. Career & Technical Programs.** Although Navarro College has an “open door” admission policy, some career and technical programs have limited enrollments. Those programs include, but are not limited to, Associate Degree Nursing, Vocational Nursing, Medical Laboratory Technology, Occupational Therapy Assistant, Physical Therapy Assistant, Petroleum Technology, and John Deere Ag Tech. Applicants wishing to enter one of these limited access programs should contact the appropriate dean or department chair for program requirements and admission procedures.

**8. Early Admissions Program for Eligible High School Students.** The Early Admissions Program at Navarro

College offers an opportunity for eligible high school students to earn college credits while still enrolled in their high school subject under the following conditions:

- Participants must be entering their freshman year in high school and have written approval of the high school and parent/guardian.
- Students must have successfully completed the TSI Assessment or be exempt as a result of the State of Texas end of course exams.
- Students must adhere to all policies of the college and high school including daily attendance requirements. Navarro College assumes no responsibility for loss of eligibility of high school students enrolled in this program to participate in University Interscholastic League activities. Students who meet the above criteria will be accepted into Navarro College on individual approval.

**9. Dual Credit Enrollment.** The Dual Credit Program at Navarro College offers an opportunity for high school students to take college-level academic or career and technical courses for both high school and college credit. Such courses are offered based upon a written agreement between participating independent school districts and Navarro College and follow the provisions relating to courses for joint high school and college credit listed in Section 130.008 of the Texas Education Code. For additional information regarding dual credit enrollment, contact the Director of Dual Credit.

**10. Summer/Mini Session Students from Other Colleges.** A student who is enrolled in another college, and who expects to return to that school in the fall, will be admitted to the summer/mini session of Navarro College upon presentation of an official transcript from the records office of the other college showing the number of semester hours completed. Such transfer students must adhere to the same rules and standards concerning admission procedures and placement testing as all other students.

**11. Articulated Credit.** With articulated credit, the student begins his/her college career and technical course of study in high school and continues in a community or technical college. The result can lead to a certificate or associate’s degree in a career field. Additional information

on Navarro College articulated credit is available in the Carl Perkins Career Center in the Bain Center, room BC 101 or call (903) 875-7481.

**12. Returning Students.** Students returning to Navarro College after an absence of one spring or fall semester will re-enter under the catalog and programs in effect at that time. Technical programs change frequently, depending on industry requirements, and new degree plans may require additional coursework. Student returning to Navarro College after two or more consecutive regular semesters during which the student is not enrolled in a public institution shall submit an updated Apply Texas application ([www.applytexas.org](http://www.applytexas.org)), proof of residency and official transcripts from institutions attended after the last enrollment at Navarro College.

### 13. Admission Appeals

Any student denied admission to Navarro College may appeal this decision in writing to:

Admissions Committee  
c/o Director of Admissions, Navarro College  
3200 West 7th Avenue  
Corsicana, TX 75110

The student may appeal the decision of the Admissions Committee within five (5) business days from the date of notification. Appeals of the committee's decision must be made in writing to the Vice President of Enrollment Management and Institutional Effectiveness. The Vice President of Enrollment Management and Institutional Effectiveness will review the information provided. Within three (3) business days after receiving the written appeal, the Vice President of Enrollment Management and Institutional Effectiveness will make a determination (i) that the decision should stand; or (ii) that the decision of the Admissions Committee should be overturned.

## IMMUNIZATION ALERT

S. B. 1517 passed by the State Legislature during spring, 1991, amended Sections 2.09 and 2.09a of the Texas Education Code and requires that institutions of higher education provide each student applying for admission certain information about immunization. Although proof of adequate immunization is not specifically required for admission to Navarro College (with exception of international students, details outlined in this catalog.), immunization information is provided as follows:

### ***MEASLES***

Measles is a highly contagious viral disease. Antibiotics are not available to treat people infected with this organism. Outbreaks of this illness have caused many hospitalizations and deaths among college-aged people; for these reasons, it is strongly recommended students have two doses of the vaccine prior to beginning classes. Most young adults have had only one dose. The measles vaccine is most often given in combination with the vaccines for mumps and rubella, which are also caused by viruses.

### ***TETANUS***

The illness caused by tetanus results from the poison produced by a bacteria. This is a very difficult illness to treat once it occurs, and prevention is the most appropriate choice. The vaccine is effective for about 10 years and needs to be boosted at that interval. It is common for older adults to develop tetanus in the United States as many adults do not receive the recommended 10 year booster. The tetanus vaccine should be given in combination with the diphtheria vaccine.

### ***POLIOMYELITIS***

In the United States, polio immunization is not routinely recommended for people 18 years of age or older. However, students planning travel to other parts of the world should consult a physician for specific recommendations.

### ***MENINGITIS***

As of January 1, 2012, all entering students were required to show evidence of an initial bacterial meningitis vaccine or a booster dose during the five-year period preceding and at least 10 days prior to the first day of the first semester in

which the student initially enrolls at an institution. An entering student includes a first-time student of an institution of higher education or private or independent institution of higher education and includes a transfer student, or a student who previously attended an institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester.

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

#### **EXCEPTIONS TO BACTERIAL MENINGITIS VACCINATION REQUIREMENT**

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student meets any of the following criteria:

- The student is 22 years of age or older by the first day of the start of the semester (effective 1/1/2014); or
- The student is enrolled only in online or other distance education courses; or
- The student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
- The student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
- The student is incarcerated in a Texas prison.

#### **A STUDENT IS NOT REQUIRED TO SUBMIT EVIDENCE OF RECEIVING THE VACCINATION AGAINST BACTERIAL MENINGITIS IF THE STUDENT SUBMITS TO THE INSTITUTION:**

- An affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that in the physician's

opinion, the vaccination would be injurious to the health and well-being of the student; or

- An affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services (DSHS) must be used, or
- Confirmation that the student has completed the Internet-based Department of State Health Services form to claim an exemption for reasons of conscience (for entering students at public junior colleges ONLY). For Public Junior College Students only: to access the DSHS secure on-line exemption form click here: <https://corequestjc.dshs.texas.gov/> A copy of the form must be submitted to the designated school official at the institution the student will be attending.

A student may register during pre-registration by signing a waiver (in the admission's office) stating that they realize if they do not submit the immunization form or an affidavit declining the shot for reasons of conscience they will be dropped 10 days prior to classes starting.

#### **LOCAL IMMUNIZATION SERVICES**

For more information on immunizations, contact your physician or public health clinic.

#### **HEALTH PROFESSIONS PROGRAM**

Certain immunizations are mandatory for students majoring in health profession fields. For information regarding immunizations, contact the Health Professions Office.

## **DEVELOPMENTAL EDUCATION PLAN**

In compliance with a directive from the Texas Higher Education Coordinating Board regarding the Texas Success Initiative, Navarro College has prepared the following Developmental Education Plan:

1. As part of the admission process at Navarro College, all degree-seeking students will be administered a state-approved placement instrument unless he/she is exempt. Texas Administrative Code §4.53(12) requires all public institutions of higher education in

Texas observe the following exemptions, exceptions, and waivers:

- a. The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course as defined in Texas Administrative Code §4.53(12) (relating to Definitions):
  - i. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
    - American College Testing (ACT) Exam
      - Composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
    - Scholastic Aptitude Test (SAT) Exam
      - SAT administered prior to March 5, 2016: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment; a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.
      - SAT administered on or after March 5, 2016: a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the Texas Success Initiative (TSI) Assessment. There is no combined score.
- Mixing or combining scores from the SAT administered prior to March 5, 2016 and the SAT administered on or after March 5, 2016 is not allowable.
- b. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
- c. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
  - i. On the eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
  - ii. State of Texas Assessments of Academic Readiness (STAAR) end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
- d. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
- e. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
- f. A student who has previously attended any institution and has been determined to have met readiness standards by that institution. For students meeting non-Algebra intensive readiness standards

- in mathematics as defined in Texas Administrative Code §4.59(d)(1)(B) (relating to Determination of Readiness to Perform Entry-Level Freshman Coursework), institutions may choose to require additional preparatory coursework/interventions for Algebra intensive courses, including MATH 1314/1324/1414 (or their local equivalent). It is the institution's responsibility to ensure that students are clearly informed of the consequences of successful completion of a mathematics pathways model which results in meeting the mathematics college readiness standard only for specific courses.
- g. A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
  - h. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
  - i. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
  - j. A student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twenty-four (24) months from the date of high school graduation with respect to the content area of the course. The student must enroll in the student's first college-level course in the exempted content area in the student's first year of enrollment in an institution of higher education. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.
- k. Navarro College may exempt a non-degree-seeking or non-certificate-seeking student.
    1. English for Speakers of Other Language (ESOL)/English as a Second Language (ESL) Waiver--An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed after the student attempts 15 credit hours of developmental ESOL coursework or prior to enrolling in entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(1)(1) and (2) for developmental education still apply.
    - m. Any student who has been determined to be exempt in mathematics, reading, and/or writing shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.
  2. Students enrolling in a certificate program that includes less than 9 credit hours of general education courses are waived from placement testing. A student may not enroll in any courses outside the certificate curriculum without completing the placement test. If a stratified course is required in the degree plan for the certificate (i.e., English 1301), the student must successfully complete the associated component of a placement test before enrolling in the credit course. If the student fails the associated component, he/she must be remediated according to the Navarro College Developmental Education Plan.
  3. Following a student's completion of pre-admission assessment, Navarro College will administer the TSI as a placement instrument. Students will be placed in courses appropriate to their level of knowledge and skills as determined by cut-off scores established the Texas Higher Education Coordinating Board and Navarro College. Navarro College will accept placement scores from students who have completed

other state-approved instruments. Scores will be used to determine appropriate placement in developmental studies.

4. Navarro College will ensure that the Texas Success Initiative is administered in a manner that complies with federal law regarding the confidentiality of student medical or educational information, including the Health Insurance Portability and Accountability Act of 1996 (42 U.S.C. Section 1320d), the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g) and any state law relating to the privacy of student information.”
5. Effective the first class day of fall 2017, the following minimum passing standards (also known as "cut scores") for reading, mathematics, and writing on the TSI Assessment shall be used by Navarro College to determine a student's readiness to enroll in entry-level freshman coursework:
  - a. Reading 351;
  - b. Mathematics 350; and
  - c. Writing: a placement score of at least 340, and an essay score of at least 4; **or** a placement score of less than 340 and an ABE Diagnostic level of at least 4 and an essay score of at least 5.
6. Navarro College shall not require higher or lower college readiness standards on any or all portions of the TSI Assessment to determine a student's readiness to enroll in entry-level freshman coursework.
7. Navarro College should use the TSI Assessment diagnostic results, along with other holistic factors, in the consideration of courses and/or interventions addressing the educational and training needs of students not meeting the college readiness standards.
8. For a student with an existing plan for academic success as required in Texas Administrative Code §4.58, Navarro College must revise the plan as needed to align with the college readiness standards.
  - a. TSI Assessment results are valid for five (5) years from date of testing.
9. For each student who fails to meet the minimum passing standards described in Texas Administrative Code §4.57 (relating to Minimum Passing Standards), Navarro College shall:

- a. Establish a program to advise the student regarding developmental education necessary to ensure the readiness of that student in performing freshman-level academic coursework.
- b. Determine a plan, working with the student, for academic success, which shall include developmental education and may include provisions for enrollment in appropriate non-developmental coursework.

Each plan for academic success shall be designed on an individual basis to provide the best opportunity for each student to succeed in obtaining his or her career and/or academic goals. At a minimum, the individual plan shall address:

- i. Career advising;
  - ii. Course-based and/or non-course-based developmental education options;
  - iii. Campus and/or community student support services/resources;
  - iv. Degree plan or plan of study;
  - v. Regular interactions between student and designated point of contact (e.g., advisor, faculty member, peer and/or community mentor, etc.);
  - vi. Registration for next semester/next steps; and
  - vii. Differentiated placement.
- c. Provide to the student a description of the appropriate developmental education considered necessary to ensure the readiness of that student to perform freshman-level academic coursework.
  - d. Provide to the student an appropriate measure for determining readiness to perform freshman-level academic coursework, as described in Texas Administrative Code §4.59 (relating to Determination of Readiness to Perform Freshman-level Academic Coursework).
  - e. Navarro College shall consider all federal laws pertaining to individuals with disabilities when assessing and advising such students.
  - f. Students enrolled in a mathematics pathway model (e.g., New Mathways Project, modular/Emporium models, etc.) must be clearly informed of the

consequences of successful completion of this model which will result in meeting the mathematics college readiness standard only for specific college credit courses and that changing degree plans may require additional developmental education coursework/interventions.

- g. Students with a TSI exemption for a college preparatory course as outlined in Texas Administrative Code §4.54(a)(10) who earn less than a C in the student's first college-level course in the exempted content area must be advised of non-course-based options for becoming college ready, such as tutoring or accelerated learning.
10. The Texas Administrative Code rule on holistic advising (Texas Administrative Code Rule §4.55) requires the use of multiple factors for placement considerations which may include but are not limited to:
  - a. High School Grade Point Average/class ranking;
  - b. Non-cognitive factors (motivation, self-efficacy, time management, etc.);
  - c. Other formal/informal training;
  - d. Family-life issues (job, transportation, child care);
  - e. Holistic advising will be used in conjunction with TSI cut scores to determine the college readiness of a student.
11. Navarro College shall assess, by an instrument approved in Texas Administrative Code §4.56 (relating to Assessment Instruments), the academic skills of each entering, non-exempt undergraduate student prior to enrollment of the student. Under exceptional circumstances, Navarro College may permit a student to enroll in freshman-level academic coursework without assessment but shall require the student to be assessed not later than the end of the first semester of enrollment in freshman-level academic coursework.
12. Prior to the administration of an approved instrument in Texas Administrative Code §4.56, Navarro College shall provide to the student a pre-assessment activity(ies) that addresses, at a minimum, the following components in an effective and efficient manner, such as through workshops, orientations, and/or online modules:
  - a. Importance of assessment in student's academic career;
  - b. Assessment process and components, including practice with feedback of sample test questions in all disciplinary areas;
  - c. Developmental education options including course-pairing, non-course-based, modular, and other non-conventional interventions;
  - d. Institutional and/or community student resources (e.g. tutoring, transportation, childcare, financial aid).
13. For holistic placement of non-exempt students not meeting standards as defined in Texas Administrative Code §4.57 (relating to College Ready and Adult Basic Education (ABE) Standards), Navarro College shall use for determination of appropriate courses and/or interventions the TSI Assessment results and accompanying Diagnostic Profile, along with consideration of one or more of the following:
  - a. High School Grade Point Average/class ranking;
  - b. Prior academic coursework and/or workplace experiences;
  - c. Non-cognitive factors (e.g., motivation, self-efficacy); and
  - d. Family-life issues (e.g., job, childcare, transportation, finances).
14. If Navarro College offers collegiate-level credit to students via a Multi-Institution Teaching Center (MITC) or a university system center, or to in-state students by distance learning delivery systems, then the College shall ensure that students are assessed as required by this section.
15. Navarro College may not use the assessment or the results of the assessment as a condition of admission to the College or as a condition of admission to a specific program offered by the College.
16. Navarro College shall develop and implement corequisite models as defined in Texas Administrative Code statute §4.53(7) (relating to definitions) for developmental mathematics and integrated reading and writing (IRW) courses and interventions, and will

ensure that a minimum percentage of its undergraduate students must be enrolled in corequisite models other than those exempt as outlined in Texas Administrative Code.”

- a. Navarro College will ensure that developmental courses and interventions comply with the requirements of this section according the following schedule:
    - i. 2018-2019: At least 25% of the institution's non-exempt students must be enrolled by subject area in corequisite models.
    - ii. 2019-2020: At least 50% of the institution's non-exempt students must be enrolled by subject area in corequisite models.
    - iii. 2020-2021: At least 75% of the institution's non-exempt students must be enrolled by subject area in corequisite models.
  - b. The following Navarro College students are exempt by subject area from this requirement:
    - i. Students assessed at Adult Basic Education diagnostic levels 1-4 on the TSI Assessment;
    - ii. Students who are college ready;
    - iii. Students enrolled in Adult Education;
    - iv. Students enrolled in degree plans not requiring freshman level academic mathematics courses;
    - v. Students who meet one or more of the exemptions outlined in Texas Administrative Code §4.54 (relating to exemptions, exceptions, and waivers).
  - c. For Navarro College students enrolled in a corequisite model who fail to satisfactorily complete the freshman level course, Navarro College must:
    - i. Offer the student a range of competency based education programs to assist the student in becoming ready to perform freshman level academic course work in the applicable subject area;
    - ii. Review the plan developed for students under this section and, if necessary, work with the students to revise this plan.
17. Students will be placed in the appropriate developmental course(s) upon admission to the College and shall continue in the established sequence of developmental courses until he/she meets one of the following conditions:
    - a. remediation is successfully completed;
    - b. the student has made a grade of C or better in an approved related course;
    - c. the student has passed the appropriate section of the placement test.
  18. A student who attempts one of the approved freshman-level courses and drops or fails to achieve a grade of C or better will be evaluated by the College to determine the most appropriate action for that particular student. The options include:
    - a. Returning to developmental work;
    - b. Attempting the same or another approved course in an attempt to earn a C or better;
    - c. Retaking the appropriate section of an approved assessment test at any time, subject to availability of time and space in the testing center.
  19. Persons enrolled as part-time, non-degree seeking students shall be defined as a “casual student”. Such students will be allowed to enroll in non-stratified courses without being required to enroll in developmental classes. Full-time students from other universities or colleges may take courses for which they are TSI-complete during the summer or mini-semester sessions without being enrolled in developmental courses. Stratified courses are those that require a passing score on the related section of the placement test as a prerequisite to enroll. Stratified courses include:
    - a. HIST 1301; HIST 1302; GOVT 2305; GOVT 2306; PSYC 2301; any 2000-level literature course. A student must have passed the reading component of the placement test or successfully completed the remediation sequence for developmental reading before enrolling in any of these courses.
    - b. ENGL 1301. A student must have passed the writing component of the placement test or successfully completed the remediation sequence

for developmental writing before enrolling in this course.

- c. All college-level mathematics courses. A student must have passed the mathematics component of the placement test or successfully completed the remediation sequence for developmental math before enrolling in any college level math course.
20. Students who successfully complete all requirements for graduation will not be required to pass one of the assessment instruments as a final condition for graduation.
21. Any student who completes the first level college course with a grade of C or better in stratified reading, writing, or math will be considered TSI complete in that subject area. For a complete list of stratified reading, writing, and math courses please follow this link: [Navarro College Board Policy EH.1](#).
22. The developmental education plan will be evaluated on a regular basis by a committee appointed by the Vice President of Academic Affairs of the College. The evaluation will include research to determine the effectiveness of the plan in preparing students to succeed in college credit courses and to pass a state approved assessment instrument. Results of the evaluation will be used to recommend changes in the developmental education plan.

## REGISTRATION

Students are urged to complete all admission procedures as early as possible and be ready for registration on one of the scheduled dates. To prepare for registration, students should secure a copy of the semester class schedule and follow the directions provided in it. Counseling Center staff are available to advise students who have not selected an educational major.

### *LATE REGISTRATION*

All students are urged to register on the days scheduled for registration. Opportunities for late registration are very limited. Students may not register for classes after the date specified in the calendar printed in this catalog. Those enrolling late may encounter some difficulty in enrolling in desired courses. Students enrolling late will be responsible for all coursework missed as a result of late enrollment.

# TUITION & FEES

A complete tuition schedule can be found online on the Tuition and Fees Schedule page of the Navarro College website at <http://www.navarrocollege.edu/costs-aid/>. For additional information regarding tuition and fees, please contact the Navarro College Business Office. Additionally, a listing of available scholarships and loans are found in this catalog. Scholarship information and application forms are available on the Navarro College Scholarship Portal.

## TUITION AND FEE INFORMATION

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## FINANCIAL INFORMATION

### FINANCIAL AID

#### *FINANCIAL AID*

Financial aid helps alleviate financial barriers that can prevent access or completion of educational opportunities offered by Navarro College. Requirements for the various aid programs may vary with the type of aid requested. In general, the individual must be a U.S. citizen or eligible non-citizen, be in good standing, make satisfactory academic progress, not be in default on a student loan, and have a high school diploma or GED. All funds received must be used for educational purposes. An applicant's eligibility for financial assistance will be determined on an individual basis. The Student Financial Aid Office provides applicants with appropriate application forms and instructions. The student is responsible for proper completion and submission of all required documents. Students applying for most federal financial aid programs must establish or demonstrate financial need. Applicants

for these programs must complete a Free Application for Federal Student Aid (FAFSA) by going to <https://fafsa.ed.gov>. The Title IV code for Navarro College is 003593 that must be entered in the application for Navarro College to receive students' FAFSA applications. Students must apply in advance for financial assistance. Priority will be given to students who complete their application according to the following dates:

Fall semester applicants: June 1

Spring semester applicants: October 15

Summer applicants: March 1

Scholarships: Students interested in applying for a scholarship available through Navarro College should inquire at <https://navarrocollege.academicworks.com>.

\$1,000 Tuition Rebate for Certain Undergraduates is available to provide a financial incentive for students to complete their bachelor's degree with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students result in financial savings to students, parents and the state. Additional information is available at [www.collegeforalltexas.com](http://www.collegeforalltexas.com).

#### **WHO CAN APPLY? INDIVIDUALS WHO:**

- Took their first college course in fall 1997 or later;
- Are Texas residents;
- Have taken all coursework at Texas' public institutions of higher education; and
- Have been entitled to pay in-state tuition at all times while pursuing their degrees.

#### **KEY ELIGIBILITY REQUIREMENTS**

Students qualify for the \$1,000 rebate if they have attempted no more than three semester credit hours in excess of the minimum number of hours required for their degree. For example, a student who completes a bachelor's degree that requires 120 credit hours in 123 hours or less may qualify for this rebate.

#### **WHAT COULD DISQUALIFY AN INDIVIDUAL?**

Attempted hours include every hour for which the student has registered, as of the official census date, in every

semester including: developmental courses, repeated courses and courses from which the student withdraws. If a student has dropped more than one course after the official census date, s/he may not qualify for the rebate. All credit earned by examination was counted as well. However, because of a recent change in the law, the first nine hours of credit earned by examination (credit earned on the basis of AP courses, CLEP or credit granted for high SAT or ACT scores) does not count as hours attempted. Dual credit courses—courses taken in high school for both high school and college credit—continue to count as hours attempted.

**WHERE MAY THE AWARDS BE USED?**

Applies only to public universities in the state of Texas.

**HOW CAN I APPLY?**

Students must apply for the tuition rebate prior to receiving their bachelor’s degrees, using forms provided by their college or university. Contact the Financial Aid Office for additional information.

**SCHOLARSHIPS AND LOANS**

Navarro College is grateful to the following individuals and organizations for making scholarship funds available to students. For information concerning these loans and scholarships, contact the Office of Financial Aid.

**Loans**

**Donor**

Federal Direct Stafford Student Loan	Federal
Federal Parent Loan for Undergraduate Students (PLUS)	Federal

**General Scholarships**

**Donor**

Tom Waldrop Scholarship	Navarro College
Oliver L. Albritton Scholarship	Oliver L. Albritton
McAfee Daniel Achievement Scholarship	McAfee Daniel
Piercy Jane Bartlett Memorial Scholarship	Family of Piercy Jane Bartlett

Norlaine and John Barton Memorial Scholarship	Family of Norlaine and John Barton
Christy Lee Boyd Memorial Scholarship	Mrs. Lucile Boyd
Alvis and Ruth Calame Memorial Scholarship	Estate of Alvis and Ruth Calame
M. C. and Mattie Caston Scholarship	M.C. and Mattie Caston
Cavender-Walker-Pitts Professional Business Women’s Club Scholarship	Professional Business Women’s Club
Geneva Duncan Davis Scholarship	Family and Friends of Geneva Duncan Davis
Tom & Vera Duncan Psychiatric Inst. Of America Health Prof. Scholarship	Children of Tom & Vera Duncan
Mary and Van Elkins Memorial Scholarship	Family of Mary and Van Elkins
Dr. Larry Weaver, Faculty, and Navarro College Employees Scholarship	Navarro College Faculty and Employees
Louis E. Gibson Health Professions Scholarship	Louis Wolens & Wolens Foundation
Drew Gillen Memorial Scholarship Fund	Friends of Drew Gillen
Gaston T. Gooch Scholarship	Navarro College Alumni Assoc. & Corsicana Rotary Club
Martha Grove Legal Assistants Scholarship	Friends of Martha Grove
David Hale Memorial Scholarship	Family and Friends of David Hale
Doug Hightower Criminal Justice Scholarship	Corsicana Police Officer’s Wives Association

Clyde and Alma Hollingsworth Memorial Scholarship	Family of Clyde and Alma Hollingsworth	Navarro College Foundation Scholarship	Navarro College Foundation Board of Directors
Darrell Hughes Jr. Memorial Scholarship	Family of Darrell Hughes Jr.	Choral & Instrumental Music	Navarro College
John Jennings Memorial Agriculture Scholarship	Friends of John Jennings	<b>Other Funds</b>	<b>Donor</b>
Lottie Jones Mansfield Scholarship/Endowment	Mr. & Mrs. Charles R. Jones	College Work-Study Program / Navarro Job Placement	College / Federal
Harry McCord Fine Arts Scholarship	Sandra Dowd & Friends of Harry McCord	Hazelwood Act	State of Texas
Presidential Scholarship	Louis Wolens & Wolens Family	Federal Pell Grant	Federal
David Redford Memorial Band Scholarship	Family of David Redford	Federal Supplemental Educational Opportunity Grant	Federal
John Roberts-Computer Science	Mrs. Nancy Roberts & Friends	Texas Public Educational-State Student Incentive Grant	State of Texas / Navarro College
Ivan and Adele Rosenberg Scholarship	Mr. & Mrs. Herb Silverberg & Max Silverberg	TEOG	State of Texas
Pa Saar and Jason Trier Memorial Scholarship	Friends of Pa Saar and Jason Trier	1000 Tuition Rebate	State of Texas
Jay & Daisy Silverberg Music Scholarship	Silverbergs & Friends		
Gelene Duncan Simpson Scholarship	Family and Friends of Gelene Duncan Simpson	<b>M.C. &amp; MATTIE CASTON SCHOLARSHIP</b>	
Susan and Elton Skinner Jr. Memorial Scholarship	Family of Susan and Elton Skinner	The M.C. and Mattie Caston Scholarships are named for the people whose generosity has reached out to the young people of the college's primary service area. These scholarships make available educational opportunities to deserving high school graduates from Navarro, Ellis, Limestone, Freestone, and Leon counties. Through the Navarro Education Foundation, grants are also available to assist selected Navarro College graduates as they seek further study in pursuit of the baccalaureate degree. To be eligible for this program, graduates must meet certain criteria, including a minimum cumulative grade point average of 3.7. For complete information concerning the M.C. and Mattie Caston Scholarship, contact the Foundation Office or <a href="http://www.navarrocollege.edu/financialaid">www.navarrocollege.edu/financialaid</a> .	
Elizabeth & William Stokes Scholarship	Dr. William Stokes		
Louis & Ann Wolens Health Professions Scholarship	Louis & Ann Wolens		
Kenneth Wylie Memorial Scholarship	Friends of Kenneth Wylie		
Jim Jones Art Scholarship	Mr. Jim Jones		
Navarro College Brilliance Scholarship	Navarro College Foundation Ellis County Scholarship Committee		

## ROOM AND BOARD

Navarro College has an 18-meal plan that provides three meals a day, Monday through Friday, lunch and dinner on Saturday and a luncheon buffet Sunday. A 15-meal plan provides three meals a day, Monday through Friday.

Housing alone is not available for students living in residence halls. Below is the cost per person per semester for room and board.

<u>Meal Plan</u>	<u>Price</u>
15-Meal Plan	\$2,677
18-Meal Plan	\$2,809
<u>Buildings #30 &amp; #32</u>	<u>Price</u>
15-Meal Plan	\$2,572
18-Meal Plan	\$2,704

\*tax is included in price amount.

### ***NO REFUNDS ON ROOM AND BOARD***

The initial room and board payment must be made by the date published in the calendar. Room and board may be paid on the following schedule:

- by published date
- after 30 days
- after 60 days

Summer semester rates are 3/4 of fall and spring rates (15 meal plan).

### **HOUSING PROPERTY DEPOSIT \$230 AND BACKGROUND CHECK FEE \$10**

All students planning to reside in college housing are required to pay a \$230 deposit plus an additional \$10 background processing fee and enroll as a full-time student at Navarro College. Refund of the original deposit is made for cancellation of an assignment when written notification is received by the dates noted below:

<b>All residents with room assignments:</b>	<b>August 1 for Fall December 1 for spring</b>
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No refund of deposit will be made for cancellations received after these dates. All notices of cancellations must be in writing for refund purposes. Deposit refunds are made by check once the student has properly cleared housing and made application for refund provided the student has no damages assessed and has no unpaid balance at the college. Applications for housing are available at [navarrocollege.edu/residence](http://navarrocollege.edu/residence). Students must be enrolled in 15 semester hours to be eligible to live in the residence halls.

## ATHLETIC TICKET PRICES

	<b>Basketball</b>	<b>Football</b>
Season Ticket	\$30	\$30
General Admission	\$5	\$8
Student	\$3*	\$4*

\*Navarro College students admitted free with Student I.D.

\*Faculty and Staff admitted free with I.D.

## SETTLEMENT OF OBLIGATIONS

Payment deadlines are posted in the academic calendar. Payment or payment arrangements not received by payment deadlines will result in the student being dropped for non-payment. Students who do not pay, or make satisfactory arrangements, to pay all financial obligations to the college may have their course credits and grades withheld. Transcripts will not be sent and a student will not be allowed to register for classes. No degree or certificate will be awarded until all financial obligations are settled. The term "financial obligations" shall include the return of all properties of the college on student assignment including library books.

## CONTINUING EDUCATION TUITION SCHEDULE

Tuition for Continuing Education courses is approved by the Board of Trustees and published on the College's website. Charges vary depending on the course content, length, and administrative costs. There shall be no refund for any Continuing Education course if student is not deleted prior to first class day.

## TUITION REFUNDS

To be eligible for a tuition refund, a student must officially withdraw through the Office of Admissions & Records and must complete a "Request for Refund" form. "Class Day" is defined as any day a college class meets. Class days are computed beginning the first day of classes for the semester, not according to the number of times a particular class has met. After classes begin, certain fees are not refundable including general service, vehicle registration and matriculation. In the event of a student's official

withdrawal or reduction of hours carried, tuition and fees are refundable on the following basis:

***REFUND OF TUITION & FEES***

**Fall and Spring Semesters\***

Prior to the semester start date	100%
During the first 15 class days	70%
During the sixteenth to twentieth class days	25%
After the twentieth class day	None

**Summer Semesters\***

Prior to the first class day	100%
During the first five class days	70%
During the sixth and seventh class days	25%
After the seventh class day	None

Tuition & fee refunds are issued to student, unless paid by a Third Party contract with a sponsor, donor, or scholarship, which will be refunded to that source. Refunds will be processed after the class census date, which varies based on length of class. Please check with the Office of Admissions and Records for refund dates when registering for classes.

There are no refunds on Test Fees.

**\*Some variances in refund dates may occur during semesters that vary from traditional semesters.**

***RETURN OF TITLE IV FUNDS***

Students who withdraw during the first 60% of each semester and who receive assistance from the Federal Student Aid programs, excluding Federal College Work study, will have some of their funds (unearned aid) returned to the federal programs. The student can be liable for a portion of this return. Prior to withdrawal, students should consult with the Student Financial Aid Office.

# STUDENT SERVICES

Programs in the Student Services area are designed to encourage students to establish worthwhile and attainable educational goals, to remain in college until those goals are realized, and to experience an enjoyable and meaningful growth process while at Navarro College.

## COUNSELING, ADVISING, AND ACADEMIC PLANNING

### *COUNSELING*

Navarro College has a staff of academic advisors who help students make educational and career decisions, select courses, understand transfer requirements, and improve study skills. The academic advisors can assist with career development and arrange for testing to identify the student's abilities, interests, values, and personality traits. For the student who intends to pursue a four-year program, advisors can assist students in accessing online catalogs from colleges and universities of interest.

Personal counseling services are available to assist students with adjusting to college life and enhancing personal and social growth. Services available in this area includes short-term counseling, drug/alcohol education, sexual assault awareness, and mental health referrals.

### *FACULTY-CENTERED ADVISEMENT*

The Faculty-Centered Student Advising Program allows students the opportunity to interact and to develop a special relationship with faculty outside the classroom as a means of impacting student learning and student success. The faculty/staff advisors work closely with the students either through e-mail, phone, or personal contacts to make sure students are meeting their individual goals. First time students with no prior college courses (from any college) are included in the program.

### *INDIVIDUAL ACADEMIC PLANNING*

Navarro College offers a full program of assessment and counseling to assist students in selecting appropriate educational and career directions. The Carl Perkins Career Center and career and technical faculty are available to

assist students who are uncertain about their career choices. The personnel in these offices have experience in business and industry and can give first-hand knowledge about various occupations. Counselors and faculty in the academic transfer area are available to assist students who plan to continue their education at a senior institution. Whether it is with undecided majors, or with students who have chosen a career program, or with those who have selected a senior college to which they wish to transfer, Navarro College Advisors work one-on-one to design a plan of objectives. This plan, called the degree plan, helps to assure that the student is on an educational path appropriate to his or her abilities and interests. A degree plan is required for all students. One of two "General Studies" degree plans may be utilized for students who have not chosen a major area of study.

## CARL PERKINS CAREER CENTER

The Navarro College Carl Perkins Career Center offers a variety of services to Career and Technical students. A Career and Technical student is an individual pursuing an Associates of Applied Science (A.A.S.) Degree or a Certificate (CT) Program. Services are provided at no cost to Navarro College Career and Technical students who meet specific program requirements as defined by the government. Services include textbook loans, child care assistance, transportation stipends, career and technical advising, resume writing, mock interviews, access to an online job board and assistance with job placement. The Navarro College Carl Perkins Career Center is located on the Corsicana campus in the Bain Center, room BC 101. Career Center services are funded through the Carl Perkins Act of 2006, a federal grant, and the level of service depends on available funding.

## STUDENT ACTIVITIES

### *STUDENT ACTIVITIES*

Activities are planned at Navarro College to provide entertainment and opportunities for personal and social

growth. The Student Government Association and the various campus clubs and organizations are the major sources of input for planning activities. Major events on campus include the following: intercollegiate athletic events, spring musical, intramural competitions, Bulldog Bash, Homecoming, and the Student Appreciation Evening.

### **HONORS ORGANIZATIONS**

Phi Theta Kappa (National Honor Society for Community Colleges)

Psi Beta (Honor Society for Psychology)

Sigma Kappa Delta (Honor Society for English)

### **PROFESSIONAL ORGANIZATIONS**

John Deere Ag Tech Club

ADN Nursing Club

LVN Nursing Club

Student Occupational Therapy Association

### **STUDENT ORGANIZATIONS**

Student organizations active at Navarro College include honors, professional, social service and religious groups. Each organization is recognized through the Student Government Association. Students can contact the Director of Student Life/Student Activities, at (903) 875-7570 or individual club advisors for more information about any of the organizations listed under Student Life on the Navarro College website. Students wishing to create a new organization on campus may obtain a petition form with guidelines from the Office of Student Life.

## **HOUSING | RESIDENCE LIFE**

The Department of Residence Life and Housing offers men and women a safe, secure, and reasonably priced housing option on the Navarro College campus.

### **HOUSING REGULATIONS**

The Residence Life and Housing Department is committed to providing an environment that promotes the educational success of our students. Residence Life/Housing staff is there to help facilitate the transition from living at home to becoming a responsible adult. The residence halls are part of the Navarro College community and encourage student growth and learning through employment opportunities,

educational activities, and opportunities to learn lifelong skills.

### **HOUSING COSTS**

A schedule of room and board rates may be found in this catalog.

## **JOB PLACEMENT**

The Navarro College Carl Perkins Career Center provides assistance to Career and Technical students who are seeking full-time and part-time employment. A Career and Technical student is an individual pursuing an Associates of Applied Science (AAS) Degree or a Certificate (CT) Program. The students have access to an online job board, on which they may upload resumes and view job postings by potential employers. In addition, the Career Center assists Career and Technical students with resume writing and developing skills for interviewing. Funding provided through the Carl Perkins Act of 2006, allows these services to be offered at no cost to Navarro College Career and Technical students and alumni. The Navarro College Carl Perkins Career Center is located on the Corsicana campus in the Bain Center, room BC 101.

## **DISABILITY SERVICES**

### **Disability Support Services at Navarro College**

#### **Mission Statement**

*The mission of the Navarro College Disability Services Office (NCDSO) is to assist, support, and enhance the students' college experience and facilitate equal access to all services and programs at Navarro College, through the provision of reasonable accommodation in compliance with the Americans with Disabilities Act (ADA).*

#### **Disability Support Services**

Navarro College is committed to ensuring equal access of facilities, activities, and programs by providing reasonable and appropriate accommodation for qualified students with regard to disabilities and with regard to the potential for success as defined in Section 504 of the Amended Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Section 508 of the Rehabilitation Act of 2000, and the ADAAA of 2009.

It is Navarro College's policy that no otherwise qualified person with a disability be excluded from participating in any college program or activity, be denied the benefits of any college program or activity, or otherwise be subjected to discrimination with regard to any college program or activity. A program or activity refers to any credit or non-credit program or activity sponsored by Navarro College.

### **Requesting Disability Services**

It is the responsibility of the student with a disability to initiate this process by identifying him/herself as well as sharing his/her disability related needs with the Disability Services Office staff. New students must request services by completing an online application / request for services and/or by scheduling an appointment. Returning students do not need to schedule an appointment to request services for the semester and need only to notify the Disability Services Office of his/her enrollment or complete a Semester Request online, unless requesting new accommodation(s).

Requests for services and the submission of disability related documentation for review can be done at any time during the year; however, requests for accommodation may take up to 2-3 weeks to review. Please note during our peak registration times, it may take 3-4 weeks to provide information on any accommodation request status.

Accommodations are not retroactive. Accommodations, if approved by the Disability Services Office, are effective the date the student provides his/her letter to the instructor.

Newly admitted or returning students seeking accommodation should contact the Disability Services Office or visit the Disability Services Office website (<http://www.navarrocollege.edu/support-services/disability-services/>). The Request for Services, Documentation Guidelines, and Contact information can be found on the Disability Services webpage.

### **Eligibility for Services**

The Americans with Disabilities Act Amendments Act of 2008 (Amendments Act), effective January 1, 2009, amends the Americans with Disabilities Act of 1990 (ADA) and includes a conforming amendment to the Rehabilitation Act of 1973 (Rehabilitation Act) that affects the meaning of the term disability in Section 504 of the Rehabilitation Act (Section 504). To be protected under the

ADA and Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

### **Documentation Requirements**

It is the responsibility of the student to provide information that verifies that the student's condition meets the definition of a disability as defined by applicable laws (i.e., the ADA and Section 504). Federal Law requires that requests for services for students with disabilities be considered on an individual, case-by-case basis.

Criteria for the source, scope and content of documentation differs by disability type. Documentation should be current (within the last three years), be typed on letterhead, dated, and signed by a qualified professional, and contain the following information; a diagnostic statement with any related diagnostic methodology (diagnostic criteria and/or procedures), functional limitations or symptoms (limitations inform staff what accommodations are appropriate within an academic environment), severity and/or expected progression, and current medication(s) (treating specific limitations or symptoms and/or side-effects causing limitations or symptoms). Documentation may include assessments, reports, and/or letters from qualified evaluators, professionals, or institutions. Common sources of documentation are health care providers, psychologists, diagnosticians, and/or information from a secondary school (e.g., Full and Individual Evaluation (FIE) or other Comprehensive Individual Assessment (CIA), Other Health Impairment Forms (OHI), and/or supplemental documentation).

### **Accommodation for Eligible Students**

The Disability Services Office will prepare accommodation letters for each semester the student registers with the office. These letters will verify that the student qualifies for academic accommodation at Navarro College as well as indicate the type of accommodation(s) that have been approved. The accommodation letter is written to respect the student's confidentiality. Each student is expected to pick up his/her letter(s) from the Disability Services Office and deliver the letter(s) to his/her professor(s). Accommodations are not retroactive.

Accommodations, if approved by the Disability Services Office, are effective the date the student provides his/her letter to the instructor.

### **Housing**

Navarro College will consider reasonable housing accommodations for students with disabilities. Students that require housing accommodations due to a documented disability, will need to request accommodations with the Disability Services Office at least four (4) weeks before the start of the semester. Students are required to follow the procedures for requesting accommodations as outlined in this document.

Each request will be individually evaluated with respect to the documentation presented and the accommodations requested. Housing accommodations may include room adaptations and adjustments, unless doing so would result in a fundamental alteration to the housing program.

## **TEXTBOOKS**

The Navarro College Bookstore is an integral part of our campus. We are here to serve our students and offer affordable learning materials such as new and used textbooks, rental books, access codes, computers, and supplies. We also offer a wide variety of Navarro College apparel and gift items. All revenues earned by the bookstore are reinvested in our students in the form of scholarships and other needs.

## **LIBRARY SERVICES**

The Navarro College Libraries serve students, faculty, and staff at five locations in Corsicana, Mexia, Midlothian, Waxahachie, and Fairfield as well as students enrolled in online classes. The library's core collection includes over 56,000 print books and 35,000 eBooks as well as the online Credo Reference Library. Through online and print serials subscriptions, the library provides access to the full text of thousands of magazines, newspapers, and scholarly journals. Online resources include Naxos Music Library (a streaming audio collection of thousands of sound recordings) and a complete streaming video collection of The BBC Shakespeare Plays. Interlibrary loan services enable students to borrow materials from libraries throughout the United States while intercampus loan services ensure to students at branch campuses ready

access to books and other materials in the Richard M. Sanchez Library on the Corsicana campus. A librarian will, upon request of faculty on any campus, provide formal classroom instruction in the efficient use of the library's information resources. Video tutorials on the use of library materials and services can be found on the library's web site. A number of course-specific online library Libguides provide a wealth of additional instructional material on subjects such as plagiarism, citation formats, research methods, and evaluating and using internet resources. The library maintains two computer labs on the Corsicana campus—one in the Gooch Student Center and one in the Richard M. Sanchez Library (where laptop computers are also available for in-library use). The Sanchez Library offers classroom and conference room spaces. Group-study rooms for small (2-6 students) and large (5-10 students) study groups may be reserved in the Sanchez Library. The Samuels' Hobbit Collection, a unique collection of thirty-eight wood sculptures representing characters from J. R. R. Tolkien's novel *The Lord of the Rings*, is on display in the library. For more information, visit the library's web site at <http://www.navarrocollege.edu/library/>.

# ACADEMIC POLICIES AND INFORMATION

## ACADEMIC POLICIES

### RULES AND REGULATIONS

All Navarro College students, personnel, college representatives, and visitors taking part in college-sponsored activities have the responsibility to comply with all rules and regulations established by the Board of Trustees and state and federal laws as they exist or may be subsequently enacted and adopted. The Board of Trustees has the right to establish and cause the enforcement of policies that it deems appropriate in order for administrators to operate the college in a lawful and orderly manner. No group can supersede this right of the Board of Trustees. All officers commissioned by the governing board of a state institution of higher education may be empowered by the board to enforce rules and regulations promulgated by the board.

As stated in Code, “Nothing in this subchapter is intended to limit or restrict the authority of each institution to promulgate and enforce rules and regulations for the orderly conduct of the institution in carrying out its purposes and objectives or the right of separate jurisdiction relating to the conduct of its students and personnel” (Article 51.210, Higher Education Code). “It is unlawful for any person to trespass on the grounds of any state institution of higher education of this state or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on the grounds of any state institution of higher education” (Article 51.204, Higher Education Code). “The governing board of a state institution of higher education or its authorized representatives may refuse to allow people having no legitimate business to enter on property under the board’s control, and may eject any undesirable person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property” (Article 51.209, Higher Education Code).

These principles in no way negate the right of any person or group to present in an orderly manner, through the proper channels of communications, suggestions and/or proposals that properly fall within one's area of concern, nor are these rules intended to deny the lawful exercise of constitutional rights.

## DISCLOSURE OF CONSUMER INFORMATION

Navarro College, in compliance with Title IV requirements for participation in federal financial aid programs, makes available to any prospective or enrolled student and current or prospective employee the following information:

- Campus Security Report – Navarro College is committed to providing a safe environment for students to learn and staff to work, and in keeping parents, students and employees well informed about campus security. A copy of the Navarro College campus security report is readily available in various locations on campus and from the NC Department of Public Safety.
- Information on Financial Assistance – Navarro College wishes to assist all prospective and current students in obtaining financial assistance while attending college. NC provides financial assistance information including aid available, how to apply for aid, how financial aid is disbursed, and the criteria for measuring satisfactory academic progress in person and through publications located in the financial aid office and on the financial aid website.
- Student’s Rights under FERPA (Family Educational Rights & Privacy Act) – Navarro College publishes in the college catalog information concerning student records maintained by the college and the release of that information. (See Family Rights and Privacy Act).
- Information About the Athletic Program – Navarro College maintains current information about the

athletic program participation rates, financial support, and student completion rates. Athletic program information is available from the office of the athletic director.

- Completion or Graduation Rate – Navarro College, in compliance with the Student Right-To-Know Act, makes available to any prospective or enrolled student its completion or graduation rate. This information is available upon request from the Office of the Vice President of Enrollment Management and Institutional Effectiveness.
- Drug and Alcohol Abuse Prevention Information – Navarro College, in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act (Public Law 101-226), provides information to students, faculty, and employees concerning how to prevent drug and alcohol abuse. Information for students may be found in the Counseling Center and for employees may be found in the Human Resources Office.

## ACCESS TO STUDENT RECORDS

### THE INSTITUTION PROTECTS THE SECURITY, CONFIDENTIALITY, AND INTEGRITY OF ITS STUDENT RECORDS.

#### *FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)*

##### WHAT IS FERPA

The Family Educational Rights and Privacy Act of 1974, as Amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student education records and the obligations of the institution, primarily in the areas of release of the education records and the access provided to these education records.

##### WHO MUST COMPLY WITH FERPA

Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld. To comply with FERPA, educational institutions are required to:

- Annually notify students of their FERPA rights;
- Protect the students' FERPA rights;
- Ensure that personally identifiable information from a student's education record is not re-disclosed;
- Keep records of requests for and disclosures of student education records (with some exceptions).

### EDUCATION RECORDS UNDER FERPA

Under FERPA, education records are defined as records that are directly related to a student and/or from which a student can be identified (personally identifiable information) and are maintained by an education agency or institution or by a party acting for the agency or institution. Education records can exist in any medium, including: typed, computer generated, videotape, audiotape, film, microfilm, microfiche and email, among others.

Education records do not include such things as:

- Sole possession records, i.e., records/notes made by one person as an individual observation or recollection (used only as a personal memory aid) which are kept in the possession of the maker and not revealed or accessible to any other person except a temporary substitute;
- Medical treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists;
- Employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment;
- Records created and maintained by a law enforcement unit used only for only that purpose;
- Post-attendance records, i.e., information about a person that was obtained when the person was no longer a student (alumni records) and does not relate to the person as a student.

### STUDENT RIGHTS UNDER FERPA

FERPA rights transfer from the parent to the student when the student turns 18 or attends a post-secondary institution at any age. The student would need to provide a signed consent in order for the disclosure of information to the parents.

In accordance with FERPA, Navarro College annually notifies students of their FERPA rights. Students are notified of their FERPA rights in the college catalog, website, and student handbook. A student's FERPA rights include:

- The right to inspect and review their education records;
- The right to request the amendment of an education record they believe is inaccurate, misleading, or in violation of the student's rights of privacy (including the right to a hearing regarding the request for amendment);
- The right to have some control over the disclosure of information from their education records;
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

#### **RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

Students (which includes former students) have the right to inspect and review their education records within 45 days from making such a request. The right of inspection and review includes: the right to access, with an explanation and interpretation of the record; the right to a copy of the education record when failure to provide a copy of the record would effectively prevent the student from inspecting and reviewing the record. The institution may refuse to provide a copy of a student's education record provided such refusal does not limit access.

Limitations exist on students' rights to inspect and review their education records. For example, the institution is not required to permit students to inspect and review the following:

- Financial information submitted by parents;
- Education records containing information about more than one student (however, the institution must permit access to that part of the records which pertains only to the inquiring student);
- Confidential letters and recommendations placed in the student's file before 01/01/75;
- Confidential letters and statements of recommendation, placed in the records after 01/01/75,

to which the student has waived his or her right to review and that are related to the student's admission, application for employment or job placement, or receipt of honors.

#### **RIGHT TO HAVE SOME CONTROL OF THE DISCLOSURE INFORMATION FROM EDUCATION RECORDS**

According to FERPA, personally identifiable information in an education record may not be released without prior written consent from the student. The written consent must specify the records that may be disclosed, state the purpose of disclosures, and identify the party to whom disclosures may be made. A "Student Records Release Request" form is available in the Admissions Office or download and fill out .pdf version here: [Student Records Release Request](#).

Some examples of information that MAY NOT BE RELEASED without prior written consent of the student (with few exceptions stated below) are:

- Citizenship
- Disciplinary status
- Ethnicity
- Gender
- Grade point average (GPA)
- Marital status
- SSN/student I.D.
- Grades/exam scores
- Test scores (e.g., SAT, GRE, etc.)
- Progress reports

With few exceptions (stated below), Navarro College will not disclose personally identifiable information from a student's education record without the student's written consent. Navarro College will not release a student's record to a parent/guardian without the student's written permission. Such a policy is in effect regardless of the student's age or financial dependency upon the parent/guardian.

#### **EXCEPTIONS**

Notable exceptions which permit access and/or disclosure of information in a student's education record without the student's written consent include:

Directory Information: Disclosure of those items the College designates as directory information. Navarro College has designated the following information as directory information and may release this information, unless the student has submitted a request for non-disclosure:

- Name
- Address
- Telephone Number
- Navarro College dates of enrollment (semester of enrollment)
- Navarro College degrees earned (with dates)
- Academic honors and awards
- Enrollment status (number of credits, full-time/part-time)
- Currently enrolled (Y/N)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Birth date (the college generally does not release this information; used only to confirm student records when performing third-party verifications)
- Place of birth

A student's directory information may be disclosed unless a student files a "Request for Non-Disclosure of Directory Information" form with the Admissions Office by the twelfth day of the semester (sixth day for summer semester). Forms are available in Admissions Office and in electronic format (pdf). Requests submitted after the deadline will be honored; however, disclosure of directory information may have occurred. In addition, Navarro College will honor requests for non-disclosure of directory information from former students. Students who wish to restrict directory information should realize that their names will not appear in the commencement bulletin and other college publications. Also, employers, credit card companies, loan agencies, scholarship committees and the like will be denied any of the student's directory information and will be informed that we have no information available about the student's attendance at Navarro College.

**School Official:** Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as disciplinary or grievance committee; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**Solomon Amendment:** Pursuant to the Solomon Amendment, Navarro College is required to provide some or all of the following information, upon request, to representatives of the Department of Defense for military recruiting purposes: student's name, address, telephone listing, date of birth (17 years or older), level of education, and academic major (for currently enrolled students only).

**Other disclosures permissible without written consent include disclosure to:** officials of another school in which a student seeks or intends to enroll; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies on behalf of the College; accrediting organizations; appropriate officials in cases of health and safety emergencies; State and local authorities, within a juvenile justice system, pursuant to specific State law; victims of certain offenses the final results of a disciplinary proceeding regardless of the outcome; anyone the final result of a campus disciplinary proceeding in which a violation of certain offenses occurred; parents of a student under age 21 who violates drug or alcohol laws or policies; comply with a judicial order lawfully issued subpoena.

**Note:** Because the college must make a reasonable effort to notify a student about the subpoena for their education records, all subpoenas for student records must be forwarded to the Registrar's Office.

#### **RIGHT TO FILE A COMPLAINT**

If a parent or eligible student feels that the college has not fully honored his/her privacy rights under FERPA, a

written complaint may be filed with the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605. The Family Compliance Office investigates each timely complaint to determine whether the educational agency or institution has failed to comply with the provisions of FERPA. A timely complaint is defined as an allegation that is submitted within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation.

### Subpoena

Navarro College will comply with all subpoenas served by a proper means of service. In keeping with the law, if the student has not signed a consent for their records to be released, the college will make their best effort to notify the student in writing that a subpoena requesting their educational records has been received. The student will be given 10 working days from the date the letter is mailed to respond and object to the release of records. A notice stating the student's intent to object to the release of records should be sent to the Navarro College Admissions and Records Office. The student must also file a motion to that effect in the court from which the subpoena was issued. A copy of this filed motion should be sent to Navarro College for our records.

## ACADEMIC INTEGRITY

The college expects all students to do their own schoolwork at all times. Any student found in violation of academic integrity is subject to instructional consequences as defined in the course syllabus or departmental handbook and may include any of the following: a grade of zero, course failure, or removal from a program. A faculty member may begin such action if a student is accused of violating the rules of academic integrity. Such violations may include, but *are not limited to*:

- Copying from another person's test paper or academic work;
- Using, during a test, materials not authorized by the person giving the test;
- Collaborating without authority with another person during an examination or in preparing academic work;
- Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of a test prior to its being fully administered or without permission;
- Substituting for another student or permitting another person to substitute for oneself to take a test or prepare other academic work; and
- Stealing and deliberately using ideas or writings of others without giving written credit to them (plagiarism).
- Bribing a person to obtain information regarding a test or other assignment.

Definitions of actions which violate Academic Integrity:

- Plagiarism- the taking of someone else's words, ideas, or work and passing them off as one's own without the proper citation and credit to the original author.
- Collusion- a conspiracy to deceive and/or the unauthorized collaboration with another in preparing course work.
- Multiple Submissions- the submission of a work previously submitted for another course for academic credit, whether in part or in its entirety, without the consent of the instructor.

When a student is accused of violating academic integrity, the faculty member and the student will attempt to reach a resolution first and based on the course syllabus or departmental handbook. If no resolution is achieved, the student may appeal to the appropriate instructional dean or campus dean for review of the decision made by the instructor.

If the incident includes a violation of a departmental program requirement as stated in the course syllabus or departmental handbook, a student's written appeal should be reviewed through the instructional chain of command.

Non-Instructional testing violations are treated as "student code of conduct" violations and therefore are handled through Student Services. Academic Integrity violation cases involving placement testing or professional certification examinations may result in both instructional and non-instructional disciplinary sanctions.

## ACADEMIC STANDARDS

- Minimum Standard of Work
- Grade Points
- Grades and Values

### GRADE POINTS

Students earn grade-point values in courses in which they make satisfactory grades. The letter grade “A” earns four grade points for each semester hour. A grade of “B” earns three points. A “C” earns two points, while a “D” earns one point for each semester hour. No points are allowed for an “F”, “I”, “W”, “P”, or “S” grade. “CR” grades due to valuated credit are not calculated as part of the student’s grade-point average.

A student can determine his or her grade points in a course by multiplying the semester hour value of the course by the grade-point value of the grade received. For example, if the student is enrolled in a three-semester-hour course and makes a “B”, nine grade points have been earned.

To determine the grade-point average, a student adds all the grade points earned and divides the total by the total number of semester hours that he or she attempted. If 15 semester hours were attempted, for example, and 30 grade points were earned, this would result in a 2.0 grade-point average, the equivalent of a “C” average.

Courses in which the student received a grade of “W” or “P” are not included in hours attempted. Grades from developmental studies are calculated into the student’s grade-point-average for purposes of athletic eligibility, scholastic suspension and financial aid eligibility.

These grades are not included in the calculation for graduation.

As part of the student’s grade-point average at graduation, Navarro College does not calculate grade points earned at other institutions except when considering graduation with honors.

## GRADES AND VALUES

Final grades are reported for each student for every course undertaken according to the following grading system:

GRADE	INTERPRETATION	GRADE POINT VALUE
<b>A</b>	<b>Excellent</b>	<b>4 Points</b>
<b>B</b>	<b>Good</b>	<b>3 Points</b>
<b>C</b>	<b>Average</b>	<b>2 Points</b>
<b>D</b>	<b>Poor</b>	<b>1 Point</b>
<b>CR</b>	<b>Equivalent</b>	<b>Not Computed</b>
<b>F</b>	<b>Failing</b>	<b>0 Points</b>
<b>I</b>	<b>Incomplete</b>	<b>Not Computed</b>
<b>W</b>	<b>Withdrawn</b>	<b>Not Computed</b>
<b>P/SA/SB/SC</b>	<b>Pass/Satisfactory</b>	<b>Not Computed</b>

To receive credit for a course, a student must earn a semester grade of not less than “D” or “CR.” Refer to Grades and Values in the Navarro College Catalog for specific program grading scales.

### MINIMUM STANDARD OF WORK

A cumulative grade-point average of 2.0 or better on a 4.0 scale is required for a student to graduate from any degree or certificate program within the college. Because it is necessary for a student to maintain this average in order to graduate, a 2.0 GPA is considered the minimum standard of work at Navarro College. Failure to maintain this minimum standard results in a student being placed on Academic Probation. If the student’s academic performance is not satisfactory during the probationary period, the student will be placed on Academic Suspension for one regular semester. Scholastic Standards are defined as follows:

- **Good standing:** The good standing is awarded to students maintaining a cumulative GPA of 2.0 or higher and who complete at least one course each semester/session of enrollment.
- **Academic Probation:** Failure to maintain a 2.0, “C” cumulative grade-point average, will result in the

student being placed on Academic Probation for the next semester enrolled. A student may remove himself/herself from Academic Probation by bringing his/her cumulative grade-point average to a 2.0 or better.

- **Academic Suspension:** Should the student earn less than a 2.0 grade-point average for two semesters of enrollment and have less than a 1.5 grade-point average for the most current semester, the student will be placed on Academic Suspension for one regular semester (fall or spring).

It is the responsibility of the student to know whether the minimum standard of work requirement has been satisfied and whether he or she is eligible to continue enrollment in the college. An ineligible student who nevertheless registers may or may not be dropped by the college and shall not be entitled to special consideration on a plea of lack of knowledge of scholastic status. Students on financial aid who fail to meet the minimum standard of work may risk financial aid eligibility. Additionally, students who have attempted 30 credit hours of developmental coursework become ineligible to receive federal aid.

Some programs with special admission requirements may have more stringent GPA requirements.

## STUDENT CONDUCT

Navarro College administration grants the student as much freedom as is compatible with the ordinary rules of society governing proper conduct. Disciplinary regulations are, therefore, kept to a minimum and are listed in the Student Handbook, which may be found on the Navarro College website. Students are responsible for obtaining, reading, understanding, and abiding by the guidelines in the Student Handbook.

## CLASSROOM BEHAVIOR / DECORUM

The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of Navarro College and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event, or to reside in an environment that is clean, quiet, and

conducive to study, is prohibited. The college reserves the right to ask for the withdrawal of any student who violates policy or refuses to adhere to the standards established by the institution. The college classroom is a learning environment. Classroom conduct that interferes with the learning process is not expected and will not be tolerated, and instructors have the right to have students removed from class if the behavior is deemed disruptive to the learning process. Students should refer to the Student Handbook, Classroom Decorum section for additional information.

## EXAMINATIONS

Examinations in courses are provided as a means of evaluating the student's progress in a course. Instructors in the courses determine the number of examinations to be given. All students are expected to take all examinations in an atmosphere of honesty. Students should be aware that internet classes taken through Navarro College often require a student to take exams at an approved proctoring location such as Navarro College's testing centers or a similar setting at another approved location. It is the student's responsibility to make arrangements with the instructor to complete examinations not taken in Navarro College's testing centers.

## RESIDENCY REQUIREMENTS

In order for a student to be classified as an in-state resident for tuition purposes, the student must have created a domicile in Texas and resided in Texas the 12 months immediately preceding registration at a Texas public institution. Specific information about state residency requirements can be obtained from the Office of Admissions and Records. The Board of Trustees of Navarro College has authorized the waiver of the difference in the rate of tuition for nonresident and resident students for a person, or his or her dependents, who own property that is subject to ad valorem taxation by the district. The person, or his or her dependents, applying for such a waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt issued by the tax office of the district; or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property that is subject to ad valorem taxation by the district. Based on SB 1528, a

foreign individual who enters a Texas institution of higher education is classified as a resident of Texas if he or she:

1. Attended a Texas public or private high school;
2. Graduated from the high school or received the equivalent of a high school degree in Texas;
3. Resided in Texas for at least three (3) consecutive years as of the date he/she graduated from high school or received the equivalent of a high school degree;
4. Provides his/her college an affidavit that he or she intends to file an application to become a permanent resident of the United States at the earliest opportunity the individual is eligible to do so.

## ACADEMIC CLASSIFICATION OF STUDENTS

A freshman student is one who has earned less than 30 semester hours of credit at the beginning of a registration period. A sophomore student is one who has earned 30 or more semester hours of credit at the beginning of a registration period.

## NON-CREDIT/AUDITING OF COURSES

Individuals who wish to observe a college course may register as a non-credit/audit student. Non-credit/audit students do not receive college credit but do pay the same tuition and fees as if they were taking the course for credit. The student is not required to take tests, turn in papers, or attend classes, and the student may not receive credit for the course unless the student repeats the course for credit.

A non-credit/audit student must be eligible for admission to the College. The use of laboratory equipment, supplies, and participation in fieldwork by the non-credit/audit student will be determined by the instructor. The instructor is not obligated to take any papers or examinations from the non-credit/audit student. In general, the most appropriate courses for non-credit/audit are lecture courses. However, non-credit/audit students may not be accepted into certain courses because of space limitations, course prerequisites or requirements, or the nature of instruction. The student must obtain permission from the course instructor and appropriate Dean who has authority to grant students permission to audit particular courses.

Permission to audit performing and activity courses will not be granted. Students may enroll to audit a course only during late registration. A student may not change from credit to non-credit/audit or from non-credit/audit to credit after the scheduled late registration period. No refunds of tuition and fees will be made to a non-credit/audit student who withdraws or drops a class.

## STUDENT LOAD

The normal load for a student is five courses exclusive of kinesiology, College Success Skills, and applied music. A regular full-time student is defined as a student who takes a minimum of 12 semester hours in a fall or spring semester and one who takes a minimum of six (6) semester hours during a six (6) week summer session. Students may take up to 19 semester hours in a fall or spring semester, up to 14 semester hours in a 12 week session, up to nine (9) semester hours in an eight (8) week semester, and up to seven (7) semester hours in a six (6) week summer term, not to exceed 14 semester hours for the entire summer. Students may only enroll in one course in a three (3) week mini-term. Exceptional students, whose grade point average exceeds 3.0, may take up to 21 semester hours in a fall or spring semester. Approval of a student overload must be in writing from the appropriate executive dean. The course load of a student on probation may be limited to 16 semester hours. Students enrolled in developmental studies classes may be similarly required to limit their course load.

## HOLD ON STUDENT RECORDS

Grades and transcripts will not be released if the student has a "hold" on his/her records. Holds may be placed on a student's record for failure to meet admission requirements, for financial reasons (returned checks, overdue loans, etc.), a financial aid hold, for materials overdue at the Library, or for other reasons deemed necessary by the college. These holds can be released only after the cause of the hold has been satisfactorily cleared.

## "I" GRADE REMOVAL AND GRADE CHANGE LIMITATION

A grade of "I" (incomplete) may be awarded to a student at the instructor's discretion when an unforeseen,

documented emergency or other documented extenuating circumstance the instructor deems appropriate prevents the student from completing the work in a course. Examples of extenuating circumstances include but are not limited to:

- Severe illness
- Death of a close relative
- Pregnancy
- Job related travel that could not be rescheduled
- Military Duty

In order to receive an “I” for the course, the student must have successfully completed at least 70% of the course work with a passing grade. An Incomplete Grade Contract will be completed by the instructor, approved by the appropriate Dean, and signed by the student with documentation attached explaining the emergency. The contract will outline the coursework the student must accomplish in order to complete the course and receive a final grade. If the work required to remove the “I” grade is not completed by the last class day of the subsequent long semester following the semester in which the student received the grade of “I,” the “I” grade will become an “F” grade. Once the contract has been submitted, the student may not be withdrawn from the course. With the exception of the “I” grade, no grade may be changed 30 days after the close of a semester.

## SCHOLASTIC PROBATION / SUSPENSION

**Good standing:** The good standing is awarded to students maintaining a cumulative GPA of 2.0 or higher and who complete at least one course each semester/session of enrollment.

**Academic Probation:** Failure to maintain a 2.0, “C” cumulative grade-point average, will result in the student being placed on academic probation for the next semester enrolled. A student may remove himself/herself from academic probation by bringing his/her cumulative grade-point average to a 2.0 or better.

**Academic Suspension:** Should the student earn less than a 2.0 grade-point average for two semesters of enrollment and have less than a 1.5 grade-point average for the most current semester, the student will be placed on academic suspension for one regular semester (fall or spring).

Students who are on academic suspension will not be allowed to register for classes.

**Right of Appeal:** A student who has been placed on academic suspension and who feels that his or her case deserves special consideration may appeal the decision in person to the appropriate instructional, campus or Executive Dean, who may, in extenuating circumstances, reinstate the student for one additional semester. If readmission is granted, the student will reenter on academic probation for that one semester until end of course grades determine the student’s academic standing for the next semester.

## STUDENT GRIEVANCE PROCEDURES

Navarro College provides all college services on a non-discrimination basis. These services are provided without regard to sex, sexual orientation, color, race, national origin, age, and handicap. With this in mind, a student grievance may encompass any dissatisfaction, complaint, or perceived injustice a person may have while associated with the college, as a student or prospective student. A student who works either part-time or full-time for the College and whose grievance is based on a concern involving his/her employment may contact the Human Resources Office; however, all complaints of student discrimination, harassment, assault or retaliation should be submitted in writing to the Vice President of Student Services.

A student grievance may result from academic experiences, non-academic matters involving administrators, staff, or student organizations, or matters related to perceived discrimination based on sex, color, race, national origin, age, or handicap. Any student who believes he/she has been discriminated against by college personnel for any reason, including discrimination on the basis of sex, color, national origin, age, or handicap, has the right to expect due diligence and should contact the office of the Vice President of Student Services within ten business days of the initial concern to file a Student Discrimination Grievance.

All complainants should attempt first to resolve the issues where they arise and with appropriate parties involved. Chain of command protocol should be followed

beginning with the staff person with whom the issue lies; if the problem is not resolved, the appropriate supervisor should be contacted next and, if needed, followed with subsequent reporting levels of administration. The only exceptions to this rule would be in response to a concern over safety (e.g., harassment, sexual misconduct/Title IX complaint).

Legal counsel may be present with adequate notice (24 hours usually is sufficient to allow college counsel to be present) and is to be allowed only for the purpose of advising the student. Thus, all attorneys must remain outside the hearing room. The student and the College representative each may request one 5-10 minute recess to consult with his/her attorney outside the hearing room. Legal counsel may not participate otherwise in a hearing at any level.

Each semester the College assembles a Campus Dialogue meeting at which students meet with college administrators to voice concerns and offer suggestions regarding the improvement of college services. Students also may voice their ideas at regularly scheduled Student Government Association meetings on the Corsicana and Waxahachie Campuses throughout the fall and spring semesters.

All *individual* student grievances should be resolved as follows:

Students who have a grievance related to a final course grade must follow the “Grade Challenge Policy” found in the Student Handbook and the Academic Catalog. Similarly, a student whose concern pertains to a closed program of study should follow the “Program of Study Dismissal” procedure. A student who may have a concern with an instructor, his/her instructional decision, and/or another instructional program matter should follow the “Student/Instructor Conflict Resolution” policy. These academic policies may be found under the section entitled “Student Academic Grievance” within the current Academic Catalog.

A student who has a grievance related to the library should first contact the Dean of Library Services; if the problem is not resolved, the student may present the grievance to the Vice President of Academic Affairs.

Students who have a grievance related to discipline must follow the Disciplinary Appeal Procedures found in the current Student Handbook.

An individual with knowledge of a complaint or allegation of sexual misconduct committed by staff, a student, or other individual should contact the Title IX Coordinator or designee (see Administrative Procedures, Section FFE.1).

Students who have a grievance related to other student services (e.g., disability services, activities, clubs, counseling, advising, tutoring, testing, international program services, TRiO, or Adult Education) should first contact the director of that department; if the problem is not resolved, the student may present the grievance in written form to the Vice President of Student Services.

A grievance related to Financial Aid, Residence Life, Computer Information Technology, Dining Services, or the Business Office will be brought to the attention of the director of that department; if the problem is not resolved, the student may present the grievance in writing to the Vice President of Finance and Administration.

Grievances related to Admissions, Recruiting, Marketing or Institutional Research will be brought to the attention of the director of that department; if the problem is not resolved, the student may present the grievance in writing to the Vice President of Enrollment Management and Institutional Effectiveness.

A grievance related to athletics will be brought to the attention of the Director of Athletics.

A grievance related to the Bookstore, the Physical Plant, Campus Police, will be brought to the attention of the director of that department; if the problem is not resolved, the student may present the grievance in writing to the Vice President of Institutional Advancement and Operations.

For any grievance pertaining to a department reporting to administrators at either of the satellite campuses, appropriate chain of command protocol should be followed beginning with the staff person with whom the issue lies and subsequently proceeding upward to the reporting supervisor(s) if the problem is not resolved at the initial/prior level and with the exception of safety (e.g.,

harassment, sexual misconduct/Title IX complaint). The campus dean may provide more direction as needed with this regard.

In each of these areas, the decision of the appropriate vice president is considered final and binding. In all grievances except in the case of Student Discrimination, the role of the District President is not to decide the case or appeal thereof, but merely to determine whether the administrative chain of command has adhered to Navarro College procedures.

#### Timeline for Filing a Grievance

In resolving a student grievance, timely reporting of the complaint is important and thus required at all levels. Unless stated otherwise within each procedural guidelines, the appropriate timeframe for filing a written grievance should be within ten business days from the date in which the student is first aware or notified of the issue of concern. Written appeals to the next/subsequent level of the process must be made within two business days of the student's receipt of the institution's appellate decision. Any earlier, more expedient timelines detailed within the appropriate Navarro College procedure (e.g., Residence Life Appeals) supersede these general timeline guidelines provided to maintain a safe and civil college environment. Additionally, exceptions to these deadlines may be made only at the discretion of the District President or the appropriate vice president.

The Texas Higher Education Coordinating Board's (THECB) Student Complaint Procedure (19 TAC SS 1.110-1.120) requires that a student filing a complaint must do so in a timely manner and must exhaust all grievance and appeal procedures of the institution as described in the Navarro College Student Grievance Procedure PRIOR to filing a complaint at the following address: StudentComplaints@THECB.state.tx.us. URL for the Texas Secretary of State:

<http://www.sos.texas.gov/index.html>.

Additionally, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) provides an option for grievances as part of its "Complaint Procedures against SACSCOC or its Accredited Institutions" and which can be utilized once the complainant has exhausted all grievance and appeal

procedures of the institution as described in the Navarro College Student Grievance Procedure.

If a student has attempted to resolve the issue directly with the staff member of concern and feels that this has not been successful, the student may contact the supervisor directly—either in person, by phone or email or by utilizing the Student Complaint/Grievance Form: <http://www.navarrocollege.edu/support-services/grievance/>.

#### Staff Protocol in Response to Student Grievances

When a staff member is approached by a student with a grievance, the staff member should employ appropriate protocol. The student should be referred to either the current Navarro College Student Handbook or the current Navarro College Academic Catalog, specifically in reference to the appropriate section.

Additionally, staff may assist the student by referencing the following protocol: 1) polite communication with the staff member of concern, and 2) if not resolved, subsequent communication with the supervisory chain of command in successive order, except in the case of safety (e.g., harassment, sexual misconduct/Title IX complaint). Students should be instructed to follow up on the resolution of such matters in a timely matter as defined in the Student Grievance Procedures and to consult the current Navarro College Student Handbook and/or the office of the Vice President of Student Services for further, more specific information.

#### Formal Procedure for Student Discrimination Grievance

Any student who believes he/she has been discriminated against by college personnel for any reason, including discrimination on the basis of sex, color, national origin, age, or handicap, has the right to expect due diligence and should contact the office of the Vice President of Student Services within ten business days of the initial concern. The office of the Vice President of Student Services will receive the student's complaint and may attempt to reconcile the matter if the complainant is agreeable. If the Vice President of Student Services determines that the complaint should be addressed by a more appropriate chain of authority (e.g., academic or departmental) or through the Student Grievance

Procedures, the Vice President will refer the student to the most appropriate channel for due process. If at this time the complaint is not resolved and if no other procedure is deemed appropriate for the student's concern, the following steps will ensue.

The Vice President of Student Services will assist the student by providing a form for the student to document the issue. Documentation must be submitted within two business days of the student's receipt of the grievance form.

After documentation is completed, the office of the Vice President of Student Services will provide a copy of this information to the Vice President for Academic Affairs. The Vice President for Academic Affairs may collect and review salient points related to the issue or he/she may appoint a committee that serves as a recommending body to the Vice President for Academic Affairs to assist him/her in this matter. If a committee is convened, members will include a staff chairperson, a faculty member, an administrator, a member from student services, and a student. The purpose of the review will be to determine if discrimination is more likely than not to have occurred.

After review, the Vice President for Academic Affairs will render a judgment with the basis for that judgment to be communicated in written form to the complainant. The judgment will be forwarded to the Vice President of Student Services.

If the complainant agrees with the decision, either the Vice President of Student Services (for a student accused) or the Vice President of Human Resources (for personnel accused) will, in the case where there was discrimination, seek appropriate redress. The complainant, when not satisfied with the decision, may appeal the judgment to the District President within two business days of receipt of the Vice President for Academic Affairs' (or the committee's) letter.

The District President will review the data and judgment rendered, make his/her own inquiries, including interviewing the complainant. After due study, a judgment will be decided. The District President's judgment will

represent the final institutional decision. Only in the Student Discrimination Grievance will the District President make such a final decision. In all other student complaint procedures, the role of the District President is not to decide the case or appeal thereof, but merely to determine whether the administrative chain of command has adhered to Navarro College procedures.

## ATTENDANCE REQUIREMENT

Regular and punctual class attendance is expected at Navarro College as a key element for student success. Excessive absences are defined as two consecutive weeks of instruction in a 16-week semester (or the equivalent in any shorter term) and may result being dropped from the course. The attendance policy for certain programs may be more stringent than the general policy due to clinical requirements or requirements of approving agencies. Faculty will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus and outline of each class and knowing the attendance requirements for the course. Students missing two consecutive weeks of class may be dropped from their course. A student's request for an excused absence shall be in writing and shall be delivered to the instructor of each class. Students should refer to the Navarro College Student Handbook for additional information.

All students receiving Veterans Administration (VA) benefits must notify the Veteran's Certifying Official of any enrollment changes as soon as they are made. The Veterans Affairs benefit recipient needs to be aware that the VA may require repayment of all benefits received since the beginning of a semester for any course in which a "W" grade is received. Excused absences for an individual called to active military service should take into consideration retention of coursework completed during the portion of the course prior to the student being called to active military service and within a reasonable time after the absence for the completion of the assignments and examinations. Reasonable time is defined by the Texas Administrative Code as no more than 25% of the total contact hour time frame (excluding the final examination period) for the excused absence for active military service.

A student who is absent from class for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. However the student must notify the instructor of each class scheduled on the date that the student would be absent for a religious holy day. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

Any student who wishes to dispute a decision concerning his/her absence should follow the Student/Instructor Conflict Resolution procedures in a timely fashion and as described in the current Navarro College Student Handbook.

## DROPPING AND/OR ADDING COURSES

Students are allowed to add or drop courses through the regular registration dates as specified in the college calendar for each individual semester. Students are allowed to add or drop classes during late registration by seeing an advisor. After the registration dates close, classes may not be added, and approval of the course instructor must be obtained in order to drop a class. It is the student’s responsibility to submit the required paperwork to the Office of Admissions and Records to drop a course. The VA benefit recipient needs to be aware that the VA may require repayment of all benefits received since the beginning of a semester for any course in which the student receives a “W” grade. The deadline for receiving a “W” is indicated on the academic calendar and the current class schedule. Additionally, an instructor may drop a student from a course prior to the last day to drop on the academic calendar according to the terms written in the course syllabus and outline.

### ***NOTE OF IMPORTANCE: SIX-COURSE DROP LIMIT***

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

freshman in fall 2007 or later. Any course a student drops is counted toward the six-drop limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course, and; (3) the student is not dropping the course in order to withdraw from the institution.”

Students must provide documentation for the following drop reasons: (1) change in work schedule; (2) care for a sick, injured, or needy person; (3) military duty; (4) severe illness; (5) death of a close relative.

## WITHDRAWAL FROM THE COLLEGE

Any student who voluntarily withdraws from all classes for which he/she is enrolled must contact the Registrar’s Office of Admissions and Records for a withdrawal form. The drop will be processed based on the date the completed form is received in the Office of Admissions and Records. The withdrawal will not be official until the form is signed by the student and clearance has been obtained from the offices noted on the form. Students who drop a class or withdraw from the College before the semester deadline will receive a grade of “W” (withdrawn) in each class dropped. The deadline for receiving a “W” is indicated on the academic calendar. See “Refund Policy” for possible refund eligibility.

## SETTLEMENT OF OBLIGATIONS

Students who do not pay or make satisfactory arrangements to pay their account, will have their schedules removed. Students who do not pay, or make satisfactory arrangements, to pay all financial obligations to the college may have their course credits and grades withheld. Transcripts will not be sent and a student will not be allowed to register for classes. No degree or certificate will be awarded until all financial obligations are settled. The term "financial obligations" shall include the return of all properties of the college on student assignment including library books.

## STUDENT RIGHTS AND RESPONSIBILITIES

All Navarro College staff and processes must follow the procedure pertaining to Student Rights and Responsibilities:

Navarro College holds that the student, upon enrollment, neither loses the rights nor escapes the duties of a citizen. Enjoying great opportunities, at partial expense to the state of Texas, the student-citizen has a responsibility to him/herself, fellow students, to the law of the land, and the institution in which, by his/her own choice, he/she enrolls. In addition to the rights enjoyed by all citizens and residents, the rights afforded students by Navarro College include:

- The right to expect an education of the highest quality;
- The right to privacy for their college records (see the Navarro College Catalog, Family Educational Rights and Privacy Act);
- The right to see their records and, if necessary, challenge their accuracy;
- The right to know the graduation rates for fulltime certificate and degree-seeking students;
- The right to know the graduation rates of students on athletic scholarships;
- The right to know the number of criminal offenses (if any) that occurred on Navarro College campuses and were reported to campus officials or a police agency in the past year (the Jeanne Clery Act);
- The right to know the number of arrests, if any, for liquor law, drug abuse, and weapons violations committed on campus during the past year;
- The right to due process;
- The right to pursue grievances against instructors, administrators, or fellow students.

Students who are admitted to Navarro College and continue their enrollment are expected to conform to established rules and regulations of the college. Also, they are expected to have reasonable probability of success and adjustment to the social and educational climate of the college. Because some students have difficulty adjusting to the total college environment, students may be denied admission or readmission to Navarro College for reasons

other than academic. Such reasons include, but are not limited to: (1) inappropriate conduct and behavior; (2) observable social or emotional characteristics that would cause resistance to the overall educational process of the college or would cause disruption of the social and academic environment; (3) disrespect for college personnel and other students; (4) harassment; (5) misrepresentation of factual information; and (6) inability to comply with college rules, regulations, and policies.

Denial of admission or readmission to Navarro College involves the exercise of judgment by college administrators; therefore, the denial process involves the systematic collection of available facts and information, which might include, but is not limited to, such areas as police, court or records of other public agencies; records or observations of a disciplinary nature from Navarro College and/or other educational institutions; observations and judgments of people of acquaintance; recommendations of counselors, psychologists or other professionals; observations and recommendations of supervisors or authorities; observations or judgments of law enforcement officers or other public authorities; results of commonly accepted test or other instruments; or any other source of available information relevant to making an assessment of the student's probable behavior.

## RESOLUTION OF DISPUTES CONCERNING TRANSFER COURSES

Navarro College follows policy outlined in Texas Public Education Code §4.27 for the resolution of transfer courses:

1. The following procedures shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
  - a. 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.

- b. A student who receives notice as specified in paragraph (1) of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
  - c. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
  - d. 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.
2. 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.
  3. Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (a), (b), (d), and (e) of this section.
  4. 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.
  5. 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.

Source Note: The provisions of this §4.27 adopted to be effective May 27, 2003, 28 TexReg 4109

Students needing assistance with the resolution of transfer courses under this policy are advised to contact the office of the Executive Dean of Academic Studies.

## STUDENT ACADEMIC GRIEVANCE

Academic grievances are categorized as GRADE-RELATED or NON-GRADE RELATED TO CLASSROOM. Grade-related grievances should be resolved following the Grade Challenge Policy. Non-grade related instructional issues should be resolved following the Student/Instructor Conflict Resolution Policy.

**NOTE:** Under certain circumstances students may not be allowed to continue in class until the grievance or appeal is resolved.

## STUDENT / INSTRUCTOR CONFLICT RESOLUTIONS

If a student feels an instructor has treated him or her unfairly, the student should take the following steps to resolve the issue. The college believes that matters involving an instructor and students are best resolved at that level; therefore the following procedures are recommended.

1. The student should first meet with the instructor to discuss the issue or concern. This approach ensures the instructor is aware of the issue/concern and provides an opportunity for resolution.
2. If after meeting with the instructor, the student feels the issue has not been resolved, he/she should next meet with the appropriate dean for further discussion. The instructor or the Office of Admissions and Records can provide the name of the appropriate dean.
3. If the student continues to believe the issue/concern remains unresolved, the student may meet with the appropriate executive dean.
4. The expectation is that the issue/concern involving an instructor and student will be resolved by the time it reaches the executive dean. However, if necessary the student may continue to pursue the issue with the Vice President of Academic Affairs.

As referenced in the Student Grievances Procedures, the role of the District President in these procedures is not to decide the case or appeal thereof, but merely to determine

whether the administrative chain of command has adhered to Navarro College procedures.

NOTE: Under certain circumstances students may not be allowed to continue in class until the grievance or appeal is resolved.

## CHANGE OF ADDRESS

A student who, after registration, changes his or her home address or telephone number, is expected to notify the Office of Admissions and Records immediately. The student will be held responsible for any communication from the college sent to the address or telephone number last given and may not use the fact that the communication was not received at the current address or the telephone number to avoid penalties or responsibilities to the College.

## REPETITION OF COURSES AND ACADEMIC FRESH START

If a student repeats a course for which credit has previously been received, the higher grade is the grade of record. Neither the hours nor the grade points associated with the lower grade will be used to determine the student's eligibility to graduate; however, the lower grade will remain on the student's transcript.

### Academic Fresh Start

The Texas Education Code, section 51.931, entitles residents of Texas the option to have coursework taken 10 or more years prior to the starting date of the semester in which the student plans to enroll either included or ignored for admission purposes. For additional information regarding the "right to an academic fresh start," contact the Office of Admissions and Records.

## GRADE CHALLENGE POLICY

Classroom instructors at Navarro College have the responsibility and authority to award final grades in the class they are teaching; however, grades must be based on college policy, procedures, and written instructions in the form of a course syllabus. In cases where a student has a valid reason for challenging the grade awarded in a course, the student must first consult with the instructor and informally present his or her case. If the student and the

instructor are not able to reach a mutual agreement, the student may request, in writing, through the appropriate dean, a Grade Challenge Hearing. The appropriate dean must receive this written request within ten (10) days from the last day final grades may be posted. If, in the judgment of the dean, there are valid reasons for a grade challenge, the dean will appoint a Grade Review Committee, which will consist of one student, one instructor, and one administrator, with the chair of the committee also being appointed by the dean. (Refer to Procedure Manual FC.1 and the Student Handbook)

The Grade Review Committee will call a meeting, at which time the case will be reviewed by first hearing the instructor's justification for the grade awarded and hearing the student's challenge of the grade. The instructor may present a rebuttal testimony based on valid evidence after the student has stated his or her own position. The committee will then question both parties. The student and instructor may address questions to each other only through the chair of the committee. Both parties have the right to counsel, but the hearing will be conducted in private with only the student, faculty, and Grade Review Committee present. Both parties will be allowed to make a summary statement. After hearing both sides of the case, the committee will discuss the case in a closed session. Any decision must be based upon clear and convincing evidence. A written report of the committee's decision will be prepared and mailed or delivered within 48 hours to the student and the instructor. (Refer to Procedure Manual FC.2 and the Student Handbook)

If either party wishes to appeal the decision of the Grade Review Committee, he or she may do this in writing to the Vice President of Academic Affairs. The Vice President of Academic Affairs must receive this written request within ten (10) days from the date of the Grade Review Committee decision or the appeal denial by the dean. The Vice President of Academic Affairs has the option to call a meeting with the student. This meeting will be conducted in private with only the student and Vice President of Academic Affairs present.

If there are valid reasons to continue the investigation, the Vice President of Academic Affairs will then appoint the Administrative Staff Committee, consisting of three administrators (excluding the Vice President of Academic

Affairs, the President of Ellis County Campuses, and the District President) who will review all evidence of the Grade Review Committee meeting and any additional evidence provided by the student and the instructor. Both parties have the right to counsel, but the hearing will be conducted in private with only the student, faculty, and Administrative Staff Committee present. Both parties will be allowed to make a summary statement. Either or both parties may, in addition to the written statement, present any additional evidence orally.

The committee will research the decision and prepare a written report that will be sent to each of the people concerned. The decision of the Administrative Staff Committee will be final and binding, and a written report of the committee's decision will be prepared and mailed or delivered within 48 hours of the decision to the student and the instructor and/or dean. (Refer to Procedure Manual FC.3 and the Student Handbook)

As referenced in the Student Grievances Procedures, the role of the District President in these procedures is not to decide the case or appeal thereof, but merely to determine whether the administrative chain of command has adhered to Navarro College procedures.

No outside recording devices will be allowed. The institution will record and maintain an official recording of the initial hearing and the subsequent meeting and hearing as applicable. Committee deliberations will not be recorded. Recordings will be kept on file in the appropriate program dean or Vice President's office. Recordings will be available for one year after the date of the final hearing or meeting by request, in writing, to involved parties only from the applicable program dean or Vice President's office.

## ACADEMIC INFORMATION

### ALTERNATIVE DELIVERIES OF COURSES

In addition to traditional face-to-face classroom settings, Navarro College also offers online, hybrid, and interactive television (ITV) courses, as well as courses available through the Virtual College of Texas (VCT) Partnership.

For information, contact the Dean of Online Instruction at (903) 875-7422.

## COURSE NUMBER EXPLANATION

The Texas Common Course Numbering System (TCCNS) is a voluntary, co-operative effort among 135 Texas community colleges and universities to facilitate transfer of freshman and sophomore level general academic coursework. TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying the same TCCNS designation at the receiving institution.

Each course is designated by a four-digit number. The first digit denotes the level of the course. Course numbers beginning with the number zero typically indicate a non-credit course, courses beginning with number one (1) are freshman-level courses, while those beginning with the number two (2) are normally considered sophomore-level courses. The second digit indicates the value of the course in semester hours in all courses except vocational nursing. The third and fourth digits are used to identify the sequence or designation within a department. The purpose of this system is to assist students who are transferring between participating institutions.

## MAJOR / MINOR AREAS OF CONCENTRATION

The individual degree plans listed on the following pages outline major areas of concentration and provide the number of credits in each discipline required to obtain a degree from Navarro College.

## COLLEGE SUCCESS SKILLS

Required of all students for graduation and recommended in the first semester, the College Success Skills course is designed to help prepare students for integration into and success in college. The course will focus on a better understanding of self, goals, motivations, relationships; the knowledge, skills, and abilities of a successful college student; and increasing familiarity with Navarro College.

The course also includes opportunities to appraise abilities, interests, personality traits, and develop plans for career development. Completion of the course is required for graduation from Navarro College for students seeking an associate degree.

### **CSS 1100 College Success Skills**

1 lec (1 Nedcor.) A one-hour course required of all students as entering freshmen. Must be completed within the first 30 hours. Designed to help prepare students for integration into and success in college.

Topics include improving study skills, time management, financial literacy, and informed educational and personal decision-making. Opportunities to discover and apply learning styles and develop plans for academic success. Students will explore their understanding of self, goals, motivations, relationships, and how those aspects of life interact. Completion of the course is required for graduation from Navarro College for students seeking the AA, AS, AAT, or AAS degrees.

## **VETERAN'S BENEFITS**

Veteran's benefits may be used at Navarro College. The College's Office of Veterans' Affairs should be consulted to obtain accurate, complete, and current information concerning VA educational benefits. In view of the fact that veteran's benefits are legislatively controlled, it is necessary to alter requirements for continued receipt of veteran's benefits as the laws and guidelines change. Consequently, the veteran's benefit recipient is advised that the standard of progress expressed previously in this catalog may not be the only standard of progress requirement he or she must meet. The recipient must consult with the Office of Veterans' Affairs on campus about specific up-to-date requirements. Veterans with military service, selected reservists and dependents of veterans may be eligible for federal payments and benefits while attending Navarro College. The Veterans Affairs School Certifying Official is assigned to help assure the proper handling of veterans' educational benefits applications.

\*EDUCATIONAL OBJECTIVES: \*The Veterans' Administration requires each student drawing educational benefits be enrolled for courses that lead to his/her

approved educational objective (degree or certificate). VA students may not draw benefits for courses for which they have already received credit, for courses that are in excess of degree requirements or for courses that do not apply to a planned degree. A college counselor is available to help prospective students determine that the courses they wish to take qualify for VA educational benefits.

### ***FIRST-TIME APPLICANTS:***

1. Chapter 30 – MGIB/AD (Served Active Duty):
  - Copy of DD Form 214, Certificate of Eligibility Letter from the VA.
  - VA Form 22-1990 Application for Education Benefits
  - Official Military Transcripts: Transcript request can be made at Army, Navy, Marine Corps, Coast Guard and Air Force
  - Student must request certification after registering for classes at MyNC.
  - Student must call 1-877-823-2378 to verify his/her enrollment on the last day of each month
2. Chapter 31 – Vocational Rehabilitation and Employment (Disabled Veterans)
  - Copy of DD Form 214, Certificate of Eligibility Letter from the VA.
  - Contact the Department of Veterans Affairs at 1-888-442-4551 and ask to speak with Vocational Rehabilitation to apply for the benefit
  - Official Military Transcripts: Transcript request can be made at Army, Navy, Marine Corps, Coast Guard and Air Force
  - Submit form 28-1905 from your Vocational Rehabilitation Counselor
3. Chapter 33 – Post 9/11 (Served Active Duty)
  - Copy of DD Form 214, Certificate of Eligibility Letter from the VA.
  - VA Form 22-1990 Application for Education Benefits
  - Official Military Transcripts: Transcript request can be made at Army, Navy, Marine Corps, Coast Guard and Air Force

- Payments are based upon percentage of time served after 9/11/2001, (VA determines percentage, not the VA Certifying Official).
  - VA will send the percentage rate once the eligibility of the student is determined.
  - Student must request certification after registering for classes at MyNC.
  - Student DOES NOT verify his/her enrollment on the last day of each month.
4. Chapter 33 – Post 9/11(Transfer benefits to Dependents)
- DOD approves student’s transfer and sends letter of approval to the student. For Transferability (<http://milconnect.dcmc.mil>)
  - VA Form 22-1990 Application for Education Benefits
  - Student must request certification after registering for classes at MyNC.
  - Student DOES NOT verify his/her enrollment on the last day of each month.
5. Chapter 1606 – MGIB/SR (Selective Reservist and Guardsmen)
- Copy of DD Form 214 or
  - Copy of DD Form 2384, Notice of Eligibility (NOBE) – Contact reserve officer for form.
  - VA Form 22-1990 Application for Education Benefits
  - Official Military Transcripts: Transcript request can be made at Army, Navy, Marine Corps, Coast Guard and Air Force
  - Student must request certification after registering for classes at MyNC.
  - Student must call 1-877-823-2378 to verify his/her enrollment on the last day of each month.
  - Copy of Certificate of Eligibility Letter from the VA.
6. Chapter 35 – DEA (Spouse/Children/Survivors)
- Student does not verify his/her enrollment on the last day of each month.
  - VA form 22-5490 – Application for Survivor’s and Dependents’ Educational Assistance.
- All Official Student Transcripts.
  - Student must request certification after registering for classes at MyNC.
  - Copy of Certificate of Eligibility Letter from the VA.
7. Hazelwood Act – Contact the Navarro College Office of Financial Aid
- Veteran must have entered active duty service in Texas or have Texas listed as his/her home of record on DD form 214.
  - Veteran must have served at least 181 days of active duty not including training time.
  - Veterans can transfer his/her unused hours to a child under the Hazlewood Legacy Act.
  - All students wishing to use the Hazlewood exemption must submit a completed application with all required supporting documentation prior to the last date of the semester in which they wish to begin the exemption. Incomplete applications will not be accepted. There are four semesters within an academic year in which a student can apply for the exemption: Fall, Spring, First Summer, and Second Summer. You will be required to renew your exemption once per academic year.
- \*TRANSFER STUDENTS:** Transfer students must complete form VA form 22-1995 to transfer benefits from your previous college.
- \*IMPORTANT NOTICE\*:** All Veterans should thoroughly review admissions standards and testing requirements before submitting an application.
- Veterans should consult the school Veterans’ Affairs Certifying Official for information and assistance in applying or benefits. \*Note: \*Allow four to eight weeks for VA application or any paperwork to be processed by the Veterans’ Administration Regional Office in Muskogee, Oklahoma.
- ADVANCE PAY:** All VA students must pay their tuition and fees up front. \*Advance pay is available for eligible students upon request. Students must request advance pay between 120 and 30 days prior to the beginning of class. This will allow time for the funds to be distributed to the

student. Navarro College does not determine eligibility of students. \*All financial responsibility rests upon the student and not Navarro College.\*

**CAUTION:** \*VA students may be required to pay their tuition and fees. It is the responsibility of the student receiving benefits to notify the Veterans' Affairs Certifying Official immediately if there are any changes in his/her enrollment.

If a student changes his/her curriculum or transfers to another college, the veteran should notify the VA certifying official immediately.

**IMPORTANT NOTICE:** \*In order to remain eligible for benefits, students utilizing veterans benefits must meet school standards of conduct, academic (satisfactory) progress, and class attendance. Students should, therefore, report to the Office of Admissions & Records to withdraw if they do not plan to pursue their courses or to attend regularly. If a student drops out of college without permission or is placed on scholastic probation, he or she may become ineligible for further veterans benefits. It is the student's responsibility to notify the Veterans' Affairs Certifying Official when he/she registers for courses and if there are any changes in enrollment status since the time the student's enrollment was certified to the VA. At present, VA students with educational benefits receive a monthly check varying in amount depending upon the education benefit program and class load. Please contact the Veterans' Affairs Certifying Official for additional information and/or visit the Department of Veteran's Affairs Web site at <http://www.gibill.va.gov/>.

## DEVELOPMENTAL STUDIES

The developmental studies program at Navarro College provides basic skills development in the areas of reading, writing, mathematics, and study skills for students who are under-prepared for college-level studies. Students whose scores fall below the minimum standards on the TSI placement test are required to enroll and participate in developmental classes or a non-course-based activity until competency is achieved. Failure to attend or participate in developmental studies classes will result in the student being dropped from the class. Navarro College has a six absence drop policy in all developmental courses. Students who exceed this six absence limit will be dropped from the

course and forced to re-enroll in the class in subsequent semesters. Students in developmental studies are limited to 16 hours each semester, excluding ORIN and activity KINE courses. Students may enroll in certain courses within their major area of study while simultaneously enrolled in developmental classes. However, a student in basic skills courses will need to reduce the course load in his/her major area or college-level classes since basic skills courses have a large amount of lab time. Students should be aware that their grade-point average on WebAdvisor does not include their developmental class grades. Grades from developmental classes could determine whether a student is placed on academic probation, suspension, or is in good academic standing at the college. Students are expected to achieve mastery of basic skills concepts in a maximum of three semesters of developmental work. Students must meet exit criteria objectives prior to receiving an associate's degree from Navarro College. Basic skills courses cannot be used in meeting graduation requirements for any degree or certificate. (See Developmental Education Plan 26 under the Student Success Initiative section)

**Navarro College offers Developmental Studies Courses for the students whose academic skills in Reading, Writing, and/or Math have been identified as insufficient for college-level work. Students identified in need of these courses will find it necessary to complete these courses in order to achieve success in college-level work. DEVELOPMENTAL STUDIES COURSES CANNOT BE USED IN MEETING GRADUATION REQUIREMENTS FOR ANY DEGREE OR CERTIFICATE.**

## EVENING AND WEEKEND CLASSES

Evening and weekend classes are offered for the convenience of students who cannot enroll in day classes. Most courses required to complete an associate degree or certificate are offered during the evening or weekend.

## WEEKEND COLLEGE

Navarro College realizes that some students may not be able to attend college during the week due to job or family commitments. In an effort to meet the educational needs of our service area population, the college will offer weekend

courses when and where student interests are adequate to justify the program expenses. Where possible, course offerings will be organized such that a student could complete the associate's degree in a two-year time period. In order to offer a weekend college program, the use of some hybrid or blended courses that involve online assignments will be required. In order to take a hybrid course, the student will be required to have a computer and internet access, as well as good understanding of the internet and e-mail procedures.

## NAVARRO COLLEGE HONORS PROGRAM

The mission of the Navarro College Honors Program is to cultivate a diverse community of learners dedicated to the pursuit of knowledge and intellectual development, and who actively seek academic excellence through a more rigorous curriculum of study.

The focus of the Navarro College Honors Program is student success and improved completion and transfer rates. Navarro College takes great pride in developing innovative methods that will inspire creativity, critical thinking skills, and self-confidence in our students, and in developing globally responsible citizens and leaders. Each Navarro College Honors student will possess the skills needed to promote autonomous, lifelong learning.

Students who are TSI complete and have a minimum 2.5 GPA are eligible to enroll in an honors course. Each student must meet with the Executive Dean of Academic Studies or a Navarro Honors faculty advisor to be enrolled in Honors sections. A \$50 course fee is applied to each Honors Section. This course fee is applied to Honors Program functions, fees for memberships in Honor Councils, and professional development.

Students in the Navarro College Honors Program must:

- Sign an Honors Course Contract for each Honors (HNR) section enrolled
- Take at least 15 credit hours per semester, including a minimum of 3 credit hours in Honors sections.
- Successfully complete Honors sections with a grade of A or B in order to receive honors credit. A grade of C or D may be earned for credit in the course but will

not be recorded as HNR credit on the student's transcript.

To be eligible to graduate from the Navarro Honors Program, a student must maintain a 3.25 GPA, complete 12 credit hours of Honors courses, and submit an application to the Registrar for Navarro College Honors distinction.

## PRESIDENT'S LIST

The purpose of the President's List is to honor students who achieve academic perfection by making the highest grade-point average possible, 4.0, while enrolled in at least 15 semester hours per regular semester of college-level, degree credit classes. The list is compiled each semester and recognition of this honor will be indicated on the student's transcript.

## DEAN'S LIST

The purpose of the Dean's List is to honor students for academic achievement. To be eligible for the Dean's List, a student must achieve a grade-point average of at least 3.5 while enrolled in at least 15 semester hours of college-level classes. Acknowledgment of this honor will appear on the student's transcript.

## GRADUATION WITH HONORS

### *GRADUATION WITH HONORS*

The purpose of graduation with honors is to identify students receiving associate degrees who have compiled a superior academic record. The three different levels that distinguish academic excellence are as follows:

Summa Cum Laude – 4.0 GPA

Magna Cum Laude – 3.5 GPA

Cum Laude – 3.25 GPA

To graduate summa cum laude, students must achieve a 4.0 grade-point average on all work attempted at Navarro College and other post-secondary institutions attended and have no grade lower than "A." Summa cum laude will be denoted on the transcript of students achieving this designation.

To graduate magna cum laude, students must achieve a 3.5 grade-point average on all work attempted at Navarro

College and other post-secondary institutions attended and have no grade lower than “C.” Magna cum laude will be denoted on the transcript of students achieving this designation.

To graduate cum laude, students must achieve a 3.25 grade-point average on all work attempted at Navarro College and other post-secondary institutions attended and have no grade lower than “C.” Cum laude will be denoted on the transcript of students achieving this designation.

Only students fulfilling all requirements for graduation prior to the ceremonies are eligible to graduate summa cum laude, magna cum laude, or cum laude.

In the event a student has repeated a course with a lower grade at Navarro College, only the higher grade will be considered for calculation as part of the grade-point average and used for consideration of summa cum laude, magna cum laude, and cum laude recognition.

A student may elect to claim academic fresh start and not use older grades as part of their official grade point average, as prescribed by state statute. In this case, only grades that remain a portion of their official grade point average will be considered in the calculation of the grade point average.

## GRADUATION INFORMATION

A formal graduation exercise is held annually at the end of the spring semester at Navarro College. The exercise in May is held for students who are completing degree requirements during that spring semester, who have completed requirements during the preceding summer or fall semesters, or who will complete the final 6 semester credit hours or less required for graduation during the next summer term. To participate in the graduation exercise, the student must submit an application for graduation to the Office of Admissions and Records no later than the date published in the calendar. Students may graduate under the catalog and programs in effect at the time of their initial enrollment as long as they have had continuous enrollment. Missing one regular semester constitutes a break in enrollment and students will be required to adhere to the catalog and programs in effect at the time of their re-enrollment (see RETURNING STUDENTS). Students also have the choice of graduating under the catalog and

programs in effect at the time of graduation. Students must choose one or the other and may not combine rules or programs from two or more catalogs.

## GRADUATE GUARANTEE

Under certain conditions, Navarro College guarantees that its associate degrees transfer to other colleges and universities and that occupational degrees and/or certificates help prepare students for employment in business, industry, and service occupations. A complete description of the guidelines related to the guarantee is on file in the Office of Academic Affairs.

## DIVISION OF CONTINUING EDUCATION

The Navarro College Division of Continuing Education is designed to fill a need in the community for lifelong learning and career training. Continuing education courses are open to interested individuals 18 years of age or older regardless of educational background. Classes are available on a flexible schedule and are not necessarily tied to standard semester dates. Continuing education classes address professional updating, personal enrichment, recreation, or special certifications. Registration for these classes is ongoing and may continue from the time a class is announced right up to the day the class begins. Enrollment may be limited; therefore, pre-registration is required. Attendance is required for the award of credit – CR. A student who attends less than 75% of the course will receive no credit – NC, on their transcript. Tuition for continuing education classes is published online. Charges vary depending on the course, content, length and administrative costs. The Division of Continuing Education works closely with state licensing agencies, such as the Texas Department of State Health, the Texas Commission on Law Enforcement, the Texas Department of Aging and Disability Services, the Texas Department of Insurance, among others, to help ensure that students who enroll in certification classes receive up-to-date training. Upon successful completion of a continuing education course, students receive continuing education units (C.E.U.s). For every 10 hours of classroom time, the student earns one C.E.U. These C.E.U.s are transcribed and available to the student upon request. The college meets the requirements of the Southern Association of

Colleges and Schools Commission on Colleges, as well as the Texas Higher Education Coordinating Board in awarding C.E.U.s. Contract courses are available to business and industry through customized training, as well as the regular continuing education courses. Navarro College can provide complete or supplemental training onsite to help enhance employee skills. For a listing of available continuing education courses, contact the Division of Continuing Education at Navarro College.

## ADULT EDUCATION AND LITERACY

The Adult Education and Literacy Program offers High School Equivalency (HSE) and English as a Second Language (ESL) classes free of charge in Navarro, Ellis, Kaufman, Hunt and Rockwall counties for students who have not graduated high school or test in the non-college ready range on an approved testing metric. Adult Education and Literacy (AEL) is a program that provides instruction for adults whose ability to compute, speak, read, or write the English language substantially impairs their ability to find or retain employment commensurate with their real ability. Students must qualify for the Adult Education Program through a state approved test. The instruction in Adult Education and Literacy program is designed to help adults by: increasing their independence, increasing their opportunities for more productive and profitable employment, and making them better able to meet adult responsibilities. The HSE (High School Equivalency) preparation classes help provide a means for determining the education level of adults who did not complete a formal high school education. A certificate of high school equivalency may be issued to adults who successfully complete a HSE examination, verifying that the holder has demonstrated a level of educational competence equivalent to that of a high school graduate. The certificate may be used to meet job requirements and for admittance to college. ESL (English as a Second Language) classes are designed to provide English instruction, in a comfortable and informal setting, to those who are not fluent in reading, writing or speaking the English language. Additional program classes include College and Career Transition classes and Citizenship classes. The College and Career Transition class guides students in completing resumes, job applications, college

admittance forms and the FAFSA. Citizenship classes assist the student in preparing for the 100 question test and completion of the N-400 Form to apply for citizenship.

## ENGLISH LANGUAGE INSTITUTE (ELI)

The Navarro College English Language Institute provides English language instruction of the highest quality, in which students, citizens, and corporate partners can learn to their full potential, develop a deeper mastery of the English language, and a deeper understanding of United States culture and customs. Courses help students prepare for undergraduate or graduate studies at an American university, help business professionals learn English for career enhancement, and help general language learners improve their language skills and prepare for the United States Citizenship Exam.

To achieve English language proficiency, Navarro College offers **beginner, intermediate, and advanced level** courses in Academic Writing and Grammar, Oral Communication (listening and speaking), and American Language and Culture. Our Intensive English Language Programs quickly teach students from beginning to advanced levels structured skill-building and high-interest conversation for rigorous academic preparation and career enrichment.

The Navarro College English Language Institute (ELI) offers courses to both domestic and international students age 18 years of age and older throughout the year. Proficiency testing at the beginning of the program will determine students' class placement. Anyone interested in applying to the English Language Institute should contact office of International Programs at 903-875-7370.

## COLLEGE CREDIT POLICY

### OVERVIEW

Navarro College awards semester hour credit and posts it on the student's permanent record (transcript), maintained in the college Office of Admissions and Records, for all credit hour courses successfully completed at Navarro College. Navarro accepts semester hour credit in transfer from postsecondary institutions in lieu of a specific course at Navarro only if evidence indicates the course is

equivalent. The Office of Admissions and Records should be consulted regarding transferability of courses. When questions arise with regard to course equivalency, the decision as to whether equivalency exists rests with the appropriate executive dean. Students who have completed courses through military or industrial training, or who feel they should be entitled to college credit based on other non-traditional learning experiences, may be awarded up to thirty (30) semester hours credit based on the following procedures:

- Credit by Examination (p.65)
- Evaluated Credit (p.66)
- ACT / SAT / AP / IB Credit (p.66)

All questions regarding Navarro College courses, the transfer of courses from a regionally accredited institution, the credit by examination procedure, and the evaluated credit procedures should be addressed the Office of Student Services or to the Office of Admissions & Records.

## CREDIT BY EXAMINATION

When a student feels he or she possesses knowledge equivalent to that required for the successful completion of a certain course offered by Navarro College, the student may receive credit for the course by satisfactorily completing the appropriate examination and payment of the appropriate fee. Examinations are open to all students who have been accepted for enrollment at the college. Students who achieve a satisfactory score on the examination will have the course and earned credit recorded on their transcript after completion of twelve (12) semester hours in residence at Navarro with a grade-point-average of 2.0 or better. Credit earned through this program is awarded on a pass/fail basis only. Students are not permitted to receive credit by examination for courses in which they have previously earned a passing grade or previously attempted to obtain credit by departmental exam. Two types of examinations are available. The College Level Examination Program (CLEP) is a national program that offers students an opportunity to obtain credit in certain courses. Intensive reading, on-the-job experience or continuing education courses may have prepared the student to earn college credit in this manner. For courses not covered by CLEP, departmental examinations may be

available for college credit. Students desiring to challenge a course by a departmental examination must request permission to test from the appropriate dean. If the course is approved for challenge by departmental examination, the dean will:

1. Direct the student to the Office of Admissions and Records to complete a Request to Challenge Course form.
2. Notify the testing center and arrange a date for the test to be administered.

The student will:

1. Complete the Request to Challenge Course form
2. Take the completed form to the Business Office to pay the testing fee,
3. Take the completed form and paid receipt to the testing center at the scheduled test time arranged by the dean.

The dean will forward test results to the Office of Admissions and Records for student notification and posting to the Navarro College transcript. A listing of courses that may be challenged by CLEP or departmental exams, together with forms to request a challenge, are available in the Testing Center.

## ARTICULATED CREDIT

Articulated credit may be available for some workforce education courses that students completed while in high school. Through localized articulation agreements, a written, formal document that specifies the process by which a high school student may earn college credit through successful completion of certain high school courses where students achieve learning outcomes, skills and abilities comparable to those covered in a college course. The process allows high school students to move smoothly into postsecondary education without experiencing delay or duplication of courses. Generally, the college credit is not awarded until the student is enrolled at the college issuing the articulation agreement and until the student has satisfactorily completed a designated number of credit hours or terms.

Award of articulated college credit will occur after the student meets the following criteria:

1. Makes application and enrolls at Navarro College

2. Provide high school transcript and proves attended service area school.
3. Successfully completes 12 college hours with a “C” or better grade point average.
4. Request of credit must be within 12 months after high school graduation.

Evaluation of the articulated credit procedures should be addressed to the Office of Admissions & Records.

## EVALUATED CREDIT

A student may receive credit for formal military training or coursework sponsored by civilian organizations. Navarro will award credit for associate degree-level work as recommended in the American Council on Education’s books, *Guide to Evaluation of Educational Experiences in the Armed Services* and the *National Guide to Educational Credit for Training Programs*. The *Joint Services Transcript (JST)* is also evaluated for credit. The College also grants credit for coursework completed through The *Defense Activity for Non-Traditional Education Support (DANTES)* program. Since the recommendations made in these books are general in nature, such credit may be counted as electives or to meet general education requirements, but cannot be used in lieu of specific course requirements unless equivalency can be established. The decision regarding equivalency rests with the appropriate executive dean. Students who are awarded credits on this basis will have the subject area and credit earned recorded on their permanent record card after they have completed twelve (12) semester hours in residence at Navarro with a grade-point-average of 2.0 (“C”) or better. Students are not permitted to receive evaluated credit by this procedure and credit by examination for the same work.

## ACT | SAT | AP | IB CREDIT

Students may receive credit for selected courses by achieving designated scores on the ACT/SAT/AP assessments. A list of courses for which credit is awarded based on these assessments is available from the Executive Dean of Academics. Students desiring course credit from ACT/SAT/AP scores should submit the appropriate scores to the Office of Admissions & Records and request these scores be evaluated. The Office of Admissions & Records will post the awarded credit to the student’s Navarro

College transcript and notify the student. Students who are awarded credits on this basis will have the subject area and credit earned recorded on their permanent record card after they have completed twelve (12) semester hours in residence at Navarro with a grade-point-average of 2.0 (“C”) or better. All questions regarding Navarro College courses, the transfer of courses from a regionally accredited institution, the credit by examination procedure, and the evaluated credit procedures should be addressed to the Office of Student Services or to the Office of Admissions & Records.

The International Baccalaureate Diploma Program is an accelerated and rigorous high school curriculum taught by selected, certified teachers and patterned after the European and international secondary programs. Navarro College welcomes applicants from the International Diploma Program in which students may earn advanced placement credit for scores made on the Standard Level and Higher Level exams. Credit will be awarded for individual exam scores whether or not the certificate or diploma is earned. The amount of credit will be awarded as transfer credit and will depend upon the exam score and the level of the course.

## TRANSFER OF CREDITS

Navarro College has the highest accreditation possible for any college or university. With this recognition, Navarro College credits are regarded as equivalent to courses with similar descriptions at other colleges and universities. Transfer problems usually occur when students elect to deviate from their approved degree plan. Examples of transfer difficulties include those encountered by students who change majors or change from workforce education to transfer programs. Workforce education programs include certificates of completion and associate of applied science degrees, which are meant for students intending to enter the workforce rather than transfer to a four-year college or university. Counselors have thorough information on credit transfer. Students should work with a counselor to select a degree plan consistent with the student’s educational goals. Changes in plans should be discussed with the counselor to help avoid potential problems. Students can gain additional information from the web site of the intended college and from the Texas Common Course Numbering System online matrix ([www.tccns.org](http://www.tccns.org)).

## TRANSCRIPT OF CREDITS

Official copies of student transcripts are free up to ten lifetime copies. Transcripts are \$3 each after the initial ten copies. Students may request transcripts electronically, via fax, or in person from the Office of Admissions and Records at any Navarro College campus. Request can be submitted electronically by going to <http://www.navarrocollege.edu/apply/current-students/transcript/>.

Printable forms are available to download from the Office of Admissions and Records page of the Navarro College web site <http://www.navarrocollege.edu/apply/current-student/transcript/>

If you are required to make a payment (beyond ten lifetime copies), payments can be made online at: <http://commerce.cashnet.com/navarroem?Itemcode=TSCP>

All requests will require the following information:

1. Student's name while attending Navarro College
2. Social Security Number or Navarro College Student ID Number
3. Dates of attendance
4. Indication of whether the student needs an official or unofficial transcript
5. Destination to where the transcripts are to be sent
6. Contact telephone number and an email address for the student
7. A copy of the student's driver's license or state issued ID
8. The student's signature (Federal Privacy Laws (FERPA) prohibits the release of transcripts without the written consent of the student.

## DEGREE REQUIREMENTS

### INDIVIDUALIZED DEGREE PLANS

#### *INDIVIDUALIZED DEGREE PLANS*

The degree requirements outlined in this publication are intended to provide general information for students who

are seeking a college degree. Navarro College emphasizes the importance of individualized attention so that each student may realize his or her academic goals with a minimum of problems or delay. It is essential that students work closely with their academic advisors to establish a plan of educational objectives. The Associate in Arts, Associate of Arts in Teaching and Associate in Science degree plans in this catalog are for the use of students who intend to transfer to a senior institution. Students should select courses from these plans based upon the requirements of the senior institution to which they plan to transfer. Students must complete the 42- hour general education core and an additional 18 hours of academic work to receive the A.A., A.A.T., or A.S. degrees. Substitutions for any course in an A.A., A.A.T., or A.S. degree may be made only with the approval of the Executive Dean of Academics. Students seeking the Associate in Applied Science Degree or certificate must complete the courses outlined in the degree plan section of this publication. Substitution for any course in the A.A.S. degree or certificate requires prior approval of the Executive Dean of Business, Professional, & Technical Education. Students desiring to transfer coursework to Navarro College to be applied toward a degree or certificate must have their transcripts evaluated by the Registrar's Office. Students are then notified in writing by the Registrar's Office concerning the status of the transfer credit. Quantitative and qualitative limitations determining the acceptability of transfer work are available from the Counseling Center or Registrar's Office.

## GENERAL REQUIREMENTS FOR ASSOCIATE DEGREES

Navarro College awards the following degrees: Associate in Arts, Associate in Science, Associates of Arts in Teaching, and Associate in Applied Science. In addition to the coursework of the individual's degree plan, the requirements below must be met. Exception to the individual's degree plan or any of the requirements below can only be made upon the written recommendation of the appropriate executive dean approved by the Vice President for Academic Affairs.

1. Completion of all admission requirements.

2. Completion of at least 25 percent of the hours required for the degree from Navarro College.
3. Achievement of a minimum cumulative grade-point average of 2.0 on all work required for the degree.
4. Satisfactory completion of all financial obligations.
5. Satisfactory completion of the core curriculum for each degree as listed in this catalog.
6. Demonstration of college readiness in Math, Reading, and writing through a state approved method.
7. Satisfaction of exit criteria from required developmental studies course(s).
8. Completion of the College Application for Graduation.

## REQUIREMENTS FOR CERTIFICATES

1. Completion of all admission requirements.
2. Completion of at least 25 percent of the hours required for the certificate in residency at Navarro College.
3. Achievement of a minimum cumulative grade-point average of 2.0 on all work required for the certificate.
4. Settlement of all financial obligations.
5. Satisfactory completion of exit criteria from required developmental studies course(s).
6. Completion of the College Application for Graduation.

## ASSOCIATE IN ARTS – GENERAL STUDIES DEGREE

Students intending to work toward a Bachelor of Arts degree should take the following curriculum that includes the core curriculum leading to the Associate in Arts degree, as follows:

<b>Subjects</b>	<b>Semester Hours</b>
English	6
Government	6
American History	6
Computer Science	3
Speech	3
Creative Arts	3
Mathematics	3

Life / Physical Science	8
Social Behavioral Science (Psychology, Sociology, Anthropology, or Economics)	3
Foreign Language	4-8
Language / Philosophy / Culture	3
Courses from major area / electives	7 - 12
<b>GRAND TOTAL</b>	<b>60</b>

## ASSOCIATE OF ARTS – TEACHING DEGREE

Leading to Initial Texas teacher certification

### EC-6, 4-8, EC-12

<b>Subjects</b>	<b>Semester Hours</b>
Core Curriculum	42
Science labs / Computer Science lab	3
MATH 1350 & MATH 1351 or equivalent	6
Science	3
EDUC 1301 & EDUC 2301	6
<b>Degree Requirements Total</b>	<b>60</b>

### 8-12

<b>Subjects</b>	<b>Semester Hours</b>
Core Curriculum	42
Science labs / Computer Science lab	3
EDUC 1301 and EDUC 2301	6
Content area teaching fields / academic disciplines	9
<b>Degree Requirements Total</b>	<b>60</b>

## ASSOCIATE IN SCIENCE – GENERAL STUDIES DEGREE

Students intending to work toward a Bachelor of Science or a Bachelor of Business Administration Degree should take the curriculum that includes the core curriculum leading to the Associate in Science Degree, as follows:

<b>Subjects</b>	<b>Semester Hours</b>
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English	6
Government	6
American History	6
Mathematics	6
Computer Science	3
Life / Physical Sciences	8
Creative Arts	3
Speech	3
Language / Philosophy / Culture	3
Social / Behavioral Science (Psychology, Sociology, Anthropology, or Economics)	3
Courses from major area / electives as listed on the degree plan	13
<b>GRAND TOTAL</b>	<b>60</b>

## ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science Degree is designed to help prepare students for employment in business, industry or health professions. Each A.A.S. program has been approved by the Texas Higher Education Coordinating Board and students must complete all courses specified in the degree plan. The general education requirements shown below are included as an integral part of each A.A.S. program. Degree plans are required for students working toward an A.A.S. degree; students should seek assistance from a career and technology education Advisor or program faculty member prior to registration.

Students intending to work toward a Bachelor of Applied Science degree should take the following curriculum that includes the core curriculum leading to the Associate in Applied Science Degree, as follows:

<b>Subjects</b>	<b>Semester Hours</b>
Approved Language, Philosophy and Culture or Creative Arts	3
Speech or Computer Science	3
Approved Math	3
Approved Social or Behavioral Science*	3

ENGL 1301	3
Total General Education Requirements	15
Courses from specific A.A.S. programs*	45
<b>GRAND TOTAL</b>	<b>60</b>

\*Select one course from the following disciplines: History, Government, Psychology, Anthropology, or Economics.

\*\*Up to eight hours of electives from the College course inventory may be substituted with approval from the Executive Dean.

Health Professions Occupations may have specific requirements.

## CERTIFICATE OF COMPLETION

Certificates of Completion will be conferred on those completing the designated courses and general requirements.

## SECOND DEGREE

A student wishing to graduate with multiple degrees may do so under the following conditions:

- Each degree must be unique; a student may not receive the same degree or certificate twice from Navarro College.
- A student can graduate with up to four types of degrees as follows:
  - Associate of Arts (AA),
  - Associate of Science (AS),
  - Associate of Applied Science (AAS)—multiple AAS degrees allowed as long as each degree is of a distinct and separate major, and
  - Associate of Arts in Teaching (AAT).
- Each degree must consist of twelve additional hours beyond the first degree plan completed in residence at Navarro College with a GPA of 2.0 or better. These hours may be taken concurrently allowing the simultaneous conferring of both degrees.
- Freshmen orientation and physical activity coursework cannot be used to satisfy the twelve additional hour requirement.

- A student may only participate (walk across the stage) once per commencement ceremony.

## CORE OBJECTIVES

Navarro College complies with the Texas Higher Education Coordinator Board mandates that address content, component areas, and the objectives of the core curriculum. Part of this compliance consists of the ongoing assessment of core objectives. The core objectives addressed within the Navarro College core curriculum include critical thinking, communication, empirical and qualitative skills, teamwork, personal responsibility, and social responsibility. The core objectives are assessed annually and the results are reviewed by the core curriculum committee.

### CORE CURRICULUM REQUIREMENTS FOR A.A., A.S. AND A.A.T. DEGREES

#### COMMUNICATION (6 HOURS)

ENGL 1301 Composition I 3

#### ONE OF THE FOLLOWING:

ENGL 1302 Composition II 3

ENGL 2311 Technical And Business Writing 3

#### MATHEMATICS (3 HOURS)

MATH 1314 College Algebra 3

MATH 1316 Plane Trigonometry 3

MATH 1324 Mathematics for Business and Social Sciences 3

MATH 1332 Contemporary Mathematics (Quantitative Reasoning) 3

MATH 1342 Elementary Statistical Methods 3

MATH 2412 Pre-Calculus Math 4

MATH 2413 Calculus I 4

#### LIFE AND PHYSICAL SCIENCES (6 HOURS)

Two of the following:

BIOL 1406 Biology for Science Majors I 4

BIOL 1407 Biology for Science Majors II 4

BIOL 1408 Biology for Non-Science Majors I 4

BIOL 1409 Biology for Non-Science Majors II 4

BIOL 2401 Anatomy & Physiology I 4

BIOL 2402 Anatomy & Physiology II 4

BIOL 2404 Anatomy & Physiology 4

BIOL 2406 Environmental Biology 4

BIOL 2420 Microbiology for Non-Science Majors 4

CHEM 1405 Introductory Chemistry I 4

CHEM 1407 Introductory Chemistry II 4

CHEM 1411 General Chemistry I 4

CHEM 1412 General Chemistry II 4

ENVR 1401 Environmental Science I 4

ENVR 1402 Environmental Science II 4

GEOL 1401 Earth Science of Non-Science Majors I 4

GEOL 1402 Earth Science of Non-Science Majors II 4

GEOL 1403 Physical Geology 4

GEOL 1405 Environmental Science 4

PHYS 1403 Stars & Galaxies 4

PHYS 1404 The Solar System 4

PHYS 1415 Physical Science I 4

PHYS 1417 Physical Science II 4

PHYS 2425 University Physics I 4

PHYS 2426 University Physics II 4

\*Science Labs are degree requirements and are not included in the Core

#### LANGUAGE, PHILOSOPHY AND CULTURE (3 HOURS)

One of the following:

ENGL 2322 British Literature I 3

ENGL 2323 British Literature II 3

ENGL 2327 American Literature I 3

ENGL 2328 American Literature II 3

ENGL 2332 World Literature I 3

ENGL 2333 World Literature II 3

ENGL 2341 Forms of Literature 3

HUMA 1301 Introduction to the Humanities 3

HIST 2311	Western Civilization I	3
HIST 2312	Western Civilization II	3
PHIL 1301	Introduction to Philosophy	3
PHIL 1304	Introduction to World Religions	3
PHIL 2306	Introduction to Ethics	3

**CREATIVE ARTS (3 HOURS)**

One of the following:

ARTS 1301	Art Appreciation	3
ARTS 1303	Art History I (prehistoric to the 14th Century)	3
DRAM 1310	Introduction To Theatre	3
DRAM 2366	Introduction to Cinema	3
MUSI 1306	Music Appreciation	3
MUSI 1310	American Music	3

**AMERICAN HISTORY (6 HOURS)**

Two of the following:

HIST 1301	United States History I	3
HIST 1302	United States History II	3
HIST 2301	Texas History	3

**GOVT/POLITICAL SCIENCE (6 HOURS)**

GOVT 2305	Federal Government	3
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AND

GOVT 2306	Texas Government	3
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**SOCIAL / BEHAVIORAL SCIENCE (3 HOURS)**

One from the following:

ANTH 2346	General Anthropology	3
ECON 2301	Principles - Economics Macro	3
ECON 2302	Principles Economics Micro	3
PSYC 2301	General Psychology	3
PSYC 2315	Psychology Of Adjustment	3
PSYC 2319	Social Psychology	3
SOCI 1301	Introduction to Sociology	3
SOCI 2301	Marriage & The Family	3

**COMPONENT AREA OPTION (6 HOURS)**

COSC 1301	Introduction to Computing	3
AND		
SPCH 1311	Introduction to Speech Communication	3
SPCH 1315	Public Speaking	3
OR		
SPCH 1321	Business & Professional Communication	3

Subtotal: 42

# DEGREE AND CERTIFICATE PROGRAMS

## ACCOUNTING

### *THE OCCUPATIONS*

Accounting Clerk  
 Bookkeeper  
 Accounting Assistant  
 Audit Clerk  
 Payroll Clerk  
 Accounts Receivable Clerk  
 Accounting Payable Clerk  
 Accounting Supervisor/Office Manager  
 Financial Clerk

### *ABOUT THE OCCUPATIONS*

An accounting degree is one of the most sought-after credentials today. In the corporate world, accounting is more than just processing numbers. Members of an accounting department are often expected to organize, analyze and interpret financial data for managers and executives, as well as participate in strategic planning and decision-making. The demand for accounting personnel thrives in both strong and weak economies. During an economic downturn, companies may cut costs by reducing investments in management or marketing, but they still need to monitor cash flow and identify organizational inefficiencies. Accounting personnel generally work in three areas: public accounting, business (profit or non-profit), and governmental entities. Employees in the accounting field may specialize in specific information areas such as Accounts Receivable, Accounts Payable, Payroll, Billing, Costing or Budgeting. Those who assist Certified Public Accountants may also work with clients to acquire, record and prepare financial and/or tax information.

According to the United States Bureau of Labor (December 2015), the area of accounting is one of the occupations projected to experience significant growth, with a 3-11 percent growth rate expected through the year 2024. Due to the significant size of this occupational area,

it is expected there will be many job opportunities available, including temporary, part-time and freelance work. Accounting is an excellent profession for those directly out of high school as well as those who are looking for new career opportunities or supplemental income. Graduates may find entry-level opportunities in small business, large corporations, professional associations, governmental agencies, and non-profit organizations. Some may also find entrepreneurial opportunities. With all of this in mind, consider the value an accounting certificate or degree from Navarro College would have for you.

An accounting certificate or degree from Navarro College can open new doors. Most bookkeeping, accounting and auditing clerks are required to have a high school degree and accounting training; however, some college, such as a certificate or associate degree, is preferred. Most entry-level accounting clerk positions can be obtained with a post high-school accounting certificate, while advancement opportunities and certifications may require a minimum of an associate degree. The Accounting Program at Navarro College offers a **“Step approach”**. Full-time students can receive an Accounting Marketable Skills or Clerk Certificate in as few as two semesters, allowing them to pursue an entry-level accounting position and/or continue their education. In as little as one additional semester, the full-time student can enhance his or her knowledge and skills with the Accounting Paraprofessional Certificate. This certificate also includes the opportunity for students to receive on-the-job training experience through a supervised practicum course. Both of these certificates lead into Navarro College’s A.A.S. in Accounting, which can be completed by the accounting paraprofessional graduate in as little as one additional semester. For those who wish to pursue a bachelor’s degree, such as a B.A.A.S., the A.A.S. in Accounting serves as an excellent foundation and allows students to pursue this as either a full-time or part-time student while working in the accounting field. National certifications, such as the Certified Professional Bookkeeper (CB) and Accredited Business Accountant

(ABA) are available for individuals with work experience and accounting training, like that offered at Navarro College. For those who want to continue their education and pursue a bachelor's degree (or higher), additional certifications, such as the Certified Management Accountant (CMA), the Certified Internal Auditor (CIA), the Certified Fraud Examiner (CFE), the Enrolled Agent (EA) and the Certified Public Accountant (CAPA) are also available.

### **WORK ENVIRONMENT**

#### **EMPLOYERS:**

Service companies  
Retail stores  
Wholesale and distribution companies  
Industrial and manufacturing organizations  
Federal, state, and local government agencies  
Not-for-profit organizations

#### **TYPICAL SCHEDULE:**

Standard 40-hour work week with overtime during peak times

#### **TOOLS AND EQUIPMENT:**

Computer systems  
Accounting software such as general ledger packages  
Spreadsheet, data base, presentation, and word processing application software  
Internet access  
Financial documents such as journals, ledgers, financial statements, and government forms

### **WORKER PORTRAIT**

#### **SKILLS AND APTITUDES:**

Organized, careful, accurate and neat  
Good math skills  
Dependable, punctual, and able to meet deadlines  
Able to communicate well orally and in writing

Takes direction well, but can work with limited supervision

Problem solver

### **INTERESTS**

Enjoys helping people and providing a vital service to society

Enjoys high level of responsibility and maintains high ethical standards

### **CAREER OUTLOOK**

<b>Outlook</b>	<b>Occupation</b>
Above Average	Accounting Clerks & Supervisors , Accounting Supervisor
<b>Position</b>	<b>Salary per Year</b>
Clerks/Bookkeepers	\$31,980 – \$56,470
Office Manager	\$35,540 – \$83,790

The median salary for an accounting clerk is \$36,430. With experience and additional certifications one can become a full charge bookkeeper making up to \$56,470 per year, or an accounting supervisor/manager, making more than \$70,000 per year. (3) (Note: Individual earnings may vary based upon the job setting and position. These are ranges not guarantees of earnings.) Sources:

1. Accreditation Council for Accountancy and Taxation, <http://www.acatcredentials.org>
2. American Institute of Professional Bookkeepers, <http://www.aipb.org>
3. State U.S. Dept. of Labor, Bureau of Labor Occupational Employment Elementary Statistical Methods, <http://www.bls.gov>
4. Texas Workforce Commission: <http://www.twc.state.tx.us>
5. Accounting has been ranked as the most sought-after college major by the National Association of Colleges and Employers (NACE). <http://www.nacweb.org/>

# **ACCOUNTING - AAS**

**PROGRAM INFORMATION:** The A.A.S. in Accounting Program at Navarro College is designed to help prepare students for entry level accounting positions in accounting firms, industry or government. The program can provide a solid foundation in accounting principles and students will be able to demonstrate accounting and technology competency through hands-on application. Upon successful completion of this program, students will have a strong accounting foundation for entrance into

the accounting field. Students will also have the opportunity to pursue certification(s) and/or expand their educational experience.

## FRESHMAN YEAR

### FALL

POFI 1301	Computer Applications I	3
MATH 1324	Mathematics for Business and Social Sciences	3
ACNT 1303	Introduction to Accounting I	3
POFT 1301	Business English	3
BUSI 1301	Business Principles	3

**Subtotal: 15**

### SPRING

ACNT 1329	Payroll & Business Tax Account	3
ACNT 1304	Introduction to Accounting II	3
ACNT 1311	Introduction to Computerized Accounting	3
POFT 2312	Business Correspondence & Communications	3
ENGL 1301	Composition I	3

**Subtotal: 15**

*ACNT 1329, ACNT 1304, ACNT 1311, POFT 2312: Prerequisite required – See course catalog inventory for more information.*

## SOPHOMORE YEAR

### FALL

ACNT 1331	Federal Income Tax: Individual	3
ACCT 2301	Principles of Financial Accounting	3
ACNT 1305	Forensic Accounting	3
ACNT 2332	Accounting Information Systems	3
ACNT 2302	Accounting Capstone	3
	OR	
ACNT 1368	Practicum-Accounting/Technology/Tech	3

**Subtotal: 15**

*ACNT 1304, ACNT 1305, ACNT 1311, ACNT 1329, ACNT 2332, POFT 2312: Prerequisite required – See course catalog inventory for more information.*

*ACCT 2301, ACCT 2302: Prerequisite: Meet TSI College-readiness standard for Mathematics or equivalent.*

### SPRING

	Approved Language / Philosophy / Culture	3
ACCT 2302	Principles of Managerial Accounting	3
	Approved Social / Behavioral Science	3
ECON 2301	Principles - Economics Macro	3
	OR	
ECON 2302	Principles Economics Micro	3
SPCH 1321	Business & Professional Communication	3

OR

SPCH 1315	Public Speaking	3
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**Subtotal: 15****TOTAL CREDIT HOURS: 60**

Recommended co-requisite: Math 1324-Mathematics for Business and Social Sciences.

\*\*\*Practicum (ACNT 1368) or Capstone (ACNT 2302): Accounting Program chair approval required. Must be taken in the sequence provided in the degree plan and requires 336 hrs. (Approximately 21 hrs/wk during a 16 week semester) of workplace training. The practicum may or may not be paid, and the student is responsible for locating their own internship under the guidance of the Accounting Department Chair before the semester begins. The Accounting Capstone may be taken in place of the practicum. Contact the Accounting Department Chair the semester prior to course registration.

## ACCOUNTING ASSISTANT/PARAPROFESSIONAL CERTIFICATE

**PROGRAM INFORMATION:** The Accounting Assistant/Paraprofessional Certificate is designed to help prepare individuals who want more advanced accounting skills. Students who pursue this certificate do not require remediation. All course may be applied to the A.A.S in Accounting degree.

**FRESHMAN YEAR****FALL**

ACNT 1303	Introduction to Accounting I	3
POFT 1301	Business English	3
BUSI 1301	Business Principles	3
POFI 1301	Computer Applications I	3

**Subtotal: 12****SPRING**

ACNT 1304	Introduction to Accounting II	3
ACNT 1311	Introduction to Computerized Accounting	3
ACNT 1329	Payroll & Business Tax Account	3
POFT 2312	Business Correspondence & Communications	3

**Subtotal: 12**

*ACNT 1304, ACNT 1311, ACNT 1329, POFT 2312: Prerequisite Required – See course catalog inventory for more information*

**SOPHOMORE YEAR****FALL**

ACNT 1305	Forensic Accounting	3
ACNT 1331	Federal Income Tax: Individual	3
ACNT 2302	Accounting Capstone	3
OR		
ACNT 1368	Practicum-Accounting/Technology/Tech	3
ACNT 2332	Accounting Information Systems	3

**Subtotal: 12**

*ACNT 1304, ACNT 1305, ACNT 1329, POFT 2312: Prerequisite Required – See course catalog inventory for more information  
ACNT 1368, ACNT 2302: Accounting Program Chair approval required.*

*Practicum (ACNT 1368) or Accounting Capstone (ACNT 2302) must be taken in the sequence provided in the degree plan and requires 336 hrs (Approximately 21 hrs/wk during a 16 week semester) of workplace training. The practicum may or may not be paid and the student is responsible for locating their own internship under the guidance of the Accounting Department Chair before the semester begins. The accounting capstone may be taken in place of the practicum. Contact the program coordinator the semester prior to course registration.*

## ACCOUNTING CLERK CERTIFICATE (FOR DUAL CREDIT STUDENTS)

**PROGRAM INFORMATION:** The Accounting Clerk Certificate at Navarro College is designed for dual credit students who want basic accounting and paraprofessional skills. Students who pursue this certificate do not require remediation. All courses may be applied to the Accounting Assistant Paraprofessional Certificate and the A.A.S in Accounting degree.

### REQUIRED COURSES

#### SEMESTER I

ACNT 1303	Introduction to Accounting I	3
POFT 1301	Business English	3
POFI 1301	Computer Applications I	3
ACNT 1304	Introduction to Accounting II	3
ACNT 1311	Introduction to Computerized Accounting	3

**Subtotal: 15**

ACNT 1304, ACNT 1311, ACNT 1329: Prerequisite Required – See course catalog inventory for more information

# AGRIBUSINESS

## AGRIBUSINESS - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in agribusiness at a senior college or university after completing their studies at Navarro College. Upon successful completion of courses shown, the student will graduate with an Associate in Science degree with an emphasis in agribusiness. If the student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN YEAR

#### FALL SEMESTER

AGRI 1131	The Agriculture Industry	1
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
	OR	
MATH 1324	Mathematics for Business and Social Sciences	3
Science Core	Four Credit Lab Course Recommended	4

**Subtotal: 14**

#### SPRING SEMESTER

ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH 1325	Calculus for Business and Social Science	3
Science Core	Four Credit Lab Course Recommended	4
AGRI 2317	Introduction to Agriculture Economics	3

**Subtotal: 16**

### SOPHOMORE YEAR

#### FALL SEMESTER

ACCT 2301	Principles of Financial Accounting	3
GOVT 2305	Federal Government	3
ECON 2301	Principles - Economics Macro	3
COSC 1301	Introduction to Computing	3
	Approved Creative Arts	3

**Subtotal: 15**

*ECON 2301: Fulfills Social Science Core*

#### SPRING SEMESTER

ACCT 2302	Principles of Managerial Accounting	3
GOVT 2306	Texas Government	3
Humanities Core	Sophomore Literature Recommended	3

**AGRI ELECTIVE**

Choose from:

AGRI 1307	Agronomy	3
AGRI 1315	Horticulture	3
AGRI 1319	Introductory Animal Sciences	3

**CORE SPEECH**

SPCH 1315	Public Speaking	3
	OR	
SPCH 1321	Business & Professional Communication	3

**Subtotal: 15**

# ART

## ART – A.A

**PROGRAM INFORMATION:** The Associate of Arts Degree transfer curriculum shown below is designed for students who plan to pursue a degree in art at a senior college or university after completing their studies at Navarro College. If a student elects not to follow the recommended sequence, the art instructor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN YEAR

#### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
ARTS 1311	Design I (2-Dimensional)	3
COSC 1301	Introduction to Computing	3
	Approved Mathematics	3

**Subtotal: 15**

#### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
ARTS 1316	Drawing I	3
ARTS 1301	Art Appreciation	3
	OR	
ARTS 1303	Art History I (prehistoric to the 14th Century)	3
	OR	
ARTS 1304	Art History II (14th Century to the Present)	3
	Approved Social / Behavioral Science	3

**Subtotal: 15**

### SOPHOMORE YEAR

#### FALL

GOVT 2305	Federal Government	3
	Approved Language / Philosophy / Culture	3
	Approved Speech	3
	Approved Life / Physical Sciences	4
	Approved Creative Arts	3

**Subtotal: 16**

**SPRING**

GOVT 2306	Texas Government	3
	Approved Life / Physical Sciences	4
	Approved Creative Arts	3
	Foreign Language	4

**Subtotal: 14**

Some universities may require ARTS 1317, Drawing II

**\*LIST:**

ARTS 1311	Design I (2-Dimensional)	3
ARTS 1312	Design II (3-Dimensional)	3
ARTS 2316	Painting I	3
ARTS 2317	Painting II	3
ARTS 1316	Drawing I	3
ARTS 1317	Drawing II	3

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

# BIOLOGY

## BIOLOGY - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a Degree in biology at a senior college or university after completing their studies at Navarro College. The Associate in Science degree with a specialization in biology will be awarded to those students who successfully fulfill the general requirements for the degree.

### FRESHMAN YEAR

#### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
MATH 1314	College Algebra	3
BIOL 1406	Biology for Science Majors I	4

**Subtotal: 13**

#### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
BIOL 1407	Biology for Science Majors II	4
CHEM 1411	General Chemistry I	4

**Subtotal: 14**

### SOPHOMORE YEAR

#### FALL

GOVT 2305	Federal Government	3
SPCH 1315	Public Speaking	3
CHEM 1412	General Chemistry II	4
MATH 1316	Plane Trigonometry	3
	AND	
	Approved Elective	1
	OR	
MATH 2412	Pre-Calculus Math	4
	OR	
MATH 2413	Calculus I	4
	Approved Creative Arts	3

**Subtotal: 17**

**SPRING**

GOVT 2306	Texas Government	3
COSC 1301	Introduction to Computing	3
CHEM 2423	Organic Chemistry I	4
	Approved Social / Behavioral Science	3
	Approved Language / Philosophy / Culture	3

**Subtotal: 16****SOME UNIVERSITIES MAY REQUIRE THE FOLLOWING:**

CHEM 2425	Organic Chemistry II	4
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*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

# BUSINESS

## *THE OCCUPATIONS*

- Supervisor
- Small Business Owner/Manager
- Production Controller
- Restaurant and Food Service Managers
- Retail Sales Worker Supervisors and Managers Meeting, Event and Convention Planner Convention Manager
- Shipping and Transportation Managers
- Warehouse Supervisor

## *ABOUT THE OCCUPATIONS*

Management is the process of coordinating and integrating work activities so they are completed efficiently and effectively with and through other people to accomplish organizational goals. The many job titles of managers reflect either the specific responsibility of a position or the industry in which the manager works. Supervisors direct the activities of their employees and make sure the work is done correctly, teach employees safe work practices, train new workers to learn different aspects of the job, interview and terminate employees, and help ensure that equipment and materials are used properly and efficiently. Small business managers run businesses that have less than 55 employees. Restaurant and food service managers help ensure effective and profitable operation of restaurants and institutional food service facilities. Retail sales worker supervisors and managers help ensure customers receive satisfactory service and quality goods. Meeting, event, and convention planners develop programs, market events or conventions, budget the event, choose locations, make travel arrangements, arrange entertainment, plan menus and choose caterers. Shipping and transportation managers directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators.

## *WORK ENVIRONMENT*

### **EMPLOYERS:**

- Service companies
- Wholesale and retail firms
- Industrial and manufacturing companies
- Businesses
- Government and not-for-profit organizations

## **TYPICAL SCHEDULE:**

- Normal Work Week: 40-50 hours
- Normal Work Days: weekdays
- Some shift work in manufacturing/services
- Some overtime/weekend/night work

## **TOOLS AND EQUIPMENT:**

- Financial statements/inventory records
- Production reports/sales reports
- Work schedules/human resource records Inventory reports/budgets Computers/various software
- Telephones/fax machines

## **WORKER PORTRAIT**

### **SKILLS AND APTITUDES:**

- Motivates and maintains high employee morale
- Good oral and written skills
- Good organizational and time management skills
- Exercises ethical behavior
- Ability to approach various situations logically/objectively
- Ability to make decisions and follow through with actions

### **INTERESTS:**

- Enjoys variety/changing environment
- Enjoys leading people to success
- Likes to motivate people to achieve organizational success
- Enjoys leading and working with diverse groups

## **CAREER OUTLOOK**

<b>Outlook</b>	<b>Occupation</b>	<b>Avg. Salary</b>
Good	Production Controller	\$32,500-35,520
Good	Purchasing Agent	\$24,400-50,400
Good	Sm. Business Manager	\$21,500-50,600
Good	Supervisor	\$15,360-43,200
Evolving	Convention Planner	\$46,490

(Note: Individual earnings may vary based upon the job setting and position. These are ranges not guarantees of earnings.)

Sources of occupational information include the Bureau of Labor Elementary Statistical Methods, Occupational Outlook Handbook, Americas Career Information Net, and the Emerging and Evolving Occupations in Texas (SOICC)

## BUSINESS - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in business at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an associate's degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN YEAR

#### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
COSC 1301	Introduction to Computing	3
	Approved Science	4
MATH 1324	Mathematics for Business and Social Sciences	3
	Approved Elective	1

**Subtotal: 17**

#### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
	Approved Science	4
MATH 1325	Calculus for Business and Social Science	3
BUSI 1301	Business Principles	3

**Subtotal: 16**

### SOPHOMORE YEAR

#### FALL

	Approved Humanities Elective	3
GOVT 2305	Federal Government	3
ECON 2301	Principles - Economics Macro	3
ACCT 2301	Principles of Financial Accounting	3
SPCH 1321	Business & Professional Communication	3
	OR	
SPCH 1315	Public Speaking	3

**Subtotal: 15**

*ECON 2301 fulfills the Social Science requirement.*

**SPRING**

GOVT 2306	Texas Government	3
ECON 2302	Principles Economics Micro	3
ACCT 2302	Principles of Managerial Accounting	3
	Approved Visual / Performing Arts Elective	3

**Subtotal: 12**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## **BUSINESS ADMINISTRATION - A.A.S.**

**PROGRAM INFORMATION:** The Business Administration Program at Navarro College is a two-year program designed to help develop the fundamental skills, knowledge, attitudes and experiences that help enable men and women to function as supervisors or managers in such fields as industry, retailing, community service, small business, food services, real estate transportation, wholesaling, office management, and sales. Programs of study are designed as cooperative plans with local business and industry with students enrolled in courses taught on campus for formal instruction and concurrently working at a regular paid, part-time or full-time job in sponsoring business firms. The program has been designed to help prepare students for immediate employment after completing the two-year Associate in Applied Science Degree.

### **FRESHMAN YEAR**

**FALL**

BUSI 1301	Business Principles	3
BMGT 1301	Supervision	3
POFT 1301	Business English	3
ENGL 1301	Composition I	3
	Approved Core Math	3

**Subtotal: 15**

**SPRING**

BMGT 1327	Principles of Management	3
MRKG 1311	Principles of Marketing	3
POFT 2312	Business Correspondence & Communication	3
SPCH 1321	Business & Professional Communication	3
	OR	
SPCH 1315	Public Speaking	3
COSC 1301	Introduction to Computing	3

**Subtotal: 15**

**SOPHOMORE YEAR****FALL**

MRKG 1301	Customer Relationship Management	3
ECON 2301	Principles - Economics Macro	3
BMGT 1369	Practicum-Bus Adm & Mgmt	3
ACCT 2301	Principles of Financial Accounting	3
MRKG 2312	eCommerce Marketing	3

**Subtotal: 15****SPRING**

PHIL 2306	Introduction to Ethics	3
HRPO 2301	Human Resources Management	3
BMGT 2309	Leadership	3
BUSI 2301	Business Law	3
HRPO 2307	Organizational Behavior	3

**Subtotal: 15***BMGT 2309: Capstone courses must be taken in final semester**\*\*\*Students who are unable to complete the practicum should contact (903) 875-7559.**NOTE: Students desiring to pursue a traditional Bachelor of Business Administration Degree (B.B.A.) should enroll under the Associate of Science (A.S.) in Business Degree plan.***CUSTOMER RELATIONSHIP MANAGEMENT  
CERTIFICATE****PROGRAM INFORMATION:** The program is designed to help equip individuals with the necessary customer service skills for providing excellent customer service and the ability to supervise customer service processes.**REQUIRED COURSES**

POFT 1301	Business English	3
POFT 2312	Business Correspondence & Communications	3
MRKG 1311	Principles of Marketing	3
MRKG 1301	Customer Relationship Management	3
BMGT 1301	Supervision	3
MRKG 2312	eCommerce Marketing	3

**Subtotal: 18****TOTAL CREDIT HOURS: 18**

## ENTREPRENEURSHIP CERTIFICATE LEVEL I

The certificate program in Entrepreneurship has been established so students can learn the process for planning, creating and opening their own business. The goal of the program is to help the businesses of our graduates be profitable and successful.

### REQUIRED COURSES

#### COURSES

BMGT 1301	Supervision	3
HRPO 2301	Human Resources Management	3
MRKG 1311	Principles of Marketing	3
MRKG 2312	eCommerce Marketing	3
BUSG 1341	Small Business Administration/Management	3
BUSG 2309	Small Business Management/Entrepreneurship	3

**Subtotal: 18**

## MANAGEMENT CERTIFICATE FOR MSSLC WORKERS

**PROGRAM INFORMATION:** This program is designed for employees of the Mexia State School. Upon successful completion of the program, a Certificate of Completion will be awarded to the student.

### REQUIRED COURSES

BMGT 1327	Principles of Management	3
BMGT 1368	Practicum - Bus Admin & Management	3
BMGT 2309	Leadership	3
BMGT 1369	Practicum-Bus Adm & Mgmt	3
BMGT 2311	Change Management	3
BMGT 2368	Practicum-Bus Adm & Management	3

**Subtotal: 18**

*BMGT 2368: Capstone courses must be taken in final semester.*

## SUPERVISOR'S CERTIFICATE LEVEL I

**PROGRAM INFORMATION:** This program is designed to help equip new or potential supervisors with primary skills for meeting the requirements placed on first-line supervisors. Upon successful completion of the program, a Certificate of Completion will be awarded to the student.

### REQUIRED COURSES

BMGT 1301	Supervision	3
	BMGT***, BUSG, MRKG, HRPO, BUSI	3
	Elective	

	OR	
MRKG 2312	eCommerce Marketing	3
	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
BMGT 2309	Leadership	3

**Subtotal: 18**\*\*\* *BMGT 1368/ BMGT 1369 cannot be taken in the Level I Certificate*

## SUPERVISOR'S CERTIFICATE LEVEL II

**PROGRAM INFORMATION:** This program is designed to help equip new or potential supervisors with primary skills for meeting the requirements placed on first-line supervisors. Upon successful completion of the program, a Certificate of Completion will be awarded to the student.

### REQUIRED COURSES

#### FALL

BMGT 1301	Supervision	3
	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
	OR	
MRKG 2312	eCommerce Marketing	3
	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
BMGT 2309	Leadership	3

**Subtotal: 18**\*\*\**BMGT 1368/ BMGT 1369 cannot be taken in the Level II Certificate Fall*

#### SPRING

MRKG 1301	Customer Relationship Management	3
	OR	
MRKG 1311	Principles of Marketing	3
	OR	
MRKG 2312	eCommerce Marketing	3

COSC 1301	Introduction to Computing OR	3
ITSC 1309	Integrated Soft Applications I	3
POFT 1301	Business English	3
SPCH 1321	Business & Professional Communication OR	3
SPCH 1315	Public Speaking	3
BMGT 1368	Practicum - Bus Admin & Management	3

**Subtotal: 15**

*COSC 1301: ITSC 1309 is a substitute course for COSC 1301 in A.A.S. and Certificate degrees*

*BMGT 1368: Students who are unable to complete the practicum should contact (903) 875-7559.*

**SUMMER**

BMGT 1369	Practicum-Bus Adm & Mgmt	3
	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3

**Subtotal: 6**

*\*\*BMGT 1369: Students who are unable to complete the practicum should contact (903) 875-7559.*

*If enrolling in Supervisor Level II Certificate, classes cannot be duplicated with classes taken in the Supervisor Level I Certificate.*

## BUSINESS INFORMATION TECHNOLOGY

### **Business Information Technology**

#### ***THE OCCUPATIONS***

Administrative Professionals, Administrative Aides, and Administrative Specialists

Administrative Assistants and Senior Administrative Assistants

Executive Assistants and Senior Executive Assistants

Accounting Assistants, Accounting Specialists and Auditing Specialists

Specialized Administrative Professionals – Medical Records & Health Information Technicians and Certified Medical Coders

Office/Facilities Coordinators and Administrators

#### ***ABOUT THE OCCUPATIONS***

Today's businesses are high-tech and operate in a global environment, and administrative professionals and assistants will have the opportunity to interact with customers and associates from all over the world via e-mail, web-conferencing, and even face-to-face meetings.

Business information technology professionals are found in almost every organization. Being an administrative professional requires a wide variety of skills including project management, computer applications, organization, scheduling, communications, research, filing and electronic recordkeeping, customer service, and event planning. These professionals are moving into areas such as training, supervision, desktop publishing, information management and research, reviewing and evaluating technology equipment, meeting/conference and travel planning, negotiating with clients and vendors. They are becoming members of the management team and assuming roles once reserved for managerial and professional staff members. Many opportunities await those professionals who master technology, use their interpersonal and communication skills effectively, possess the ability to track and organize and be creative in solving problems, and show a willingness to learn, grow, and accept new challenges.

Executive assistants and senior administrative assistants provide high-level support by managing software training

and orientation for new staff, conducting online research, booking travel and securing needed information on the Internet, planning meetings to include negotiating hotel contracts, scheduling, catering, and preparing for cyber- and video-conferencing, using desktop publishing to produce brochures, fliers, annual reports, Web design and postings, preparing statistical reports, handling information requests, and negotiating with clients and vendors. Those who broaden their knowledge of a company's operations and enhance their skills are finding greater advancement potential.

Other business information employees perform highly specialized work, which utilizes specific knowledge of terminology and procedures. Medical administrative professionals schedule appointments, bill patients, compile and record medical charts and reports. Accounting assistants and auditing specialists work with spreadsheet software and compute, classify, and record numerical data to keep financial records complete.

Wireless tools will give employees greater flexibility to work outside the office and to perform their jobs from virtually anywhere. The rapid spread of new technology has increased the demand for business professionals who are adaptable and versatile to changes in the landscape of industry. As technology continues to advance, retraining and continuing education will be an essential part of jobs in business. Flexibility and adaptability will be sought after attributes, as will interpersonal skills to help anticipate needs, respond to concerns, and provide that "human touch" that computers lack.

#### ***WORK ENVIRONMENT***

##### **EMPLOYERS:**

Business, industry, and government agencies

Colleges, universities, professional schools, and public schools

Hospitals, clinics, physician offices, transcription service companies

Insurance companies, home health care agencies, or in their homes as virtual assistants

Banks, insurance and real estate companies

##### **TYPICAL SCHEDULE:**

Work customarily during weekdays

35-40 hour work week

May telecommute or have a flexible working arrangement

**TOOLS AND EQUIPMENT:**

Computers (hardware and software) Automated office equipment  
Forms, budgets, reports, records, and schedules  
Correspondence, invoices, catalogs, and brochures Web and virtual conferencing

**WORKER PORTRAIT**

**SKILLS AND APTITUDES:**

- Skilled in the latest office trends, culture, and technology
- Highly productive and makes efficient use of technology
- Excellent oral and written communication skills
- Flexible, shows initiative and has the ability to work and make decisions independently
- Displays professionalism, integrity, and honesty
- Works well under pressure and consistently meets deadlines
- Listens effectively and uses good judgment, discretion, and common sense
- Dependable, organized and responsible
- Patient, systematic, neat, and accurate
- Thinks critically, uses sound reasoning, and makes ethical decisions
- Strong interpersonal skill, a team player, respects diversity
- Adapts to the changing workforce

**INTERESTS:**

- Likes to work with and meet people
- Enjoys keeping things organized and efficient
- Interested in new technology and a variety of work settings
- Enjoys lifelong learning

**CAREER OUTLOOK**

Outlook	Occupation	Avg. Salary
Good	Executive Secretaries & Executive Administrative Assistants	\$51,270
Good	Accounting Assistants & Auditing Specialists	\$27,554-52,000
Excellent	Specialized Administrative Assistants – Medical	\$28,600-42,400
Excellent	Medical Records & Health Information Technicians	\$35,900
Excellent	Medical Transcriptionists	\$34,050-45,700
Good	Administrative Assistants, Secretaries	\$33,240
Excellent	Receptionists, Information Clerks	\$26,760

Sources of occupational information include the Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2016-17 Edition*, medical Records and Health Information Technicians, on the Internet at <http://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm> (visited March 01, 2016).

## BUSINESS INFORMATION TECHNOLOGY - A.A.S.

**PROGRAM INFORMATION:** The Business Information Technology program is designed to help prepare students to work as technology professionals in the highly technological business environment of the future. Students successfully completing the Business Information Technology program will receive an Associate in Applied Science Degree. Students have the choice of three options for their major emphasis - Accounting, Business or Medical. The major emphasis courses are taken at specific points in the program as shown in the semester listings below.

Students can also earn certificates of completion as an Administrative Professional I, Administrative Professional II, or Health Care Office Professional. A specialized certificate program for employees at Mexia State Supported Living Center is available in Business Information Technology.

**FRESHMAN YEAR****FALL**

POFT 1329	Beginning Keyboarding	3
ACNT 1303	Introduction to Accounting I	3
ENGL 1301	Composition I	3
POFT 1301	Business English	3

**Subtotal: 12****SPRING**

POFT 1313	Professional Workforce Preparation	3
POFT 1325	Business Math Using Technology	3
POFI 1301	Computer Applications I	3
POFT 2312	Business Correspondence & Communications	3
	First Course from Major Emphasis	3

**Subtotal: 15****SOPHOMORE YEAR****FALL**

POFI 1341	Computer App II	3
SPCH 1321	Business & Professional Communication	3
	OR	
SPCH 1315	Public Speaking	3
POFI 2401	Word Processing	4
	Approved Language / Philosophy / Culture or Creative Arts	3
	Second Course from Major Emphasis	3

**Subtotal: 16****SPRING**

	Approved Social / Behavioral Science	3
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3
	OR	
MATH 1324	Mathematics for Business and Social Sciences	3
POFT 2431	Administrative Project Solutions	4
POFI 2431	Desktop Publishing ( <i>Capstone</i> )	4
	Third Course from Major Emphasis	3

**Subtotal: 17****MAJOR EMPHASIS****ACCOUNTING**

Courses must be taken in sequence

ACNT 1304	Introduction to Accounting II	3
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ACNT 1329	Payroll & Business Tax Account	3
	OR	
ACNT 1331	Federal Income Tax: Individual	3
ACNT 1311	Introduction to Computerized Accounting	3
<b>BUSINESS</b>		
BUSI 1301	Business Principles	3
BMGT 1301	Supervision	3
MRKG 1301	Customer Relationship Management	3
<b>MEDICAL</b>		
Courses must be taken in sequence		
HITT 1305	Medical Terminology	3
POFM 1317	Medical Administrative Support	3
HPRS 2321	Medical Law & Ethics for Health Professionals	3

**GENERAL**

Practicums can substitute for 2nd and 3rd courses from major emphasis for POFT 2431

## ADMINISTRATIVE PROFESSIONAL I CERTIFICATE

### COURSE SEQUENCE

**FALL**

POFT 1301	Business English	3
POFT 1313	Professional Workforce Preparation	3
POFT 1325	Business Math Using Technology	3
POFT 1329	Beginning Keyboarding	3
ACNT 1303	Introduction to Accounting I	3
POFI 1301	Computer Applications I	3

**Subtotal: 18**

## ADMINISTRATIVE PROFESSIONAL II CERTIFICATE

### COURSE SEQUENCE

**FALL**

POFT 1301	Business English	3
POFT 1313	Professional Workforce Preparation	3
POFT 1325	Business Math Using Technology	3
POFT 1329	Beginning Keyboarding	3
ACNT 1303	Introduction to Accounting I	3
POFI 1301	Computer Applications I	3

**Subtotal: 18**

**SPRING**

POFI 1341	Computer App II	3
POFI 2401	Word Processing	4
POFT 2312	Business Correspondence & Communications	3
POFI 2431	Desktop Publishing	4

**Subtotal: 14**

## ADMINISTRATIVE SPECIALIST FOR MSSLC WORKERS CERTIFICATE

**PROGRAM INFORMATION:** This program is designed for employees of the Mexia State Supported Living Center. Upon successful completion of the program, a Certificate of Completion will be awarded to the student.

**COURSE SEQUENCE****FALL**

POFT 1329	Beginning Keyboarding	3
POFT 1301	Business English	3
POFI 1301	Computer Applications I	3
POFI 2401	Word Processing	4
BUSG 2366	Practicum - Business/Commerce General	3
POFI 1341	Computer App II	3

**Subtotal: 19**

## HEALTH CARE OFFICE PROFESSIONAL

**COURSE SEQUENCE****FALL**

POFT 1329	Beginning Keyboarding	3
POFT 1301	Business English	3
POFI 1301	Computer Applications I	3
HITT 1305	Medical Terminology	3
POFT 1325	Business Math Using Technology	3

**Subtotal: 15****SPRING**

POFT 1313	Professional Workforce Preparation	3
MDCA 1302	Human Disease/Pathophysiology	3
HPRS 2321	Medical Law & Ethics for Health Professionals	3
MRKG 1301	Customer Relationship Management	3

**Subtotal: 12**

**SUMMER**

POFM 1427	Medical Insurance	4
POFM 1317	Medical Administrative Support	3

**Subtotal: 7**

## CHEMISTRY

### CHEMISTRY – A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in chemistry at a senior college or university after completing their studies at Navarro College. Student will be awarded an Associate in Science Degree after successfully completing core requirements and a representative sample of the math and science courses below with an emphasis in chemistry.

#### FRESHMAN YEAR

##### FALL

HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
CHEM 1411	General Chemistry I	4
MATH 2413	Calculus I	4
SPCH 1315	Public Speaking	3

**Subtotal: 14**

##### SPRING

HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
COSC 1301	Introduction to Computing	3
CHEM 1412	General Chemistry II	4
MATH 2414	Calculus II	4

**Subtotal: 14**

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
CHEM 2423	Organic Chemistry I	4
	Approved Social / Behavioral Science	3
ENGL 1301	Composition I	3
	Approved Language / Philosophy / Culture	3

**Subtotal: 16**

##### SPRING

GOVT 2306	Texas Government	3
CHEM 2425	Organic Chemistry II	4
	Approved Creative Arts	3
CHEM 2389	Academic Cooperative in Chemistry	3
ENGL 1302	Composition II	3
	OR	



## CHILD DEVELOPMENT

### THE OCCUPATIONS

Childcare Director  
 Childcare Teacher  
 Childcare Assistant  
 Childcare Worker  
 School Teacher Aide  
 Nanny

### ABOUT THE OCCUPATIONS

Child development teachers provide valuable experiences that enhance the lives of the most important people in the world, our children. The early childhood worker provides care for children such as feeding, diapering, and comforting, as well as programs to stimulate children’s social and intellectual development.

### WORK ENVIRONMENT

#### EMPLOYERS:

Private homes  
 Day care centers and nursery schools  
 Head Start programs  
 Public or private schools, churches, or recreation centers  
 Company-sponsored programs  
 Day care home providers  
 Preschools for special-needs children  
 Inclusive preschools

#### TYPICAL SCHEDULE:

Child development workers typically work weekdays on a 35-40 hour schedule. There may be occasional night work.

#### TOOLS AND EQUIPMENT:

Games, pencils, pens, paper, Crayons  
 Teacher supplies  
 Workbooks and other teaching equipment

#### WORKER PORTRAIT

#### SKILLS AND APTITUDES:

Childcare workers need to be kind, patient, dependable, and emotionally stable. They should relate well with children and enjoy art, music, storytelling, and drama. They need to be creative and imaginative with a good sense of humor and an enthusiastic personality. They need to be able to provide fair, firm discipline when necessary. They should enjoy working with children and helping others. Childcare workers must be able to follow governmental standards and regulations.

#### INTERESTS:

Enjoys working with children and helping others  
 Enjoys variety  
 Enjoys doing valuable work for society

#### CAREER OUTLOOK

Outlook	Occupation	Avg. Salary
Good	Childcare Directors	\$9,984-\$16,640
Good	School Teacher Aides	\$8,840-\$20,400
Excellent	Nannies	\$10,192-\$14,310
Excellent	Childcare Workers	Varies

(Note: Individual earnings may vary based upon the job setting and position. These are ranges not guarantees of earnings.)

Sources: AED Foundation, DISCOVER, The Occupational Outlook Handbook, Bureau of Labor Elementary Statistical Methods

#### DEGREE PLANS

Child Development – A.A.S. (p. 98)  
 Associate Marketable Skills Institutional Certificate (p. 101)  
 Child Development Certificate (p. 101)  
 Child Development Administrator Certificate

#### FOR EMPLOYEES OF MEXIA STATE SUPPORTED LIVING CENTER

Developmental Disabilities – A.A.S. (p. 100)  
 Developmental Disabilities Certificate (p. 102)

## CHILD DEVELOPMENT - AAS

**PROGRAM INFORMATION:** The Child Development Program is designed to help prepare students to make a positive difference in the growing field of childcare. This program helps prepare successful graduates with the ability to understand the

needs of young children including children with special needs and the ability to develop appropriate learning environments for them. Criteria for quality early childhood programs developed by the National Association for the Education of Young Children (NAEYC) have been incorporated into course content. The Associate of Applied Science Degree and three certificates are offered. Every student must complete and pass a background check, and be accepted into a licensed child care program to participate in classroom observations required by various courses in the program.

Students should contact the Department Chair for information on requirements for external learning hours.

## FRESHMAN YEAR

### FALL

CDEC 1311	Educating Young Children	3
	OR	
TECA 1311	Educating Young Children	3
CDEC 1354	Child Growth & Development	3
	OR	
TECA 1354	Child Growth & Development	3
CDEC 1303	Families Schools & Community	3
	OR	
TECA 1303	Families, School & Community	3
CDEC 1318	Wellness of the Young Child	3
	OR	
TECA 1318	Wellness of the Young Child	3
ENGL 1301	Composition I	3
		<b>Subtotal: 15</b>

### SPRING

CDEC 1321	The Infant & Toddler	3
CDEC 1359	Children With Special Needs	3
CDEC 1264	Practicum-Child Development	2
CDEC 1413	Curriculum Resources Early Childhood	4
CDEC 1319	Child Guidance	3
		<b>Subtotal: 15</b>

## SOPHOMORE YEAR

### FALL

CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 2407	Math/Science Early Childhood	4
	Approved Language / Philosophy / Culture or Creative Arts	3
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3
	OR	
MATH 1314	College Algebra	3
	Approved Social / Behavioral Science	3
		<b>Subtotal: 16</b>

**SPRING**

CDEC 1265	Practicum-Child Development	2
CDEC 1358	Creative Arts for Early Childhood	3
COSC 1301	Introduction to Computing	3
CDEC 2341	The School Age Child	3
CDEC 2326	Admin Programs for Child I	3

**Subtotal: 14**

*Students should contact the Texas Department of Protective and Regulatory Services for information on requirements to direct childcare centers.*

**DEVELOPMENTAL DISABILITIES – A.A.S.****For employees of Mexia State Supported Living Center**

**PROGRAM INFORMATION:** The Child Development – Developmental Disabilities program is designed to help prepare current employees of the Mexia State-Supported Living Center to work with consumers living at a facility operated by the Texas Department of Aging and Disabilities Services. The program affords successful graduates the opportunity to increase their skills in working with people with developmental disabilities, as well as the opportunity to apply for positions of greater responsibilities at Mexia State- Supported Living Center.

**FRESHMAN YEAR****FALL**

SCWK 1321	Orientation to Social Services	3
CDEC 1319	Child Guidance	3
CDEC 1358	Creative Arts for Early Childhood	3
CDEC 1313	Curriculum Resources Early Childhood	3
CDEC 2326	Admin Programs for Child I	3

**Subtotal: 15****SPRING**

CDEC 1354	Child Growth & Development	3
CDEC 2364	Pract Child Dev/OJT Mentoring	3
SCWK 2331	Abnormal Behavior	3
CDEC 2340	Inst. Tech. Child W/Spec Needs	3
COSC 1301	Introduction to Computing	3

**Subtotal: 15****SOPHOMORE YEAR****FALL**

BMGT 1327	Principles of Management	3
BMGT 2311	Change Management	3
BMGT 2368	Practicum-Bus Adm & Management	3
BMGT 2309	Leadership	3
HITT 1305	Medical Terminology	3

**Subtotal: 15**

**SPRING**

ENGL 1301	Composition I	3
PSYC 2301	General Psychology	3
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3
	OR	
MATH 1314	College Algebra	3
	Approved Elective	3
	Approved Humanities / Fine Arts Elective	3

**Subtotal: 15**

\*\*Students should contact the Navarro College Mexia Dean for assistance in selecting courses from the following list, based on the student's area of interest.

## CHILD DEVELOPMENT ASSOCIATE MARKETABLE SKILLS INSTITUTIONAL CERTIFICATE

**PROGRAM INFORMATION:** The Child Development Associate Marketable Skills Institutional Certificate provides the student the training and practical working knowledge to educate young children. This institutional certificate prepares the student to earn a credential through the Council for Professional Recognition. Every student must complete and pass a background check, and be accepted into a licensed child care program to participate in classroom observations required by various courses in the program.

### REQUIRED COURSES

CDEC 1317	Child Dev. Assoc. Training I	3
CDEC 2322	Child Dev. Assoc. Training II	3
CDEC 2324	Child Development Associate Training III	3
CDEC 1167	Practicum-Child Care Provider	1
CDEC 1168	Practicum-Child Care Provider/Assistant	1

**Subtotal: 11**

## CHILD DEVELOPMENT CERTIFICATE

**PROGRAM INFORMATION:** The Child Development Program is designed to help provide the student an in-depth opportunity to study the whole development of the child. This program is designed to give the student a practical working knowledge of the child. Upon successful completion of the program, the student will be awarded a Certificate of Completion. Every student must complete and pass a background check, and be accepted into a licensed child care program to participate in classroom observations required by various courses in the program.

## COURSE SEQUENCE

### SPRING

CDEC 1321	The Infant & Toddler	3
	OR	
CDEC 1317	Child Dev. Assoc. Training I	3
CDEC 1164	Practicum-Child Development	1
CDEC 1313	Curriculum Resources Early Childhood	3
CDEC 1359	Children With Special Needs	3
	OR	
CDEC 2322	Child Dev. Assoc. Training II	3
CDEC 1319	Child Guidance	3

**Subtotal: 13**

CDEC 1164: Capstone must be taken in final semester.

### FALL

CDEC 1192	Special Topics in Child Development	1
CDEC 2324	Child Development Associate Training III	3
CDEC 1311	Educating Young Children	3
	OR	
TECA 1311	Educating Young Children	3
CDEC 1354	Child Growth & Development	3
	OR	
TECA 1354	Child Growth & Development	3
CDEC 1303	Families Schools & Community	3
	OR	
TECA 1303	Families, School & Community	3
CDEC 1318	Wellness of the Young Child	3
	OR	
TECA 1318	Wellness of the Young Child	3

**Subtotal: 16**

## DEVELOPMENTAL DISABILITIES CERTIFICATE

### For employees of Mexia State Supported Living Center

**PROGRAM INFORMATION:** The child development – developmental disabilities certificate is designed to help provide current employees of the Mexia State Supported Living Center with information to assist in working with consumers living at a facility operated by the Texas Department of Aging and Disabilities Services. The program is designed to help give the student practical knowledge in working with people with developmental disabilities. Upon the successful completion of at least 30 hours, the student will be awarded a Certificate of Completion.

**REQUIRED COURSES****SPRING**

CDEC 1354	Child Growth & Development	3
CDEC 2364	Practicum	3
CDEC 2340	Inst. Tech. Child W/Spec Needs	3
SCWK 2331	Abnormal Behavior	3

**Subtotal: 12****FALL**

CDEC 1319	Child Guidance	3
CDEC 1358	Creative Arts for Early Childhood	3
CDEC 1313	Curriculum Resources Early Childhood	3
CDEC 2326	Admin Programs for Child I	3
SCWK 1321	Orientation to Social Services	3

**Subtotal: 15**

Any of the courses listed above may be applied toward the completion of the certificate.

# COMPUTER INFORMATION TECHNOLOGY

## *THE OCCUPATIONS*

Computer Network Support Specialist  
 Computer User Support Specialists  
 Database Administrators  
 Software Developers, Applications  
 Web Developers

## *ABOUT THE OCCUPATIONS*

Computers have become essential to all phases of modern life including traditional areas of business and science, as well as applications in entertainment and personal life. The most crucial element of any computer system is the person operating it. The computer field includes an ever-growing array of occupations. Three important jobs are programmers, microcomputer support specialists, and information technology specialists.

Computer programmers convert project specifications from end-users and statements of problems and procedures to detailed, logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data and information.

Computer support specialists provide technical assistance and training to computer systems users. They investigate and resolve computer software and hardware problems of users. They answer client inquiries in person, and by telephone, and by e-mail concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

Information technology specialists are proficient with application software commonly used in the workplace. This includes word processing, spreadsheets, database, presentation software and operating systems. Information technology specialists support the day-to-day operation of typical business activity in numerous fields.

## *WORK ENVIRONMENT*

### **EMPLOYERS:**

Advertising services

Health services and professions  
 Educational institutions  
 Financial institutions  
 Governmental entities  
 Manufacturing businesses  
 Data processing and information services  
 Public utilities  
 Wholesale and retail enterprises

### **TYPICAL SCHEDULE:**

40-hour work week normal  
 Occasional overtime  
 Shift and part-time work possible  
 Telecommuting is becoming more common for some computer professionals, including programmers and specialists

### **TOOLS AND EQUIPMENT:**

Computers and related equipment  
 Technical manuals  
 Computer reports and graphs

### *WORKER PORTRAIT*

### **SKILLS AND APTITUDES:**

Works well independently and with others  
 Concentration and the ability to think logically  
 Tenacity and patience  
 Ability to attend to exacting analytical detail  
 Works well under pressure  
 Ingenuity and imagination in problem solving  
 Ability to communicate with non-technical personnel  
 Ability to work with abstract concepts and do technical analysis

### **INTERESTS:**

Lifelong learning  
 Enjoys problem-solving  
 Embraces technical advancements

### **CAREER OUTLOOK**

<b>Outlook</b>	<b>Occupation</b>
Stable	Information Tech Specialist
Excellent	Computer Programmer

Excellent	Computer Support Specialist
<b>Position</b>	<b>Avg. Salary</b>
Computer Network Support Specialists	\$29,400-\$85,800
Computer User Support Specialists	\$27,400-\$85,800
Database Administrators	\$40,800-\$114,000
Software Developers, Applications	\$55,900-\$133,800
Web Developers	\$46,000-\$124,800

(Note: Individual earnings may vary based upon the job setting and position.)

Sources: America’s Career InfoNet: [www.acinet.org](http://www.acinet.org)

**DEGREE PLANS**

- Computer Information Technology – A.S. (Business Emphasis Transfer Program) (p. 105)
- Computer Information Technology – A.S. (Engineering and Scientific Emphasis) (p. 106)
- Computer Information Technology – A.A.S. (Computer Application Support Technician) (p. 108)
- Computer Information Technology – A.A.S. (Computer Programmer / Software Developer) (p. 109)
- Computer Application Technology Support Certificate (p. 110)
- Computer Information Technology Certificate (p. 110)
- Computer Information Technology Programming Certificate (p. 111)
- Computer Information Technology Web Developer Certificate
- Software Development Certificate (p. 111)

## COMPUTER INFORMATION TECHNOLOGY – A.S. (BUSINESS EMPHASIS TRANSFER PROGRAM)

**PROGRAM INFORMATION:** The transfer curricula for Computer Information Technology – Business Emphasis shown below are designed for students who plan to pursue a degree at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN YEAR

**FALL**

ENGL 1301	Composition I	3
MATH 1324	Mathematics for Business and Social Sciences	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
COSC 1315	Introduction to Computer Programming	3
COSC 1301	Introduction to Computing	3

**Subtotal: 15**

**SPRING**

COSC 1436	Programming Fundamentals I	4
ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3

OR

HIST 2301	Texas History	3
MATH 1325	Calculus for Business and Social Science	3

**Subtotal: 13****SOPHOMORE YEAR****FALL**

GOVT 2305	Federal Government	3
COSC 1437	Programming Fundamentals II	4
ECON 2301	Principles - Economics Macro	3
	Approved Life / Physical Science	3
	Approved Language / Philosophy / Culture	3

**Subtotal: 16****SPRING**

GOVT 2306	Texas Government	3
COSC 2436	Programming Fundamentals III	4
	Approved Creative Arts	3
	Approved Life / Physical Science	3
SPCH 1311	Introduction to Speech Communication	3
	OR	
SPCH 1315	Public Speaking	3
	OR	
SPCH 1321	Business & Professional Communication	3

**Subtotal: 16**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## **COMPUTER INFORMATION TECHNOLOGY – A.S. (ENGINEERING AND SCIENTIFIC EMPHASIS)**

**PROGRAM INFORMATION:** The transfer curricula for Computer Information Technology – Engineering and Scientific Emphasis shown below are designed for students who plan to pursue a degree at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

**FRESHMAN YEAR****FALL**

ENGL 1301	Composition I	3
MATH 2413	Calculus I	4
HIST 1301	United States History I	3

	OR	
HIST 2301	Texas History	3
COSC 1315	Introduction to Computer Programming	3
COSC 1301	Introduction to Computing	3
		<b>Subtotal: 16</b>

**SPRING**

COSC 1436	Programming Fundamentals I	4
ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
MATH 2414	Calculus II	4
		<b>Subtotal: 14</b>

**SOPHOMORE YEAR****FALL**

GOVT 2305	Federal Government	3
COSC 1437	Programming Fundamentals II	4
	Approved Social / Behavioral Science	3
	Approved Life / Physical Science	4
	Approved Language / Philosophy / Culture	3
		<b>Subtotal: 17</b>

**SPRING**

GOVT 2306	Texas Government	3
	Approved Creative Arts	3
	Approved Life / Physical Sciences	4
SPCH 1311	Introduction to Speech Communication	3
	OR	
SPCH 1315	Public Speaking	3
	OR	
SPCH 1321	Business & Professional Communication	3
		<b>Subtotal: 13</b>

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

# COMPUTER INFORMATION TECHNOLOGY – A.A.S. (COMPUTER APPLICATION SUPPORT TECHNICIAN)

**PROGRAM INFORMATION:** The two year Associate in Applied Science Degree program is designed for those who desire to function as a support, help desk or application support technician for computer end-users. This degree also prepares students for a variety of technical support careers including help desk and training positions. This course work emphasizes development analytical and problem solving skills in addition specific hardware configurations.

Students pursuing this degree program are required to meet Texas Success Initiative (TSI) standards and course prerequisites.

## FRESHMAN YEAR

### FALL

ENGL 1301	Composition I	3
MATH 1324	Mathematics for Business and Social Sciences	3
ITSC 1405	Intro to PC Operating Systems	4
ITSC 1425	Personal Computer Hardware	4
COSC 1315	Introduction to Computer Programming	3

**Subtotal: 17**

### SPRING

ENGL 2311	Technical And Business Writing	3
COSC 1436	Programming Fundamentals I	4
ITSC 2439	Personal Computer Help Desk Support	4
COSC 1301	Introduction to Computing	3

**Subtotal: 14**

## SOPHOMORE YEAR

### FALL

	Approved Social / Behavioral Science	3
	Approved Language / Philosophy / Culture	3
ITNW 1425	Fundamentals of Networking	4
COSC 2425	Computer Organization	4

**Subtotal: 14**

### SPRING

ITSC 2346	Computer Center Management	3
ITSE 2413	Web Authoring	4
ITNW 1308	Implementing & Supporting Client Operating Systems	3
ITSC 2164	Practicum-Computer & Information Science	1
ITSW 1407	Intro to Database	4

**Subtotal: 15**

*ITSC 2164: Capstone must be taken the final semester.*

# COMPUTER INFORMATION TECHNOLOGY – A.A.S (PROGRAMMER / SOFTWARE DEVELOPER)

**PROGRAM INFORMATION:** The two-year Associate in Applied Science Degree helps prepare students with skills to produce high quality sustainable codes through all stages of the software life cycle: project planning and estimating gathering requirement, functional specification, use case tools, design specifications, coding, testing, integrating, and maintenance. This degree prepares students for immediate employment as Computer Programmers, Applications Programmer and Programmer Analysts.

Students pursuing this degree program are required to meet Texas Success Initiative (TSI) standards and course prerequisites.

## FRESHMAN YEAR

### FALL

ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
COSC 1420	C Programming	4
COSC 1315	Introduction to Computer Programming	3
ITSE 1311	Beginning Web Programming	3

**Subtotal: 16**

### SPRING

COSC 1436	Programming Fundamentals I	4
COSC 1301	Introduction to Computing	3
ITSE 2302	Inter Web Programming	3
	Approved Language / Philosophy / Culture	3

**Subtotal: 13**

## SOPHOMORE YEAR

### FALL

COSC 2425	Computer Organization	4
COSC 1437	Programming Fundamentals II	4
ITNW 1425	Fundamentals of Networking	4
ITSE 1430	Introduction to C# Programming	4

**Subtotal: 16**

### SPRING

COSC 2436	Programming Fundamentals III	4
ITSE 1407	Intro to C++ Programing	4
ITSC 1415	Project Management Software	4
	Approved Social / Behavioral Science	3

**Subtotal: 15**

# COMPUTER APPLICATION TECHNOLOGY SUPPORT CERTIFICATE

This one year program provides students with skills to operate and use computers in business environments. It is intended mainly to serve people who do not wish to earn an Associate's Degree, but who want to acquire skill and knowledge in computer applications.

## REQUIRED COURSES

ITSC 1425	Personal Computer Hardware	4
ITSC 1405	Intro to PC Operating Systems	4
POFT 1301	Business English	3
ITNW 1425	Fundamentals of Networking	4
		<b>Subtotal: 15</b>

ITSC 2439	Personal Computer Help Desk Support	4
POFT 2312	Business Correspondence & Communications	3
COSC 1301	Introduction to Computing	3
		<b>Subtotal: 10</b>

# COMPUTER INFORMATION TECHNOLOGY CERTIFICATE

This one year program provides students with skills to operate and use computers in business environment. It is intended mainly to serve people who do not wish to earn an associate's degree, but who want to acquire skills and knowledge in computer applications. Students pursuing this degree program are required to meet Texas Success Initiative (TSI) standards and course prerequisites.

A certificate of completion curriculum provides students practical skills designed for immediate employment.

## REQUIRED COURSES

### FALL

COSC 1301	Introduction to Computing	3
POFT 1301	Business English	3
ITSC 1405	Intro to PC Operating Systems	4
ITSC 1425	Personal Computer Hardware	4
		<b>Subtotal: 14</b>

### SPRING

ITSW 1407	Intro to Database	4
ITSE 2413	Web Authoring	4
ITSW 1404	Intro to Spreadsheets	4
POFT 2312	Business Correspondence & Communications	3
		<b>Subtotal: 15</b>

# COMPUTER INFORMATION TECHNOLOGY PROGRAMMING CERTIFICATE

A Certificate option is designed to provide students with basic and advanced skills and knowledge in programming languages. Graduates will be qualified to work as an Entry Level Programmer in a technical programming environment.

A Certificate of Completion curriculum provides students practical skills designed for immediate employment.

## REQUIRED COURSES

COSC 1315	Introduction to Computer Programming	3
ITSE 1430	Introduction to C# Programming	4
ITSE 2417	JAVA Programming	4
ITSE 1311	Beginning Web Programming	3
COSC 1420	C Programming	4
		<b>Subtotal: 18</b>

INEW 2438	Advanced Java Programming	4
ITSE 1407	Intro to C++ Programming	4
POFT 1301	Business English	3
ITSC 1415	Project Management Software	4
		<b>Subtotal: 15</b>

## SOFTWARE DEVELOPMENT CERTIFICATE

Program Information: This program is designed to provide students with basic and advanced skills in programming and software development. Students completing the program will obtain highly marketable entry-level computer programming skills desired by Fortune 500 companies. It is important that students have access to high-speed internet and a computer with the ability to support instructional software. This program is run in cohort fashion. A new cohort is begun each fall.

Students pursuing this certificate must meet course prerequisites. Basic understanding of personal computer and operating systems as obtained in COSC 1301 or equivalent.

## COURSE SEQUENCE

### FALL

COSC 1315	Introduction to Computer Programming	3
ITSE 1311	Beginning Web Programming	3
ITSE 2417	JAVA Programming	4
COSC 1420	C Programming	4
COSC 2425	Computer Organization	4
		<b>Subtotal: 18</b>

**SPRING**

ITSE 2302	Inter Web Programming	3
ITSE 1359	Introduction to Scripting Languages	3
POFT 1301	Business English	3
ITSE 1407	Intro to C++ Programing	4
INEW 2438	Advanced Java Programming	4

**Subtotal: 17****SUMMER**

ITSE 1430	Introduction to C# Programming	4
ITSC 1415	Project Management Software	4
ITSE 1333	Mobile Applications Development	3
INEW 2438	Advanced Java Programming	4

**Subtotal: 15**

# COSMETOLOGY

## ***THE OCCUPATIONS***

Hairdressers  
 Hairstylists  
 Cosmetologists  
 Salon Manager  
 Nail Technician  
 Facialist

## ***ABOUT THE OCCUPATIONS***

Hairstylists, hairdressers, and cosmetologists provide hair and beauty services to enhance the clients' appearance. Those who operate their own salon have managerial duties that may include hiring, supervising, and training workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

Hairstylists and hairdressers offer a wide range of hair services, such as shampooing, cutting, coloring, and styling. They often advise clients, both male and female, on how to care for their hair at home. They also keep records of products and services provided to clients, such as hair color, shampoo, conditioner, and hair treatment used. Tools included hairbrushes, scissors, blow dryers, and curling irons.

Cosmetologists provide scalp and facial treatments and makeup analysis. Some also clean and style wigs and hairpieces. In addition, most cosmetologists actively sell skin care products.

## ***WORK ENVIRONMENT***

Many hairdressers and cosmetologists are self-employed. Hairdressers, and cosmetologists work mostly in salons, although some work in a spa, hotel, or resort setting. Some lease booth space in other people's salons. A good number manage salons or open their own shop after several years of experience.

Hairdressers and cosmetologists usually works in pleasant surroundings. Physical stamina is important, because they are on their feet for most of their shift. Prolonged exposure to some chemicals may cause skin irritation, so they often wear protective clothing, such as disposable gloves or aprons.

## **TYPICAL SCHEDULE:**

Many hairdressers and cosmetologists work part time; however, some self-employed workers may work long hours. Work schedules often include evenings and weekends- the times when beauty salons are busiest. Those who are self-employed usually determine their own schedules.

## ***CAREER OUTLOOK***

Overall employment of hairdressers and cosmetologists is projected to grow 13% from 2012 to 2022, about as fast as the average for all occupations. Growth rates will vary by specialty. Demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade.

## ***JOB PROSPECTS***

Overall job opportunities are expected to be good. A large number of job openings will stem from the need to replace workers who transfer to other occupations, retire, or leave the occupation for other reasons as well as to support a growth in population. However, workers should expect strong competition for jobs and clients at higher paying salons. There are relatively few positions; applicants must compete with a large pool of experienced hairdressers and cosmetologists.

## ***DEGREE PLANS***

Cosmetology – A.A.S (p. 114)

Cosmetology Instructor Certificate

Cosmetology Certificate (p. 116)

Cosmetology Certificate (Part-time Dual Credit High School Program) (p. 117)

## COSMETOLOGY – AAS

**PROGRAM INFORMATION:** The A.A.S. Cosmetology is designed to allow students who have completed the three semester Cosmetology Certificate of Completion to earn an A.A.S. degree.

### Notice to Students Regarding Licensing - Cosmetology

Effective September 1<sup>st</sup> 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements.

<https://www.tdlr.texas.gov/cosmet/cosmet.htm>

In order to review the impact of your criminal history on your potential Cosmetology License, please visit this link and select “Criminal History Evaluation.”

<https://www.tdlr.texas.gov/crimHistoryEval.htm>

This information is being provided to all persons who apply to or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

## FRESHMAN YEAR

### FALL

CSME 1401	Orientation to Cosmetology	4
CSME 1405	Fund of Cosmetology	4
CSME 1310	Intro to Haircutting & Related Theory	3
CSME 1453	Chemical Reformation & Related Theory	4

**Subtotal: 15**

### SPRING

CSME 2401	Principles - Hair Coloring & Theory	4
CSME 1443	Manicuring & Related Theory	4
CSME 1447	Principles - Skin Care/Facials	4
CSME 2439	Advanced Hair Design	4

**Subtotal: 16**

### SUMMER

CSME 2350	Prep for State Licensing Exam	3
CSME 2343	Salon Development	3
CSME 2337	Advanced Cosmetology Technique	3

**Subtotal: 9**

## SOPHOMORE YEAR

### FALL

ARTS 2356	Photography I (Fine Arts Emphasis)	3
	OR	

	Approved Elective	3
ENGL 1301	Composition I	3
COSC 1301	Introduction to Computing	3

**Subtotal: 9****SPRING**

	Approved Language / Philosophy / Culture or Creative Arts	3
	Approved Social / Behavioral Science	3
	Approved Math or Life / Physical Sciences	3
CSME 2265	Practicum-Cosmetology	2

**Subtotal: 11**

*Recommended Social/Behavioral Science: PSYC 2301 General Psychology or SOCI 1301 Introductory Sociology*

## COSMETOLOGY INSTRUCTOR CERTIFICATE

**PROGRAM INFORMATION:** Successful completion of the cosmetology instructor certificate qualifies the student to sit for the Texas Department of Licensing and Regulation Instructor Examination and seek employment in the field of cosmetology as an instructor. Students entering the cosmetology instructor program must possess a current Texas Operator's License. Meet with department chair for assessment prior to enrolling. 750 hour certificate with no experience.

### Notice to Students Regarding Licensing - Cosmetology

Effective September 1<sup>st</sup> 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements. <https://www.tdlr.texas.gov/cosmet/cosmet.htm>

Should you wish to request a review of the impact of criminal history on your potential Cosmetology License prior to or during your quest for a degree, you can visit this link and request a "Criminal History Evaluation."

<https://www.tdlr.texas.gov/crimHistoryEval.htm>

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

## COURSE SEQUENCE

**FALL**

CSME 1434	Cosmetology Instructor I	4
CSME 1435	Orientation to the Instruction of Cosmetology	4
CSME 2414	Cosmetology Instructor II	4

**Subtotal: 12****SPRING**

CSME 2449	Cosmetology Instructor III	4
CSME 2444	Cosmetology Instructor IV	4

CSME 2445	Instructor Theory/Clinic Operation	4
		<b>Subtotal: 12</b>

## COSMETOLOGY CERTIFICATE

**PROGRAM INFORMATION:** The 1,500 hour, three-semester curriculum in cosmetology leads to a Certificate of Completion and helps prepare graduates to take the Texas Department of Licensing and Regulation Cosmetology Examination. Successful completion of the examination will allow graduates to practice as a licensed cosmetologist in Texas.

### Notice to Students Regarding Licensing - Cosmetology

Effective September 1<sup>st</sup> 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements. <https://www.tdlr.texas.gov/cosmet/cosmet.htm>

Should you wish to request a review of the impact of criminal history on your potential Cosmetology License prior to or during your quest for a degree, you can visit this link and request a “Criminal History Evaluation.”

<https://www.tdlr.texas.gov/crimHistoryEval.htm>

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

### COURSE SEQUENCE

#### FALL

CSME 1401	Orientation to Cosmetology	4
CSME 1405	Fund of Cosmetology	4
CSME 1310	Intro to Haircutting & Related Theory	3
CSME 1453	Chemical Reformation & Related Theory	4
		<b>Subtotal: 15</b>

#### SPRING

CSME 1443	Manicuring & Related Theory	4
CSME 1447	Principles - Skin Care/Facials	4
CSME 2439	Advanced Hair Design	4
CSME 2401	Principles - Hair Coloring & Theory	4
		<b>Subtotal: 16</b>

#### SUMMER

CSME 2337	Advanced Cosmetology Technique	3
CSME 2350	Prep for State Licensing Exam	3
CSME 2343	Salon Development	3
		<b>Subtotal: 9</b>

# COSMETOLOGY CERTIFICATE-DUAL CREDIT HIGH SCHOOL PROGRAM

**PROGRAM INFORMATION:** The 1,000 hour, four-semester curriculum plus 500 high school academic hours leads to a Certificate of Completion and helps prepare graduates to take the Texas Department of Licensing and Regulation Cosmetology Examination. All 1,000 hours must be completed before high school graduation to earn the additional 500 hours for academics. Successful completion of the examination will allow graduates to practice as a licensed Cosmetologist in Texas.

## Notice to Students Regarding Licensing - Cosmetology

Effective September 1<sup>st</sup> 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements. <https://www.tdlr.texas.gov/cosmet/cosmet.htm>

Should you wish to request a review of the impact of criminal history on your potential Cosmetology License prior to or during your quest for a degree, you can visit this link and request a "Criminal History Evaluation."

<https://www.tdlr.texas.gov/crimHistoryEval.htm>

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

## COURSE SEQUENCE

### FALL - JUNIOR YEAR

CSME 1401	Orientation to Cosmetology	4
CSME 1405	Fund of Cosmetology	4
		<b>Subtotal: 8</b>

### SPRING - JUNIOR YEAR

CSME 1310	Intro to Haircutting & Related Theory	3
CSME 1453	Chemical Reformation & Related Theory	4
		<b>Subtotal: 7</b>

### FALL - SENIOR YEAR

CSME 1443	Manicuring & Related Theory	4
CSME 2401	Principles - Hair Coloring & Theory	4
		<b>Subtotal: 8</b>

### SPRING - SENIOR YEAR

CSME 2350	Prep for State Licensing Exam	3
CSME 1447	Principles - Skin Care/Facials	4
		<b>Subtotal: 7</b>

# CRIMINAL JUSTICE

## *THE OCCUPATIONS*

Law Enforcement Officer  
 Dispatchers  
 Probation/Parole Officer  
 Case Managers  
 Security Guard  
 Detective  
 Correctional Officer  
 Airport Security  
 Court Mediator

## *ABOUT THE OCCUPATIONS*

Police officers, detectives, guards and correctional officers are employed to help safeguard lives and property. They enforce the laws and regulations that protect individuals' safety and constitutional rights. The main goal is protection and service to the community. Responsibilities range from controlling traffic and helping to prevent crimes to investigating and arresting suspects. A few officers join specialized units that assist in crime fighting and apprehension of criminals.

Private police duties vary with the service provided by their employer. In airports, they help protect the safety of the traveling public and search for contraband. In retail stores, they often work undercover. In buildings and banks, guards help protect employees, merchandise and money.

Corrections officers provide direct supervision of incarcerated people while awaiting trial. They help maintain order, enforce regulations, supervise programs, or work assignments and help maintain the security and safety of other officers and detainees.

Probation and parole officers, case managers, and counselors assist offenders, both in the community and those who are incarcerated offenders, by identifying problem areas and developing plans of action to assist the person in working toward becoming a productive law-abiding citizen. They make court recommendations, prepare sentencing assessments, and provide services for inmates, offenders, and their families.

## *WORK ENVIRONMENT*

### **EMPLOYERS:**

Correctional institutions  
 Municipal, county, state or federal agencies  
 Businesses, schools, hotels, hospitals  
 Airports  
 Private corrections companies

### **TYPICAL SCHEDULE:**

40-48 hour work week  
 Overtime/shift work usual  
 Frequent holiday/weekend/night work  
 Tuition reimbursement

### **TOOLS AND EQUIPMENT:**

- Daily reports, inmate records, court summons & other records
- Handcuffs, firearms, OC spray, Tasers,
- Radio, telephones, and computer equipment
- Electronic surveillance devices
- Patrol car

## *WORKER PORTRAIT*

### **SKILLS AND APTITUDES:**

Acts quickly/makes good decisions  
 Handles detailed work well  
 Performs duties in accordance with laws & departmental rules  
 Takes and gives directions easily  
 Provides leadership  
 Alert, dependable, and emotionally stable  
 Thorough, accurate, and observant  
 Displays a strong work ethic and high values  
 No prior convictions  
 Role model

### **INTERESTS:**

Enjoys working with people  
 Interested in performing a useful service that benefits society  
 Enjoys working with little supervision

## *CAREER OUTLOOK*

<b>Outlook</b>	<b>Occupation</b>
Good	Probation/Parole Officer/Counselor
Good	Police Officer
Good	Correction Officer

Good	Security Guard	Dispatcher	\$22,000-26,000
Good	Dispatcher	Detective	\$26,000-43,500
Stable	Detective	Airport Security	\$23,508-35,276
<b>Position</b>	<b>Salary Average per Year</b>		
Probation/Parole Officer	\$26,000-37,000		
Police Officer	\$26,000-43,500		
Correction Officer	\$27,340-32,100		
Security Guard	\$18,000-26,000		

(Note: Individual earnings may vary based upon the job setting and position. These are ranges not guarantees of earnings.)

Sources: Horizons, Discover, the Occupational Outlook Handbook

## CRIMINAL JUSTICE - AA

**Program Information:** The field of study shown below is designed for students who plan to transfer to a senior college or university. Upon successful completion of the courses shown, the student will graduate with an Associate in Arts Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN YEAR

#### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
CRIJ 1301	Intro - Criminal Justice	3
CRIJ 1307	Crime in America	3
COSC 1301	Introduction to Computing	3
	Approved Elective	1
	<b>Subtotal: 16</b>	

#### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
CRIJ 1306	Court Systems & Practices	3
CRIJ 1310	Fundamentals of Criminal Law	3
	Approved Life / Physical Sciences	4
	<b>Subtotal: 16</b>	

**SOPHOMORE YEAR****FALL**

GOVT 2305	Federal Government	3
	Approved Life / Physical Sciences	4
SPCH 1311	Introduction to Speech Communication	3
	OR	
SPCH 1315	Public Speaking	3
	OR	
SPCH 1321	Business & Professional Communication	3
MATH 1314	College Algebra	3
	OR	
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3
	Approved Language / Philosophy / Culture	3
		<b>Subtotal: 16</b>

**SPRING**

GOVT 2306	Texas Government	3
CRIJ 2328	Police Systems & Practices	3
	OR	
CRIJ 2314	Criminal Investigation	3
SOCI 1301	Introduction to Sociology	3
	OR	
PSYC 2301	General Psychology	3
	Approved Creative Arts	3
		<b>Subtotal: 12</b>

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

**CRIMINAL JUSTICE - A.A.S.**

**PROGRAM INFORMATION:** The Criminal Justice Program is designed to help prepare students to enter the criminal justice field as a correctional officer or law enforcement officer. Upon successful completion of the courses shown, the student will graduate with an Associate in Applied Science Degree. **Program of study is designed as a cooperative with criminal justice agency professionals to help ensure the student is ready to assume a position in the field once courses are completed.**

Articulated credit may be available for some courses students completed while in high school.

**FRESHMAN YEAR****FALL**

POFT 1301	Business English	3
	Approved Program Elective	3

CRIJ 1301	Intro - Criminal Justice	3
GOVT 2305	Federal Government	3
	Approved Math	3

**Subtotal: 15****SPRING**

COSC 1301	Introduction to Computing	3
CRIJ 1310	Fundamentals of Criminal Law	3
GOVT 2306	Texas Government	3
	Approved Program Elective	3
CRIJ 1306	Court Systems & Practices	3

**Subtotal: 15****SOPHOMORE YEAR****FALL**

	Approved Social / Behavioral Science	3
	Approved Language / Philosophy / Culture or Creative Arts	3
	Approved Program Elective	3
CRIJ 2313	Correctional System & Practices	3
	OR	
CRIJ 2323	Legal Aspects - Law Enforcement	3
CRIJ 1307	Crime in America	3

**Subtotal: 15****SPRING**

CRIJ 2328	Police Systems & Practices	3
CRIJ 1313	Juvenile Justice System	3
	Approved Speech	3
CJSA 2364	Practicum Criminal Justice	3
	Approved Program Elective	3

**Subtotal: 15****APPROVED ELECTIVES**

SPAN 1411	Beginning Spanish I	4
CRIJ 1313	Juvenile Justice System	3
CRIJ 2301	Comm. Resources In Correction	3
CJSA 2264	Practicum - Criminal Justice Studies	2
PSYC 2301	General Psychology	3
	OR	
PSYC 2319	Social Psychology	3
CJCR 1474	TJJD Pre-Service	4

CJCR 1366	Practicum - Corrections	3
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*CJSA 2264: or Field Experience*

Successful completion of Police Academy (13 hours credit) and TCLEOSE Certification can be applied after 12 hours course completion at Navarro College.

## CRIMINAL JUSTICE CORRECTIONS CERTIFICATE

**PROGRAM INFORMATION:** The certificate program shown below is designed for students who plan to work in the Criminal Justice field and plan to complete an AAS or AA Criminal Justice degree. This Certificate is designed for students:

Option 1. That have attended the TJJD Pre-Service Training Academy at Navarro College.

Option 2. Who chose not to pursue the A.A./A.A.S. degree and want to get some Criminal Justice credit hours required by Criminal Justice agencies for employment, or

Option 3. Taking Dual Credit courses wanting to pursue/explore a career in Criminal Justice.

### REQUIRED COURSES

#### OPTION 1

CJCR 1366	Practicum - Corrections	3
CRIJ 1313	Juvenile Justice System	3
CRIJ 2301	Comm. Resources In Correction	3
CRIJ 2313	Correctional Sys. & Practices	3
CRIJ 1301	Intro - Criminal Justice	3
CJCR 1358	Rights of Prisoners	3

**Subtotal: 18**

#### OPTION 2

CRIJ 1307	Crime in America	3
CRIJ 2314	Criminal Investigation	3
CRIJ 1313	Juvenile Justice System	3
CRIJ 1301	Intro - Criminal Justice	3
CRIJ 2301	Comm. Resources In Correction	3
CRIJ 2313	Correctional Sys. & Practices	3

**Subtotal: 18**

#### OPTION 3

CJSA 1312	Crime In America	3
CJSA 1342	Criminal Investigation	3
CJSA 1313	Court Systems and Practices	3
CJSA 1322	Intro - Criminal Justice (3)	3
CJSA 1317	Juvenile Justice System	3
CJSA 1310	Introduction to Criminal Justice	3

**Subtotal: 18**

# **BASIC PEACE OFFICER CERTIFICATE (POLICE ACADEMY)**

Navarro College has a fully licensed police academy offering basic peace officer certification and in-service training for licensed law enforcement officers. The Police Academy includes 33 training units encompassing law, defensive tactics, firearms, driving, investigations, and other law enforcement topics. Upon successful completion of the program, students are eligible to take the Texas Commission on Law Enforcement (TCOLE) licensing exam.

\*Please note: Student must be 21 years of age upon completion of the Academy. With an additional 12 hours course credit completed with Navarro College and completion of the Academy student may initiate paperwork with the Navarro College Police Academy Coordinator to articulate credit towards a Criminal Justice certificate or associate degree.

## **COURSES THAT WILL BE AWARDED THROUGH THE ARTICULATION PROCESS:**

CJLE 2420 -

CJLE 2421

CJLE 2522

All in-service courses are accredited by TCOLE and are offered year-round through the Navarro College Police Academy. To attend in-service courses students must have a current license with the Texas Commission on Law Enforcement.

## EDUCATION

Associate of Arts in Teaching – Leading to Initial Texas Teacher Certification

### *DEGREE PLANS*

Education – A.A.T. (EC-6, 4-8-, EC-12) (p. 124)

Education – A.A.T. (8-12) (p. 125)

## EDUCATION – A.A.T. (EC-6, 4-8, EC-12)

### *LEADING TO INITIAL TEXAS TEACHER CERTIFICATION*

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in Education for E-6, 4-8 grade, and 8-12 certification at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate of Arts in Teaching Degree in Education. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### **FRESHMAN YEAR**

#### **FALL**

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
	Approved Science	4
MATH 1314	College Algebra	3
SPCH 1315	Public Speaking	3

**Subtotal: 16**

#### **SPRING**

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
	Approved Science	4
COSC 1301	Introduction to Computing	3

**Subtotal: 13**

### **SOPHOMORE YEAR**

#### **FALL**

GOVT 2305	Federal Government	3
	Approved Language / Philosophy / Culture	3
MATH 1350	Mathematics for Teachers I	3

EDUC 1301	Introduction - Teaching Profession	3
	Approved Creative Arts	3
		<b>Subtotal: 15</b>

**SPRING**

GOVT 2306	Texas Government	3
MATH 1351	Mathematics for Teachers II	3
EDUC 2301	Introduction - Special Populations	3
	Approved Social / Behavioral Science	3
	Approved Science	4
		<b>Subtotal: 16</b>

*\*The two Core Sciences need to be from different areas and the third Science can be from any area*

*Student should consult catalog of senior institution he or she plans to attend because some requirements vary. Counselors are available to assist in this matter.*

*Note: All students majoring in education must take the Texas Higher Education Assessment (THEA) test and pass the test before they will be allowed to enter into an education program at a senior institution. Forms may be obtained from an academic counselor.*

## EDUCATION – A.A.T. (8-12)

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in education for the 8-12 grade certification at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Arts in Teaching Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN YEAR

**FALL**

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
SPCH 1315	Public Speaking	3
MATH 1314	College Algebra	3
		<b>Subtotal: 16</b>

**SPRING**

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	

HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
COSC 1301	Introduction to Computing	3
	Approved Elective	1
		<b>Subtotal: 14</b>

## SOPHOMORE YEAR

### FALL

GOVT 2305	Federal Government	3
	Approved Visual / Performing Arts Elective	3
	Academic Specialization	3
	Academic Specialization	3
EDUC 1301	Introduction - Teaching Profession	3
		<b>Subtotal: 15</b>

### SPRING

GOVT 2306	Texas Government	3
	Academic Specialization	3
	Approved Humanities Elective	3
	Approved Social / Behavioral Science	3
EDUC 2301	Introduction - Special Populations	3
		<b>Subtotal: 15</b>

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

*Note: All students majoring in education must take the Texas Higher Education Assessment (THEA) test and pass the test before they will be allowed to enter into an education program at a senior institution. Forms may be obtained from an academic counselor.*

# EMERGENCY MEDICAL SERVICES

## THE OCCUPATIONS

EMT-Basic  
EMS-Paramedic

## ABOUT THE OCCUPATIONS

EMT-Basic and EMT-Paramedics are highly trained and skilled medical professionals who are educated to carry out some of the duties of a physician. EMT-Basics and EMT-Paramedics can examine, evaluate, and treat patients with equipment and medications usually only found in the emergency department of a hospital. EMT-Basic/EMS-Paramedics are typically utilized as emergency care practitioners on ambulances or on first-response emergency vehicles but their scope is rapidly expanding to many other areas. Some of these include industry, elementary and high schools, colleges, hospitals, and doctor’s offices. More challenging and higher paid positions include working in specialty areas such as a cruise ship medical department, off-shore oil drilling platforms, helicopter or fixed wing medical transport and hyperbaric oxygen chambers. Often the EMT-Basic or EMT-Paramedic is the sole or highest trained medical provider in these areas.

## WORK ENVIRONMENT

### EMPLOYERS:

EMS providers  
Fire Departments  
Industrial manufacturing plants  
Hospital Clinics  
Offshore oil drilling platforms  
Air Medical/Helicopter

### TYPICAL SCHEDULE:

40-48 hour workweek normal  
Shift work normal  
Overtime normal

### TOOLS AND EQUIPMENT:

Ambulance  
EKG monitor, Pulse ox monitor, Stretcher

## WORKER PORTRAIT

### SKILLS AND APTITUDES:

Communications  
Critical Thinking  
Team player  
Ability to remain calm in emergency situations  
Ability to make quick decisions  
Physically fit  
Good mechanical aptitude  
Ability to administer emergency medical procedures  
Good judgment  
Ability to take the initiative  
Leadership

### INTERESTS:

Not adverse to risk-taking  
Motivated to take responsibility  
Desire to serve the general public

## CAREER OUTLOOK

Outlook	Occupation
Stable	EMT-Basic
Favorable	EMS-Paramedic
Position	Salary per Year (Average)
EMT-Basic/	Varies
EMS Paramedic	\$19,000-\$48,000

*(Note: Individual earnings may vary based upon the job setting and position. These are ranges, not guarantees of earnings.) Sources of occupational information include the Bureau of Labor Elementary Statistical Methods, Occupational Outlook Handbook, and Americas Career Information Net.*

The Emergency Medical Services (EMS) curriculum includes a combination of class lectures, skills, and clinical hours in the hospital and the ambulance. Navarro College’s EMS programs meet Texas Department of State Health Services (TDSHS) and The National Registry of EMT requires for certification eligibility. Upon successful completion of the emergency medical technology services programs (EMT and Paramedic certificates and Paramedic AAS degree) students must be eligible to challenge TDSHS required national Register of EMT certification examination. A criminal background check and a drug

screening is required of all Protective Services students enrolling in programs. An applicant convicted of a felony and/or misdemeanor offense may or may not be eligible for participation and/or state certification. Any applicant who has drug screening returned as questionable or positive, must follow the program's policies of speaking with a Medical Review Officer and may or may not be dismissed from the program.

The Navarro College EMS program is accredited by:

Texas Department of State Health Services EMS and Trauma Systems

1100 West 49th Street  
Austin, TX 78765-3199  
Office: (512) 458-7111

The Navarro College Paramedic program is accredited by TDSHS and by:

Committee on Accreditation of Allied Health Education Programs (CAAHEP), through the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP).  
8301 Lakeview Parkway

Suite 111-312

Rowlett, Texas 75088

Office: (214) 703-8445

Fax: (214) 4703-8992

A criminal background check and a drug screening are required of all Protective Services students enrolling in programs. A student convicted of a felony and/or misdemeanor offense may or may not be eligible for participation and/or state certification. Any student who has a positive drug screening must follow the policies of speaking with a Medical Review Officer and may, or may not, be dismissed from the program.

Students pursuing the Paramedic program should check with Financial Aid regarding details of Aid for mini semester classes. Program registration requirements, length, and mandatory uniforms can be obtained from the College's website or the Protective Services Office.

### ***DEGREE PLANS***

Advanced Paramedic – A.A.S. (p. 128)

EMT Basic Certificate (Institutional Certificate) (p. 129)

Paramedic Certificate (p. 129)

## **ADVANCED PARAMEDIC - A.A.S.**

**(Must have EMS Paramedic (p. 129) and EMT (p. 129) Certificates)**

EMT Certificate – 6

Paramedic Certificate – 35

### **Notice to Students Regarding Licensing - Paramedic**

Effective September 1<sup>st</sup> 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements.

<https://www.dshs.texas.gov/emstraumasystems/qicriminal.shtm>

Should you wish to request a review of the impact of criminal history on your potential Paramedic License prior to or during your quest for a degree, you can visit this link and request a "Criminal History Evaluation."

<https://www.dshs.texas.gov/emstraumasystems/qicriminal.shtm>

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

**COURSE SEQUENCE****FALL**

BIOL 2401	Anatomy & Physiology I	4
	OR	
BIOL 2402	Anatomy & Physiology II	4
SPCH 1311	Introduction to Speech Communication	3
	OR	
SPCH 1315	Public Speaking	3

**Subtotal: 7****SPRING**

MATH 1342	Elementary Statistical Methods	3
ENGL 1301	Composition I	3
	Approved Social / Behavioral Science	3
	Approved Humanities / Fine Arts Elective	3

**Subtotal: 12****EMERGENCY MEDICAL TECHNICIAN BASIC  
CERTIFICATE****INSTITUTIONAL CERTIFICATE**

EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Clinical Emergency Medical Technician Basic	1

**Subtotal: 6****PARAMEDIC CERTIFICATE**

(Must have EMT Basic Certificate Certification and EMT National Registry)

**REQUIRED PREREQUISITES**

BIOL 2401	Anatomy & Physiology I	4
	OR	
BIOL 2404	Anatomy & Physiology	4

**Subtotal: 4****COURSE SEQUENCE****FALL**

EMSP 1338	Intro to Advanced Practicum	3
EMSP 1356	Patient Assessment/Airway Management	3

EMSP 1161	Clinical-Emergency Medical Technology/Technical	1
EMSP 1355	Trauma Management	3
		<b>Subtotal: 10</b>
<b>WINTER MINI</b>		
EMSP 2306	Emergency Pharmacology	3
		<b>Subtotal: 3</b>
<b>SPRING</b>		
EMSP 2444	Cardiology	4
EMSP 2205	Emergency Medical Service Operations	2
EMSP 1162	Clinical-Emergency Medical Technology/Technical	1
EMSP 2330	Introduction to Populations	3
EMSP 2434	Medical Emergencies	4
		<b>Subtotal: 14</b>
<b>FALL</b>		
EMSP 2366	Clinical II-Emergency Medical Technology/Technical	3
EMSP 2143	Assessment Based Management	1
		<b>Subtotal: 4</b>

# ENGLISH

## ENGLISH - A.A.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in English at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Arts Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN YEAR

#### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
	Approved Speech	3
	Approved Math	3
COSC 1301	Introduction to Computing	3
	Approved Elective	1
	<b>Subtotal: 16</b>	

#### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
	Approved Foreign Language	4
	Approved Life / Physical Sciences	4
	<b>Subtotal: 14</b>	

### SOPHOMORE YEAR

#### FALL

GOVT 2305	Federal Government	3
	Sophomore English	3
	Approved Social / Behavioral Science	3
	Approved Life / Physical Sciences	4
	Approved Creative Arts	3
	<b>Subtotal: 16</b>	

#### SPRING

GOVT 2306	Texas Government	3
	Sophomore English	3
	Approved Foreign Language	4

Approved Elective from English	3
Elective	1
<b>Subtotal:</b>	<b>14</b>

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## ENVIRONMENTAL SCIENCE

### ENVIRONMENTAL SCIENCE - A.S.

**PROGRAM INFORMATION:** The Associate of Environmental Science provides students with the general education courses normally taken in the first two years at a four-year college or university and a flexible plan from which the student can choose a variety of introductory science courses as part of an interdisciplinary or environmental science program. To receive an Associate of Science in Environmental Science degree, students must: (a) make a minimum grade of C in all required math and science courses and (b) have an overall GPA of 2.0 or greater.

#### FRESHMAN YEAR

##### FALL

MATH 1314	College Algebra	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
ENVR 1401	Environmental Science I	4
COSC 1301	Introduction to Computing	3
	Approved Elective	1

**Subtotal: 14**

##### SPRING

MATH 1342	Elementary Statistical Methods	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
ENVR 1402	Environmental Science II	4
CHEM 1411	General Chemistry I	4
	Approved Creative Arts	3

**Subtotal: 17**

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
CHEM 1412	General Chemistry II	4
SPCH 1315	Public Speaking	3
ENGL 1301	Composition I	3

**Subtotal: 13**

##### SPRING

GOVT 2306	Texas Government	3
	Approved Social / Behavioral Science	3
ENGL 1302	Composition II	3
	OR	

ENGL 2311	Technical And Business Writing	3
CHEM 2423	Organic Chemistry I	4
	Approved Language / Philosophy / Culture	3
	<b>Subtotal: 16</b>	

**SOME UNIVERSITIES MAY REQUIRE THE FOLLOWING:**

CHEM 2425	Organic Chemistry II	4
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*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

# FIRE SCIENCE PROTECTION TECHNOLOGY

## ***THE OCCUPATIONS***

Firefighter  
Fire Inspector  
Fire Chief

## ***ABOUT THE OCCUPATIONS***

Firefighters respond to a variety of emergency situations in which life, property, or the environment are at risk, such as residential structures and businesses. Firefighters are frequently the first emergency response team at the scene of an accident. They help protect the public against these dangers. Today, firefighters respond to medical emergencies, and their departments require them to have training in medical emergency procedures. Firefighting is dangerous and complex work, which requires the firefighters to work as teams.

Firefighters must respond immediately to emergencies, and each situation presents a unique and challenging experience. Superior officers, such as a captain or chief, guide firefighting teams to accomplish specific duties. Today, firefighters assume a wider range of responsibilities, which require the utilization of sophisticated equipment. They can expect to operate a pump, position ladders, and connect hose lines to hydrants. In many cases, the firefighters will change duties several times at an emergency scene. Ambulances, fireboats, and emergency rescue vehicles may be operated by some firefighters.

Fire stations have dining and sleeping quarters to allow the firefighters to respond to emergencies 24-hours a day. Between emergency responses, the firefighters conduct practice drills, clean and maintain equipment, participate in classroom training, conduct fire inspections, conduct demonstrations to the public, participate in fitness training, check building plans, and inspect fire escapes. Firefighting is hazardous work resulting in environments where floors suddenly cave in, walls topple, and there is exposure to gases, chemicals, and smoke. Firefighters face dangerous situations where injury and death are a risk.

## ***WORK ENVIRONMENT***

### **EMPLOYERS:**

Municipal fire departments  
Industrial manufacturing plants  
Government agencies  
Forest protection agencies

### **TYPICAL SCHEDULE:**

Shift work normal; 24 hours on duty  
Overtime normal

### **TOOLS AND EQUIPMENT:**

Protective clothing  
Building and fire codes  
Chemicals to put out fires  
Emergency rescue vehicles  
Firefighting apparatuses

### **WORKER PORTRAIT**

#### **SKILLS AND APTITUDES:**

Decisive  
Leadership  
Communications  
Team player  
Ability to remain calm in emergency situations  
Ability to make quick decisions  
Physically fit  
Good mechanical aptitude  
Ability to administer emergency medical procedures  
Sound judgment  
Ability to take the initiative  
Critical Thinking

#### **INTERESTS:**

Not adverse to risk-taking  
Motivated to take responsibility  
Desire to serve the general public

### ***CAREER OUTLOOK***

<b>Outlook</b>	<b>Occupation</b>
Stable	Fire Chief
Stable	Fire Inspector
Stable	Firefighters
<b>Position</b>	<b>Salary per Year (Average)</b>
Firefighter	\$45,250 per year

*(Note: Individual earnings may vary based upon the job setting and position. These are ranges, not guarantees of*

earnings.) Sources of occupational information include the Bureau of Labor Elementary Statistical Methods, Occupational Outlook Handbook, and Americas Career Information Net.

### **DEGREE PLANS**

Fire Science Protection – A.A.S. (p. 136)  
 Fire Officer – A.A.S. (p. 136)  
 Basic Firefighter Certificate (p. 137)  
 Fire Officer Certificate (p. 139)

## **FIRE SCIENCE PROTECTION TECHNOLOGY - A.A.S. CERTIFICATES**

Fire Academy Certificate – 24 hours

### **FALL**

SPCH 1311	Introduction to Speech Communication	3
	OR	
SPCH 1315	Public Speaking	3
MATH 1342	Elementary Statistical Methods	3
ENGL 1301	Composition I	3
	OR	
POFT 1301	Business English	3
FIRT 1433	Fire Chemistry	4
FIRT	Elective	3
FIRT	Elective	3

**Subtotal: 19**

*SPCH 1315 preferred*

### **SPRING**

GOVT 2306	Texas Government	3
COSC 1301	Introduction to Computing	3
	Approved Social / Behavioral Science	3
	Approved Language / Philosophy / Culture	3
	Elective	1
FIRT 1438	Fire Protection Systems	4

**Subtotal: 17**

*FIRT 1438 is Capstone and must be taken.*

## **FIRE OFFICER – A.A.S.**

### **CERTIFICATES**

### **FIRE OFFICER CERTIFICATE – 30 HOURS**

#### **FALL**

SPCH 1311	Introduction to Speech Communication	3
	OR	
SPCH 1315	Public Speaking	3
MATH 1342	Elementary Statistical Methods	3

ENGL 1301	Composition I	3
	OR	
POFT 1301	Business English	3
FIRT 1433	Fire Chemistry	4
FIRT 1438	Fire Protection Systems	4

**Subtotal: 17***SPCH 1315 preferred**FIRT 1438 is Capstone and must be taken.***SPRING**

GOVT 2306	Texas Government	3
COSC 1301	Introduction to Computing	3
	Approved Social / Behavioral Science	3
	Approved Language / Philosophy / Culture or Creative Arts	3
	Approved Elective	1

**Subtotal: 13***Approved Language / Philosophy / Culture or Creative Arts: PHIL 2306 preferred*

Continuing Education classes are also offered through the Fire Science Protection Technology Program, including, but not limited to, Fire Investigator, Fire Officer I, II, III, and IV, Fire Instructor I and II, and Driver Operator.

**Notice to Students Regarding Licensing - Fire**

Effective September 1<sup>st</sup> 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements.  
[http://www.tcfp.texas.gov/certification/basic\\_certification/basic\\_certification-overview.asp](http://www.tcfp.texas.gov/certification/basic_certification/basic_certification-overview.asp)

Should you wish to request a review of the impact of criminal history on your potential Fire Suppression Certification prior to or during your quest for a degree, you can visit this link and request a "Criminal History Evaluation."

[http://www.tcfp.texas.gov/certification/basic\\_certification/basic\\_certification-step\\_5.asp](http://www.tcfp.texas.gov/certification/basic_certification/basic_certification-step_5.asp)

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

## **BASIC FIREFIGHTER CERTIFICATE**

**PROGRAM INFORMATION:** This certificate program was developed to help prepare students for a career as a professional firefighter. The Navarro College Fire Academy meets the curriculum requirements for certification as a basic firefighter for the State of Texas through the Texas Commission on Fire Protection.

**Notice to Students Regarding Licensing - Fire**

Effective September 1<sup>st</sup> 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements. [http://www.tcfp.texas.gov/certification/basic\\_certification/basic\\_certification-overview.asp](http://www.tcfp.texas.gov/certification/basic_certification/basic_certification-overview.asp)

Should you wish to request a review of the impact of criminal history on your potential Fire Suppression Certification prior to or during your quest for a degree, you can visit this link and request a “Criminal History Evaluation.” [http://www.tcfp.texas.gov/certification/basic\\_certification/basic\\_certification-step\\_5.asp](http://www.tcfp.texas.gov/certification/basic_certification/basic_certification-step_5.asp)

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

**REQUIRED COURSES**

FIRS 1301	Firefighter Certification I	3
FIRS 1407	Firefighter Certification II	4
FIRS 1313	Firefighter Certification III	3
FIRS 1319	Firefighter Certification IV	3
FIRS 1323	Firefighter Certification V	3
FIRS 1329	Firefighter Certification VI	3
FIRS 1433	Firefighter Certification VII	4
FIRS 1191	Orientation	1

**Subtotal: 24**

*Note: Night students take two semesters to complete.*

A criminal background check and a drug screening are required of all Protective Services students enrolling in programs. A student convicted of a felony and/or misdemeanor offense may or may not be eligible for participation and/or state certification. Any student who has a positive drug screening must follow the policies of speaking with a Medical Review Officer and may, or may not, be dismissed from the program.

Students pursuing the Fire Academy should check with Financial Aid regarding details of Aid for all seven classes of the Academy. Program registration requirements, length, and mandatory uniform information can be obtained from the College’s website or the Protective Services Office.

**FIRE ACADEMY**

**PROGRAM INFORMATION:** Navarro College is licensed as a Fire Academy by the Texas Commission on Fire Protection. The Navarro College Fire Academy serves as a resource for the Texas Fire Service and related organizations by providing professional education in firefighting.

Navarro College conducts a Basic Firefighter Academy that serves the needs of municipal and county fire departments throughout Texas. Successful completion of the Fire Academy will allow the student to take all state exams to qualify for certification.

# FIRE OFFICER CERTIFICATE

## COURSE SEQUENCE

### FALL

FIRT 1329	Building Codes & Construction	3
	OR	
FIRT 1301	Fundamentals of Fire Protection	3
FIRT 1303	Fire & Arson Investigation I	3
FIRT 1315	Hazardous Materials I	3
FIRT 1307	Fire Prevention Codes & Inspection	3
FIRT 1309	Fire Administration I	3

**Subtotal: 15**

### SPRING

FIRT 2309	Fire Fighting Strat & Tactics I	3
FIRT 1345	Fire Hazardous Materials II	3
FIRT 1353	Legal Aspects of Fire Protection	3
	OR	
FIRT 1349	Fire Administration II	3
FIRT 2305	Fire Instructor I	3
FIRT 2351	Company Officer	3

**Subtotal: 15**

*FIRT 2305: Hybrid Course*

*FIRT 2351: Capstone Course. Must be taken in the last semester.*

## GENERAL STUDIES

### DEGREE PLANS

General Studies – A.A. (p. 140)

General Studies – A.S. (p. 141)

## GENERAL STUDIES - A.A.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who have not yet declared a major and who plan to transfer to a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Art General Studies Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select the courses needed to reach his or her educational goals.

### FRESHMAN YEAR

#### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
	Approved Speech	3
	Approved Core Math	3

**Subtotal: 16**

#### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
COSC 1301	Introduction to Computing	3
	Approved Elective	1

**Subtotal: 14**

### SOPHOMORE YEAR

#### FALL

GOVT 2305	Federal Government	3
	Approved Creative Arts	3
	Approved Social / Behavioral Science	3
	Approved Foreign Language	4

Approved Elective	3
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**Subtotal: 16****SPRING**

GOVT 2306	Texas Government	3
	Approved Language / Philosophy / Culture	3
	Approved Foreign Language	4
	Approved Elective	1
	Approved Elective	3

**Subtotal: 14**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## GENERAL STUDIES – A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who have not yet declared a major and who plan to transfer to a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Science General Studies degree. If a student elects not to follow the recommended sequence, a counselor will help the student select the courses needed to reach his or her educational goals.

**FRESHMAN YEAR****FALL**

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
	Approved Speech	3
	Approved Core Math	3

**Subtotal: 16****SPRING**

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
	Approved Core Math	3

Approved Elective 1

**Subtotal: 14**

**SOPHOMORE YEAR**

**FALL**

GOVT 2305	Federal Government	3
	Approved Creative Arts	3
COSC 1301	Introduction to Computing	3
	Approved Elective	3
	Approved Elective	3

**Subtotal: 15**

**SPRING**

GOVT 2306	Texas Government	3
	Approved Language / Philosophy / Culture	3
	Approved Social / Behavioral Science	3
	Approved Elective	3
	Approved Elective	3

**Subtotal: 15**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## HEALTH PROFESSIONS

### *THE OCCUPATIONS*

Registered Nurse (A.D.N.)  
 LVN – RN Bridge  
 Licensed Vocational Nurse  
 A.S. in Pre-Bachelor of Science in Nursing  
 Medical Laboratory Technology  
 Occupational Therapy Assistant  
 Physical Therapist Assistant

### *ABOUT THE OCCUPATIONS*

Health Professions offers many exciting and rewarding career opportunities. At Navarro College, we provide students with several avenues to assist in their pursuit of a career in health professions. Nurses, both RNs and LVNs, make up the largest portion of health care providers. The demand for nurses is expected to grow faster than the average for all other occupations. RNs provide direct patient care, assist physicians with procedures, and provide supervision for other health care workers. LVNs provide basic bedside care, perform procedures and treatments, assist RNs and physicians in providing care and treatments, perform procedures in physicians' offices, and may provide supervision for nursing assistants and aides in long-term care facilities.

Medical Laboratory Technicians (MLTs) play a crucial role in the detection, diagnosis, and treatment of disease. They examine and analyze body fluids and cells. They examine specimens for bacteria, parasites or other microorganisms; analyze the chemical content of fluids; match blood for transfusions, and test for drug levels in the blood. The MLT field is rated in the top 20 best jobs.

Occupational Therapy Assistants and Physical Therapist Assistants may work with individuals who seek to maximize the functional areas of their lives or are limited by physical disease or injury, psychological or social dysfunction, developmental or learning disabilities, or other disorders, trauma, or conditions.

### *CAREER OUTLOOK*

Outlook	Occupation	Average Salary
Excellent	Registered Nurse	\$40,000-80,000
Excellent	Licensed Vocational Nurse	\$28,000-38,000
Excellent	Medical Laboratory Technician	\$41,398
Excellent	Occupational Therapy Assistant	\$50,000+
Excellent	Physical Therapist Assistant	\$50,000+

Sources: U.S. Department of Labor Elementary Statistical Methods and the Texas Workforce Commission.

### *DEGREE PLANS*

Registered Nurse Associate Degree Nursing (p. 143)  
 LVN to RN Bridge Option (p. 146)  
 Licensed Vocational Nursing (p. 148)  
 Medical Laboratory Technology (p. 149)  
 Occupational Therapy Assistant (p. 151)  
 Physical Therapist Assistant (p. 154)  
 Pre-Bachelor of Science in Nursing (p. 156)

## REGISTERED NURSE ASSOCIATE DEGREE NURSING- A.A.S

**PROGRAM INFORMATION:** The two-year 60 credit hours curriculum in nursing leads to an **Associate in Applied Science Degree (A.A.S. A.D.N.)** and prepares the graduate to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Graduates must also meet legal requirements for licensure as mandated by the Texas Board of Nursing (BON) or the state in which initial licensure is sought. Successful completion of the examination will allow the graduate to practice as a registered nurse. The Navarro College Associate Degree Nursing (ADN) Program is approved by the Texas Higher Education Coordinating Board (THECB) and the Texas Board of Nursing (BON), P.O. Box 430, Austin, TX 78767, (512) 305-7400. The

ADN program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, phone 404-975-5000, fax 404-975-5020, [www.acenursing.org](http://www.acenursing.org).

The ADN curriculum includes on-campus coursework and clinical experiences in health care agencies. Applications to the program are available at nursing information sessions which are conducted at various times starting each October. Students wishing to apply to the program must attend an ADN information session. Applicants who score at or above the national norm on the reading comprehension and math portions of the TEAS entrance exam and are Texas Success Initiative (TSI) complete are eligible to apply for admission. Admission is determined by: (1) eligibility for admission according to the Texas BON; (2) a criminal background acceptable to clinical agencies; (3) the highest entrance exam reading comprehension score; and (4) the highest GPA on non-RNSG ADN degree plan courses. Ties among applicants are broken by selecting the student(s): (1) who live in Navarro County; (2) have the highest grades on non-RNSG degree plan courses, or; (3) have health care experiences. The last choice will be to admit all who are tied or admit none of those with tying scores.

ACCEPTANCE TO NAVARRO COLLEGE DOES NOT GUARANTEE ADMISSION TO THE ASSOCIATE DEGREE NURSING PROGRAM. The Associate Degree Nursing program is only available on the Waxahchie campus.

### ***ADDITIONAL PROGRAM REQUIREMENTS***

- Students must complete all theory courses on the ADN degree plan with a final grade of “C” or higher and all clinical courses with a final clinical evaluation of competent or “satisfactory” in order to pass and progress in the program and graduate. The theory ADN grading scale is: A = 90-100, B = 80-89, C = 75-79, D = 60-74, F = <60.
- Students must meet all program and clinical agency requirements including drug screens, American Heart Association Basic Life Support CPR certification, health screenings and immunizations. The Texas Department of Health Administrative Code requires that students enrolled in health-related courses in institutions of higher education with required patient contact must have specific immunizations. Applicants must show proof of the complete series of immunizations prior to final admission to the program. Any exclusion of compliance for medical contraindications or religious beliefs will be handled on an individual basis and must be submitted in writing with the application packet. Students will receive information on unanticipated requirements by email after the application is filed.

Standardized exams including comprehensive predictors of NCLEX-RN success are used throughout the program as a portion of semester grades. Graduates are expected to pass all RNSG courses within three years and be prepared to pass the NCLEX-RN exam. Transfer of RNSG courses from another college is limited to no more than nine hours of equivalent RNSG courses and must have prior written approval signed by ADN Program Director and the Dean of Health Professions.

### ***INFORMATION REGARDING ELIGIBILITY FOR RN LICENSE***

The Texas Board of Nursing has mandated that applicants for licensure as registered nurses meet eligibility requirements.

#### **Notice to Students Regarding Licensing - ADN**

Effective September 1<sup>st</sup> 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements [http://www.bne.state.tx.us/licensure\\_eligibility.asp](http://www.bne.state.tx.us/licensure_eligibility.asp).

Should you wish to request a review of the impact of criminal history on your potential ADN License prior to or during your quest for a degree, you can visit this link and request a “Criminal History Evaluation.”

<http://www.bne.state.tx.us/enlcnotice.asp>.

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

**REQUIRED PREREQUISITES**

BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4

**Subtotal: 8****FRESHMAN YEAR****FALL**

RNSG 1413	Foundations of Nursing Practice	4
RNSG 1261	Clinical- Nursing Foundations	2
ENGL 1301	Composition I	3
PSYC 2314	Lifespan Growth and Development	3

**Subtotal: 12****SPRING**

RNSG 2504	Integrated Care of the Patient With Common Health Care Needs	5
RNSG 1361	Clinical- Nursing Care of Clients With Common Health Care Needs	3
BIOL 2420	Microbiology for Non-Science Majors	4

**Subtotal: 12****SUMMER**

RNSG 2201	Care of Children and Families	2
RNSG 2261	Clinical- Nursing Care of Children And Families	2

**Subtotal: 4****SOPHOMORE YEAR****FALL**

RNSG 2514	Integrated Care of the Patient With Complex Health Care Needs	5
RNSG 2461	Clinical- Nursing Care of Clients With Complex Health Care Needs	4
PSYC 2301	General Psychology	3

**Subtotal: 12****SPRING**

	Approved Language / Philosophy / Culture or Creative Arts	3
RNSG 2535	Integrated Client Care Management	5
RNSG 2462	Clinical- Integrated Client Management	4

**Subtotal: 12**

*Language / Philosophy / Culture OR Creative Arts – (PHIL 1301 Introduction to Philosophy, PHIL 1304 Introduction to World Religions, PHIL 2305 Introduction to Ethics, ARTS 1301 Art Appreciation, or MUSI 1306 Music Appreciation are preferred.*

*(Ethics is preferred by the ADN Program) With approval, a core curriculum Humanities course or Visual /Performing Arts course may be substituted.)*

## LVN TO RN BRIDGE OPTION- A.A.S.

**PROGRAM INFORMATION:** A mobility curriculum with summer bridge courses that can allow LVNs to “bridge” the gap between the Vocational Nursing Program and the second year of the Associate Degree Nursing Program. This one-year curriculum completes the 60 hours required for an Associate in Applied Science Degree (A.A.S. A.D.N. Bridge). LVNs must have 9-12 months of full-time acute-care work experience, must satisfy all of the general education requirements of the first year of the ADN program as well as meet other specific program admission requirements. Upon successful completion of the bridging courses, the student is eligible for entry into the sophomore year of the Associate Degree Nursing Program. Applications to the program are available on-line and at nursing information sessions. All students wishing to apply to the program must attend an information session. Information session dates are posted on the Navarro College Web site in the Fall. ACCEPTANCE TO NAVARRO COLLEGE DOES NOT GUARANTEE ADMISSION TO THE LVN TO RN BRIDGE OPTION. (See Associate Degree Nursing Program (p. 143) information for admission, licensure and accreditation information).

### Notice to Students Regarding Licensing - LVN to RN Bridge Program

Effective September 1<sup>st</sup> 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion.

The following website provides links to information about the licensing process and requirements.

[http://www.bne.state.tx.us/licensure\\_eligibility.asp](http://www.bne.state.tx.us/licensure_eligibility.asp).

Should you wish to request a review of the impact of criminal history on your potential LVN License prior to or during your quest for a degree, you can visit this link and request a “Criminal History Evaluation.”

<http://www.bne.state.tx.us/enlcnotice.asp>

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense.

Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

## FRESHMAN YEAR

### FALL

PSYC 2301	General Psychology	3
BIOL 2401	Anatomy & Physiology I	4
BIOL 2420	Microbiology for Non-Science Majors	4

**Subtotal: 11**

### SPRING

PSYC 2314	Lifespan Growth and Development	3
SPCH 1311	Introduction to Speech Communication	3
	OR	
SPCH 1315	Public Speaking	3

ENGL 1301	Composition I	3
BIOL 2402	Anatomy & Physiology II	4

**Subtotal: 13***SPCH 1315 preferred***FIRST SUMMER SESSION**

RNSG 1417	Concepts of Nursing Practice I For Articulating Students	4
RNSG 1262	Clinical - Nursing Practice I For Articulating Students	2

**Subtotal: 6****SECOND SUMMER SESSION**

RNSG 1442	Concepts of Nursing Practice II For Articulating Students	4
RNSG 1263	Clinical- Nursing Practice II For Articulating Students	2

**Subtotal: 6****SOPHOMORE YEAR****FALL**

BIOL 1322	Nutrition and Diet Therapy	3
RNSG 2514	Integrated Care of the Patient With Complex Health Care Needs	5
RNSG 2461	Clinical- Nursing Care of Clients With Complex Health Care Needs	4

**Subtotal: 12****SPRING**

	Approved Language / Philosophy / Culture or Creative Arts	3
RNSG 2535	Integrated Client Care Management	5
RNSG 2462	Clinical- Integrated Client Management	4

**Subtotal: 12**

*Language / Philosophy / Culture OR Creative Arts – PHIL 1301 Introduction to Philosophy, PHIL 1304 Introduction to World Religions, PHIL 2306 Introduction to Ethics, ARTS 1301 Art Appreciation, or MUSI 1306 Music Appreciation are preferred. (Ethics preferred by the ADN Program) With approval, a core curriculum Language / Philosophy / Culture course or Creative Arts course may be substituted.*

## LICENSED VOCATIONAL NURSING CERTIFICATE

**PROGRAM INFORMATION:** The 12-month curriculum in vocational nursing leads to a Certificate of Completion and helps prepare graduates to take the National Council Licensure Examination for Practical Nurses. Successful completion of the examination will allow graduates to practice as a Licensed Vocational Nurse in Texas. The curriculum is approved by the Texas Board of Nursing (BON), 333 Guadalupe #3-460, Austin, TX 78701, (512) 305-7400 and the Texas Higher Education Coordinating Board. The vocational nurse graduate is prepared to provide bedside nursing care including administration of medications and procedures requiring technical skills. The nursing curriculum includes on-campus coursework and clinical experiences in health care agencies.

Admission to the Vocational Nursing program is a separate procedure from admission to Navarro College. Applicants must first meet all admission criteria for Navarro College. Applicants must be Texas Success Initiative (TSI) complete. Prospective students are also required to attend an information session. These sessions are conducted at various times from September to February. Students are required to take the TEAS test and score at or above the national mean for the reading section. This entrance exam must be taken during the application year.

Applicants are ranked according to test scores, health care certification, and completion of non-required college courses. Criminal history checks and drug screens are required components of the Vocational Nursing Program. *Acceptance to Navarro College does not guarantee admission to the Licensed Vocational Nursing program.* The Licensed Vocational Nursing program is only available on the Corsicana, Waxahachie, and Mexia campuses.

**INFORMATION REGARDING ELIGIBILITY FOR LVN LICENSE:** The Texas Board of Nursing has mandated that applicants for licensure as Licensed Vocational Nurses must meet eligibility requirements. Prospective nursing students with a criminal conviction, mental illness, and/or substance/alcohol abuse or dependency may not meet eligibility requirements. The Texas Board of Nursing (BON) provides individuals the opportunity to petition for a Declaratory Order of Eligibility. If the applicant is aware of a past criminal offense, he/she should be prepared by gathering all court documents to file a Declaratory Order with the Texas Board of Nursing as advised. NOTE: A Declaratory Order does not guarantee clinical placement at health care facilities during the vocational nursing program.

### Notice to Students Regarding Licensing - LVN

Effective September 1<sup>st</sup> 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion.

The following website provides links to information about the licensing process and requirements.

[http://www.bne.state.tx.us/licensure\\_eligibility.asp](http://www.bne.state.tx.us/licensure_eligibility.asp)

Should you wish to request a review of the impact of criminal history on your potential LVN License prior to or during your quest for a degree, you can visit this link and request a "Criminal History Evaluation."

<http://www.bne.state.tx.us/enlcnotice.asp>

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense.

Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

## COURSE SEQUENCE

### FALL

VNSG 1505	Health Science	5
VNSG 1423	Basic Nursing Skills	4
VNSG 1331	Pharmacology	3
VNSG 1327	Essentials of Medication Administration	3
VNSG 1260	Clinical I - Practical Nurse	2
VNSG 1122	Vocational Nursing Concepts	1

**Subtotal: 18**

### SPRING

VNSG 1133	Growth and Development	1
VNSG 1429	Medical - Surgical Nursing I	4
VNSG 1334	Pediatrics	3
VNSG 2431	Advanced Nursing Skills	4
VNSG 1330	Maternal-Neonatal Nursing	3
VNSG 1460	Clinical II Practical Nurse	4

**Subtotal: 19**

### SUMMER SESSION

VNSG 1191	Special Topics in Practical Nursing (role Transition)	1
VNSG 1432	Medical-Surgical Nursing II	4
VNSG 1236	Mental Health	2
VNSG 1238	Mental Illness	2
VNSG 1219	Professional Development	2
VNSG 1261	Clinical III - Practical Nurse	2

**Subtotal: 13**

## MEDICAL LABORATORY TECHNOLOGY- A.A.S.

**PROGRAM INFORMATION:** The two-year curriculum in Medical Laboratory Technology leads to an Associate in Applied Science Degree designed to help prepare graduates for employment as a medical laboratory technician in a clinical laboratory upon successful completion of a national certification exam. Students who have completed many of the general education courses on the degree plan may be accelerated through the program. Students unable to attend full time may be accommodated.

The Medical Laboratory Technology (MLT) Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) located at 5600 N. River Road Suite 720, Rosemont, IL 60018-5119. NAACLS phone number is (733) 714-8880. Graduates of the program are eligible to take the American Society of Clinical Pathology (ASCP) national certification examinations for medical laboratory technicians.

**APPLICATION PROCESS:** Students interested in the Medical Laboratory Technology Program should submit the MLT program application to the program director (address is on the application). Applications are available at the Dean of Health Professions' office, the MLT program office (Drane Hall Room 208), or at [www.navarrocollege.edu](http://www.navarrocollege.edu) on the MLT webpage. Applicants are ranked for admission based on the following: Texas Success Initiative scores, GPA, completion of science

courses, completion of other college courses, and employment in a clinical laboratory or phlebotomy course completion. Proof of clear criminal history is required. ACCEPTANCE TO NAVARRO COLLEGE DOES NOT GUARANTEE ADMISSION TO THE MEDICAL LABORATORY TECHNOLOGY PROGRAM. The Medical Laboratory Technology program is only offered on the Corsicana campus.

Hepatitis B immunization, a six-month process, must be complete before patient contact, WHICH OCCURS DURING THE FRESHMAN YEAR CLINICALS. Students interested in the program should begin hepatitis B immunizations as soon as possible. Immunization information is included in the MLT application and the website.

University programs are available that accept transfer MLT courses to a Bachelor of Science (medical laboratory science) degree. Students should check with their chosen university regarding any transfer possibilities.

### **Notice to Students Regarding Licensing - MLT**

Effective September 1<sup>st</sup> 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements.  
<https://www.naacls.org/>

Should you wish to request a review of the impact of criminal history on your potential MLT Certification prior to or during your quest for a degree, you can visit this link and request a “Criminal History Evaluation.”

<https://www.naacls.org/Students.aspx>

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

## **FRESHMAN YEAR**

### **FALL**

MLAB 1201	Introduction to Clinical Lab Science	2
MLAB 1211	Urinalysis and Body Fluids	2
MLAB 1235	Immunology/ Serology	2
BIOL 2401	Anatomy & Physiology I	4
MATH 1314	College Algebra	3
ENGL 1301	Composition I	3

**Subtotal: 16**

### **SPRING**

MLAB 1415	Hematology	4
MLAB 1227	Coagulation	2
PLAB 1223	Phlebotomy	2
BIOL 2402	Anatomy & Physiology II	4
	Approved Language / Philosophy / Culture or Creative Arts	3

**Subtotal: 15**

**SUMMER**

MLAB 1360	Clinical I	3
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**Subtotal: 3****SOPHOMORE YEAR****FALL**

MLAB 2434	Clinical Microbiology	4
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MLAB 2431	Immunoematology	4
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CHEM 1411	General Chemistry I	4
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OR

CHEM 1405	Introductory Chemistry I	4
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	Approved Social / Behavioral Science	3
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**Subtotal: 15****SPRING**

MLAB 1231	Parasitology/ Mycology	2
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MLAB 2401	Clinical Chemistry	4
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MLAB 2238	Advanced Topics	2
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MLAB 2360	Clinical II	3
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**Subtotal: 11****OCCUPATIONAL THERAPY ASSISTANT-A.A.S.**

**PROGRAM INFORMATION:** The two-year 60 hour curriculum in occupational therapy leads to an **Associate of Applied Science Degree (A.A.S. OTA)**. The program helps prepare the graduate to take the national certification examination provided by the National Board for Certification in Occupational Therapy (NBCOT) to become a Certified Occupational Therapy Assistant (COTA). Graduates must also meet licensure requirements as mandated by the Texas Board of Occupational Therapy Examiners (TBOTE) or the state in which licensure is sought. The occupational therapy assistant curriculum includes on-campus coursework and clinical experiences in traditional and non-traditional occupational therapy settings. The curriculum is designed to meet the standards of the Accreditation Council for Occupational Therapy Education (ACOTE) located at 4720 Montgomery Lane, Suite 200, Bethesda, MD, 20814-3449. The phone number for ACOTE is (301) 652-AOTA. The website for ACOTE is [www.acoteonline.org](http://www.acoteonline.org). The Navarro College Occupational Therapy Assistant Program has been granted Accreditation by ACOTE.

ACCEPTANCE TO NAVARRO COLLEGE DOES NOT GUARANTEE ADMISSION TO THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM. Applicants must first meet all admission criteria for Navarro College. Once enrolled in Navarro College, the student may submit an application to the OTA Program. Potential applicants are strongly encouraged to attend one of the information sessions which are conducted at various times throughout the year. Applications to the program may be obtained by attending an information session, in-person through the Health Professions Department, or by electronic download from the program webpage. **Positions in the program are limited.** Admission decisions will be made through a points system. Priority status is determined from the following data: Completion of or exemption from Texas Success Initiative (TSI) requirements, grades in prerequisite courses on the OTA degree plan, previous health work experience, completion of prior degree or health certification, and submission of required essay. The Occupational Therapy Assistant program is only available on the Corsicana and Midlothian campuses.

**ADDITIONAL PROGRAM REQUIREMENTS:**

- All required coursework must be completed with a grade of “C” or better.
- Students will provide proof of required or state-mandated health screenings, immunizations, and CPR training. Clinical and practicum training will require drug screenings.
- Clinical and practicum training in practice settings, may require extended travel (early mornings, evenings, weekends) within 60 miles of the student’s home.
- Entry into Level II Fieldwork (practicum) must occur within six months of completing academic studies. Completion of Level II fieldwork (practicum) of 16 weeks must occur within 16 months of completion of academic studies.
- The program must be completed with four (4) years of registration of the first OTHA course.
- Interruption in sequence of studies may require additional coursework to help ensure clinical readiness.

**PLEASE NOTE:** A felony conviction may affect a graduate’s ability to sit for the NBCOT Certification Examination and/or attain state licensure.

**Notice to Students Regarding Licensing - OTA**

Effective September 1<sup>st</sup> 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements. [www.ptot.texas.gov](http://www.ptot.texas.gov)

Should you wish to request a review of the impact of criminal history on your potential OTA License prior to or during your quest for a degree, you can visit this link and request a “Criminal History Evaluation.”

<http://www.ptot.texas.gov/idl/5507F83A-E33A-9745-CF66-A40DECF58723>

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

**PREREQUISITES**

HPRS 1101	Introduction to Health Professions	1
OTHA 1201	Introduction to Occupational Therapy	2
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
<b>Subtotal:</b>		<b>11</b>

**FRESHMAN YEAR**

**SUMMER**

OTHA 1305	Principles of Occupational Therapy	3
HPRS 1206	Essentials of Medical Terminology	2
<b>Subtotal:</b>		<b>5</b>

**FALL**

OTHA 1309	Human Structure and Function in Occupational Therapy	3
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OTHA 1311	Occupational Performance Throughout The Lifespan	3
OTHA 2201	Pathophysiology in Occupational Therapy	2
PSYC 2314	Lifespan Growth and Development	3
PHIL 1301	Introduction to Philosophy	3
	OR	
PHIL 2306	Introduction to Ethics	3

**Subtotal: 14****SPRING**

OTHA 1315	Therapeutic Use of Occupations Or Activities I	3
OTHA 1241	Occupational Performance From Birth to Adolescence	2
OTHA 1161	Clinical in OTA I	1
OTHA 2309	Mental Health in Occupational Therapy	3
OTHA 2204	Neurology in Occupational Therapy	2

**Subtotal: 11****SOPHOMORE YEAR****FALL**

OTHA 2331	Physical Function in Occupational Therapy	3
OTHA 2402	Therapeutic Use of Occupations Or Activities II	4
OTHA 1162	Clinical in OTA II	1
OTHA 2235	Health Care Management in Occupational Therapy	2
MATH 1342	Elementary Statistical Methods	3

**Subtotal: 13****SPRING**

OTHA 2366	Practicum in OTA	3
OTHA 2367	Practicum in OTA	3

**Subtotal: 6**

## PHYSICAL THERAPIST ASSISTANT- A.A.S.

**PROGRAM INFORMATION:** The two-year, 66 hour curriculum in physical therapy leads to an **Associate of Applied Science Degree (A.A.S., PTA)**. The physical therapist assistant curriculum includes on-campus coursework and clinical experiences in traditional and non-traditional physical therapy settings. The program helps prepare the graduate to take the National Physical Therapy Examination provided by The Federation of State Board Examiners (FSBPT) to become a Physical Therapist Assistant (PTA). Graduates must also meet licensure requirements as mandated by the Executive Council on Physical Therapy Examiners for the state of Texas or the state in which licensure is sought. Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

The Physical Therapist Assistant program at Navarro College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org website: <http://www.capteonline.org>

Admission to the PTA program is a separate procedure from admission to Navarro College. Applicants must first meet all admission criteria for Navarro College. Once enrolled in Navarro College, the student may submit an application to the PTA Program. It is **mandatory** for potential applicants to attend one of the information sessions, which are conducted at various times throughout the year. Applications to the program may be obtained by attending an information session, in person through the Health Professions Department located on Corsicana campus or on the Midlothian campus, or by electronic download from the program web page. **Positions in the program are limited** and are a selective process. Admission decisions will be made through a points system. Priority status is determined from the following data: completion of or exemption from Texas Success Initiative (TSI) requirements, grades in non-physical therapy courses and pre-requisite courses (completed prior to the application deadline) on the PTA degree plan, scored on the TEAS- Allied Health examination, previous healthcare work experience, and/or completion of a prior degree or health certification. The Physical Therapist Assistant program is only available on the Midlothian campus.

### **ADDITIONAL PROGRAM REQUIREMENTS:**

- All required coursework must be completed with a grade of “C” or better.
- Students will provide proof of required or state-mandated health screenings, immunizations and CPR training. Clinical training will require drug screenings and criminal background checks.
- Entry into PTHA 2366 Practicum must occur within six months of completing academic studies.
- Interruption in sequence of studies may require additional coursework to help ensure clinical readiness.
- **PLEASE NOTE:** A felony conviction may affect a graduate’s ability to sit for the FSBPT (Federation of State Boards of Physical Therapy) and/or attain state licensure. **Notice to Students Regarding Licensing - PTA**

Effective September 1<sup>st</sup> 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements. [www.ptot.texas.gov](http://www.ptot.texas.gov)

Should you wish to request a review of the impact of criminal history on your potential PTA License prior to or during your quest for a degree, you can visit this link and request a “Criminal History Evaluation.”

<http://www.ptot.texas.gov/idl/5507F83A-E33A-9745-CF66-A40DECF58723>

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

## PREREQUISITES

HPRS 1101	Introduction to Health Professions	1
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
ENGL 1301	Composition I	3

**Subtotal: 12**

## FRESHMAN YEAR

### SPRING

PTHA 1409	Introduction to Physical Therapy	4
PTHA 1413	Functional Anatomy	4
PTHA 1321	Pathophysiology for PTA	3
PSYC 2314	Lifespan Growth and Development	3
MATH 1342	Elementary Statistical Methods	3

**Subtotal: 17**

### FALL

PTHA 2409	Therapeutic Exercise	4
PTHA 1431	Physical Agents	4
PTHA 2205	Neurology	2
PTHA 2301	Essentials of Data Collection	3
PHIL 1301	Introduction to Philosophy	3
	OR	
PHIL 2306	Introduction to Ethics	3

**Subtotal: 16**

## SOPHOMORE YEAR

### SPRING

PTHA 2431	Management of Neurological Disorders	4
PTHA 2435	Rehabilitation Techniques	4
PTHA 1260	PTA Clinical I	2
	Approved Speech Elective	3

**Subtotal: 13**

### FALL

PTHA 2360	PTA Clinical II	3
PTHA 2366	PTA Practicum	3
PTHA 2239	Professional Issues	2

**Subtotal: 8**

## PRE-BACHELOR OF SCIENCE IN NURSING- A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed to serve as the first two years of academic studies for students who plan to pursue a bachelor's degree in nursing at a senior college or university.

Upon successful completion of the courses shown, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, students are advised to consult a counselor for help in selecting courses needed to reach individual educational goals. In addition, students are advised to consult with the desired BSN program coordinator for degree requirements and application information.

### FRESHMAN YEAR

#### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
SPCH 1315	Public Speaking	3
BIOL 2401	Anatomy & Physiology I	4
MATH 1314	College Algebra	3

**Subtotal: 16**

#### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
BIOL 2402	Anatomy & Physiology II	4
COSC 1301	Introduction to Computing	3
	Approved Elective	1

**Subtotal: 14**

### SOPHOMORE YEAR

#### FALL

GOVT 2305	Federal Government	3
	Approved PHIL or English Literature	3
PSYC 2301	General Psychology	3
CHEM 1411	General Chemistry I	4
	Creative Arts	3

**Subtotal: 16**

#### SPRING

GOVT 2306	Texas Government	3
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MATH 1342	Elementary Statistical Methods	3
PSYC 2314	Lifespan Growth and Development	3
	Approved Elective	1
BIOL 2420	Microbiology for Non-Science Majors	4

**Subtotal: 14**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## INDUSTRIAL TECHNOLOGY

# INDUSTRIAL MAINTENANCE TECHNOLOGY CERTIFICATE

**PROGRAM INFORMATION:** The curriculum will help prepare students for immediate employment in the field of industrial maintenance. Students will learn to perform the duties of a general maintenance technician and function as a member of a multi-skilled general and shop maintenance team in a wide variety of industrial settings. Graduates will perform routine preventative maintenance, troubleshooting, and repair on equipment and components in an industrial plant environment. Upon successful completion of the program, a Certificate of Completion in industrial equipment maintenance and repair will be awarded the student.

Articulated credit may be available for some courses students completed while in high school.

### COURSE SEQUENCE

#### FALL

INMT 2345	Industrial Troubleshooting	3
RBTC 1309	Pneumatics	3
ELPT 1311	Basic Electrical Theory	3
INTC 1305	Intro to Instrumentation	3
PTRT 1313	Industrial Safety	3

**Subtotal: 15**

#### SPRING

ELMT 1301	Programmable Logic Controllers	3
HYDR 1305	Basic Hydraulics	3
ELPT 1341	Motor Control	3
PTRT 2280	Cooperative Education	2
	OR	
PTRT 1291	Special Topics Capstone	2
WLDG 1428	Intro to Shielded Metal Arc Welding	4
	OR	
ELPT 1325	Survey of National Electric Code	3
	OR	
ELPT 2325	National Electrical Code II	3

**Subtotal: 14-15**

*PTRT 2280: Capstone*

# JOHN DEERE TECH

## AGRICULTURE MECHANIZATION

### THE OCCUPATIONS

- Service Technician
- Shop Foreman
- Service Manager
- Customer Service Representative

### ABOUT THE OCCUPATIONS

The technical revolution in the agricultural tractor and equipment industry has quickly changed the way service technicians perform their jobs. The rapid spread of the use of electronics and hydraulics in the industry has created a demand for technicians who are technically and academically prepared. Technicians must be prepared for updated training on new machines as they are introduced. John Deere dealers need technicians who understand good work ethics and are willing to accept change. The service department at most dealerships of today is responsible for the repair and maintenance on all equipment sold at that dealership. The success of any dealership depends on the efficiency of the service department employees. Service technicians perform assigned set-up, repair, and warranty jobs on agricultural machines, old and new. This work may be performed at the dealership or in the field. Shop foremen, depending on the structure of the service department, may schedule service jobs for service technicians or work as a technician while assisting other technicians in the service department. Managerial positions are open to individuals who develop the technical, organizational, communication, and social skills necessary to represent the dealership in a managerial position in the service department. Many dealerships also employ a customer service representative to promote the dealership with current and prospective customer interaction.

### WORK ENVIRONMENT

#### EMPLOYERS:

John Deere dealerships provide an excellent opportunity to continue employment after graduation because students perform a paid internship at a sponsoring John Deere dealership as part of the degree program. Graduates from this program typically work for John Deere dealerships but may also be employed by other agricultural equipment

companies. Labor market Elementary Statistical Methods show an increasing demand for diesel mechanics.

#### TYPICAL SCHEDULE:

- 40-hour work week is normal
- Overtime during the crop-growing seasons

#### TOOLS AND EQUIPMENT:

Micrometers, dial indicators, hoists, flow meters, multimeters, laptop computers, lift trucks, cutting torches, and John Deere special tools necessary to perform service on equipment scheduled for repair.

#### WORKER PORTRAIT

#### SKILLS AND APTITUDES:

- Demonstrates dependable and responsible attitude
- Works well under pressure
- Communicates well
- Concentrates despite distractions
- Demonstrates good judgment and common sense
- Understands what “doing the job right” means

#### INTERESTS:

- Likes to work with hands
- Enjoys helping people in need
- Interested in working on a variety of products
- Enjoys a variety of inside and outside work

#### CAREER OUTLOOK

Outlook	Occupation
Excellent	Service Technician
Excellent	Shop Foreman
Excellent	Service Manager
Position	Salary per Year
Service Manager	Salaries depend on position region of state and nation
Shop Foreman	Salaries depend on position region of state and nation
Service Technician	Salaries depend on position region of state and nation

*(Note: Individual earnings may vary based upon the job setting and position. These are ranges not guarantees of earnings.)*

**DEGREE PLANS**

Ag Mechanization Technology (p. 160)

Turf Power Equipment

Advanced (Agriculture) Technical Skills Certificate (p. 161)

Commercial &amp; Consumer Equipment Maintenance Certificate

Diesel Engine Maintenance Certificate I (p. 161)

Diesel Engine Maintenance Certificate II (p. 162)

**AG MECHANIZATION TECHNOLOGY - AAS**

**PROGRAM INFORMATION:** The John Deere TECH program is designed to help prepare students for a career in the field of agriculture mechanization technology. The student will study the theory and practice required for employment with John Deere and other farm implement dealers as agriculture technicians (ag. tech) where they will repair and maintain complex mechanized farm equipment. This is a high-tech program with limited enrollment. Students are asked to make applications to the John Deere TECH Department in early spring. They must have a John Deere sponsor for whom they will work between semesters; and they must take the Accuplacer and Mechanical Reasoning Tests prior to being accepted into the program. Students successfully completing the two-year program will receive an A.A.S. Degree in Agriculture Mechanization technology or a Certificate of Completion. For more information, please contact the Navarro College John Deere TECH Department.

**FRESHMAN YEAR****FALL**

DEMR 1405	Basic Electrical Systems	4
DEMR 1301	Shop Safety & Procedures	3
ENGL 1301	Composition I	3
DEMR 1406	Diesel Engine I	4
	Approved Core Math	3

**Subtotal: 17****SPRING**

DEMR 1225	Small Air-Cooled Engines	2
DEMR 1229	Preventative Maintenance	2
DEMR 2339	Advanced Electrical Systems	3
DEMR 1449	Diesel Engines II	4
SPCH 1321	Business & Professional Communication	3
DEMR 1166	Practicum I	1

**Subtotal: 15****SUMMER**

DEMR 1466	Practicum II	4
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**Subtotal: 4****SOPHOMORE YEAR****FALL**

DEMR 1416	Basic Hydraulics	4
AGME 1353	Harvesting Equipment	3
DEMR 1421	Power Trains I	4

	Approved Language / Philosophy / Culture or Creative Arts	3
PSYC 2301	General Psychology	3

**Subtotal: 17****SPRING**

DEMR 1323	Heating, Ventilation & A/C (HVAC) Troubleshooting	3
DEMR 2338	Power Applications I	3
DEMR 2166	Practicum II	1

**Subtotal: 7**

*AGME 1391: Capstone must be taken in the final semester.*

## ENHANCED (AGRICULTURE) TECHNICAL SKILLS CERTIFICATE

**PROGRAM INFORMATION:** The John Deere TECH program is designed to help prepare students for a career in the field of agriculture mechanization technology. The student will study the theory and practice required for employment with John Deere and other farm implement dealers as agriculture technicians (ag. tech) where they will repair and maintain complex mechanized farm equipment. This is a high-tech program with limited enrollment. Students are asked to make applications to the John Deere TECH Department in early spring. They must have a John Deere sponsor for whom they will work between semesters; and they must take the Accuplacer and Mechanical Reasoning Tests prior to being accepted into the program. Students successfully completing the two-year program will receive an A.A.S. Degree in Agriculture Mechanization technology or a Certificate of Completion. For more information, please contact the Navarro College John Deere TECH Department.

Articulated credit may be available for some courses students completed while in high school.

**FRESHMAN YEAR****FALL**

DEMR 2335	Advanced Hydraulics	3
DEMR 2332	Electronic Controls	3

**Subtotal: 6**

## DIESEL ENGINE MAINTENANCE CERTIFICATE I

**PROGRAM INFORMATION:** The Certificate I and Certificate II Programs can enable students in the John Deere Tech Program to receive two certificates while working toward completing the A.A.S. Degree. Student must have a John Deere sponsor for whom they will work between semesters. All John Deere courses in the certificate programs are courses included in the A.A.S. Degree. Upon successful completion of each certificate, the student will be awarded a Certificate of Completion. Students are not required to take a college entrance test in order to enroll for either certificate program.

**COURSE SEQUENCE****FALL**

DEMR 1406	Diesel Engine I	4
POFT 1301	Business English	3
DEMR 1405	Basic Electrical Systems	4
DEMR 1229	Preventative Maintenance	2

**Subtotal: 13****SPRING**

DEMR 2339	Advanced Electrical Systems	3
DEMR 1225	Small Air-Cooled Engines	2
DEMR 1449	Diesel Engines II	4
AGME 1207	Agriculture Equipment Tools	2
DEMR 1166	Practicum I	1

**Subtotal: 12***DEMR 1449: Capstone must be taken in final semester***SUMMER**

DEMR 1466	Practicum II	4
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**Subtotal: 4****DIESEL ENGINE MAINTENANCE CERTIFICATE II**

**PROGRAM INFORMATION:** The Certificate I and Certificate II Programs can enable students in the John Deere Tech Program to receive two certificates while working toward completing the A.A.S. Degree. Student must have a John Deere sponsor for whom they will work between semesters. All John Deere courses in the certificate programs are courses included in the A.A.S. Degree. Upon successful completion of each certificate, the student will be awarded a Certificate of Completion. Students are not required to take a college entrance test in order to enroll for either certificate program.

**COURSE SEQUENCE****FALL**

DEMR 1416	Basic Hydraulics	4
AGME 1353	Harvesting Equipment	3
DEMR 1421	Power Trains I	4

**Subtotal: 11****SPRING**

DEMR 1323	Heating, Ventilation & A/C (HVAC) Troubleshooting	3
DEMR 2338	Power Applications I	3
DEMR 2335	Advanced Hydraulics	3
DEMR 2166	Practicum II	1
DEMR 2332	Electronic Controls	3

**Subtotal: 13**

\* *Capstone must be taken in final semester*

## KINESIOLOGY

# KINESIOLOGY - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in kinesiology at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

### FRESHMAN YEAR

#### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
	Approved Math	3
	Approved Speech	3

**Subtotal: 16**

*Approved Life / Physical Science: BIOL 2401 recommended*

#### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
KINE 1301	Foundation of Kinesiology	3
	Approved Math	3

**Subtotal: 16**

*Approved Life / Physical Science: BIOL 2402 recommended*

### SOPHOMORE YEAR

#### FALL

GOVT 2305	Federal Government	3
KINE 1338	Concepts of Physical Fitness	3
	Approved Language / Philosophy / Culture	3
KINE	Approved KINE Activity	1
COSC 1301	Introduction to Computing	3
KINE	Approved KINE Activity	1

**Subtotal: 14**

**SPRING**

GOVT 2306	Texas Government	3
KINE	KINE Lecture Elective	3
KINE	Approved KINE Activity	1
KINE	Approved KINE Activity	1
	Approved Creative Arts	3
	Approved Social / Behavioral Science	3

**Subtotal: 14**

*\*College Algebra or higher*

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

# MASSAGE THERAPY

## *THE OCCUPATIONS*

Massage Therapists

### *ABOUT THE OCCUPATIONS*

Massage therapists treat clients by using touch to manipulate the soft-tissue muscles of the body. With their touch, therapists relieve pain, help rehabilitate injuries, improve circulation, relieve stress, increase relaxation, and aid in general wellness of clients. Massage also offers specific benefits to particular groups of people whose continued demand for massage services will lead to overall growth for the occupation. For example, some sports teams hire massage therapists to help give their athletes relief from pain and to rehabilitate clients with injuries.

Demand for massage services will grow as the baby-boom generation seeks these services as a way to help maintain their health as they age. Older people in nursing homes or assisted-living facilities also are finding benefits from massage, such as increased energy levels and reduced health problems. Demand for massage therapy should grow among older age groups because they increasingly are enjoying longer, more active lives.

In addition, the number of massage clinic franchises has increased in recent years. Many franchised clinics offer more affordable massage than those provided at spas and resorts, making massage services available to a wider range of customers.

### *WORK ENVIRONMENT*

Massage therapists work in an array of settings, both private and public, such as private offices, spas, hospitals, and fitness centers. Some massage therapists also travel to clients' homes or offices to give a massage. Most massage therapists, especially those who are self-employed, provide their own table or chair, sheets, pillows, and body lotions or oils.

A massage therapist's working conditions depend heavily on the location and what the client wants. For example, a massage meant to help rehabilitate a client with an injury may be conducted in a well-lit setting with several other clients receiving treatment in the same room. But when giving a massage to help clients relax, massage therapists,

generally work in dimly lit settings and use candles, incense, and calm, soothing music.

### **TYPICAL SCHEDULE:**

Many massage therapists work part-time.

Because therapists work by appointment in most cases, their schedules and the number of hours worked each week vary considerably. In addition to giving massages, therapists, especially those who are self-employed, may spend time recording client notes, marketing, booking clients, washing linens, and conducting other general business tasks.

### **WORKER PORTRAIT**

Massage Therapists typically do the following

- Talk with clients about symptoms, medical history, and desired results.
- Evaluate clients to locate painful or tense areas of the body.
- Manipulate muscles or other soft tissues of the body
- Provide clients with guidance on stretching, strengthening, overall relaxation, and how to improve their posture.
- Document client's condition and progress.

Massage therapists use touch to treat clients' injuries and to promote general wellness. They use their hands, fingers, forearms, elbows, and sometimes feet to knead muscles and soft tissues of the body.

Massage therapists may use lotions and oils and massage tables or chairs, when treating a client. A massage can be as short as 5-10 minutes or could last more than an hour.

Therapists talk with clients about what they hope to achieve through massage. Some massage therapists suggest personalized treatment plans for their clients. They also may offer clients information about additional relaxation techniques to practice between sessions.

Massage therapists can specialize in many different types of massage, called modalities. Swedish massage, deep-tissue massage, and sports massage are just a few of the many modalities of massage therapy. Most massage therapists specialize in several modalities, which require different techniques.

Usually, the type of massage given depends on the client's needs and physical condition. For example, therapists may use a special technique for elderly clients that they would not use for athletes. Some forms of massage are given solely to one type of client; for example, prenatal massage is given to pregnant women.

Massage therapists who are self-employed may need to do business-related tasks such as marketing and maintaining financial records. They also may have to buy supplies and do laundry.

Individuals considering a career as a Massage Therapist in Texas must attend a MT School licensed by TDSHS to obtain the knowledge, skills, and abilities required to sit for state licensure. Effective reading comprehension and writing skills are critical for the student to be successful.

### **DEGREE PLANS**

Massage Therapy Certificate (p. 166)

## **MASSAGE THERAPY CERTIFICATE**

**PROGRAM INFORMATION:** The Massage Therapy Certificate is designed to develop the knowledge and skills necessary for graduates to take the national exam to become licensed Massage Therapists. Licensed Massage Therapists work in many settings including day spas, physicians and chiropractic offices, at hotels and resorts and country clubs or in private practice. According to the United States Bureau of Labor Statistics employment opportunities are expected to grow by 19% through 2018—faster than the average. Texas ranks third in the nation for employed licensed massage therapists (California and Florida rank 1 and 2) The BLS indicates the annual mean wage for Massage Therapists in Texas is \$36,630. Massage Therapists help clients overcome injury, relieve stress, and generally live healthier lives. The two semester program is designed to prepare students to become nationally certified. Upon graduation and certification students may go to work in a massage clinic, wellness center, or hospital, spa, cruise ship, or enter private practice. **Notice to Students Regarding Licensing – Massage Therapist**

Effective September 1<sup>st</sup> 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements. <http://www.dshs.texas.gov/massage/default.shtm>

Should you wish to request a review of the impact of criminal history on your potential Massage Therapy license prior to or during your quest for a degree, you can visit this link and request a “Criminal History Evaluation.” [http://www.dshs.texas.gov/plc\\_cheval.shtm](http://www.dshs.texas.gov/plc_cheval.shtm)

This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

### **COURSE SEQUENCE**

#### **FALL**

MSSG 1109	Health & Hygiene	1
MSSG 1411	Massage Therapy Fund I	4
MSSG 1413	Anatomy Phys. for Massage Therapy	4
MSSG 1207	Business Practices & Professional Ethics	2
MSSG 1105	Hydrotherapy	1

**Subtotal: 12**

**SPRING**

MSSG 2413	Kinesiology-Massage Therapy	4
MSSG 2311	Massage Therapy Fundamentals II	3
MSSG 2314	Pathology-Massage Therapy	3
MSSG 2130	Advanced Massage Therapy Techniques	1
MSSG 2186	Internship-Massage Therapy	1

**Subtotal: 12**

## MATHEMATICS

### MATHEMATICS – A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in mathematics at a senior college or university after completing their studies at Navarro College. The Associate in Science Degree with a specialization in mathematics will be awarded to students who fulfill the general requirements for the degree and complete MATH 2413, MATH 2414, and two of the following courses: MATH 1316, MATH 2320, MATH 2315, MATH 2318, MATH 1342, or MATH 2412.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
MATH 2413	Calculus I	4
	OR	
MATH 2412	Pre-Calculus Math	4
COSC 1301	Introduction to Computing	3
BIOL 1406	Biology for Science Majors I	4
	OR	
CHEM 1411	General Chemistry I	4
	OR	
SPCH 1315	Public Speaking	3

**Subtotal: 16-17**

*MATH 2413: Students deficient in mathematics should take college algebra and trigonometry or pre-calculus during the summer preceding their enrollment in MATH 1342 or MATH 2413.*

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
MATH 2413	Calculus I	4
	OR	
MATH 2414	Calculus II	4
	Approved Language / Philosophy / Culture	3
BIOL 1407	Biology for Science Majors II	4
	OR	

CHEM 1412	General Chemistry II	4
	OR	
PHYS 2425	University Physics I	4
		<b>Subtotal: 17</b>

**SOPHOMORE YEAR****FALL**

GOVT 2305	Federal Government	3
	Approved Social / Behavioral Science	3
SPCH 1315	Public Speaking	3
	OR	
PHYS 2426	University Physics II	4
	Approved Math	3
	AND	
	Approved Elective	1
	OR	
	Approved Math	4
		<b>Subtotal: 13-14</b>

**SPRING**

GOVT 2306	Texas Government	3
	Approved Creative Arts	3
	Approved Elective	3
MATH 2415	Calculus III	4
		<b>Subtotal: 13</b>

Approved Math: Please See Above Listing of Courses

**SOME UNIVERSITIES MAY REQUIRE THE FOLLOWING:**

PHYS 2426	University Physics II	4
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*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## MUSIC

### MUSIC - A.A.

**PROGRAM INFORMATION:** The two-year curriculum in music leads to an Associate in Arts Degree and helps prepare the graduate to pursue a degree in music at an institution of higher education. Students should consult with their Advisor regarding the field-of-study curriculum. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
MUSI 1311	Music Theory I	3
MUSI 1116	Sight-Singing & Ear Training I	1
	Applied Concentration	2
MUSI 1181	Piano Class I	1
	Ensemble	1

**Subtotal: 14**

*MUSI 1211: All incoming music majors must meet with a music Advisor and take a theory placement test before registering for classes.*

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
	Approved Math	3
MUSI 1312	Music Theory II	3
MUSI 1117	Sight-Singing & Ear Training II	1
	Applied Concentration	2
MUSI 1182	Piano Class II or Piano Lessons	1
	Ensemble	1

**Subtotal: 17**

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
MUSI 2311	Music Theory III	3

MUSI 2116	Sight-Singing & Ear Training III	1
	Applied Concentration	2
MUSI 2181	Piano Class III or Piano Lessons	1
	Ensemble	1
MUSI 1307	Music Literature	3
		<b>Subtotal: 14</b>
<b>SPRING</b>		
GOVT 2306	Texas Government	3
MUSI 2312	Music Theory IV	3
MUSI 2117	Sight-Singing & Ear Training IV	1
	Applied Concentration	2
MUSI 2182	Piano Class IV or Piano Lessons	1
	Ensemble	1
	Approved Life / Physical Sciences	4
		<b>Subtotal: 15</b>

*\*\*All music majors are required to enroll in MUSI 100R each semester.*

*Marching Band may be substituted for KINE requirements.*

## PARALEGAL STUDIES

### *THE OCCUPATIONS*

Legal Assistant

Paralegal

### *ABOUT THE OCCUPATIONS*

The terms “legal assistant” and “paralegal” are used interchangeably to denote a person who assists licensed attorneys in the delivery of legal services. In this occupation, paralegal/legal assistants perform many of the same tasks as lawyers under their direct supervision. Paralegals generally work for one law firm or sole practitioner, but they may also provide their services to licensed attorneys on a contract basis as a freelance paralegal. In either case, legal assistants may assume a variety of responsibilities, such as drafting legal documents, conducting legal research to ascertain the applicable law in a given case, and investigating the facts of cases.

A career as a paralegal also provides diverse employment settings. In addition to having the option to work for small, medium, or large law firms, legal assistants may work for corporations assisting attorneys with such tasks as drafting employee contracts, maintaining corporate minute books, or preparing annual financial reports. Other paralegal assistants may work for the state or federal government in one of their numerous administrative agencies performing a variety of duties. When assigned a legal problem on which to work, legal assistants must be able to communicate their findings to their supervising attorney(s), both orally and in writing. In order to do this effectively, paralegal assistants must not only understand legal terminology and have good research and investigative skills, but also must have excellent communication skills. Proficiency in the operation of computers in legal research and litigation is also essential. As legal assistants gain experience they are usually delegated increasingly challenging tasks, and can be a great asset to their employers. The paralegal occupation provides virtually unlimited opportunities to self-motivated people who recognize the importance of details, are able to work under

pressure, and will abide by the strict rules of ethics and confidentiality of the legal profession.

### *WORK ENVIRONMENT*

#### **EMPLOYERS:**

Law firms

Corporations

Government agencies

#### **TYPICAL SCHEDULE:**

Corporations or government employers – 40-hour work week

Law firms – 40 hours/week with possible frequent overtime

Part-time or temporary employment may be available

#### **TOOLS AND EQUIPMENT:**

Sources of law (case law, statutes, constitutions, agency rules and regulations, ordinances)

Sources that discuss the law

Pleadings, motions and other legal documents Computers, word processing and research software

Form books

#### **WORKER PORTRAIT**

#### **SKILLS AND APTITUDES:**

General knowledge of the law

Good research and investigative skills

Familiarity with computers

Able to handle stressful situations and to solve problems

Communicates clearly

Organized and self-motivated

Team member, flexible, courteous, trustworthy, & dependable

High ethical standards

#### **INTERESTS:**

Likes to read and communicate

Enjoys challenges

Likes the law

Enjoys helping people

**CAREER OUTLOOK**

<b>Outlook</b>	<b>Occupation</b>
Excellent	Paralegal personnel
<b>Position</b>	<b>Salary per Year (Average)</b>
Paralegal	\$38,020-\$56,080

*(Note: Individual earnings may vary based upon the job setting and position. These are ranges – not guarantees of earnings.)*

**DEGREE PLANS**

Paralegal Studies – A.A.S. (p. 173)  
 Paralegal Studies with Criminal Justice Emphasis – A.A.S. (p. 174)  
 Paralegal Studies Certificate (p. 176)

**PARALEGAL STUDIES - A.A.S.**

**PROGRAM INFORMATION:** The paralegal studies program is designed to help prepare a person to perform duties requiring knowledge of both substantive and procedural law under the direct supervision of a licensed attorney, or to perform duties for corporation and other employers that benefit from the ability to gather and organize information and to understand legal issues. An Associate of Applied Science Degree is awarded upon successful completion of this two-year program. The program curriculum is designed to provide students with the knowledge, skills, values and attitudes they need to become competent and ethical professional paralegals.

**FRESHMAN YEAR****FALL**

LGLA 1301	Legal Research & Writing	3
LGLA 1313	Intro to Paralegal Studies	3
LGLA 1311	Intro to Law	3
COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3

**Subtotal: 15****SPRING**

LGLA 2307	Law Office Management	3
LGLA 2303	Torts & Personal Injury Law	3
LGLA 2313	Criminal Law & Procedure	3
GOVT 2305	Federal Government	3

SPCH 1315	Public Speaking	3
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OR

SPCH 1321	Business & Professional Communication	3
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**Subtotal: 15****SOPHOMORE YEAR****FALL**

LGLA 1345	Civil Litigation	3
LGLA 1355	Family Law	3
LGLA 1353	Wills Trusts & Probate Admin	3
MATH 1324	Mathematics for Business and Social Sciences	3

	OR	
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3
GOVT 2306	Texas Government	3
		<b>Subtotal: 15</b>

**SPRING**

LGLA 2331	Advanced Legal Research & Writ	3
LGLA 2309	Real Property	3
LGLA 2335	Advanced Civil Litigation	3
LGLA 2388	Practicum	3
	Approved Language / Philosophy / Culture or Creative Arts	3
		<b>Subtotal: 15</b>

*LGLA 2288: Capstone course. Must be taken in the last semester.*

*LGLA 1311 and 1313 are prerequisites for all other LGLA courses except LGLA 1301.*

## PARALEGAL STUDIES WITH CRIMINAL JUSTICE EMPHASIS - A.A.S.

**PROGRAM INFORMATION:** The A.A.S. Paralegal Studies with Criminal Justice Emphasis degree is designed to help prepare a person to perform duties requiring a knowledge of substantive and procedural law under the direct supervision of a licensed attorney, or to perform duties for government agencies, courts or other employers that benefit from the paralegal's ability to gather and organize information and to understand legal issues. The criminal justice emphasis allows the student to focus on criminal law and is specifically designed to help prepare the student for paralegal work in a law firm specializing in criminal defense, a public defender's office, a prosecutor's office, a probation department, court or other government agency that would benefit from the paralegal's knowledge of criminal law and procedure.

Articulated credit may be available for some courses students completed while in high school.

**FRESHMAN YEAR****FALL**

LGLA 1301	Legal Research & Writing	3
LGLA 1313	Intro to Paralegal Studies	3
LGLA 1311	Intro to Law	3
CRIJ 1301	Intro - Criminal Justice	3
	OR	
CJSA 1322	Intro - Criminal Justice (3)	3
ENGL 1301	Composition I	3
		<b>Subtotal: 15</b>

**SPRING**

LGLA 2307	Law Office Management	3
LGLA 2313	Criminal Law & Procedure	3

	OR	
CRIJ 1310	Fundamentals of Criminal Law	3
	OR	
CJSA 1327	Fundamentals of Criminal Law	3
GOVT 2305	Federal Government	3
SPCH 1315	Public Speaking	3
	OR	
SPCH 1321	Business & Professional Communication	3
COSC 1301	Introduction to Computing	3
<b>Subtotal: 15</b>		

## SOPHOMORE YEAR

### FALL

LGLA 1345	Civil Litigation	3
LGLA 1355	Family Law	3
MATH 1324	Mathematics for Business and Social Sciences	3
	OR	
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3
GOVT 2306	Texas Government	3
	Major Emphasis Elective	3
<b>Subtotal: 15</b>		

### SPRING

LGLA 2331	Advanced Legal Research & Writ	3
LGLA 2335	Advanced Civil Litigation	3
LGLA 2388	Practicum	3
	Major Emphasis Elective	3
	Approved Language / Philosophy / Culture or Creative Arts	3
<b>Subtotal: 15</b>		

*LGLA 2288: Capstone must be taken in the last semester.*

### APPROVED MAJOR EMPHASIS ELECTIVES

CRIJ 1313	Juvenile Justice System	3
CRIJ 1307	Crime in America	3
CRIJ 2301	Comm. Resources In Correction	3
SOCI 1301	Introduction to Sociology	3
PSYC 2301	General Psychology	3
LGLA 2303	Torts & Personal Injury Law	3
LGLA 1353	Wills Trusts & Probate Admin	3
LGLA 2309	Real Property	3

*CRCJ 1474 TYC Pre-Service Academy and CJCR 1166 Practicum-TYC/OJT will meet requirement for one elective.*

## PARALEGAL STUDIES CERTIFICATE

**PROGRAM INFORMATION:** The paralegal studies certificate is designed to enable a person, working under the direct supervision of a licensed attorney, to assist a sole practitioner or a law firm with the performance of duties requiring knowledge of substantive and procedural law. A Certificate of Completion is awarded to the student upon successful completion of this one-year program.

The program curriculum is designed to help provide students with the knowledge, skills, values and attitudes they need to become competent and ethical professional paralegals.

### COURSE SEQUENCE

#### FALL

LGLA 1313	Intro to Paralegal Studies	3
LGLA 1355	Family Law	3
LGLA 1311	Intro to Law	3
LGLA 1345	Civil Litigation	3
LGLA 1353	Wills Trusts & Probate Admin	3
LGLA 1301	Legal Research & Writing	3

**Subtotal: 18**

#### SPRING

LGLA 2335	Advanced Civil Litigation	3
LGLA 2288	Practicum	2
	OR	
LGLA 2307	Law Office Management	3
LGLA 2313	Criminal Law & Procedure	3
LGLA 2309	Real Property	3
LGLA 2303	Torts & Personal Injury Law	3

**Subtotal: 14-15**

*LGLA 2288: Capstone must be taken in the last semester.*

## PETROLEUM TECHNOLOGY

The recent oil and gas boom throughout Texas, nationally, and internationally, has resulted in increased demand for workers to fill lease operator and related positions.

However, companies in the oil and gas industry report considerable difficulty recruiting qualified individuals to fill open positions (lease operators) in the industry.

According to the company personnel, this trend in industry growth and personnel shortage is expected to continue.

Competition for qualified workers will continue to increase especially in rural counties where oil and natural gas production is growing. Industry partners such as Encana Oil, and XTO Energy have teamed up for employment in these counties and throughout Texas.

Industry partners, oil and gas companies, indicate that starting salaries range from the upper \$40,000 to \$60,000 annually.

Navarro College has instituted an oil and gas education training program that includes a two-year Associate in Applied Science Degree and one-year Certificate program. The two-year Associate Degree includes specific technology related courses and academic courses. The one-year Certificate program focuses only on the oil and gas technology courses and does not include English, Basic Mathematics, History, Government, and similar courses.

Graduates from these programs will be responsible for operating oil and gas wells, pipelines, and gas plants. They

will be required to perform basic maintenance and equipment repair. They must ensure that all regulatory and environmental standards are strictly adhered to and appropriate records are maintained.

Both the Associate Degree program and the Certificate program require graduates to complete an intern program prior to graduation. Some companies only accept graduates with an Associate Degree, while other will accept graduates from the certificate program. The intern program requires the student to complete direct work in the industry with reports of the work accomplished being submitted by both the student and the sponsoring company supervisor. Two credit hours of academic credit are awarded for the intern work. Several intern positions are paid positions from the sponsoring companies.

In addition to the oil and gas certificate program, Navarro College has instituted a Certificate program in Automation that concentrates on the electronics measurement aspects of the oil and gas industry. The Automation Certificate program is a one-year certificate with many of its courses also being available to students in the basic oil and gas programs.

### **DEGREE PLANS**

Petroleum Technology – A.A.S. (p. 177)

Automation Certificate (p. 179)

Oil and Gas Technology Certificate (p. 180)

## PETROLEUM TECHNOLOGY – A.A.S.

**PROGRAM INFORMATION:** The Petroleum Technology Degree will help prepare students for careers in the oil and gas industry where they will perform the duties of lease operators and function as a member of oil and/or gas production team.

Graduates from the program will be responsible for ensuring that oil and natural gas well-flow rate and product quality is maintained at optimal levels. They will be required to perform basic maintenance and equipment repair. Through leading by example, employees are expected to lead, guide and train other lease operators. They must ensure that all regulatory and environmental standards are strictly adhered to and appropriate records are maintained.

**Program Demand and Occupational Need:** Employers in the oil and gas industry report considerable difficulty recruiting qualified individuals to fill open positions. This is partly attributable to characteristics of the industry. The oil and gas boom has resulted in increased demand for workers in this and related positions. According to employers, this trend is expected to continue. Competition for qualified workers continues to increase, especially in the rural counties of Limestone, Freestone, and Leon, where natural gas production is booming. EnCana Oil and XTO Energy have asked Navarro College to implement an oil and gas production training program to train workers for employment in these counties. Other companies including Marathon are also interested in employing graduates from the program.

Industry partners, oil and gas companies, indicate that starting salaries range from upper \$40,000 to \$60,000 annually.

**Curriculum:** The certificate program requires students complete 40 semester hours that includes technical courses from the Workforce Education Course Manual.

A cooperative education class is used to verify workplace competencies. Students successfully completing the program will be awarded an oil and gas production technology certificate.

## FRESHMAN YEAR

### FALL

PTRT 1301	Overview of Petroleum Industry	3
PTRT 1313	Industrial Safety	3
PHYS 1415	Physical Science I	4
	OR	
	Approved Science	4
MATH 1314	College Algebra	3
	OR	
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3
INMT 2345	Industrial Troubleshooting	3
	OR	
RBTC 1309	Pneumatics	3
	OR	
INTC 1305	Intro to Instrumentation	3

**Subtotal: 16**

*INTC 1305: Required for Automation Certificate*

### SPRING

PTRT 1317	Natural Gas Processing	3
	OR	
ELPT 1311	Basic Electrical Theory	3
PTRT 1307	Recovery and Production Methods	3
	OR	
ELPT 1325	Survey of National Electric Code	3
PTRT 2323	Natural Gas Production	3
	Creative Arts	3
ENGL 1301	Composition I	3

**Subtotal: 15**

*ELPT 1311, ELPT 1325: Required for Automation Certificate*

## SOPHOMORE YEAR

### FALL

PTRT 2280	Cooperative Education	2
	OR	

PTRT 1291	Special Topics Capstone	2
PTRT 1309	Corrosion Basics	3
	OR	
ELPT 1341	Motor Control	3
PTRT 1312	Petroleum Regulations	3
	OR	
ELMT 1301	Programmable Logic Controllers	3
PTRT 1321	Oil Field Hydraulics	3
	OR	
RBTC 1355	Sensors	3
SPCH 1321	Business & Professional Communication	3
	OR	
SPCH 1315	Public Speaking	3

**Subtotal: 14***ELPT 1341, ELPT 1301, ELPT 1355: Required for Automation Certificate***SPRING**

BMGT 2309	Leadership	3
PTRT 2359	Petroleum Computer Applications	3
PTRT 2332	Artificial Lift	3
	OR	
ELMT 2339	Advanced Programmable Logic Controllers	3
PTRT 1391	Natural Gas Processing II	3
	OR	
ELPT 2325	National Electrical Code II	3
ECON 2302	Principles Economics Micro	3
	OR	
GOVT 2305	Federal Government	3
	OR	
HIST 1301	United States History I	3

**Subtotal: 15***ELMT 2339, ELMT 2325: Required for Automation Certificate*

## AUTOMATION CERTIFICATE

The automation certificate program is designed to prepare the student for employment as a technician in an industrial environment that uses automated assembly or processing equipment. Students are provided with knowledge and experiences in the areas of analog and digital electronics and fluid power. The program also provides individuals currently employed as maintenance personnel an opportunity to update their technical knowledge and skills with training and experiences using state-of-the-art high technology equipment.

**COURSE SEQUENCE****FALL**

INTC 1305	Intro to Instrumentation	3
ELPT 1311	Basic Electrical Theory	3
ELMT 1301	Programmable Logic Controllers	3
ELPT 1341	Motor Control	3
PTRT 1313	Industrial Safety	3

**Subtotal: 15****SPRING**

ELPT 1325	Survey of National Electric Code	3
PTRT 2359	Petroleum Computer Applications	3
RBTC 1355	Sensors	3
ELPT 2325	National Electrical Code II	3
ELMT 2339	Advanced Programmable Logic Controllers	3

**Subtotal: 15****OIL AND GAS TECHNOLOGY CERTIFICATE**

**PROGRAM INFORMATION:** The oil and gas technology certificate program offers students initial courses related to oil and gas operations. It provides training that meets this industry's expectations. The oil and gas technology certificate program is THEA exempt. Length: Three semester (one year) program.

**COURSE SEQUENCE****FALL**

PTRT 1301	Overview of Petroleum Industry	3
PTRT 1313	Industrial Safety	3
INMT 2345	Industrial Troubleshooting	3
RBTC 1309	Pneumatics	3
INTC 1305	Intro to Instrumentation	3

**Subtotal: 15****SPRING**

PTRT 1317	Natural Gas Processing	3
PTRT 1321	Oil Field Hydraulics	3
PTRT 2323	Natural Gas Production	3
PTRT 1307	Recovery and Production Methods	3

**Subtotal: 12****SUMMER**

PTRT 2332	Artificial Lift	3
PTRT 1291	Special Topics Capstone	2
	OR	
PTRT 2280	Cooperative Education	2
PTRT 1391	Natural Gas Processing II	3

**Subtotal: 8**

## PHYSICS

### PHYSICS - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in physics at a senior college or university after completing their studies at Navarro College. Upon successful completion of the core curriculum and a representative sample of the math and science courses, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
CHEM 1411	General Chemistry I	4
MATH 2413	Calculus I	4

**Subtotal: 14**

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
MATH 2414	Calculus II	4
PHYS 2425	University Physics I	4

**Subtotal: 14**

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
SPCH 1315	Public Speaking	3
	Approved Language / Philosophy / Culture	3
MATH 2320	Differential Equations	3
PHYS 2426	University Physics II	4

**Subtotal: 16**

##### SPRING

GOVT 2306	Texas Government	3
	Approved Social / Behavioral Science	3
	Approved Creative Arts	3
MATH 2415	Calculus III	4
COSC 1301	Introduction to Computing	3

**Subtotal: 16**

*Students deficient in mathematics should take college algebra and trigonometry during the summer preceding their enrollment in MATH 1348 or MATH 2413.*

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter*

## PRE-ENGINEERING

### PRE-ENGINEERING - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed to serve as the first two years of academic studies for students who plan to pursue a professional degree in engineering at a senior college or university after completing studies at Navarro College. Upon successful completion of the core curriculum and a representative sample of the math and science courses, the student will graduate from Navarro with an Associate in Science Degree. Students should consult their Advisor regarding the engineering field of study. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
COSC 1301	Introduction to Computing	3
MATH 2313	Calculus I	3
	Approved Language / Philosophy / Culture	3
	<b>Subtotal: 15</b>	

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
PHYS 2425	University Physics I	4
MATH 2414	Calculus II	4
	<b>Subtotal: 14</b>	

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
PHYS 2426	University Physics II	4
MATH 2315	Calculus III	3
ENGR 2301	Engineering Mechanics-Statics	3

	Approved Speech	3
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**Subtotal: 16**

**SPRING**

GOVT 2306	Texas Government	3
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	Approved Creative Arts	3
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MATH 2320	Differential Equations	3
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ENGR 2305	Electrical Circuits I	3
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	Approved Social / Behavioral Science	3
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**Subtotal: 15**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

*For more information about these careers, contact an advisor or the Dean of Science, Kinesiology, and PASS.*

# **PATHWAY TO MEDICAL, DENTAL, PHARMACY OR VETERINARY SCHOOL**

## **Pathway to Medical, Dental, Pharmacy, or Veterinary School**

Students intending to pursue a career in the fields of medicine, dentistry, pharmacy, or veterinary medicine should work closely with their advisor and transfer institution to select appropriate transfer courses. Most students pursuing these careers work towards a Bachelor's Degree in Biology or Chemistry prior to applying to medical/dental/pharmacy/veterinary school. The following courses are generally required in the State of Texas for admission to these programs:

**Biology-16 hours as a science major with labs**

**Chemistry- 16 hours as a science major with labs**

**English-6 to 8 hours college level courses**

**Mathematics- 3 to 6 hours (calculus or statistics)**

**Physics- 8 hours as a science major with labs**

After the completion of a Baccalaureate Degree, students desiring admission into a medical, dental, pharmacy, or veterinary school must meet score requirements on entrance exams such as the MCAT, GRE, or other field-related exams. In addition to admission test scores, professional programs base their acceptance of students on criteria such as:

- GPA
- Motivation
- Diverse experiences in community service; work experience or volunteer service in a related field
- Leadership skills

## PSYCHOLOGY

### PSYCHOLOGY - A.S.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in psychology at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
PSYC 2301	General Psychology	3
	Approved Mathematics	3
COSC 1301	Introduction to Computing	3
	Approved Elective	1
	<b>Subtotal: 16</b>	

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
PSYC 2315	Psychology Of Adjustment	3
	Approved Math	3
	Approved Speech	3
	<b>Subtotal: 15</b>	

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
PSYC 2319	Social Psychology	3
	Approved Language / Philosophy / Culture	3
	Approved Life / Physical Sciences	4
SOCI 1301	Introduction to Sociology	3
	<b>Subtotal: 16</b>	

**SPRING**

GOVT 2306	Texas Government	3
PSYC 2314	Lifespan Growth and Development	3
	Approved Creative Arts	3
	Approved Life / Physical Sciences	4

**Subtotal: 13**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## SOCIOLOGY

### SOCIOLOGY - A.S.

**PROGRAM INFORMATION:** The program outlined below has been designed for students who plan to pursue a degree in sociology at a senior college or university after completing studies at Navarro College. Upon successful completion of the courses shown, the student will graduate from Navarro with an Associate in Science Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
SOCI 1301	Introduction to Sociology	3
	Approved Math	3
	Approved Life / Physical Sciences	4
	<b>Subtotal: 16</b>	

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
	Approved Life / Physical Sciences	4
	Approved Math	3
	Approved Speech	3
	<b>Subtotal: 16</b>	

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
	Approved Language / Philosophy / Culture	3
SOCI 2319	Minority Studies	3
COSC 1301	Introduction to Computing	3
	Approved Elective	1
	<b>Subtotal: 13</b>	

##### SPRING

GOVT 2306	Texas Government	3
	Approved Creative Arts	3

SOCI 2301	Marriage & The Family	3
SOCI	Approved SOCI Elective	3
	Approved Elective	3

**Subtotal: 15**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

## SPEECH

### SPEECH - A.A.

**PROGRAM INFORMATION:** The transfer curriculum shown below is designed for students who plan to pursue a degree in speech communication at a senior college or university after completing their studies at Navarro College. Upon successful completion of the courses shown, the student will graduate with an Associate in Arts Degree. If a student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

#### FRESHMAN YEAR

##### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
SPCH 1311	Introduction to Speech Communication	3
	Approved Math	3
	Approved Creative Arts	3
	<b>Subtotal: 15</b>	

##### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
SPCH 1315	Public Speaking	3
	Approved Language / Philosophy / Culture	3
	Approved Social / Behavioral Science	3
	<b>Subtotal: 15</b>	

#### SOPHOMORE YEAR

##### FALL

GOVT 2305	Federal Government	3
	Approved Foreign Language	4
	Approved Life / Physical Sciences	4
COSC 1301	Introduction to Computing	3
	<b>Subtotal: 14</b>	

##### SPRING

GOVT 2306	Texas Government	3
SPCH 1321	Business & Professional Communication	3
	Approved Foreign Language	4

Approved Life / Physical Sciences	4
Approved Elective	2

**Subtotal: 16**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter*

# THEATRE

## THEATRE - A.A.

### FRESHMAN YEAR

#### FALL

ENGL 1301	Composition I	3
HIST 1301	United States History I	3
	OR	
HIST 2301	Texas History	3
DRAM 1120	Theatre Practicum I	1
COSC 1301	Introduction to Computing	3
	Approved Math	3
DRAM 1341	Makeup	3

**Subtotal: 16**

#### SPRING

ENGL 1302	Composition II	3
	OR	
ENGL 2311	Technical And Business Writing	3
HIST 1302	United States History II	3
	OR	
HIST 2301	Texas History	3
DRAM 2336	Voice for the Theatre	3
DRAM 1351	Acting I	3
DRAM 1121	Theatre Practicum II	1
	Approved Language / Philosophy / Culture	3

**Subtotal: 16**

### SOPHOMORE YEAR

#### FALL

GOVT 2305	Federal Government	3
DRAM 2120	Theatre Practicum III	1
	Approved Foreign Language	4
	Approved Life / Physical Sciences	4
DRAM 1310	Introduction To Theatre	3

**Subtotal: 15**

#### SPRING

GOVT 2306	Texas Government	3
	Approved Social / Behavioral Science	3
	Approved Life / Physical Sciences	4

SPCH 1315

Public Speaking

3

**Subtotal: 13**

*This is a sample degree plan; students should consult catalog of senior institution they plan to attend since some requirements vary. Counselors are available to assist in this matter.*

# WELDING

## ***THE OCCUPATIONS***

Welder- combination, production, and manufacturing

Welder helpers

Cutters

## ***ABOUT THE OCCUPATIONS***

Welding is the most common way of permanently joining metal parts. In this process, heat is applied to metal pieces, melting and fusing them to form a permanent bond.

Because of its strength, welding is used in ship building, automobile manufacturing and repair, aerospace applications, and thousands of other manufacturing activities. Welding also is used to join steel beams in the construction of building, bridges, and other structures and to join pipes in pipelines, power plants, and refineries.

Welders work in a wide variety of industries, from car racing to manufacturing. The work that welders do and the equipment they use vary with the industry. Arc welding, the most common type of welding today, uses electrical currents to create heat and bond metals- together- but there are more than 100 different processes that a welder can use. The type of weld normally is determined by the types of metals being joined and the conditions under which the welding is to take place.

Cutters use heat to cut and trim metal objects to specific dimensions. The work of arm plasma, and oxy-gas cutters is closely related to that of welders. However, instead of joining metals, cutters use the heat from an electric arc, a stream of ionized gas called plasma, or burning gases to cut and trim metal objects to specific dimensions. Cutters also dismantle large objects, such as ships, railroad cars, automobiles, buildings, and aircraft. Sine operate and monitor cutting machines similar to those used by welding machine operators.

## ***WORK ENVIRONMENT***

### **EMPLOYERS**

Manufacturing

Construction

Other Services (except public administration)

## Wholesale Trade

Welders and cutters may work outdoors, often in inclement weather, or indoors, sometimes in a confined area designed to contain sparks and glare. When working outdoors, they may work on scaffold or platform high off the ground.

In addition, they may have to life heavy objects and work in awkward positions while bending, stooping, or standing to work overhead.

Welders and cutters are often exposed to number of hazards, including very hot materials and the intense light created by the arc. They wear safety shoes, heat-resistant gloves, goggles, masks, with protective lenses, and other equipment to prevent burns and eye injuries and to protect them from falling objects.

The Occupational Safety and Health Administration requires that welders work in safely ventilated areas in order to avoid danger from inhaling gases and fine particles that can result from welding processes. Because of these hazards, welding and cutting workers have a rate of injuries and illnesses that is higher than the national average. However, they can minimize injuries if they follow safety procedures.

### **TYPICAL SCHEDULE:**

Most welders and cutters work full time, and overtime is common. Many manufacturing firms have two or three 8- to 12-hour shifts each day, allowing the firm to continue production around the clock if needed. As a result, welders and cutters may work evenings and weekends.

### **WORKER PORTRAIT:**

Work well independently and with others

Detail orientated

Creative

Works well under pressure

Patience

Tentative

### **DEGREE PLANS**

Welding Technology – A.A.S. (p. 195)

Production Welder Certificate (p. 196)

Welding Technology Certificate (p. 196)

# WELDING TECHNOLOGY – A.A.S.

**PROGRAM INFORMATION:** The AAS degree in Welding Technology is an expansion of the Welding Certificate initiated in 2009. The AAS degree is designed to enhance knowledge and skills, as well as provide opportunities for students wishing to go on to pursue a four-year BAAS degree in related fields. This program will prepare students for Welding careers in general fabrication shops, construction, and pipe welding by providing instruction and hands-on experience in welding layout, and fitting skills. Welding practices and principles will guide students in multiple welding processes. Students will develop a strong working knowledge of all arc welding processes, and proficiency in oxy/fuel and plasma torch cutting processes.

**ADDITIONAL INFORMATION:** The Navarro College Welding Program is offered at the Corsicana campus. In addition, dual credit is available to high school students participating in Welding programs at eligible high schools in the Navarro College service area. For additional information contact the Dean of Business, Professional and Technical at 903-875-7572.

## FRESHMAN YEAR

### FALL

WLDG 1428	Intro to Shielded Metal Arc Welding	4
WLDG 1313	Intro to Blueprint Reading for Welders	3
WLDG 1430	Intro to Gas Metal Arc Welding (GMAW)	4
WLDG 1423	Welding Safety Tools & Equipment	4
		<b>Subtotal: 15</b>

### SPRING

WLDG 1434	Intro. To Gas Tungsten Arc Weld	4
WLDG 1457	Intermediate Shielded Metal Arc Welding	4
WLDG 1317	Intro to Layout & Fabrication	3
WLDG 2447	Advanced Gas Metal Arc Welding	4
		<b>Subtotal: 15</b>

### SUMMER

WLDG 1435	Intro to Pipe Welding	4
WLDG 2288	Internship-Welding Tech Welder	2
		<b>Subtotal: 6</b>

## SOPHOMORE YEAR

### FALL

WLDG 2413	Inter Welding Using Multiple Processes	4
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4
COSC 1301	Intro to Computing	3
WLDG 1125	Intro to Oxy-Fuel Welding & Cutting	1
		<b>Subtotal: 12</b>

### SPRING

	Approved Language / Philosophy / Culture or Creative Arts	3
	Approved Social / Behavioral Science	3
ENGL 1301	Composition I	3

MATH 1324	Mathematics for Business and Social Sciences	3
	OR	
MATH 1314	College Algebra	3

**Subtotal: 12**

Pre-requisites WLDG 1435: WLDG 1428, WLDG 1457

Pre-requisites WLDG 2413: WLDG 1430, WLDG 1434

Co-Requisites WLDG 2413: WLDG 1430, WLDG 1434

## WELDING TECHNOLOGY CERTIFICATE COURSES SEQUENCE

**FALL**

WLDG 1428	Intro to Shielded Metal Arc Welding	4
WLDG 1313	Intro to Blueprint Reading for Welders	3
WLDG 1430	Intro to Gas Metal Arc Welding (GMAW)	4
WLDG 1423	Welding Safety Tools & Equipment	4

**Subtotal: 15****SPRING**

WLDG 1434	Intro. To Gas Tungsten Arc Weld	4
WLDG 1457	Intermediate Shielded Metal Arc Welding	4
WLDG 1317	Intro to Layout & Fabrication	3
WLDG 2447	Advanced Gas Metal Arc Welding	4

**Subtotal: 15****SUMMER**

WLDG 1435	Intro to Pipe Welding	4
WLDG 2288	Internship-Welding Tech Welder	2

**Subtotal: 6**

Pre-requisites WLDG 1435: WLDG 1428, WLDG 1457

Pre-requisites WLDG 2413: WLDG 1430, WLDG 1434,

Co-Requisites WLDG 2413: WLDG 1430, WLDG 1434

## PRODUCTION WELDER CERTIFICATE DUAL CREDIT

**REQUIRED COURSES**

WLDG 1423	Welding Safety Tools & Equipment	4
WLDG 1428	Intro to Shielded Metal Arc Welding	4
WLDG 1430	Intro to Gas Metal Arc Welding (GMAW)	4
WLDG 1317	Intro to Layout & Fabrication	3

**Subtotal: 15**



# COURSE DESCRIPTIONS

Follow the links below to learn more about the undergraduate program course descriptions.

Accounting (p. 199)	ACCT, ACNT	Emergency Medical Services (p. 229)	EMSP
Ag Mechanization Tech (p. 200)	AGME, DEMR, HYDR, SMER	Engineering (p. 231)	ENGR
Agriculture/Agribusiness (p. 203)	AGRI	English (p. 232)	ENGL
American Sign Language (p. 204)	SGNL	Environmental Science (p. 233)	ENVR
Anthropology (p. 204)	ANTH	Fire Protection Technology (p. 233)	FIRS, FIRT
Art (p. 204)	ARTS	French (p. 236)	FREN
Biology (p. 206)	BIOL	FYE Beau Camp (p. 217)	ORIN
Business (p. 208)	BUSG, BUSI, BMGT, HRPO, MRKG	Geology (p. 236)	GEOL
Business Information Technology (p. 209)	HITT, HPRS, MDCA, POFI, POFM, POFT	Government (p. 236)	GOVT
Chemistry (p. 212)	CHEM	History (p. 237)	HIST
Child Development (p. 213)	CDEC, SCWK	Humanities (p. 237)	HUMA
Computer Science (p. 218)	COSC, INEW, ITSC, ITSE, ITSW, ITNW	Industrial Technology (p. 238)	ELMT, ELPT, INMT, INTC
Cosmetology (p. 221)	CSME	Kinesiology (p. 239)	KINE
Criminal Justice (p. 222)	CJCR, CJSA, CRIJ, SLPS	Legal Assistant (p. 245)	LGLA
Developmental Studies (p. 225)	MTH, NCBM, IRW, WRIT, READ	Massage Therapy (p. 246)	MSSG
Drama (p. 227)	DRAM	Mathematics (p. 247)	MATH
Economics (p. 228)	ECON	Medical Lab Technology (MLT) (p. 249)	MLAB, PLAB
Education (p. 228)	EDUC	Multimedia Technology (p. <b>Error! Bookmark not defined.</b> )	ARTC, ARTV, GRPH, IMED

Music (p. 251)	MUSI, MUEN, MUAP
Nursing – RN (p. 262)	RNSG
Nursing – VN (p. 264)	VNSG
Occupational Therapy Assistant (OTA) (p. 266)	OTHA
Petroleum Technology (p. 268)	PTRT, RBTC
Philosophy (p. 270)	PHIL
Physical Therapist Assistant (PTA) (p. 270)	PTHA
Physics (p. 272)	PHYS
Psychology (p. 273)	PSYC
Sociology (p. 273)	SOCI
Spanish (p. 274)	SPAN
Speech (p. 274)	SPCH
Welding (p. 275)	WLDG

## ACCOUNTING

### ACCT-ACCT-ACCOUNTING

#### **ACCT 2301 - PRINCIPLES OF FINANCIAL ACCOUNTING (3)**

3 lec/1 lab (3 Cr.) This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial

information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IRFS). Prerequisite: Meet TSI college-readiness standard for Mathematics; or equivalent. Recommended co-requisite: MATH 1324 - Mathematics for Business & Social Sciences

#### **ACCT 2302 - PRINCIPLES OF MANAGERIAL ACCOUNTING (3)**

3 lec/1 lab (3 Cr.) This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavioral, operational and capital budgeting, and performance evaluations. Prerequisite: ACCT2301 - Principles of Financial Accounting

Distribution: ACCT.

### ACNT

#### **ACNT 1303 - INTRODUCTION TO ACCOUNTING I (3)**

2 lec/3 lab (3 Cr.) A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

Distribution: ACCT.

#### **ACNT 1304 - INTRODUCTION TO ACCOUNTING II (3)**

2 lec/3 lab (3 Cr.) A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. Prerequisite: ACNT 1303 or program coordinator approval.

Distribution: ACCT.

**ACNT 1305 - FORENSIC ACCOUNTING (3)**

3 lec (3 Cr.) Accounting fraud and examination designed to provide a basic understanding of the impact that fraud has on an organization. Prerequisite ACNT 1303 ACCT 2301 or program coordinator approval.

Distribution: ACNT.

**ACNT 1311 - INTRODUCTION TO COMPUTERIZED ACCOUNTING (3)**

3 lec /1 lab (3 Cr.) Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. Prerequisite: ACNT 1303 or ACCT 2301 or Accounting Department Chair approval.

Distribution: ACNT.

**ACNT 1329 - PAYROLL & BUSINESS TAX ACCOUNT (3)**

3 lec/1 lab (3 Cr.) A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. Prerequisite ACNT 1303 or program coordinator approval.

Distribution: ACCT.

**ACNT 1331 - FEDERAL INCOME TAX: INDIVIDUAL (3)**

3 lec/1 lab (3 Cr.) A study of the federal law for preparation of individual income tax returns.

Distribution: ACCT.

**ACNT 1368 - PRACTICUM- ACCOUNTING/TECHNOLOGY/TECH (3)**

21 external learning experience (3 Cr.) Practical, general workplace training supported by an individualized learning plan enveloped by the employer, college, and student. Practicum must be taken in degree plan sequence and requires 336 hours (21 hours per week) of workplace training. Contact accounting program coordinator the semester prior to enrolling.

Distribution: ACCT.

**ACNT 2302 - ACCOUNTING CAPSTONE (3)**

2 lec./3 lab (3 Cr.) Allows students to apply broad knowledge of accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace

situations. Capstone must be taken in degree plan sequence. Contact accounting program coordinator prior to enrolling.

Distribution: ACCT.

**ACNT 2332 - ACCOUNTING INFORMATION SYSTEMS (3)**

3 lec/1 lab (3 cr) A study of accounting information systems and related subsystems, including data collection, security, retrieval, manipulation, filtering and sorting of data.

Prerequisite: ACNT 1303, ACNT 1304, COSC 1301

Distribution: ACNT.

## AG MECHANIZATION

### AGME-AGME-AG-MECHANIZATION

**AGME 1207 - AGRICULTURE EQUIPMENT & TOOLS (2)**

1 lec/3 lab (2 Cr.) Introduction to hand tool and shop equipment skills; including application, operation, maintenance, repair and safety.

Distribution: DEMR. Offered: Fall Only.

**AGME 1209 - EQUIPMENT REPAIR (2)**

1 lec/3 lab (2 Cr.) Introduction to the skills required for maintenance, repair, and renovation of equipment.

Distribution: DEMR. Offered: Spring Only.

**AGME 1353 - HARVESTING EQUIPMENT (3)**

2 lec/3 lab (3 Cr.) Operation and maintenance including adjustment techniques of harvesting equipment.

Distribution: DEMR. Offered: Fall Only.

**AGME 1391 - SPECIAL TOPICS IN AGRICULTURE MECHANIZATION (3)**

2 lec/3lab (3Cr.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology of occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Distribution: DEMR. Offered: Spring Only.

## DEMR-DEMR-AG-MECHANIZATION

### DEMR 1166 - PRACTICUM I (1)

(1 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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.

Distribution: DEMR.

### DEMR 1191 - SPECIAL TOPICS (CSS) (1)

(1 Cr.) Topics addressed will resemble current topics in the field of John Deere Employment. Topics covered include, but are not limited to, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and will be relevant to the professional development of the students. Students taking the course will receive credit for College Success Skills.

Distribution: DEMR. Offered: Fall Only.

### DEMR 1225 - SMALL AIR-COOLED ENGINES (2)

1 lec/3 lab (2 Cr.) Fundamentals of air-cooled engines including repair and testing. This course includes the theory of operation, diagnosis, repair, pre-delivery procedures, including assembly and adjustment of attachments, and add-on accessories of small power equipment utilized in lawn, turf, garden, and the rental equipment industry. The course includes the safety of both the 2 cycle and 4 cycle engines.

Distribution: DEMR. Offered: Spring Only.

### DEMR 1229 – PREVENTATIVE MAINTENANCE (2)

1lec/3 lab (2 Cr) An introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems.

Distribution: DEMR. Offered: Spring Only.

### DEMR 1301 – Shop Safety and Procedures (3)

2 lec/3 lab (3 Cr) A study of shop safety, rules, basic shop tools, and test equipment.

Distribution: DEMR. Offered: Fall Only.

### DEMR 1323 - HEATING, VENTILATION & A/C (HVAC) TROUBLESHOOTING (3)

2 lec/3 lab (3 Cr.) Introduction to heating, ventilation, and air conditioning theory testing and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs. Refrigerant recovery/recycling and ozone layer protection procedures are emphasized. Students, upon passing the air conditioning certification test, will be granted air conditioning certification.

Distribution: DEMR. Offered: Spring Only.

### DEMR 1391 - SPECIAL TOPICS-DIESEL ENG MECH & REPAIR (3)

2 lec/3 lab (3 Cr.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Distribution: DEMR. Offered: Spring Only.

### DEMR 1405 - BASIC ELECTRICAL SYSTEMS (4)

3 lec/2 lab (4 Cr.) Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.

Distribution: DEMR. Offered: Fall Only.

### DEMR 1406 - DIESEL ENGINE I (4)

2 lec/6 lab (4 Cr.) An introduction to the basic principles of diesel engines and systems.

Distribution: DEMR. Offered: Fall Only.

### DEMR 1416 - BASIC HYDRAULICS (4)

2 lec/6 lab (4 Cr.) Fundamentals of hydraulics including components and related systems. The operation, testing, repair, and adjustment of the hydraulic components is emphasized. Emphasis is placed on the use of technical language, JIC symbols, and safe operation with high pressure oil.

Distribution: DEMR. Offered: Fall Only.

### DEMR 1421 - POWER TRAIN I (4)

2 lec/6 lab (4 Cr.) Fundamentals, repair, and theory of power trains including clutches, transmissions, drive

shafts, and differentials. Emphasis on inspection and repair.

Distribution: DEMR. Offered: Fall Only.

**DEMR 1449 - DIESEL ENGINE II (4)**

2 lec/6 lab (4 Cr.) An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines.

Distribution: DEMR. Offered: Spring Only.

**DEMR 1466 - PRACTICUM II (4)**

(4 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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.

Distribution: DEMR. Offered: Summer Only.

**DEMR 2166 - PRACTICUM II (1)**

(1Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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.

Distribution: DEMR. Offered: Spring Only.

**DEMR 2332 – Electronic Controls (3)**

2 lec/3 lab (3 Cr.) Advanced skills in diagnostic and programming techniques of electronic control systems. This course will include Service Advisor Remote and the JD Link to prepare the student for servicing the computers and programs provided with today's modern agricultural equipment. AMS (Agricultural Management System), GPS, RTK, and PM Pro will be introduced and studied.

Distribution: DEMR. Offered: Fall Only.

**DEMR 2335 - ADVANCED HYDRAULICS (3)**

2 lec/3 lab (3 Cr.) Advanced study of hydraulic systems and components including diagnostics, testing of hydraulic

systems and electronics, electro-hydraulic, and computer controlled systems.

Distribution: DEMR. Offered: Spring Only.

**DEMR 2338 – Power Applications I**

2 lec/3 lab (3Cr) Advanced power train applications with emphasis on testing and evaluation of components

Distribution: DEMR. Offered: Spring Only.

**DEMR 2339 - Advanced Electrical Systems**

2 lec/3 lab (3 Cr.) A continuation of basic electrical systems to include lighting, computer controls and accessories. Emphasis on diagnosis, testing and repair using the various diagnostic tools and procedures for current electronic systems.

Distribution: DEMR. Offered: Spring Only.

**DEMR 2371 - JOHN DEERE AG MGMT SOLUTIONS (3)**

2lec/3lab (3Cr.) This course will include Service Advisor Remote and JD Link to prepare the student for the servicing of the computers and programs provided with today's modern agriculture equipment. AMS (Agriculture Management System) GPS, RTK, and PM Pro will be introduced and studied. 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.

Distribution: DEMR. Offered: Spring Only.

**HYDR-HYDR-AG-MECHANIZATION**

**HYDR 1305 - BASIC HYDRAULICS (3)**

2 lec/2lab (3 Cr.) Fundamentals of hydraulics including safety, types of hydraulic pumps, cylinders, valves, motors, and related systems. Introduction to hydraulic schematic symbols as related to components.

Distribution: HYDR.

**SMER - SMALL ENGINE REPAIR**

**SMER 1166 - PRACTICUM I (1)**

(1 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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.

Distribution: DEMR.

**SMER 1291 - SMALL ENGINE MECHANIC & REPAIR (2)**

1 lec/3 lab (2 Cr.) Topics address recently identified and current events, skill, 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.

Distribution: DEMR. Offered: Spring Only.

**SMER 1391 - SMALL ENGINE MECH & REPAIR (3)**

2 lec/3 lab (3 Cr.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Distribution: DEMR. Offered: Spring Only.

**SMER 1466 - PRACTICUM II (4)**

(4 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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.

Distribution: DEMR. Offered: Summer Only.

**SMER 2166 - PRACTICUM III (1)**

1 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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.

Distribution: DEMR. Offered: Spring Only.

**SMER 2337 - ADVANCED EQUIPMENT SERVICE (3)**

2 lec/3 lab (3 Cr.) Advanced study in areas of specialization in marine units, motorcycles, all-terrain vehicles, or outdoor power equipment.

Distribution: DEMR. Offered: Fall Only.

## AGRICULTURE/AGRIBUSINESS

### AGRI - AGRICULTURE

**AGRI 1131 - THE AGRICULTURE INDUSTRY (1)**

1 lec (1 Cr.) Overview of agriculture and the American agriculture system, including an examination of career opportunities and requirements.

Distribution: AGRI.

**AGRI 1307 - AGRONOMY (3)**

3 lec (3 Cr.) Principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods.

Distribution: AGRI.

**AGRI 1315 - HORTICULTURE (3)**

3 lec (3 Cr.) Structure, growth and development of horticultural plants. Examination of environmental effects, basic principles of reproduction, production methods ranging from outdoor to controlled climates, nutrition, and pest management. (Cross-listed as HORT 1301) 1301)

Distribution: AGRI.

**AGRI 1319 - INTRODUCTORY ANIMAL SCIENCES (3)**

3 lec (3 Cr.) Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management and marketing of livestock.

Distribution: AGRI.

**AGRI 2301 - AGRICULTURAL POWER UNITS (3)**

2 lec/2 lab (3 Cr.) Fundamentals of internal combustion engines: gasoline diesel and liquefied petroleum. Maintenance and adjustments of the electrical, ignition,

fuel, lubricating, and cooling systems of agricultural power machinery.

Distribution: AGRI.

**AGRI 2317 - INTRODUCTION TO AGRICULTURE ECONOMICS (3)**

3 lec (3 Cr.)

Fundamental economic principles and their application in the agricultural industry.

**AGRI 2321 - LIVESTOCK EVALUATION (3)**

2 lec/4 lab (3 Cr.) Evaluation and grading of market cattle, swine, sheep and goats, and their carcasses and wholesale cuts. Emphasis will be placed on value determination. Selection and evaluation of breeding cattle, sheep, swine and goats with emphasis on economically important traits.

Distribution: AGRI.

## AMERICAN SIGN LANGUAGE

According to the Texas Education Code, section 51.303(c), a student is entitled to count credit received for a course in American Sign Language toward satisfaction of foreign language requirement of the institution of higher education where it is offered.

### SGNL - AMERICAN SIGN LANGUAGE

**SGNL 1401 - BEGINNING AMERICAN SIGN LANGUAGE I (4)**

3 lec/2 lab (4 Cr.) Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing-impaired.

Distribution: FLAN.

**SGNL 1402 - BEGINNING AMERICAN SIGN LANGUAGE II (4)**

3 lec/2 lab (4 Cr.) A continuation of SGNL 1401. Prerequisite: SGNL 1401 or instructor's approval.

Distribution: FLAN.

## ANTHROPOLOGY

### ANTH - ANTHROPOLOGY

**ANTH 2346 - GENERAL ANTHROPOLOGY (3)**

3 lec (3 Cr.) The study of human beings, their antecedents, related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archaeology, linguistics, their applications, and ethics in the discipline.

Distribution: ANTH.

## ART

### ARTS - ARTS FINE ARTS

**ARTS 1301 - ART APPRECIATION (3)**

3 lec (3 Cr.) A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts. Textbook required. MINIMUM OF 3 TESTS. POSSIBLE OTHER WRITING REQUIREMENTS. SATISFIES VISUAL ARTS CORE REQUIREMENT.

Distribution: ARTS.

**ARTS 1303 - ART HISTORY I (PREHISTORIC TO THE 14TH CENTURY) (3)**

3 lec (3 Cr.) A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. A lecture examines crafts, painting, sculpture, architecture, and other art forms from the prehistoric through Gothic time-frame. Emphasis is placed on how important historical developments through events and cultural exchange of thought result in artistic output. Textbook required. MINIMUM OF 3 TESTS. POSSIBLE OTHER WRITING REQUIREMENTS. SATISFIES VISUAL ARTS CORE REQUIREMENT.

Distribution: ARTS.

**ARTS 1304 - ART HISTORY II (14TH CENTURY TO THE PRESENT) (3)**

3 lec (3 Cr.) A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. A lecture examines crafts, painting,

sculpture, architecture, and other art forms from the Renaissance to present time. The development of the concept of the artistic movement is emphasized. Textbook required. MINIMUM OF 3 TESTS. POSSIBLE OTHER WRITING REQUIREMENTS.

Distribution: ARTS.

### **ARTS 1311 - DESIGN I (2-DIMENSIONAL) (3)**

3 lec/3 lab (3 Cr.) An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. Elements and principles of art using two- and three- dimensional concepts. This studio course stresses the fundamental concepts of two-dimensional design. The elements and principles of design are the tools with which class problems and assignments are creatively solved and new ideas are conceived. Color theory is thoroughly explored. NO TESTING. NO TEXTBOOK REQUIRED.

Distribution: ARTS.

### **ARTS 1312 - DESIGN II (3-DIMENSIONAL) (3)**

3 lec/3 lab (3 Cr.) An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design. Elements and principles of arts using two- and three- dimensional concepts. This course applies the elements and principles of design toward creative problem-solving in three-dimensional projects. ARTS 1311 is not a prerequisite for 1312 but is recommended for art majors. NO TESTING. NO TEXTBOOK REQUIRED.

Distribution: ARTS.

### **ARTS 1316 - DRAWING I (3)**

3 lec/3 lab (3 Cr.) A foundation studio course exploring drawing with emphasis on descriptive, expressive, and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline. Field trip to major museums. NO TESTING.

Distribution: ARTS.

### **ARTS 1317 - DRAWING II (3)**

3lec/3 lab (3 Cr.) ARTS 1317 Drawing II A studio course exploring drawing with continued emphasis on descriptive,

expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. The student will continue to explore media possibilities and techniques. Field trip to major museums. NO TESTING. TEXTBOOK OPTIONAL. Prerequisite: Arts 1316.

Distribution: ARTS.

### **ARTS 2316 - PAINTING I (3)**

3 lec/3 lab (3 Cr.) Exploration of ideas using painting media and techniques. This studio course explores the techniques of painting media with special emphasis on color theory, painting composition with varied subject matter, traditional studio practice, and includes an introduction to exhibition practices. Field trip to major art museums. NO TESTING. NO TEXTBOOK REQUIRED.

Distribution: ARTS.

### **ARTS 2317 - PAINTING II (3)**

3 lec/3 lab (3 Cr.) Exploration of ideas using painting media and techniques. Along with the continued emphasis on the mastery of basic painting skills, the student is directed toward the development of personal statement and style. Instruction also helps prepare the student for continued painting study in other programs. Field trips to major art museums. NO TESTING. NO TEXTBOOK REQUIRED. Prerequisite: Arts 2316.

Distribution: ARTS.

### **ARTS 2326 - SCULPTURE I (3)**

3 lec/3lab (3Cr.) Exploration of ideas using sculpture media and techniques. Studio course exploring sculptural approaches in a variety of media.

Distribution: ARTS.

### **ARTS 2346 - CERAMICS I (3)**

3 lec/3 lab (3 Cr.) Exploration of ideas using basic ceramic processes. Introduction to ceramic processes. Basic materials and techniques, hand building, use of bisque forms, glazing and firing procedures, and introduction to the use of the potter's wheel. Outside work required.

Distribution: ARTS.

**ARTS 2347 - CERAMICS II (3)**

3 lec/3 lab (3 Cr.) Exploration of ideas using basic ceramic processes. Further investigation into ceramic processes and techniques. Prerequisite: ARTS 2346.

Distribution: ARTS.

**ARTS 2356 - PHOTOGRAPHY I (FINE ARTS EMPHASIS) (3)**

3 lec/3 lab (3 Cr.) Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. Outside work required. NO TESTING.

Distribution: ARTS.

**ARTS 2357 - PHOTOGRAPHY II (FINE ARTS EMPHASIS) (3)**

3 lec/3 lab (3 Cr.) Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. Prerequisite: ARTS 2356. NO TESTING.

Distribution: ARTS.

**ARTS 2389 - ACADEMIC COOPERATIVE (3)**

3 lec/0 lab (3 Cr.) 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 studio art and/or arts history. Work experience is open to students if their major career field is occupational education. Under supervision of instructor and employer, student is provided the opportunity to work for wages and is evaluated by instructor and employer. Prerequisite: approval of instructor.

Distribution: ARTS.

**BIOLOGY**

**BIOL - BIOLOGY**

**BIOL 1322 - NUTRITION AND DIET THERAPY (3)**

3 lec (3 Cr.) This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions,

food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

Distribution: BIOL.

**BIOL 1406 - BIOLOGY FOR SCIENCE MAJORS I (4)**

3 lec/3 lab (4 Cr.) Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included. Recommended prerequisite: MATH 1314. Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

Distribution: BIOL.

**BIOL 1407 - BIOLOGY FOR SCIENCE MAJORS II (4)**

3 lec/3 lab (4 Cr.) The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Recommended prerequisite: Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended. Note: It is recommended that BIOL 1406 Biology for Science Majors I (Lecture and Laboratory) be taken before BIOL 1407.

Distribution: BIOL.

**BIOL 1408 - BIOLOGY FOR NON-SCIENCE MAJORS I (4)**

3 lec/3 lab (4 Cr.) Provides a survey of biological principles with an emphasis on humans including

chemistry of life, and cell's structure, function, and reproduction. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans including chemistry of life, and a cell's structure, function, and reproduction.

Distribution: BIOL.

**BIOL 1409 - BIOLOGY FOR NON-SCIENCE MAJORS II (4)**

3 lec/3 lab (4 Cr.) This course will provide a survey of biological principles with an emphasis on humans including evolution, ecology, plant and animal diversity, and physiology. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans including evolution, ecology, plant and animal diversity, and physiology. Note: It is recommended that BIOL 1408 Biology for Non-Science Majors I be taken before BIOL 1409.

Distribution: BIOL.

**BIOL 2401 - ANATOMY & PHYSIOLOGY I (4)**

3 lec/3 lab (4 Cr.) Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells tissues and organs of the following systems: integumentary, skeletal, muscular, nervous, and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous and special senses.

Distribution: BIOL.

**BIOL 2402 - ANATOMY & PHYSIOLOGY II (4)**

3 lec/3 lab (4 Cr.) Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of

physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). **Prerequisite:** BIOL 2401 must be completed with a grade of C or better before attempting BIOL 2402.

Distribution: BIOL.

**BIOL 2404 - ANATOMY & PHYSIOLOGY (4)**

3 lec/3 lab (4 Cr.) Study of the structure and function of human anatomy including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.

Distribution: BIOL.

**BIOL 2406 - ENVIRONMENTAL BIOLOGY (4)**

3 lec/3 lab (4 Cr.) Principles of environmental systems and ecology including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Laboratory activities will reinforce principles of environmental systems and ecology including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Recommended prerequisite: MATH 1314 - Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

Distribution: BIOL.

**BIOL 2420 - MICROBIOLOGY FOR NON-SCIENCE MAJORS (4)**

3 lec/3 lab (4 Cr.) This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of

microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. This course covers basics of culture and identification of bacteria and microbial ecology. This course is primarily directed at pre-nursing and other pre-allied health majors and covers basics of microbiology. Emphasis is on medical microbiology, infectious diseases and public health.

Distribution: BIOL.

## BUSINESS

### BMGT-BMGT-MANAGEMENT

#### **BMGT 1301 – SUPERVISION (3)**

3 lec (3 Cr.) The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills

#### **BMGT 1327 - PRINCIPLES OF MANAGEMENT (3)**

3 lec (3 Cr.) Concepts, terminology, principles, theories, and issues in the field of management.

Distribution: BMGT.

#### **BMGT 1368 - PRACTICUM - BUS ADMIN & MANAGEMENT (3)**

21 external learning experience (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Distribution: BMGT.

#### **BMGT 1369 - PRACTICUM-BUS ADM & MGMT (3)**

21 external learning experience (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Distribution: BMGT.

#### **BMGT 2309 - LEADERSHIP (3)**

3 lec (3 Cr.) Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

Distribution: BMGT.

#### **BMGT 2311 - CHANGE MANAGEMENT (3)**

3 lec (3 Cr.) Knowledge, skills, and tools that enable a leader/organization to facilitate change in a pro-active, participative style.

Distribution: BMGT. Offered: Spring Only.

#### **BMGT 2368 - PRACTICUM-BUS ADM & MANAGEMENT (3)**

21 external learning experience (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Distribution: BMGT. Offered: Spring Only.

### BUSG-BUSG-BUSINESS

#### **BUSG 1341 - SMALL BUSINESS ADMINISTRATION/MANAGEMENT**

3 lec (3 Cr.) Financial structure of a small business. Includes business financing, budgeting, record keeping, taxation, insurance and banking.

#### **BUSG 2309 - SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP (3)**

3 lec (3 Cr.) A course on how to start and operate a small business. Topics include facts about small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

Distribution: BMGT.

#### **BUSG 2366 - PRACTICUM - BUSINESS/COMMERCE GENERAL (3)**

21 external learning experience (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Distribution: BUSI.

#### **BUSG 2367 - PRACTICUM BUSINESS/COMMERCE GENERAL (3)**

21 external learning experience (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Distribution: BUSI.

## BUSI-BUSI-BUSINESS

### **BUSI 1301 - BUSINESS PRINCIPLES (3)**

3 lec (3 Cr.) This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business management and leadership functions, organizational considerations, and decision-making processes. Financial topics are introduced including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasizes the dynamic role of business in everyday life.

Distribution: BUSI.

### **BUSI 1307 - PERSONAL FINANCE (3)**

3 lec (3 Cr.) Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. NOTE: This course is not part of the business field of study and may not transfer toward a degree in business.

Distribution: BUSI.

### **BUSI 2301 - BUSINESS LAW (3)**

3 lec (3 Cr.) This course provides the student with foundational information about the U.S. legal system and dispute resolution and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationships between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

Distribution: BUSI.

## HRPO-HRPO-MANAGEMENT

### **HRPO 2301 - HUMAN RESOURCES MANAGEMENT (3)**

3 lec (3 Cr.) Behavioral and legal approaches to the management of human resources in organizations.

Distribution: BMGT.

### **HRPO 2307 - ORGANIZATIONAL BEHAVIOR (3)**

3 lec (3 Cr.) The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

Distribution: BMGT.

## MRKG-MRKG-MANAGEMENT

### **MRKG 1291 - SPECIAL TOPICS IN BUSINESS MARKETING AND MARKETING MANAGEMENT (2)**

2 lec (2 Cr.) 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.

### **MRKG 1301 - CUSTOMER RELATIONSHIP MANAGEMENT (3)**

3 lec (3 Cr.) General principles of customer's relationship management including skills, knowledge, attitudes, and behaviors.

Distribution: BUSI.

### **MRKG 1311 - PRINCIPLES OF MARKETING (3)**

3 lec (3 Cr.) Introduction to the marketing mix, functions, and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

Distribution: BMGT.

### **MRKG 2312 - E-COMMERCE MARKETING (3)**

3 lec (3 Cr.) Explore electronic tools utilized in marketing; focus on marketing communications in developing customer relationships.

## BUSINESS INFORMATION TECHNOLOGY

### **HITT-HITT-MEDICAL-TERMINOLOGY**

### **HITT 1305 - MEDICAL TERMINOLOGY I (3)**

2 lec/3 lab (3 Cr.) Study of medical terms through word origin and structure. Introduction to abbreviations and

symbols, surgical and diagnostic procedures, and medical specialties.

Distribution: BUSI.

**HITT 2346 - ADVANCED MEDICAL CODING (3)**

2 lec/3 lab (3 Cr.) Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting. Prerequisite: POFM 1300.

Distribution: BUSI.

**HPRS-HPRS-OCCUPATIONAL-THERAPY**

**HPRS 1101 - INTRODUCTION TO HEALTH PROFESSIONS (1)**

1 lec (1 Cr.) An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

Distribution: OTHA.

**HPRS 1102 - WELLNESS & HEALTH PROMOTION (1)**

1 lec (1 Cr.) An overview of wellness theory and its application throughout the lifespan. Focus is on attitude, development, impact of cultural beliefs, and communication of wellness. Through this study the student will define wellness and health promotion, explain personal, social, cultural, nutritional, and environmental components of wellness, correlate concepts of wellness and healthy lifestyle, and develop health promotion strategies.

**HPRS 1206 - ESSENTIALS OF MEDICAL TERMINOLOGY (2)**

1 lec/2 lab (2 Cr.) A study of common medical terminology, word origin, structure, and application. Focus is on the ability to use medical references as resource tools.

Distribution: OTHA.

**HPRS 2232 - HEALTH CARE COMMUNICATION (2)**

2 lec (2 Cr.) Study of methods of communication with clients, client support groups, health care professionals, and external agencies.

Distribution: HPRS.

**HPRS 2301 - PATHOPHYSIOLOGY (3)**

3 lec (3 Cr.) Study of the pathology and general health management of disease and injuries across the lifespan. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Note: MCDA 1302 will not substitute for this course.

**HPRS 2321 - MEDICAL LAW & ETHICS FOR HEALTH PROFESSIONALS (3)**

3 lec (3 Cr.) Principles, procedures, and regulations governing the legal and ethical relationships among physicians, patients, and health care professionals. Includes current ethical issues related to the various health care professions and patient confidentiality.

Distribution: BUSI.

**MDCA - PATHOPHYSIOLOGY**

**MDCA 1064 - FIELD EXPERIENCE - MEDICAL/CLINICAL ASST (112)**

Practical, general workplace training supported by an individualized learning plan developed by the employee, college, and student.

**MDCA 1302 - HUMAN DISEASE/PATHOPHYSIOLOGY (3)**

2 lec/ 2 lab (3 Cr.) A study of anatomy and physiology with emphasis on human pathophysiology including etiology, prognosis, medical treatment, signs, and symptoms of common diseases of all body systems. Note: HPRS 2301 will not substitute for this course.

Distribution: BUSI.

**POFI-POFI-OFFICE-TECHNOLOGY**

**POFI 1301 - COMPUTER APPLICATIONS I (3)**

2 lec/3 lab (3 Cr.) Overview of computer applications (the Windows operating system, Microsoft Word, and Microsoft Excel) including current terminology and technology. Introduction to computer hardware, software, applications, and procedures. Prerequisite or Corequisite: POFT 1127 or POFT 1329

Distribution: BUSI.

**POFI 2401 - WORD PROCESSING (4)**

3 lec/3 lab (4 Cr.) Word processing software focusing on business applications. Prerequisite: POFT 1329, POFI 1301, or COSC 1301.

Distribution: BUSI.

**POFI 2431 - DESKTOP PUBLISHING (4)**

3 lec/3 lab (4 Cr.) In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. Prerequisite: POFI 2401 or equivalent.

Distribution: BUSI.

**POFM-POFM-OFFICE-TECHNOLOGY****POFM 1300 - MEDICAL CODING BASICS (3)**

2 lec/3 lab (3 Cr.) Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisite: HITT 1305, MDCA 1302, basic keyboarding and computer skills.

Distribution: BUSI.

**POFM 1302 - MEDICAL SOFTWARE APPLICATIONS (3)**

2 lec/4 lab (3 Cr.) Medical software applications for the management and operation of health care information systems.

Distribution: POFM.

**POFM 1317 - MEDICAL ADMINISTRATIVE SUPPORT (3)**

2 lec/3 lab (3 Cr.) Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third-party reimbursement. Prerequisite: HITT 1305 or equivalent.

Distribution: BUSI.

**POFM 1427 - MEDICAL INSURANCE (4)**

3 lec/3 lab (4 Cr.) Survey of medical insurance including the life cycle of various claim forms, terminology, patient relations, and legal ethical issues. Prerequisite: HITT 1305 or permission to enroll with department chair approval.

Distribution: POFM.

**POFT-POFT-OFFICE-TECHNOLOGY****POFT 1127 - INTRO TO KEYBOARDING (1)**

1 lec/2 lab (1 Cr.) Skills development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.

Distribution: BUSI.

**POFT 1301 - BUSINESS ENGLISH (3)**

2 lec/3 lab (3 Cr.) Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Distribution: BUSI.

**POFT 1313 - PROFESSIONAL WORKFORCE PREPARATION (3)**

3 lec (3 Cr.) Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

Distribution: BUSI.

**POFT 1325 - BUSINESS MATH USING TECHNOLOGY (3)**

2 lec/3 lab (3 Cr.) Business math problem-solving skills using office technology.

Distribution: BUSI.

**POFT 1329 - BEGINNING KEYBOARDING (3)**

2 lec/3 lab (3 Cr.) Skills development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

Distribution: BUSI.

**POFT 2312 - BUSINESS CORRESPONDENCE & COMMUNICATIONS (3)**

2 lec/3 lab (3 Cr.) Development of writing and presentation skills to help produce effective business communications. Prerequisite: POFT 1301.

Distribution: BUSI.

**POFT 2431 - ADMINISTRATIVE PROJECT SOLUTIONS (4)**

3 lec/3 lab (4 Cr.) Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills.

Distribution: BUSI.

## CHEMISTRY

### CHEM - CHEMISTRY

#### **CHEM 1405 - INTRODUCTORY CHEMISTRY I (4)**

3 lec/3 lab (4 Cr.) Survey course introducing chemistry. Topics may include inorganic, organic biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Emphasis on measurement, atoms, molecules, chemical bonding, types of chemical reactions, states of matter, solutions, colloids, rates of chemical reaction, chemical equilibrium, acids and bases. Designed for allied health students and for students who are not science majors. Basic laboratory experiments supporting theoretical principles and introduction of the scientific method

Distribution: CHEM.

#### **CHEM 1407 - INTRODUCTORY CHEMISTRY II (4)**

3 lec/3 lab (4 Cr.) Survey course introducing chemistry. Topics may include inorganic/organic biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Emphasis on nuclear chemistry, the study of alkanes, alkenes, alkynes, aromatic compounds, alcohols, phenols, ethers, alkyl halides, aldehydes, ketones, carboxylic acids, esters, amines, and amides. Designed for allied health students and for students who are not science majors. Basic laboratory experiments supporting theoretical principles, introduction of the scientific method, experimental design, data collection and analysis, and preparation of lab reports. Prerequisite: CHEM 1405 with grade of "C" or better.

Distribution: CHEM. Offered: Spring Only.

#### **CHEM 1411 - GENERAL CHEMISTRY I (4)**

3 lec/3 lab (4 Cr.) Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented in this course; introduction of the scientific methods, experimental

design, data collection and analysis, and preparation of laboratory reports. Prerequisite: Math 1314-College Algebra or equivalent academic preparation. High school chemistry or CHEM 1405 -Introductory Chemistry I is strongly recommended.

Distribution: CHEM.

#### **CHEM 1412 - GENERAL CHEMISTRY II (4)**

3 lec/3 lab (4 Cr.) Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in this course; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Prerequisite: CHEM 1411.

Distribution: CHEM.

#### **CHEM 2389 - ACADEMIC COOPERATIVE IN CHEMISTRY (3)**

3 lec/3 lab (4 Cr.) An instructional program designed to integrate on-campus study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena.

Distribution: CHEM.

#### **CHEM 2423 - ORGANIC CHEMISTRY I (4)**

3 lec/4 lab (4 Cr.) Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry structure, and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Laboratory activities will reinforce fundamental principles of organic chemistry, including the structure, bonding, properties, and reactivity of organic

molecules; properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for the purification and identification of organic compounds will be examined. Prerequisite: CHEM 1412 General Chemistry II with a grade of "C" or better.

Distribution: CHEM. Offered: Fall Only.

### **CHEM 2425 - ORGANIC CHEMISTRY II (4)**

3 lec/4 lab (4 Cr.) Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Laboratory activities reinforce advanced principles of organic chemistry, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Prerequisite: CHEM 2423.

Distribution: CHEM. Offered: Spring Only.

## **CHILD DEVELOPMENT**

### **CDEC-CDEC-CHILD-DEVELOPMENT**

#### **CDEC 1167 - PRACTICUM-CHILD CARE PROVIDER (1)**

112 External learning hours total for the semester is required Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Only students pursuing the Child Development Associate Marketable Skills Institutional

Certificate may enroll in this class. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations.

Distribution: CDEC. Offered: Fall Only.

#### **CDEC 1168 - PRACTICUM-CHILD CARE PROVIDER/ASSISTANT (1)**

112 external learning hours total for the semester is required (1 Cr.). Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.

Distribution: CDEC.

#### **CDEC 1192 - SPECIAL TOPICS IN CHILD DEVELOPMENT (1)**

1 lec (1 Cr.) 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.

Distribution: CDEC.

#### **CDEC 1264 - PRACTICUM-CHILD DEVELOPMENT (2)**

160 external learning experience required (2Cr.) Practical general workplace training supported by an individualized learning plan developed by the employer and student. Every student must complete and pass a criminal background check and be accepted into licensed child care program to participate in classroom observations and activities.

Distribution: CDEC

#### **CDEC 1265 - PRACTICUM-CHILD DEVELOPMENT (2)**

240 external learning experience required 2 Cr.) Practical general workplace training supported by an individualized learning plan developed by the employer and student. Every student must complete and pass a criminal background check and be accepted into licensed child care program to participate in classroom observations and activities.

Distribution: CDEC.

#### **CDEC 1303 – FAMILIES, SCHOOLS & COMMUNITY (3)**

3 lec/1 lab (3 Cr.) A study of the relationship between the child, the family, the community, and early childhood

educators including a study of parent, education, family and community lifestyles, child abuse, and current issues. 16 External learning hours total during the semester is required. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations.

Distribution: CDEC.

### **CDEC 1311 - EDUCATING YOUNG CHILDREN (3)**

3 lec (3 Cr.) child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. 16 external learning hours total during the semester is required. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations.

Distribution: CDEC.

### **CDEC 1313 - CURRICULUM RESOURCES EARLY CHILDHOOD (3)**

3 lec/1 lab (3 Cr.) A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight. For Mexia State Supported Living Center Employees Only.

Distribution: CDEC.

### **CDEC 1317 - CHILD DEVELOPMENT ASSOCIATE TRAINING I (3)**

3 lec/1 lab (3 Cr) Based on the requirements for the Child Development Associate credential (CDA). Topics include CDA overview, observation skills, and child growth and development. The four functional areas of study are creative, cognitive, physical, and communication. 16 external learning hours required during the semester. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations.

Distribution: CDEC.

### **CDEC 1318 - WELLNESS OF THE YOUNG CHILD (3)**

3 lec/1 lab (3 Cr.) A study of nutrition, health, safety and related activities including skill development in management of issues, guidelines and practices in

nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles is applied to a variety of settings. 16 External learning hours total during the semester is required. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations.

Distribution: CDEC.

### **CDEC 1319 - CHILD GUIDANCE (3)**

3 lec (3 Cr.) An exploration of guidance strategies for promoting prosocial behaviors with individuals and groups of children. Emphasis on positive guidance and techniques, family involvement, and cultural influences.

\*Prerequisites: CDEC 1311, CDEC 1354 or approval from instructor.

Distribution: CDEC.

### **CDEC 1321 - THE INFANT & TODDLER (3)**

3 lec (3 Cr.) A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques.

\*Prerequisites: CDEC 1311, CDEC 1354 or approval from instructor.

Distribution: CDEC.

### **CDEC 1354 - CHILD GROWTH & DEVELOPMENT (3)**

3 lec (3 Cr.) A study of the principles of child growth and development. Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

Distribution: CDEC.

### **CDEC 1356 - EMERGENT LITERACY FOR EARLY CHILDHOOD (3)**

3 lec/3 lab (3 Cr.) An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum. Every student must complete and pass a background check and be accepted into a licensed child care program to participate in classroom observations required by various courses in the program and activities. 16 hours external learning hours required during the semester. Prerequisites: CDEC 1354 and CDEC 1413 or approval from instructor.

Distribution: CDEC.

**CDEC 1358 - CREATIVE ARTS FOR EARLY CHILDHOOD (3)**

3 lec/3 lab (3 Cr.) An exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. 16 external learning hours required during the semester. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations and activities. Prerequisite: CDEC 1354 and CDEC 1413 or approval from instructor.

Distribution: CDEC.

**CDEC 1359 - CHILDREN WITH SPECIAL NEEDS (3)**

3 lec/3 lab (3 Cr.) A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. 16 external learning hours required during the semester. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations and activities.

Distribution: CDEC.

**CDEC 1413 - CURRICULUM RESOURCES EARLY CHILDHOOD (4)**

3 lec/3 lab (4 Cr.) Fundamentals of curriculum design and implementation in developmentally appropriate programs. For Mexia State Supported Living Center Employees Only.

Distribution: CDEC.

**CDEC 1419 - INTRO - TRAINING AND DOCUMENTATION (4)**

4 lec (4 Cr.) A study of nutrition, health safety, and related activities including skill development in management of issues, guidelines, and practices in nutrition, as well as community, health, hygiene, safety, and legal implications. Integration of these principles is applied to a variety of settings. 16 External learning hours total during the semester is required. Every student must complete and pass

a criminal background check and be accepted into a licensed child care program to participate in classroom observations.

Distribution: CDEC.

**CDEC 2322 - CHILD DEVELOPMENT ASSOCIATE TRAINING II (3)**

3 lec/ 1 lab (3 Cr.) A continuation of the study of the requirements for the Child Development Associate credential (CDA). The six functional areas of study include: safe, healthy, learning environments, self, social, and guidance. 16 external learning hours required during the semester. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations and activities.

Distribution: CDEC.

**CDEC 2324 - CHILD DEVELOPMENT ASSOCIATE TRAINING III (3)**

3 lec/1 lab (3 Cr.) Continuation of the requirements for the Child Development Associate credential (CDA). The three functional areas of study include family, program management, and professionalism. 16 external learning hours required during the semester. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations.

Distribution: CDEC.

**CDEC 2326 - ADMIN PROGRAMS FOR CHILD I (3)**

3 lec (3 Cr.) Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation and communication.

Distribution: CDEC.

**CDEC 2328 - ADMINISTRATION OF PROGRAMS FOR CHILDREN II (3)**

3 lec (3 Cr.) An in depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis,

technical applications in programs and planning parent education/partnerships.

**CDEC 2336 - ADMINISTRATION OF PROGRAMS FOR CHILDREN III (3)**

3 lec (3 Cr.) An advanced study of the skills and techniques in administering early care and education programs.

Distribution: CDEC.

**CDEC 2340 – INSTRUCTIONAL TECHNIQUES FOR CHILDREN W/SPECIAL NEEDS (3)**

3 lec/1 lab (3 Cr) Exploration of development and implementation of curriculum for children with special needs.

**CDEC 2341 - THE SCHOOL AGE CHILD (3)**

3 lec (3 Cr.) A study of appropriate age programs including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques. Prerequisites: CDEC 1311, CDEC 1354 or approval from instructor. CDEC 2407 Math and Science for Early Childhood

Distribution: CDEC.

**CDEC 2364 - PRACTICUM (3)**

480 external learning experience required (3 Cr.) Practical general workplace training supported by an individualized learning plan developed by the employer and student. Every student must complete and pass a criminal background check and be accepted into licensed child care program to participate in classroom observations and activities.

Distribution: CDEC.

**CDEC 2364 - PRACT CHILD DEV/OJT MENTORING (3)**

28 hrs. external learning experience (3 Cr.) Practical general workplace training supported by an individual learning plan developed by Mexia State School and the college. The plan relates the workplace training and experience to practical application in the care of people with mental retardation. For Mexia State Supported Living Center Employees Only.

Distribution: CDEC.

**CDEC 2407 - MATH/SCIENCE EARLY CHILDHOOD (4)**

3 lec/3 lab (4 Cr.) An exploration of principles, methods and materials for teaching children math and science concepts and process skills through discovery and play. 16 external learning hours required during the semester. Every student must complete and pass a criminal background check and be accepted into a licensed child care program to participate in classroom observations and activities.

\*Prerequisites: CDEC 1354 and CDEC 1413 or approval from instructor.

Distribution: CDEC.

**CDEC 2440 - INSTRUCTIONAL TECHNIQUES FOR CHILDREN WITH SPECIAL NEEDS (4)**

Exploration of development and implementation of curriculum for children with special needs.

Distribution: CDEC.

**CDEC 2464 – PRACTICUM - CHILD DEVELOPMENT/OJT MENTORING (4)**

28 hrs. external learning experience (4 Cr.) Practical general workplace training supported by an individual learning plan developed by Mexia State School and the college. The plan relates the workplace training and experience to practical application in the care of people with mental retardation. For Mexia State Supported Living Center Employees Only.

Distribution: CDEC.

**SCWK - SOCIAL WORK**

**SCWK 1321 - ORIENTATION TO SOCIAL SERVICES (3)**

3 lab (3 Cr.) A better survey of the historical development of social services. Emphasis on current needs, practices and projected changes. Topics include psychoanalytic theories in regard to mental retardation and children with mental disorders and special problems faced by people with mental retardation.

Distribution: PMHS.

**SCWK 2331 - ABNORMAL BEHAVIOR (3)**

3 lec (3 Cr.) An exploration and identification of maladaptive behavior including characteristics, classification, diagnosis, and treatment modalities. Topics

include factors associated with defining and identifying abnormal behavior. For Mexia State Supported Living Center Employees Only.

Distribution: CDEC.

## TECA

### **TECA 1303 - FAMILIES, SCHOOL & COMMUNITY (3)**

3 lec/ 1 lab (3 Cr.) A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experiences.

Distribution: TECA.

### **TECA 1311 - EDUCATING YOUNG CHILDREN (3)**

3 lec/0 lab (3 Cr.) An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and the course includes a minimum of 16 hours of field experiences.

Distribution: TECA.

### **TECA 1318 - WELLNESS OF THE YOUNG CHILD (3)**

3 lec/ 1 lab (3 Cr.) A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences.

Distribution: TECA.

### **TECA 1354 - CHILD GROWTH & DEVELOPMENT (3)**

3 lec/0 lab (3 Cr.) A study of the physical, emotional, social, language, and cognitive factors impacting growth and development of children through adolescence.

Distribution: TECA.

## COLLEGE SUCCESS SKILLS

### **CSS 1100 - COLLEGE SUCCESS SKILLS (1)**

Spring 2017

1 lec (1 Nedcor.) A one-hour course required of all students as entering freshmen. Must be completed within the first 30 hours. Designed to help prepare students for integration into and success in college.

Topics include improving study skills, time management, financial literacy, and informed educational and personal decision-making. Opportunities to discover and apply learning styles and develop plans for academic success. Students will explore their understanding of self, goals, motivations, relationships, and how those aspects of life interact. Completion of the course is required for graduation from Navarro College for students seeking the AA, AS, AAT, or AAS degrees.

Distribution: CSS.

## COMPUTER SCIENCE

### COSC-COMPUTER-SCIENCE

#### **COSC 1301 - INTRODUCTION TO COMPUTING (3)**

3 lec/1 lab (3cr) Overview of computer systems-hardware, operating systems, and microcomputer application software, including the internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

Distribution: COSC.

#### **COSC 1315 - INTRODUCTION TO COMPUTER PROGRAMMING (3)**

(3 SCH version) 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.

Distribution: COSC.

#### **COSC 1420 - C PROGRAMMING (4)**

3 lec/3 lab(4 cr) Introduces the fundamental concepts of structured programming in the C language. Topics include data types; control structures; functions, structures, arrays, pointers, pointer arithmetic, unions, and files; the mechanics of running, testing, and debugging programs; introduction to programming; and introduction to the historical and social context of computing.

Prerequisite: COSC 1315.

#### **COSC 1436 - PROGRAMMING FUNDAMENTALS I (4)**

3 lec.3 lab (4 Cr.) Introduces the fundamental concepts of structured programming. Topics include software development, methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

Prerequisite: COSC 1315

Distribution: COSC. Offered: Spring.

#### **COSC 1437 - PROGRAMMING FUNDAMENTALS II (4)**

3 lec/3 lab (4 Cr.) 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.

Prerequisite: COSC 1436.

Distribution: COSC.

#### **COSC 2425 - COMPUTER ORGANIZATION (4)**

3 lec/3 lab (4 Cr) The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced.

Prerequisite: COSC 1436.

#### **COSC 2436 - PROGRAMMING FUNDAMENTALS III (4)**

3 lec/3 lab (4 Cr) Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include data structures (including stacks, queues, linked lists, hash table, trees and graphs), searching, sorting, recursion and algorithmic analysis. Programs will be implemented in an appropriate object oriented language.

Prerequisite: ITSE 2417

Prerequisite: COSC 1437. Offered: Spring Only.

## INEW-INEW-WEB-PROGRAMMING

#### **INEW 2438 - ADVANCED JAVA PROGRAMMING (4)**

(4 Cr.) A continuation of Java programming techniques such as servlets and advanced graphical functions.

Distribution: COSC. Offered: Spring Only.

**ITNW-ITNW-COMPUTER-SCIENCE****ITNW 1308 - IMPLEMENTING & SUPPORTING CLIENT OPERATING SYSTEMS (3)**

2 lec/4 lab (3 Cr) The fundamentals of managing and configuring network clients. Outcomes: install and configure network clients; setup users, groups, policies and profiles; configure hardware components and applications; setup and maintain logon security and security for files and printers; configure and optimize clients in multiple environments.

Prerequisite: ITSC 1405. Offered: Spring Only.

**ITNW 1425 - FUNDAMENTALS OF NETWORKING (4)**

3 lec/3 lab (4 Cr.) Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

Prerequisite: ITSC 1405

Distribution: COSC.

**ITSC-ITSC-COMPUTER-SCIENCE****ITSC 1265 - PRACTICUM - COMPUTER SCIENCE (2)**

(2 Cr.) Practical, general training and experiences in the workplace. The college and employer develop and document 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.

Distribution: COSC.

**ITSC 1309 - INTEGRATED SOFT APPLICATIONS I (3)**

3 lec/1 lab (3 Cr.) Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. Suggested prerequisite: keyboarding proficiency. Tech Prep articulated credit.

Distribution: COSC. Offered: Spring Only.

**ITSC 1405 - INTRO TO PC OPERATING SYSTEMS (4)**

3 lec/3 lab (4 Cr.) A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

Prerequisite: ITSC 1425

Distribution: COSC.

**ITSC 1409 - INTEGRATED SOFT APPLICATIONS I (4)**

3 lec/3 lab (4 Cr.) Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. Suggested prerequisite: keyboarding proficiency. Tech Prep articulated credit.

Distribution: COSC. Offered: Spring Only.

**ITSC 1415 - PROJECT MANAGEMENT SOFTWARE (4)**

2 lec/6 lab (4 Cr) Use of project management software for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes and tools.

Prerequisite: COSC 1315.

**ITSC 1425 - PERSONAL COMPUTER HARDWARE (4)**

3 lec/3 lab (4 Cr.) A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting

Distribution: COSC.

**ITSC 2164 - PRACTICUM-COMPUTER & INFORMATION SCIENCE (1)**

14 external learning experience (1 Cr) Practical general training and experiences in the workplace. The college and employer develop and document an individualized plan for the student. The plan relates 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.

Distribution: ITSC. Offered: Spring Only.

### **ITSC 2346 - COMPUTER CENTER MANAGEMENT**

3 lec (3 Cr) Assessment of needs of a computing center and general principles of hardware and software acquisition, maintenance, licensing and improving usage scheduling. Emphasis on interpersonal communication and management skills outcomes. Summarize the process of hardware/software selection and acquisition; describe the categories of software licenses; contrast the options available for software/hardware maintenance; develop a plan for scheduling hardware usage; and determine factors involved in successful workplace personnel interactions.

Prerequisite: ITNW 1425. Offered: Spring Only.

### **ITSC 2439 - PERSONAL COMPUTER HELP DESK SUPPORT (4)**

3 lec/3 lab (4 Cr) Diagnosis and solution of user hardware and software related problems includes on-the-job projects in either a help desk lab or in short-term assignments for local business.

Prerequisite: ITSC 1405

Distribution: COSC.

## **ITSE-ITSE-COMPUTER-SCIENCE**

### **ITSE 1311 - BEGINNING WEB PROGRAMMING (3)**

(3 Cr.) Skill development in web page programming, including mark-up and scripting languages.

Prerequisite: COSC 1315

Distribution: COSC. Offered: Fall Only.

### **ITSE 1329 - PROGRAMMING LOGIC & DESIGN (3)**

3 lec (3 Cr.) A disciplined approach to problem solving with structured techniques and representation of algorithms using appropriate design tools. Discussion of methods for testing, evaluation, and documentation.

Distribution: COSC. Offered: Fall Only.

### **ITSE 1333 - MOBILE APPLICATIONS DEVELOPMENT**

2 lec/4 lab (3Cr) An overview of different mobile platforms and their development environments. Outcomes: design, write and test small interactive programs for mobile platforms.

Prerequisite: COSC 1315 and ITSE 2302. Corequisite: ITSE 1359.

### **ITSE 1345 - INTRODUCTION TO ORACLE SQL (3)**

(3 Cr.) An introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL).

Prerequisite: COSC 1315 and ITSC 1405

Distribution: COSC. Offered: Fall Only.

### **ITSE 1359 - INTRODUCTION TO SCRIPTING LANGUAGES (3)**

2 lec/4 lab (3 Cr) Introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis. Design programming solutions using scripting languages, write scripts; and test and debug scripts.

Prerequisite: COSC 1315 and ITSE 2302. Offered: Fall Only.

### **ITSE 1407 - INTRO TO C++ PROGRAMING (4)**

3 lec/3 lab (4 Cr.) Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data file structures, input/output devices, and files.

Prerequisite: COSC 1315 or departmental approval.

Distribution: COSC. Offered: Spring only.

### **ITSE 1430 - INTRODUCTION TO C# PROGRAMMING (4)**

3 lec/3 lab (4 Cr.) A study of C# syntax including data types, control structures, functions, syntax and semantics of the language, classes, class relationships, and exception handling.

Prerequisite: COSC 1315

Distribution: COSC. Offered: Fall only.

### **ITSE 2302 - INTER WEB PROGRAMMING (3)**

2 lec/4 lab (3 Cr.) Techniques for web development. Includes server-side and client-side scripting.

Prerequisite: ITSE 1311

Distribution: COSC. Offered: Spring Only.

**ITSE 2413 - WEB AUTHORING (4)**

3 lec/3 lab (4 Cr.) Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools.

Prerequisite: ITSE 1311 or Departmental approval.

Distribution: COSC. Offered: Spring Only.

**ITSE 2417 - JAVA PROGRAMMING (4)**

3 lec/3 lab (4 Cr.) Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets.

Prerequisites: COSC 1315

Distribution: COSC.

**ITSW-ITSW-COMPUTER-SCIENCE****ITSW 1310 - INTRO TO PRESENTATION GRAPHICS SOFTWARE (3)**

2 lec/2 lab (3 Cr.) Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation, and/or video may be used in presentation development.

Co requisite: COSC 1301

Distribution: COSC. Offered: Spring Only.

**ITSW 1404 - INTRO TO SPREADSHEETS (4)**

3 lec/3 lab (4 Cr.) Instruction in the concepts, procedures, and importance of electronic spreadsheets.

Prerequisite: COSC 1301

Distribution: COSC.

**ITSW 1407 - INTRO TO DATABASE (4)**

3 lec/3 lab (4 Cr.) Introduction to database theory and the practical applications of a database.

Prerequisite: COSC 1301

Distribution: COSC.

**COSMETOLOGY****CSME - COSMETOLOGY****CSME 1310 - INTRO TO HAIRCUTTING & RELATED THEORY (3)**

3 lec (3 Cr.) Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques. 160 contact hours required.

Distribution: CSME.

**CSME 1401 - ORIENTATION TO COSMETOLOGY (4)**

2 lec/6 lab (4 Cr.) An overview of the skills and knowledge necessary for the field of cosmetology. 128 contact hours required.

Distribution: CSME.

**CSME 1405 - FUND OF COSMETOLOGY (4)**

2 lec/6 lab (4 Cr.) A course in the basic fundamentals of cosmetology. Topics include service preparation, manicuring, facials, chemical services, shampooing, hair cutting, wet styling, comb-out styling, and salon management. 128 contact hours required.

Distribution: CSME.

**CSME 1434 - COSMETOLOGY INSTRUCTOR I (4)**

2 lec/6 lab (4 Cr.) This course covers the fundamentals of instructing cosmetology students. Classroom/clinic management, design, teaching methodologies, and instruction on lesson plan implementation.

Distribution: CSME.

**CSME 1435 - ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY (4)**

2 lec/6 lab (4 Cr.) An overview of the skills and knowledge necessary for the instruction of cosmetology students.

Distribution: CSME.

**CSME 1443 - MANICURING & RELATED THEORY (4)**

2 lec/6 lab (4 Cr.) Presentation of theory and practice of nail technology. Topics include terminology, application,

and workplace competencies relating to nail technology.  
128 contact hours required.

Distribution: CSME.

**CSME 1447 - PRINCIPLES - SKIN CARE/FACIALS (4)**

2 lec/6 lab (4 Cr.) In-depth coverage of the theory and practice of skin care, facials, and cosmetics. 128 contact hours required.

Distribution: CSME.

**CSME 1453 - CHEMICAL REFORMATION & RELATED THEORY (4)**

2 lec/8 lab (4 Cr.) Presentation of the theory and practice of chemical reformation. Topics include terminology, application, and workplace competencies related to chemical reformation. 160 contact hours required.

Distribution: CSME.

**CSME 2265 - PRACTICUM-COSMETOLOGY (2)**

320 External hours. (2 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Distribution: CSME.

**CSME 2337 - ADVANCED COSMETOLOGY TECHNIQUE (3)**

2 lec/6 lab (3 Cr.) Mastery of advanced cosmetology techniques including hair design and professional cosmetology workplace competencies. 128 contact hours required.

Distribution: CSME.

**CSME 2343 - SALON DEVELOPMENT (3)**

2 lec/4 lab (3 Cr.) Exploration of salon development. Topics include professional ethics and goals, salon operation, and record keeping. 96 contact hours required.

Distribution: CSME.

**CSME 2350 - PREP FOR STATE LICENSING EXAM (3)**

2 lec/6 lab (4 Cr.) CAPSTONE COURSE. 128 contact hours required.

Distribution: CSME.

**CSME 2401 - PRINCIPLES - HAIR COLORING & THEORY (4)**

2 lec/8 lab (4 Cr.) Presentation of the theory and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color and chemistry. 160 contact hours required.

Distribution: CSME.

**CSME 2414 - COSMETOLOGY INSTRUCTOR II (4)**

2 lec/6 lab (4 Cr.) A continuation of the fundamentals of instructing cosmetology.

Distribution: CSME.

**CSME 2439 - ADVANCED HAIR DESIGN (4)**

4 lec 6 lab (4 Cr.) Advanced concepts in the theory and practice of hair design. 160 contact hours required.

Distribution: CSME.

**CSME 2444 - COSMETOLOGY INSTRUCTOR IV (4)**

2 lec/6 lab (4 Cr.) Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques.

Distribution: CSME.

**CSME 2445 - INSTRUCTIONAL THEORY & CLINIC OPERATION (4)**

2 lec/6 lab (4 Cr.) An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

Distribution: CSME.

**CSME 2449 - COSMETOLOGY INSTRUCTOR III (4)**

2 lec/6 lab (4 Cr.) Presentation of lesson plan assignments and evaluation techniques.

Distribution: CSME.

## CRIMINAL JUSTICE

### CJCR - CRIMINAL JUSTICE

#### CJCR 1358 - RIGHTS OF PRISONERS

3 lec (3 Cr.) Legal rights of convicted offenders incarcerated in state and federal penal institutions. Emphasizes constitutional principles, case law, and federal and state statutes concerning prisoner rights.

**CJCR 1166 - PRACTICUM - CORRECTIONS (1)**

160 ext. hours (1 Cr.) Practicum or field experience consisting of 160 hours of on-the-job training. This is an external learning experience conducted at a TJJD site. The OJT training is supervised by a TJJD employee at the location where the training occurs.

Distribution: CRIJ.

**CJCR 1366 - PRACTICUM - CORRECTIONS (3)**

(3 Cr.) 336 hours external learning experience. Practicum or field experience consisting of 160 hours of on-the-job training. This is an external learning experience conducted at a TJJD site. The OJT training is supervised by a TJJD employee at the location where the training occurs.

Distribution: CRIJ.

**CJCR 1374 - TJJD PRESERVICE (3)**

3 lec (3 Cr.) A three-credit-hour course taught over a six day period, eight hours per day. Pre-service training is offered for TJJD employees. TJJD employees/students are exposed to a wide variety of subjects including Juvenile Rights, Juvenile Health, Youth Movement, Preventing Sexual Misconduct, Cultural Awareness, Suicide Prevention, and Use of Force Policies.

Distribution: CRIJ. Offered: Summer Only.

**CJCR 1434 - TYC PRE-SERVICE**

Prepares students for employment in juvenile justice facilities operated by the Texas Youth Commission (TYC). Topics include TYC mission and strategic plan, intercultural awareness, physical restraint, adolescent development, youth rights, staff legal liabilities, and verbal crisis intervention. Other topics include interpersonal skills, juvenile health, AIDS awareness, suicide prevention, self-defense, and Americans with Disabilities Act (ADA)

**CJCR 1474 - TJJD PRE-SERVICE (4)****CJSA-CJSA-CRIMINAL-JUSTICE****CJSA 1310 - INTRODUCTION TO CRIMINAL JUSTICE (3)**

3 lec (3 Cr.) History and philosophy of criminal justice and ethical consideration; crime defined and its nature and

impact overview of criminal justice system prosecution and defense trial process and corrections.

**CJSA 1312 - CRIME IN AMERICA (3)**

American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime.

**CJSA 1313 - COURT SYSTEMS AND PRACTICES (3)**

3 lec (3 Cr) The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence; sentencing.

**CJSA 1317 - JUVENILE JUSTICE SYSTEM (3)**

3 Lec/0 Lab (3 CR) A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of the police agencies, role of correctional agencies, and theories concerning delinquency.

**CJSA 1322 - INTRO - CRIMINAL JUSTICE (3) (3)**

3 lec (3 Cr.) History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.

**CJSA 1327 - FUNDAMENTALS OF CRIMINAL LAW (3)**

3 lec (3 Cr.) A study of the nature of criminal law philosophical and historical development major definitions and concepts classification of crime elements of crimes and penalties using Texas statutes as illustrations criminal responsibility.

Distribution: CRIJ. Offered: Spring Only.

**CJSA 1342 - CRIMINAL INVESTIGATION (3)**

3 Lec/0 Lab (3 CR) Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

**CJSA 2264 - PRACTICUM - CRIM. JUSTICE STUD (2)**

224 ext. hours (2 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**CJSA 2364 - PRACTICUM CRIMINAL JUSTICE (3)**

21 External learning experience (3 Cr.) Practical general training and experiences in the workplace. The college with the employer develop and document 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

Distribution: CRIJ.

**CRIJ-CRIJ-CRIMINAL-JUSTICE**

**CRIJ 1301 - INTRO - CRIMINAL JUSTICE (3)**

3 lec (3 Cr.) Historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. (Dual Credit - CJSA 1322)

Distribution: CRIJ.

**CRIJ 1306 - COURT SYSTEMS & PRACTICES (3)**

3 lec (3 Cr.) This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law. (Dual Credit - CJSA 1313)

Distribution: CRIJ.

**CRIJ 1307 - CRIME IN AMERICA (3)**

3 lec (3 Cr.) American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. (Dual Credit - CJSA 1312)

Distribution: CRIJ.

**CRIJ 1310 - FUNDAMENTALS OF CRIMINAL LAW (3)**

3 lec (3 Cr.) A study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case

law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability. (Dual Credit - CJSA 1327)

Distribution: CRIJ.

**CRIJ 1313 - JUVENILE JUSTICE SYSTEM (3)**

3 lec/3 lab (3 Cr.) A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

Distribution: CRIJ.

**CRIJ 2301 – COMMUNITY RESOURCES IN CORRECTIONS (3)**

3 lec (3 Cr.) An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; and future trends in community treatment.

Distribution: CRIJ.

**CRIJ 2313 - CORRECTIONAL SYS. & PRACTICES (3)**

3 lec (3 Cr.) This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

Distribution: CRIJ.

**CRIJ 2314 - CRIMINAL INVESTIGATION (3)**

3 lec (3 Cr.) Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

Distribution: CRIJ.

**CRIJ 2323 - LEGAL ASPECTS - LAW ENFORCE. (3)**

3 lec (3 Cr.) Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

Distribution: CRIJ.

**CRIJ 2328 - POLICE SYSTEMS & PRACTICES (3)**

3 lec (3 Cr.) This course examines the establishment, role and function of police in a democratic society. It will focus

on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

Distribution: CRIJ.

## **SLPS - SECURITY AND LOSS PREVENTION**

### **SLPS 1191 - SPECIAL TOPICS IN SECURITY & LOSS PREVENTION SERVICES (1)**

1 lec. (1 Cr.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Distribution: CRIJ.

### **SLPS 1391 – SPECIAL TOPICS IN SECURITY & LOSS PREVENTION SERVICES - HOMELAND SECURITY (3)**

This third course in "Special Topics in Security and Loss Prevention" is designed to provide students the necessary skills and abilities to enter the Loss Prevention field or to supplement the skill base already developed. The curriculum will provide the student with a strong understanding of what will be required in the interview process, proper dress, and behavior. This course will concentrate on safety and interviewing processes.

Distribution: CRIJ.

### **SLPS 1491 - SPECIAL TOPICS IN SECURITY & LOSS PREVENTION SERVICES (4)**

3 lec/1 lab (4 Cr.) This four hour "Special Topics in Security and Loss Prevention" course is designed to provide students the necessary skills and abilities to enter the Loss Prevention field or to supplement the skill base already developed. The curriculum will provide the student with a strong base including legal knowledge, risk assessment skills, a working knowledge of terminology, safety management, observation skills and learning CCTV systems and other appropriate skills through classroom and lab experiences. This course is great for those students who may already be employed in the field and are looking to enhance their knowledge for promotions but don't want commit to an entire degree program.

Distribution: CRIJ.

## **DEVELOPMENTAL STUDIES**

\*Developmental studies courses may not be applied toward degrees or certificates. Credit awarded is non degree credit (Nedcor). Residence Life students may not enroll in online developmental classes.

## **IRW-INTEGRATED-READING-WRITING**

### **IRW 302 - INTEGRATION OF CRITICAL READING AND ACADEMIC WRITING SKILLS I (3)**

3 lec/1 lab (3NDCr)\* This first-level course is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in the basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. The course fulfills TSI requirements for reading and/or writing.

Distribution: PASS.

### **IRW 305 - INTEGRATION OF CRITICAL READING AND ACADEMIC WRITING SKILLS II (3)**

3 lec/1 lab (3NDCr)\* This second-level course is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. The course fulfills TSI requirements for reading and/or writing. Integration of critical reading and academic writing skills. Successful completion of this course if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing. Note: For institutions offering one or more levels, this course shall be used for upper (exit) level and may be used for lower level(s). Prerequisite: IRW 0302 or

equivalent score on the reading or writing section of the TSI Assessment Test.

Distribution: PASS.

## **MTH-DEVELOPMENTAL MATH**

### **MTH 305 - DEVELOPMENTAL MATHEMATICS (3)**

3 lec/1 lab (3 NDCr.)\* Course supporting students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. Prerequisites: requisite score on the TSI or equivalent exam.

Distribution: MTH.

### **MTH 306 - INTERMEDIATE ALGEBRA (3)**

3 lec/1 lab (3 NDCr.)\* Introduction to algebra for students not prepared for MATH 1314 or MATH 1324. A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Prerequisites: MTH 0305 or requisite score on the TSI or equivalent exam.

Distribution: MTH.

## **NCBI - NON COURSE BASE INST**

### **NCBI 300 - DEVELOPMENTAL INTEGRATED READ/WRITE NCBO (3)**

3lec/1 lab (3NDCr)\* Performance-based course designed to develop student' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, length of the assignment; as well as in basic academic reading skills with basic skills in writing a variety of academic essays.

Distribution: NCBI.

### **NCBI 301 - NON-COURSE BASED INTEGRATION OF CRITICAL READING AND ACADEMIC WRITING SKILLS (3)**

3 lec/1 lab (3NDCr)\* Performance-based course designed to develop student' critical reading and academic writing

skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, length of the assignment; as well as in basic academic reading skills with basic skills in writing a variety of academic essays.

Distribution: NCBI.

## **NCBM - NON COURSE BASE MATH**

### **NCBM 300 - NON-COURSE BASED MATH (3)**

3 lec/1 lab (3NDCr)\* Topics in Mathematics such as arithmetic operations, basic algebra concepts and notation, geometry, ratios, decimals, proportions, measurement, word problems, function and function notation, inequalities, algebraic expressions and equations (absolute value and polynomial), real number systems factoring, solving linear and quadratic equations, polynomials, rational expressions, proportions, introduction to radicals and complex numbers, and exponential expressions. This course requires a testing fee.

Distribution: NCBM.

### **NCBM 301 - NON-COURSE BASED MATH (3)**

3 lec/1 lab (3NDCr)\* Topics in Mathematics such as arithmetic operations, basic algebra concepts and notation, geometry, ratios, decimals, proportions, measurement, word problems, function and function notation, inequalities, algebraic expressions and equations (absolute value and polynomial), real number systems factoring, solving linear and quadratic equations, polynomials, rational expressions, proportions, introduction to radicals and complex numbers, and exponential expressions. This course requires a testing fee.

Distribution: NCBM.

## **READ-DEVELOPMENTAL READING**

### **READ 305 - ESOL READING AND STUDY SKILLS I FOR NON-NATIVE ENGLISH SPEAKERS (3)**

3 lec/1 lab (NDCr.)\* Course for speakers of other languages designed to teach basic English reading skills, including vocabulary, comprehension, reading rate, and study skills. Prepares students to function in college classes that require English language reading proficiency.

Prerequisite: Non-native English speaker who's THEA TSI

score (or approved alternative test) indicates that the student should be placed in Developmental Reading / Writing 1071 0305.

Distribution: READ.

## WRIT-DEVELOPMENTAL WRITING

### **WRIT 305 - ESOL WRITING SKILLS FOR NONNATIVE ENGLISH SPEAKERS (3)**

3 lec/1 lab (3 NDCr.)\* A course for speakers of other languages designed to help teach basic English language writing skills. The course reviews the fundamentals of grammar and teaches the basics of writing paragraphs and short essays. Prepares students to function in college classes that require written English language proficiency. Prerequisite: non-native English speaker who's TSI score (or approved alternative test) indicates that the student should be placed in Developmental Reading/Writing 1071.

Distribution: WRIT.

## DRAMA

### **DRAM - DRAMA**

#### **DRAM 1120 - THEATRE PRACTICUM I (1)**

0 lec/4lab (1Cr.) Practicum in theatre, open to all students, with emphasis on technique and procedures with experience gained in play productions. Credit is earned for work in all areas of technical theatre and participation in theatre productions. May be repeated for a maximum of four hours. Required of all theatre majors.

Distribution: DRAM. Offered: Fall Only.

#### **DRAM 1121 - THEATRE PRACTICUM II (1)**

0 lec/4lab (1Cr.) Practicum in theatre open to all students, with emphasis on technique and procedures, with experience gained in play productions. Credit is earned for work in all areas of technical theatre and participation in theatre productions. May be repeated for a maximum of four hours. Required of all theatre majors.

Distribution: DRAM. Offered: Spring Only.

#### **DRAM 1310 - INTRODUCTION TO THEATRE (3)**

3 lec (3 Cr.) A general survey of all phases of theatre, including theatre history, dramatic works, stage techniques, and production procedures and relation to the fine arts.

Participation in major productions may be required. This is recommended as an elective to fulfill fine arts requirement of core curriculum. This is required of all theatre majors.

Distribution: DRAM.

#### **DRAM 1330 - STAGECRAFT I (3)**

3 lec/3 lab (3 Cr.) Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting properties, lighting, costume, makeup, sound, and theatrical management. This is required of all theatre majors, but is open to all students.

Distribution: DRAM.

#### **DRAM 1341 - MAKEUP (3)**

2 lec/1 lab (3 Cr.) Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application. Purchase of a makeup kit is required. This is a required course for all theatre majors.

Distribution: DRAM. Offered: Fall Only.

#### **DRAM 1351 - ACTING I (3)**

2 lec/4 lab (3 Cr.) An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body, and imagination. It is required of all theatre majors.

Distribution: DRAM.

#### **DRAM 1352 - ACTING II (3)**

2 lec/4 lab (3 Cr.) Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body, and imagination. Prerequisite: DRAM 1351 or consent of instructor. It is required of all theatre majors.

Distribution: DRAM.

**DRAM 2120 - THEATRE PRACTICUM III (1)**

0 lec/4lab (1Cr.) Practicum in theatre, open to all students, with emphasis on technique and procedures, with experience gained in play productions. Credit is earned for work in all areas of technical theatre and participation in theatre productions. May be repeated for a maximum of four hours. Required of all theatre majors.

Distribution: DRAM. Offered: Fall Only.

**DRAM 2121 - THEATRE PRACTICUM IV (1)**

1 lec/2 lab (1 Cr.) Practicum in theatre, open to all students, with emphasis on technique and procedures, with experience gained in play productions. Credit is earned for work in all areas of technical theatre and participation in theatre productions. May be repeated for a maximum of four hours. Required of all theatre majors.

Distribution: DRAM. Offered: Spring Only.

**DRAM 2336 - VOICE FOR THE THEATRE (3)**

3 lec. (3 Cr.) Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities. This is a required course for all theatre majors.

Distribution: DRAM. Offered: Spring Only.

**DRAM 2366 - INTRODUCTION TO CINEMA (3)**

3 lec. (3 Cr.) Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. This is a required course for all theatre majors.

Distribution: DRAM.

## ECONOMICS

### ECON - ECONOMICS

**ECON 2301 - PRINCIPLES - ECONOMICS MACRO (3)**

3 lec (3 Cr.) Analysis of the economy as a whole, national income, money and banking and monetary policy, public finance and fiscal policy, economic stabilization policies and growth, and related current economic problems.

Distribution: ECON.

**ECON 2302 - PRINCIPLES ECONOMICS MICRO (3)**

3 lec (3 Cr.) Basic price theory under market conditions of pure competition, monopoly, monopolistic competition and oligopoly, distribution of the national income, and contemporary economic problems are emphasized.

Distribution: ECON.

## EDUCATION

### EDUC - EDUCATION

**EDUC 1301 - INTRODUCTION - TEACHING PROFESSION (3)**

3 lec/1 lab (3 Cr.) 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. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and 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. The course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

Distribution: EDUC.

**EDUC 2301 - INTRODUCTION - SPECIAL POPULATIONS (3)**

3 lec/1 lab (3 Cr.) 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. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned, as applicable, with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301. Students will be required to pass a criminal background check.

Distribution: EDUC.

## EMERGENCY MEDICAL SERVICES

### EMSP-EMSP-EMER-MEDICAL-SERVICE

#### **EMSP 1160 - CLINICAL EMERGENCY MEDICAL TECHNICIAN BASIC (1)**

5 ext hrs (1 Cr.) A health-related, work-based learning experience that helps enable the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. PreReq: CPR. CoReq: EMSP 1501

Distribution: EMSP.

#### **EMSP 1161 - CLINICAL-EMERGENCY MEDICAL TECHNOLOGY/TECHNICAL (1)**

6 ext hrs (1 Cr.) A health-related work-based learning experience that helps enable the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: TSI Complete, CPR, BIOL 2401/2404, EMSP 1501, EMSP 1160, NREMT, EMSP 1338, EMSP 1356, EMSP 2306, EMSP 2137, EMSP 1355, EMSP 2444, EMSP 2330, EMSP 2237

Distribution: EMSP.

#### **EMSP 1162 - CLINICAL-EMERGENCY MEDICAL TECHNOLOGY/TECHNICAL (1)**

6 ext hrs (1 Cr.) A health-related work-based learning experience that helps enable the student to apply

specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Pre-Requisites: TSI Complete, CPR, BIOL 2401/2404, EMSP 1501, EMSP 1160, NREMT, EMSP 1338, EMSP 1356, EMSP 2306, EMSP 2137, EMSP 1355, EMSP 2444, EMSP 2330, EMSP 2237, EMSP 1161, Co-Requisites EMSP 2434, EMSP 2205

Distribution: EMSP.

#### **EMSP 1338 - INTRO TO ADVANCED PRACTICUM (3)**

2 lec/3 lab (3 Cr.) An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. At the completion of this course, the student will understand the roles and responsibilities of a paramedic within the EMS system and apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients. They will also be able to properly administer medication; communicate effectively with patients; and understand the medical/legal and ethical issues relating to EMS practice as well as the issues impacting the wellbeing of the paramedic. Prerequisites: TSI Complete, CPR, BIOL 2401/2404, EMSP 1501, EMSP 1160, NREMT, Co-Requisites: EMSP 1356, EMSP 2306

Distribution: EMSP.

#### **EMSP 1355 - TRAUMA MANAGEMENT (3)**

2 lec/3 lab (3 Cr.) A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. At the completion of this course, the student will be able to integrate the pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the trauma patient. Prerequisites: TSI Complete, CPR, BIOL 2401/2404, EMSP 1501, EMSP 1160, BIOL 2401/2404, NREMT, EMSP 1338, EMSP 1356, EMSP 2306, EMSP 2137, Co-Requisites: EMSP 2444, EMSP 2330, EMSP 2237

Distribution: EMSP.

#### **EMSP 1356 - PATIENT ASSESSMENT/AIRWAY MANAGEMENT (3)**

2 lec/3 lab (3 Cr.) A detailed study of the knowledge and skills required to reach competence in performing patient

assessment and airway management. At the completion of this course, the student will be able to take a proper history and perform a comprehensive physical exam on any patient, develop a patient-care plan, communicate with others, and establish and/or maintain a patient airway, oxygenate, and ventilate a patient. Prerequisites: TSI Complete, CPR, BIOL 2401/2404, EMSP 1501, EMSP 1160, Co-Requisites: EMSP 1338, EMSP 2306

Distribution: EMSP.

### **EMSP 1501 - EMERGENCY MEDICAL TECHNICIAN-BASIC (5)**

2 lec/9 lab (5 Cr.) Introduction to the level of Emergency Medical Technician (EMT)-basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Prerequisites: Healthcare provider CPR and required Immunization. Co-requisites: EMSP 1160

Distribution: EMSP.

### **EMSP 2137 - EMERGENCY PROCEDURES (1)**

0 lec/3 lab (1 Cr.) Instruction in a laboratory environment concentrating on development of practical medical skills and critical thinking abilities. Students will master a variety of skills appropriate to their training level by a combination of practice; use of mannequins, actors or other students, and stage scenarios. Required verifications of specific skills may be included. Prerequisites: TSI Complete, CPR, BIOL 2401/2404, EMSP 1501, EMSP 1160, EMSP 1338, EMSP 1356, EMSP 2306

Distribution: EMSP.

### **EMSP 2143 - ASSESSMENT BASED MANAGEMENT (1)**

0 lec/3 lab (1 Cr.) The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. At the completion of this course, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for patients with common complaints. Prerequisites: TSI Complete, CPR, BIOL 2401/2404, EMSP 1501, EMSP 1160, EMSP 1338, EMSP 1356, EMSP 2306, EMSP 2137, EMSP 1355, EMSP 2444,

EMSP 2330, EMSP 2237, EMSP 1161, EMSP 2434, EMSP 2205, EMSP 1162, Co-requisites EMSP 2366

Distribution: EMSP.

### **EMSP 2205 - EMERGENCY MEDICAL SERVICE OPERATIONS (2)**

1 lec/3 lab (2 Cr.) A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. At the completion of this course, the student will be able to safely manage medical incidents, rescue situation, hazardous material and crime scenes. Prerequisites: TSI Complete, CPR, BIOL 2401/2404, EMSP 1501, EMSP 1160, EMSP 1338, EMSP 1356, EMSP 2306, EMSP 2137, EMSP 1355, EMSP 2444, EMSP 2330, EMSP 2237, EMSP 1161, Co-requisites: EMSP 2434, EMSP 1162

Distribution: EMSP.

### **EMSP 2237 - EMERGENCY PROCEDURES II (2)**

1 lec/4 lab (2 Cr.) Instruction in a laboratory environment concentrating on development of practical medical skills and critical thinking abilities. Students will master a variety of skills appropriate to their training level by a combination of practice; use of mannequins, actors or other students, and stage scenarios. Required verifications of specific skills may be included. : Prerequisites: TSI Complete, CPR, BIOL 2401/2404, EMSP 1501, EMSP 1160, EMSP 1338, EMSP 1356, EMSP 2306, EMSP 2137, Co-requisites: EMSP 1355, EMSP 2444, EMSP 2330.

Distribution: EMSP.

### **EMSP 2306 - EMERGENCY PHARMACOLOGY (3)**

2 lec/3 lab (3 Cr.) A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. The course is designed to complement cardiology, special populations, and medical emergency course medication in emergency situations. Students will demonstrate understanding of the pharmacodynamics, pharmacokinetics, indications, contraindications, possible side effects, and common drug interactions of a variety of medication used in out-of-hospital medic care. Prerequisites: TSI Complete, CPR, BIOL 2401/2404, EMSP 1501, EMSP 1160, Co-requisites: EMSP 1338, EMSP 1356.

Distribution: EMSP.

**EMSP 2330 - INTRODUCTION TO POPULATIONS (3)**

2 lec/3 lab ( 3 Cr.) A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. At the completion of this course, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for neonatal, pediatric, and geriatric patients, diverse patients, and chronically ill patients. Prerequisites: TSI Complete, CPR, BIOL 2401/2404, EMSP 1501, EMSP 1160, EMSP 1338, EMSP 1356, EMSP 2306, EMSP 2137, Co-requisites: EMSP 1355, EMSP 2444, EMSP 2237.

Distribution: EMSP.

**EMSP 2366 - CLINICAL II-EMERGENCY MEDICAL TECHNOLOGY/TECHNICAL (3)**

(3 Cr.) A health-related, work-based learning experience that helps enable the student apply specialized occupations theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisites: TSI Complete, CPR, BIOL 2401/2404, EMSP 1501, EMSP 1160, EMSP 1338, EMSP 1356, EMSP 2306, EMSP 2137, EMSP 1355, EMSP 2444, EMSP 2330, EMSP 2237, EMSP 1161, EMSP 2434, EMSP 2205, EMSP 1162, Co-requisites EMSP 2143.

Distribution: EMSP.

**EMSP 2434 - MEDICAL EMERGENCIES (4)**

3 lec/3 lab (4 Cr.) A detailed study of the knowledge and skills necessary to help reach competence in the assessment and management of patients with medical emergencies. At the completion of this course, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the medical patient.

Prerequisites: TSI Complete, CPR, BIOL 2401/2404, EMSP 1501, EMSP 1160, EMSP 1338, EMSP 1356, EMSP 2306, EMSP 2137, EMSP 1355, EMSP 2444, EMSP 2330, EMSP 2237, EMSP 1161, Co-requisites: EMSP 2205, EMSP 1162.

Distribution: EMSP.

**EMSP 2444 - CARDIOLOGY (4)**

3 lec/3 lab (4 Cr.) A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. At the completion of this course, the student will be able to integrate patho-physiological principles and assessment findings to formulate a field impression, and implement a treatment plan for the cardiac patient. Prerequisites: TSI Complete, CPR, BIOL 2401/2404, EMSP 1501, EMSP 1160, EMSP 1338, EMSP 1356, EMSP 2306, EMSP 2137, Co-requisites: EMSP 1355, EMSP 2330, EMSP 2237.

Distribution: EMSP.

**ENGINEERING****ENGR - ENGINEERING****ENGR 2301 - ENGINEERING MECHANICS-STATICS (3)**

3 lec (3 Cr.) This is a three credit hour course. Topics include basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia.

Pre-requisites: PHYS 2425 University Physics I  
Concurrent enrollment in or previous completion of MATH 2414 Calculus II

Distribution: ENGR. Offered: Fall Only.

**ENGR 2302 - ENGINEERING MECHANICS-DYNAMICS (3)**

3 lec (3 Cr.) This is a three credit hour course. Topics include Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems.

Pre-requisites: ENGR 2301 Engineering Mechanics – Statics

Distribution: ENGR. Offered: Spring Only.

**ENGR 2305 - ELECTRICAL CIRCUITS I (3)**

3 lec (3 Cr.) This course is a study of the principles of electrical circuits and systems. Basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources); topology of electrical networks; Kirchhoff's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems.

Pre-requisites: PHYS 2425 University Physics I; MATH 2414 Calculus II

Pre-requisite or Co-requisite: MATH 2320 Differential Equations

Distribution: ENGR. Offered: Spring Only.

**ENGLISH****ENGL - ENGLISH****ENGL 1301 - COMPOSITION I (3)**

3 lec/1 lab (3 Cr.) Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Students in English 1301 are required to complete one hour per week of ancillary writing, intense study and practice in the basic mechanics of research, and/or supervised writing workshops/exercises. Students must have access to a computer, either on campus or in a personal setting, to complete writing and/or laboratory assignments.

Distribution: ENGL.

**ENGL 1302 - COMPOSITION II (3)**

3 lec/1 lab (3 Cr.) Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical

thinking about evidence and conclusions. Students in English 1302 are required to complete one hour per week of ancillary writing, intense study and practice in the basic mechanics of research, and/or supervised writing workshops/exercises. Students must have access to a computer, either on campus or in a personal setting, to complete writing and/or laboratory assignments. Prerequisite: ENGL 1301.

Distribution: ENGL.

**ENGL 2307 - CREATIVE WRITING I (3)**

3 lec (3 Cr.) Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. Prerequisites: ENGL 1301.

Distribution: ENGL.

**ENGL 2311 - TECHNICAL AND BUSINESS WRITING (3)**

3 lec (3 Cr.) Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: ENGL 1301.

Distribution: ENGL.

**ENGL 2322 - BRITISH LITERATURE I (3)**

3 lec (3 Cr.) A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 & 1302.

Distribution: ENGL.

**ENGL 2323 - BRITISH LITERATURE II (3)**

3 lec (3 Cr.) A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will

be selected from a diverse group of authors and traditions.

Prerequisite: ENGL 1301 & 1302.

Distribution: ENGL.

### **ENGL 2327 - AMERICAN LITERATURE I (3)**

3 lec (3 Cr.) A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 & 1302.

Distribution: ENGL.

### **ENGL 2328 - AMERICAN LITERATURE II (3)**

3 lec (3 Cr.) A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 & 1302.

Distribution: ENGL.

### **ENGL 2332 - WORLD LITERATURE I (3)**

3 lec (3 Cr.) A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 and 1302.

Distribution: ENGL.

### **ENGL 2333 - WORLD LITERATURE II (3)**

3 lec (3 Cr.) A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 and 1302.

Distribution: ENGL.

### **ENGL 2341 - FORMS OF LITERATURE (3)**

3 lec (3 Cr.) The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Prerequisite: ENGL 1301 & 1302.

Distribution: ENGL.

## **ENVIRONMENTAL SCIENCE**

### **ENVR - ENVIRONMENTAL SCIENCE**

#### **ENVR 1401 - ENVIRONMENTAL SCIENCE I (4)**

3 lec/3 lab (4Cr.) A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. Activities will cover methods used to collect and analyze environmental data. (Cross-listed as GEOL 1405 Environmental Science)

Distribution: BIOL.

#### **ENVR 1402 - ENVIRONMENTAL SCIENCE II (4)**

3lec/3lab (4Cr.) General interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment. May or may not include a laboratory.

Distribution: BIOL.

## **FIRE PROTECTION TECHNOLOGY**

### **FIRS-FIRS-FIRE-PROTECTION-TECH**

#### **FIRS 1191 - ORIENTATION (1)**

1 lec/0 lab (1 Cr.) Introductory course which covers Fire Academy Policies and Procedures. Students complete the National Fallen Firefighter's Foundation's Everyone Goes Home course. Students are shown how to contact campus PD and watch a video on Title IX curriculum

Distribution: FIRS.

#### **FIRS 1301 - FIREFIGHTER CERTIFICATION I (3)**

2 lec/2 lab (3 Cr.) Firefighter safety and development. Curriculum includes Texas Commission on fire protection

rules and regulations, firefighter safety, fire science, personal protective equipment, self-contained breathing apparatus, and fire reports and records.

Distribution: FIRS.

**FIRS 1313 - FIREFIGHTER CERTIFICATION III (3)**

2 lec/4 lab (3 Cr.) This course will include a study of fire streams and pump operations as they relate to fundamental development of basic firefighter skills.

Distribution: FIRS.

**FIRS 1319 - FIREFIGHTER CERTIFICATION IV (3)**

2 lec/3 lab (3 Cr.) Equipment, tactics, and procedures used in forcible entry, ventilation, salvage, and overhaul. This course will cover preparation for certification as a basic firefighter.

Distribution: FIRS.

**FIRS 1323 - FIREFIGHTER CERTIFICATION V (3)**

2 lec/4 lab (3 Cr.) Ropes and knots, rescue procedures and techniques and hazardous materials. This course will cover preparation for certification as a basic fire fighter.

Distribution: FIRS. Offered: Spring Only.

**FIRS 1329 - FIREFIGHTER CERTIFICATION VI (3)**

2 lec/3 lab (3 Cr.) Fire inspection techniques and practices. Course content will emphasize fire-cause determination. Curriculum includes fire protection systems, wild land fire, and pre-incident planning. This course will cover preparation for certification as a basic firefighter.

Distribution: FIRS. Offered: Spring Only.

**FIRS 1407 - FIREFIGHTER CERTIFICATION II (4)**

2 lec/4 lab (4 Cr.) Basic principles and skill development in handling fire service hose and ladders. Curriculum includes the distribution system of water supply, basic building construction, and emergency service communication, procedures, and equipment.

Distribution: FIRS.

**FIRS 1433 - FIREFIGHTER CERTIFICATION VII (4)**

2 lec/5 lab (4 Cr.) Simulated emergency operations and hands-on live fire training exercises, incident management

procedures, and combined operations using proper extinguishing methods. Emphasis on safety.

Distribution: FIRS. Offered: Spring Only.

**FIRT-FIRT-FIRE-PROTECTION-TECH**

**FIRT 1301 - FUNDAMENTALS OF FIRE PROTECTION (3)**

3 lec (3 Cr.) College Success Skills to fire service, career opportunities, related fields. End-of-Course Outcomes: Describe a modern fire protection agency; outline the organizational and staffing requirements for fire protection; and identify public and private protection agencies.

Distribution: FIRT. Offered: Summer Only.

**FIRT 1303 - FIRE & ARSON INVESTIGATION I (3)**

3 lec (3 Cr.) Basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination. End-of-Course Outcomes: Identify the cause and point of origin and the cause of the fire; list possible motives of fire setters; and describe the elements of investigation practices.

Distribution: FIRT. Offered: Spring Only.

**FIRT 1307 - FIRE PREVENTION CODES & INSPEC (3)**

3 lec (3 Cr.) Local building and fire prevention codes. Fire prevention inspections, practices, and procedures. End-of-Course Outcomes: Apply provisions of local building and fire prevention codes to fire prevention inspections; and describe fire inspection practices and procedures including hazard recognition and correction.

Distribution: FIRT. Offered: Summer Only.

**FIRT 1309 - FIRE ADMINISTRATION I (3)**

3 lec (3 Cr.) Introduction to the organization and management of a fire department and the relationship of government agencies to fire service. Emphasis on fire service leadership from the perspective of the company officer. End-of- Course Outcomes: Explain the intra-organizational cooperation needed for a fire department to function properly; describe fundamental management and organizational principles; and demonstrate leadership and management skills at the company-grade level.

Distribution: FIRT. Offered: Spring Only.

**FIRT 1315 - HAZARDOUS MATERIALS I (3)**

3 lec (3 Cr.) The chemical characteristics and behavior of various materials. Storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation. End-of-Course Outcomes: Identify hazardous materials in various shipping and storage containers; explain chemical characteristics and how chemicals react under certain conditions; and describe the most effective methods of hazard mitigation.

Distribution: FIRT. Offered: Fall Only.

**FIRT 1329 - BUILDING CODES & CONSTRUCTION (3)**

3 lec (3 Cr.) Examination of building codes and requirements, construction types, and building materials. Includes walls, floorings, foundations, and various roof types and the associated dangers of each. End-of-Course Outcomes: Identify model building codes; and compare construction types related to fire behavior.

Distribution: FIRT. Offered: Fall Only.

**FIRT 1345 - FIRE HAZARDOUS MATERIALS II (3)**

3 lec (3 Cr.) Mitigation practices and techniques to help effectively control hazardous material spills and leaks. End-of-Course Outcomes: Demonstrate proper methods of mitigating a hazardous material incident; and describe the components of a hazardous incident management system including scene control, protective clothing and equipment, spill and leak control, and decontamination.

Distribution: FIRT. Offered: Spring Only.

**FIRT 1349 - FIRE ADMINISTRATION II (3)**

3 lec (3 Cr.) In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies. End-of-Course Outcomes: Explain the relationships with outside organizations and their impact on fire service operations; develop an organizational structure demonstrating interagency cooperation; and describe management principles and techniques for effective organizational performance.

Distribution: FIRT. Offered: Summer Only.

**FIRT 1353 - LEGAL ASPECTS OF FIRE PROTECTION (3)**

3 lec (3 Cr.) Study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies while performing assigned duties. End-of-Course Outcomes: Summarize basic criminal and civil law; discuss relevant tort law; and describe state and federal legal systems.

Distribution: FIRT. Offered: Summer Only.

**FIRT 1433 - FIRE CHEMISTRY (4)**

3 lec/2 lab (4 Cr.) This course will examine the chemical nature and properties of compounds as related to the fire service. Issues to be discussed will be fundamental laws of chemistry, states of matter, gas laws, chemical bonding and thermodynamics.

Distribution: FIRT.

**FIRT 1438 - FIRE PROTECTION SYSTEMS (4)**

4 lec/0 lab (4 Cr.) Design and operations of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

Distribution: FIRT. Offered: Fall Only.

**FIRT 2305 - FIRE INSTRUCTOR I (3)**

3 lec/1 lab (3 Cr.) Preparation of fire and emergency services personnel to deliver instruction from a prepared lesson plan. Includes the use of instructional aids and evaluation instruments to meet the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Instructor I certification. THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION.

Distribution: FIRT.

**FIRT 2309 - FIRE FIGHTING STRATEGIES & TACTICS I (3)**

3 lec (3 Cr.) Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency. End-of-Course Outcomes: Identify potential scenarios in various fire

situations; implement strategies and tactics; and describe components of an incident management system.

Distribution: FIRT.

### **FIRT 2351 - COMPANY OFFICER (3)**

3 lec (3 Cr.) A capstone course covering fire ground operations and supervisory practices. Includes performance evaluation of incident commander, safety officer, public information officer, and shift supervisor duties. End-of-Course Outcomes: Communicate verbally and in writing the procedures needed for effective departmental operation; evaluate inquiries and concerns from the community for the purposes of public education and public relations; and integrate safety plans, policies, and procedures to help ensure compliance with National FIRE PROTECTION ASSOCIATION (NFPA) STANDARD 1500.

Distribution: FIRT. Offered: Summer Only.

## **FRENCH**

### **FREN - FRENCH**

#### **FREN 1411 - BEGINNING FRENCH I (4)**

3 lec/2 lab (4 Cr.) Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

Distribution: FLAN.

#### **FREN 1412 - BEGINNING FRENCH II (4)**

3 lec/2 lab (4 Cr.) Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture. A continuation of FREN 1411. Prerequisite: FREN 1411 or instructor's approval

Distribution: FLAN.

## **GEOLOGY**

### **GEOL - GEOLOGY**

#### **GEOL 1401 - EARTH SCIENCE OF NON-SCIENCE MAJORS I (4)**

3 lec/3 lab (4 Cr.) Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are

described by theories based on experimental data and geologic data gathered from field observations.

Distribution: GEOL.

#### **GEOL 1402 - EARTH SCIENCE OF NON-SCIENCE MAJORS II (4)**

3 lec/3 lab (4 Cr.) Extension of the study of geology, astronomy, meteorology and oceanography, focusing on natural resources, hazards and climate variability. This laboratory-based course accompanies GEOL 1302, Earth Sciences II. Activities will focus on methods used to collect and analyze data related to natural resources, hazards and climate variability. Prerequisites: GEOL 1401 Earth Science I, or GEOL 1303 or 1403 Physical Geology

Distribution: GEOL.

#### **GEOL 1403 - PHYSICAL GEOLOGY (4)**

3 lec/3 lab (4 Cr.) Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data.

Distribution: GEOL.

#### **GEOL 1405 - ENVIRONMENTAL SCIENCE (4)**

3 lec/3 lab (4 Cr.) A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. Activities will cover methods used to collect and analyze environmental data. (Cross-listed with ENVR 1301)

Distribution: GEOL.

## **GOVERNMENT**

### **GOVT - GOVERNMENT**

#### **GOVT 2305 - FEDERAL GOVERNMENT (3)**

3 lec (3 Cr.) Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the

national election process, public policy, civil liberties and civil rights. Prerequisite: sophomore standing or consent of instructor.

Distribution: GOVT.

### **GOVT 2306 - TEXAS GOVERNMENT (3)**

3 lec (3 Cr.) Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. Prerequisite: sophomore standing or consent of instructor.

Distribution: GOVT.

## **HISTORY**

### **HIST - HISTORY**

#### **HIST 1301 - UNITED STATES HISTORY I (3)**

3 lec (3 Cr.) A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Distribution: HIST.

#### **HIST 1302 - UNITED STATES HISTORY II (3)**

3 lec (3 Cr.) A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

Distribution: HIST.

#### **HIST 2301 - TEXAS HISTORY (3)**

3 lec (3 Cr.) A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.

Distribution: HIST.

#### **HIST 2311 - WESTERN CIVILIZATION I (3)**

3 lec (3 Cr.) A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. Recommended as a basic history course for all liberal arts majors.

Distribution: HIST.

#### **HIST 2312 - WESTERN CIVILIZATION II (3)**

3 lec (3 Cr.) A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism. Recommended as second half of a basic history course for all liberal arts majors.

Distribution: HIST.

## **HUMANITIES**

### **HUMA - HUMANITIES**

#### **HUMA 1301 - INTRODUCTION TO THE HUMANITIES (3)**

3 lec (3 Cr.) This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the

historical development of the individual and society and the need to create.

Distribution: HUMA.

## INDUSTRIAL TECHNOLOGY

### ELMT-ELMT-INDUSTRIAL- MAINTENANCE

#### **ELMT 1266 - PRACTICUM - ELECTROMECHANICAL TECHNOLOGY (2)**

16 external hrs (2 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Distribution: ELPT.

#### **ELMT 1301 – PROGRAMMABLE LOGIC CONTROLLERS (3)**

2 lec/2 lab (3 Cr.) An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment.

Distribution: IMT.

#### **ELMT 2337 - ELECTRONIC TROUBLESHOOTING/SERVICE/REPAIR (3)**

3 lec/2 lab (3 Cr.) In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, and preventative maintenance. Emphasis on safety and proper use of test equipment. May be offered as a capstone course.

Distribution: IMT.

#### **ELMT 2339 - ADVANCED PROGRAMMABLE LOGIC CONTROLLERS (3)**

2 lec/2 lab (3Cr.) An advanced applications of programmable logic controllers as used in industrial environments including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing to equipment.

Distribution: ELPT.

## ELPT-ELECTRICAL-POWER-TRANS- INST

#### **ELPT 1311 - BASIC ELECTRICAL THEORY (3)**

3 lec (3 Cr.) An overview of the theory and practice of electrical circuits including calculations as applied to alternating and direct current.

Distribution: IMT.

#### **ELPT 1325 - SURVEY OF NATIONAL ELECTRIC CODE (3)**

3 lec (3 Cr.) An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on writing design, protection, methods, and materials; equipment for general use; and basic calculations.

Distribution: ELPT.

#### **ELPT 1341 - MOTOR CONTROL (3)**

2 lec/2 lab (3 Cr.) Study of the operating principles of solid-state controls along with their practical applications. Topics include barking, jogging, plugging, and safety interlocks.

Distribution: IMT.

#### **ELPT 2325 - NATIONAL ELECTRICAL CODE II (3)**

3lec/0lab (3Cr.) In-depth coverage of the National Electrical Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on writing protection and methods, special conditions, and advanced calculations.

Distribution: ELPT.

#### **ELMT 2339 - ADVANCED PROGRAMMABLE LOGIC CONTROLLERS (3)**

2 lec/2 lab (3Cr.) An advanced applications of programmable logic controllers as used in industrial environments including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing to equipment.

Distribution: ELPT.

## INMT-INMT-INDUSTRIAL-TECHNOLOGY

### INMT 1305 - INTRODUCTION TO INDUSTRIAL MAINTENANCE (3)

2 lec/2 lab (3 Cr.) Basic mechanical skills and repair technologies common to most field industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry including lock-out/tag-out.

### INMT 2345 - INDUSTRIAL TROUBLESHOOTING (3)

2 lec/2 lab (3 Cr.) An advanced study of the techniques used in troubleshooting various types of industrial equipment to include mechanical, electrical, hydraulic, and pneumatic systems and their control devices. Emphasis will be placed on the use of schematics and diagrams in conjunction with proper troubleshooting procedures.

Distribution: PTRT.

## INTC-INTC-INSTRUMENTTECHNOLOGY

### INTC 1305 - INTRO TO INSTRUMENTATION (3)

2 lec/2 lab (3 Cr.) Professional requirements of the instrumentation technician including an introduction to computer and calculator applications involved in basic electronic circuit analysis.

Distribution: PTRT.

## KINESIOLOGY

### KINE - KINESIOLOGY

#### KINE 1100 - COLOR GUARD I (1)

3 lab (1 Cr.) This course is designed for students in the performing color guard group. It performs primarily at community and civic events, football games, and pep rallies. Membership is by audition.

Distribution: KINE.

#### KINE 1101 - AEROBICS I (1)

3 lab (1 Cr.) Aerobically fit students interested in maintaining fitness level. Three activity hours per week. One hour credit. Prerequisite: KINE 1101.

Distribution: KINE.

#### KINE 1102 - AEROBICS II (1)

3 lab (1 Cr.) Aerobically fit students interested in maintaining fitness level. Three activity hours per week. Prerequisite: KINE 1101.

Distribution: KINE.

#### KINE 1103 - COLOR GUARD II (1)

3 lab (1 Cr.) This course is designed for students in the performing color guard group. It performs primarily at community and civic events, football games, and pep rallies. Membership is by audition.

Distribution: KINE.

#### KINE 1104 - BOWLING I (1)

3 lab (1 Cr.) Fundamentals of bowling skills, strategies and scoring. Three activity hours per week.

Distribution: KINE.

#### KINE 1105 - BOWLING II (1)

3 lab (1 Cr.) Develop proficiency of bowling skills for students with basic knowledge of bowling fundamentals. Three activity hours per week. Prerequisite: KINE 1104

Distribution: KINE.

#### KINE 1106 - CHEERLEADING I (1)

3 lab (1 Cr.) Varsity sport (Audition)

Distribution: KINE. Offered: Fall Only.

#### KINE 1107 - CHEERLEADING II (1)

3 lab (1 Cr.) Varsity sport (Audition)

Distribution: KINE. Offered: Spring Only.

#### KINE 1108 - BOXING I (1)

3 lab (1 Cr.) Boxing is a coeducational class designed to assist the student in the improvement of cardiovascular fitness, muscular endurance, muscular strength, flexibility, and body composition while learning and improving boxing skills.

Distribution: KINE.

#### KINE 1109 - BOXING II (1)

3 lab (1 Cr.) Intermediate-level fitness course focusing on maintaining cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body

composition while learning and improving intermediate-level boxing skills. Prerequisite: KINE 1108.

Distribution: KINE.

**KINE 1110 - FITNESS DANCE I (1)**

3 lab (1 Cr.) This course is an aerobic workout course designed to improve cardiovascular endurance, flexibility, strength, and body composition through dance. Instructor approval for cheerleading and dance team sections.

Distribution: KINE.

**KINE 1111 - FITNESS DANCE II (1)**

3 lab (1 Cr.) This course is an aerobic workout course designed to improve cardiovascular endurance, flexibility, strength, and body composition through dance. Instructor approval for cheerleading and dance team sections.

Distribution: KINE.

**KINE 1112 - GOLF I (1)**

3 lab (1 Cr.) To develop competency in fundamental golf skills and to understand and apply rules, regulations and safety concepts in golf play.

Distribution: KINE.

**KINE 1113 - GOLF II (1)**

3 lab (1 Cr.) Exhibit competency in intermediate golf skills. Prerequisite: KINE 1112.

Distribution: KINE.

**KINE 1114 - JOGGING I (1)**

3 lab (1 Cr.) Develop cardiovascular endurance, flexibility and strength through jogging, stretching, and weight training. Physical fitness assessment leads to development of an individual fitness program.

Distribution: KINE.

**KINE 1115 - JOGGING II (1)**

3 lab (1 Cr.) Maintain cardiovascular fitness. Training principles for distance running and marathons. Prerequisite: KINE 1114.

Distribution: KINE.

**KINE 1116 - MARTIAL ARTS I (1)**

3 lab (1 Cr.) Martial arts form that stresses physical fitness and self-defense.

Distribution: KINE.

**KINE 1117 - MARTIAL ARTS II (1)**

3 lab (1 Cr.) Demonstrate techniques of karate and mastery of intermediate karate skills. Prerequisite: KINE 1116.

Distribution: KINE.

**KINE 1118 - RAQUETBALL I (1)**

3 lab (1 Cr.) Selecting equipment and safety gear for racquetball. Serving skills and basic shots for recreational play. Three hours per week. One hour credit.

Distribution: KINE.

**KINE 1119 - RAQUETBALL II (1)**

3 lab (1 Cr.) Intermediate serving, stroke skills, and strategy for singles and doubles play. Prerequisite: KINE 1118.

Distribution: KINE.

**KINE 1120 - VARSITY WOMEN'S SOCCER I (1)**

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Distribution: KINE. Offered: Fall Only.

**KINE 1121 - VARSITY WOMEN'S SOCCER II (1)**

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Distribution: KINE. Offered: Spring Only.

**KINE 1122 - SWIMMING I (1)**

Beginning-level instruction in basic strokes, freestyle, breaststroke, and backstroke. Emphasis on survival skills, floating, emergency procedures.

Distribution: KINE.

**KINE 1123 - SWIMMING II (1)**

Intermediate-level instruction in improving basic strokes. Development of intermediate strokes, sidestroke, butterfly, competitive turns. Emphasis on cardiovascular conditioning, lap swimming. Prerequisite: KINE 1122.

Distribution: KINE.

**KINE 1124 - TENNIS I (1)**

Stroke techniques for recreational play including groundstrokes, volleys, overhands and serves. Terminology, scoring, and historical background of tennis.

Distribution: KINE.

**KINE 1125 - TENNIS II (1)**

Intermediate skills for serving, drop shots, doubles and singles tournament play. Prerequisite: KINE 1124.

Distribution: KINE.

**KINE 1126 - VARSITY BASEBALL I (1)**

3 lab (1 Cr.) Varsity sport. Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 1127 - VARSITY BASEBALL II (1)**

3 lab (1 Cr.) Varsity sport. Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 1128 - VARSITY BASKETBALL I (1)**

3 lab (1 Cr.) Varsity sport. Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 1129 - VARSITY BASKETBALL II (1)**

3 lab (1 Cr.) Varsity sport. Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 1130 - VARSITY FOOTBALL I (1)**

3 lab (1 Cr.) Varsity sport. Focuses on on-field practice drills, film study, skill refinement, etc. Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 1131 - VARSITY FOOTBALL II (1)**

3 lab (1 Cr.) Varsity sport. Focuses on on-field practice drills, film study, skill refinement, etc. Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 1132 - WALK-ON SKILLS ALL SPORTS I (1)**

3 lab (1 Cr.) Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 1133 - WALK-ON SKILLS ALL SPORTS II (1)**

3 lab (1 Cr.) Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 1134 - STRENGTH AND CONDITIONING FOR ALL WALK-ON SPORTS I (1)**

3 lab (1 Cr.) Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 1135 - STRENGTH AND CONDITIONING FOR ALL WALK-ON SPORTS II (1)**

3 lab (1 Cr.) Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 1136 - WEIGHTLIFTING I (1)**

3 lab (1 Cr.) Principles of weight training including progression, specificity, overload through an individualized program of basic exercises to improve strength, endurance, and flexibility of major muscle groups.

Distribution: KINE.

**KINE 1137 - WEIGHTLIFTING II (1)**

3 lab (1 Cr.) Intermediate applications of principles of progression, specificity, and overload. Prerequisite: KINE 1136.

Distribution: KINE.

**KINE 1138 - CARDIOKICKBOXING I (1)**

3 lab (1 Cr.) A vigorous fitness class focusing on improving cardiovascular endurance. Stresses health-related fitness through the teaching of kickboxing skills.

Distribution: KINE.

**KINE 1139 - CARDIOKICKBOXING II (1)**

3 lab (1 Cr.) Intermediate-level fitness course focusing on maintaining cardiovascular endurance. Intermediate kickboxing skills. Prerequisite: KINE 1138.

Distribution: KINE.

**KINE 1140 - VARSITY VOLLEYBALL I (1)**

3 lab (1 Cr.) Varsity Sport -Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 1141 - VARSITY VOLLEYBALL II (1)**

3 lab (1 Cr.) Varsity Sport-Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 1142 - SPECIAL TOPICS (1)**

3 lab (1 Cr.) Activity. Specific focus of study to be determined on semester basis. Prerequisite for KINE 2142:1142.

Distribution: KINE.

**KINE 1143 - PILATES (1)**

3 lab (1 Cr.) A body conditioning routine that helps build flexibility, strength, endurance, and coordination.

Prerequisite for 2143: 1143.

Distribution: KINE.

**KINE 1144 - VARSITY SOFTBALL I (1)**

3 lab (1 Cr.) Varsity Sport-Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 1145 - VARSITY SOFTBALL II (1)**

3 lab (1 Cr.) Varsity Sport-Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 1146 - FITNESS WALKING I (1)**

3 lab (1 Cr.) Designed to help develop cardiovascular endurance and leads to development of an individual fitness program. Prerequisite for 1147: KINE 1146.

Distribution: KINE.

**KINE 1147 - FITNESS WALKING II (1)**

3 lab (1 Cr.) Designed to help develop cardiovascular endurance and leads to development of an individual fitness program. Prerequisite for 1147: KINE 1146.

Distribution: KINE.

**KINE 1148 - INTRODUCTION TO HATHA YOGA (1)**

3 lab (1 Cr.) Practice of yogic postures, or "asana ", defined as the physical positioning that coordinates breathing with moving and holding still for the purpose of strengthening parts of the body.

Distribution: KINE.

**KINE 1149 - INTERMEDIATE HATHA YOGA (1)**

3 lab (1 Cr.) The refinement of the asanas (postures) covered in KINE 1148 with emphasis on breath work. Introduces more advanced asanas, emphasis on integrating yoga into daily routines at home and work. Prerequisite: KINE 1148.

Distribution: KINE.

**KINE 1164 - INTRODUCTION TO PHYSICAL FITNESS AND WELLNESS (1)**

3 lab (1 Cr.) This course will provide an overview of the lifestyle necessary for fitness and health.

Students will participate in physical activities and assess their fitness status. Students will be introduced to proper nutrition, weight management, cardiovascular health, flexibility, and strength training.

**KINE 1301 - FOUNDATION OF KINESIOLOGY (3)**

3 lec (3 Cr.) The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as information on expanding career opportunities.

Distribution: KINE.

**KINE 1304 - PERSONAL/COMMUNITY HEALTH (3)**

3 lec (3 Cr.) This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

Distribution: KINE.

**KINE 1306 - FIRST AID (3)**

3 lec (3 Cr.) Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.

Distribution: KINE.

**KINE 1308 - SPORTS OFFICIATING (3)**

3 lec (3 Cr.) The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement.

Distribution: KINE.

**KINE 1321 - COACHING/SPORTS/ATHLETICS I (3)**

3 lec (3 Cr.) Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

Distribution: KINE.

**KINE 1331 - PHYSICAL EDUCATION FOR ELEMENTARY EDUCATION MAJORS (3)**

3 lec (3 Cr.) An overview of the program of activities in elementary school physical education. Includes the study and practice of activities and principles that promote physical fitness with an emphasis on historical development, philosophical implications, physical fitness and kinesiology.

Distribution: KINE.

**KINE 1338 - CONCEPTS OF PHYSICAL FITNESS (3)**

2 lec/2 lab (3 Cr.) This course is designed to familiarize students with knowledge, understanding and values of health related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.

Distribution: KINE.

**KINE 1346 - DRUG USE & ABUSE (3)**

3 lec (3 Cr.) Study of the use, misuse, and abuse of drugs and other harmful substances in today's society. Physiological, sociological, pharmacological, and psychological factors will be emphasized.

Distribution: KINE.

**KINE 2100 - COLOR GUARD III (1)**

3 lab (1 Cr.) This course is designed for students in the performing color guard group. It performs primarily at community and civic events, football games, and pep rallies. Membership is by audition.

Distribution: KINE.

**KINE 2103 - COLOR GUARD IV (1)**

3 lab (1 Cr.) This course is designed for students in the performing color guard group. It performs primarily at community and civic events, football games, and pep rallies. Membership is by audition.

Distribution: KINE.

**KINE 2106 - CHEERLEADING III (1)**

3 lab (1 Cr.) Varsity sport (Audition)

Distribution: KINE. Offered: Fall Only.

**KINE 2107 - CHEERLEADING IV (1)**

3 lab (1 Cr.) Varsity sport (Audition)

Distribution: KINE. Offered: Spring Only.

**KINE 2110 - FITNESS DANCE III (1)**

3 lab (1 Cr.) This course is an aerobic workout course designed to improve cardiovascular endurance, flexibility, strength, and body composition through dance. Instructor approval for cheerleading and dance team sections.

Distribution: KINE.

**KINE 2111 - FITNESS DANCE IV (1)**

3 lab (1 Cr.) This course is an aerobic workout course designed to improve cardiovascular endurance, flexibility, strength, and body composition through dance. Instructor approval for cheerleading and dance team sections.

Distribution: KINE.

**KINE 2120 - VARSITY WOMEN'S SOCCER III (1)**

3 lab (1 Cr.) Varsity Sport-Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 2121 - VARSITY WOMEN'S SOCCER IV (1)**

3 lab (1 Cr.) Varsity Sport-Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 2126 - VARSITY BASEBALL III (1)**

3 lab (1 Cr.) Varsity Sport-Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 2127 - VARSITY BASEBALL IV (1)**

3 lab (1 Cr.) Varsity Sport-Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 2128 - VARSITY BASKETBALL III (1)**

3 lab (1 Cr.) Varsity Sport-Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 2129 - VARSITY BASKETBALL IV (1)**

3 lab (1 Cr.) Varsity Sport-Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 2130 - VARSITY FOOTBALL III (1)**

3 lab (1 Cr.) Varsity Sport. Focuses on on-field practice drills, film study, skill refinement, etc. Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 2131 - VARSITY FOOTBALL IV (1)**

3 lab (1 Cr.) Varsity Sport. Focuses on on-field practice drills, film study, skill refinement, etc. Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 2132 - WALK-ON SKILLS ALL SPORTS III (1)**

3 lab (1 Cr.) Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 2133 - WALK-ON SKILLS ALL SPORTS IV (1)**

3 lab (1 Cr.) Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 2134 - STRENGTH AND CONDITIONING FOR ALL WALK-ON SPORTS III (1)**

3 lab (1 Cr.) Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 2135 - STRENGTH AND CONDITIONING FOR ALL WALK-ON SPORTS IV (1)**

3 lab (1 Cr.) Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 2136 - WEIGHTLIFTING III (1)**

3 lab (1 Cr.) Principles of weight training including progression, specificity, overload through an individualized program of basic exercises to improve strength, endurance, and flexibility of major muscle groups. Consent of instructor. Prerequisite: KINE 1137.

Distribution: KINE. Offered: Fall Only.

**KINE 2137 - WEIGHTLIFTING IV (1)**

3 lab (1 Cr.) Principles of weight training including progression, specificity, overload through an individualized program of basic exercises to improve strength, endurance, and flexibility of major muscle groups. Varsity sport. Consent of instructor. Prerequisite: KINE 2136.

Distribution: KINE.

**KINE 2140 - VARSITY VOLLEYBALL III (1)**

3 lab (1 Cr.) Varsity Sport-Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 2141 - VARSITY VOLLEYBALL IV (1)**

3 lab (1 Cr.) Varsity Sport-Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 2142 - SPECIAL TOPICS (1)**

3 lab (1 Cr.) Activity. Specific focus of study to be determined on semester basis. Prerequisite for KINE 2142:1142.

Distribution: KINE.

**KINE 2143 - PILATES (1)**

3 lab (1 Cr.) A body conditioning routine that helps build flexibility, strength, endurance, and coordination. Prerequisite for 2143: 1143.

Distribution: KINE.

**KINE 2144 - VARSITY SOFTBALL III (1)**

3 lab (1 Cr.) Varsity Sport-Consent of instructor.

Distribution: KINE. Offered: Fall Only.

**KINE 2145 - VARSITY SOFTBALL IV (1)**

3 lab (1 Cr.) Varsity Sport-Consent of instructor.

Distribution: KINE. Offered: Spring Only.

**KINE 2356 - CARE & PREVENTION OF ATHLETIC INJURIES (3)**

3 lec (3 Cr.) 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.

Distribution: KINE. Offered: Spring Only.

# LEGAL ASSISTANT

## LGLA - LEGAL ASSISTANT

### **LGLA 1301 - LEGAL RESEARCH & WRITING (3)**

3 lec (3 Cr.) This course provides a working knowledge of fundamentals of effective legal research and writing.

Topics include law library techniques, computer-assisted legal research, briefs, and legal memoranda.

Distribution: LGLA. Offered: Fall Only.

### **LGLA 1311 - INTRO TO LAW (3)**

3 lec (3 Cr.) This course provides an overview of the law and legal system. Topics include elementary legal concepts of various areas of the law, procedures, terminology, ethical obligations of the paralegal, current issues in law and the function, jurisdiction, practices, and principles of trial and appellate courts at state and federal levels.

Distribution: LGLA.

### **LGLA 1313 - INTRO TO PARALEGAL STUDIES (3)**

3 lec (3 Cr.) This course provides an overview of the paralegal profession including ethical obligations, regulation, professional trends and issues, and the paralegal's role in assisting in the delivery of legal services. This course must be taken during the first year of enrollment in the paralegal program.

Distribution: LGLA.

### **LGLA 1345 - CIVIL LITIGATION (3)**

3 lec (3 Cr.) This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post-trial phases of litigation.

Distribution: LGLA. Offered: Fall Only.

### **LGLA 1353 – WILLS, TRUSTS, & PROBATE ADMINISTRATION (3)**

3 lec (3 Cr.) This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role.

Distribution: LGLA. Offered: Fall Only.

### **LGLA 1355 - FAMILY LAW (3)**

3 lec (3 Cr.) This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics

include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship.

Distribution: LGLA. Offered: Fall Only.

### **LGLA 2188 - INTERNSHIP-PARALEGAL/LEGAL/ASSISTANT (1)**

1 lab (1 Cr.) An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Requires approval of the instructor. Requires 48 hours in the workplace.

Distribution: LGLA.

### **LGLA 2288 - PRACTICUM (2)**

2 lab (2 Cr.) An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Requires approval of the instructor. Requires 120 hours in the workplace.

### **LGLA 2303 - TORTS & PERSONAL INJURY LAW (3)**

3 lec (3 Cr.) Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability with emphasis on the paralegal's role.

Distribution: LGLA. Offered: Spring Only.

### **LGLA 2307 - LAW OFFICE MANAGEMENT (3)**

3 lec (3 Cr.) This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative, and substantive systems in the law office, and law practice technology.

Distribution: LGLA. Offered: Spring Only.

**LGLA 2309 - REAL PROPERTY (3)**

3 lec (3 Cr.) This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents.

Distribution: LGLA. Offered: Spring Only.

**LGLA 2313 - CRIMINAL LAW & PROCEDURE (3)**

3 lec (3 Cr.) This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions.

Distribution: LGLA. Offered: Spring Only.

**LGLA 2331 - ADVANCED LEGAL RESEARCH & WRITING (3)**

3 lec (3 Cr.) This course builds upon skills acquired in prior legal research and writing courses including computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms. Prerequisite: LGLA 1301 Legal Research Writing.

Distribution: LGLA. Offered: Spring Only.

**LGLA 2335 - ADVANCED CIVIL LITIGATION (3)**

3 lec (3 Cr.) This course provides opportunities to implement advanced civil litigation techniques and builds upon skills acquired in prior civil litigation courses with emphasis on the paralegal's roles. Common law and statutory civil litigation concepts, ethical obligations of the paralegal assisting in civil litigation work, and alternative dispute resolution processes are reviewed. Prerequisites: LGLA 1313, LGLA 1311, LGLA 1345, ENGL 1301.

Distribution: LGLA. Offered: Spring Only.

**LGLA 2388 - PRACTICUM (3)**

0 lec/3 lab (3 Cr.) An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This

may be a paid or unpaid experience. Requires approval of the instructor. Requires 120 hours in the workplace.

Distribution: LGLA.

**MASSAGE THERAPY****MSSG - MASSAGE THERAPY****MSSG 1105 - HYDROTHERAPY (1)**

1 lec/1 lab (1 Cr.) This course is a study of the use of accepted hydrotherapy and holistic healthcare modalities of external application of temperature for its reflexive effect. Meets the minimum 20 contact hour requirement for licensure. Courses taken in level sequence order or department chair approval. Distribution: MSSG.

**MSSG 1109 - HEALTH & HYGIENE (1)**

1 lec/1 lab (1 Cr.) This course is the study of safety and sanitation practices including universal precautions. The importance of proper body mechanics, maintaining a healthy lifestyle, maintaining the massage environment, and the advantage of therapeutic relationships is also included. Meets the minimum 20 contact hour requirement for licensure. Courses taken in level sequence order or department chair approval.

Distribution: MSSG.

**MSSG 1207 - BUSINESS PRACTICES & PROFESSIONAL ETHICS (2)**

2 lec/1 lab (2 Cr.) This course is a study of physical and financial office practices and marketing. Includes ethical practices for massage therapists as established by law or regulatory agency. Meets the minimum 45 contact hour requirement of licensure. Courses taken in level sequence order or department chair approval.

Distribution: MSSG.

**MSSG 1411 - MASSAGE THERAPY FUNDAMENTALS I (4)**

2 lec/4 lab (4 Cr.) This course is an introduction to the theory and the application of skills necessary to perform Swedish massage to meet the minimum 125 contact hour requirement for licensure. Prerequisites and/or co-requisites: Reading level 4 and courses taken in level sequence order or department chair approval.

Distribution: MSSG.

**MSSG 1413 – ANATOMY & PHYSIOLOGY FOR MASSAGE THERAPY (4)**

3 lec/2 lab (4 Cr.) This course offers an in-depth coverage of the structure and function of the human body. Includes cell structure and function, tissues, body organization, and the integumentary, skeletal, muscular, and nervous, and endocrine systems. Emphasizes homeostasis/wellness care. Meets the minimum 75 contact hour requirement for Anatomy and Physiology for licensure. Prerequisites and/or co-requisites: Reading level 4 and courses taken in level sequence order or department chair approval.

Distribution: MSSG.

**MSSG 2130 - ADVANCED MASSAGE THERAPY TECHNIQUES (1)**

1 lec/1 lab (1 Cr.) Advanced concepts of Massage. Emphasizes specialized techniques and assessment of client needs to identify a specific plan of care. Courses taken in level sequence order or department chair approval.

Distribution: MSSG.

**MSSG 2186 - INTERNSHIP-MASSAGE THERAPY (1)**

6 external hours (1 Cr.) 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.

Distribution: MSSG.

**MSSG 2311 - MASSAGE THERAPY FUNDAMENTALS II (3)**

1 lec/5 lab (3 Cr.) This course is a continuation of Massage Therapy Fundamentals I. Emphasizes specialized techniques and assessment of client needs to identify a specific plan of care. Completes the requirements for Massage Techniques for Licensure. Courses taken in level sequence order or department chair approval.

Distribution: MSSG.

**MSSG 2314 - PATHOLOGY-MASSAGE THERAPY (3)**

3 lec (3 Cr.) This course covers general discussion of pathologies as they relate to massage therapy. Includes universal precautions and their management in professional practice. Also covers etiology, signs, symptoms, and the physiological and psychological

reactions to disease and injury. Meets the minimum 40 contact hour requirement for licensure. Courses taken in level sequence order or department chair approval.

Distribution: MSSG.

**MSSG 2413 - KINESIOLOGY-MASSAGE THERAPY (4)**

4 lec (4 Cr.) This course focuses on applied study of human kinesiology. Muscle movements and dysfunctions will be discussed and palpated. Includes theory and practice of functional muscle testing. Meets the minimum 50 contact hour requirement for licensure. Prerequisites and/or co-requisites: Reading level 4 and courses take in level sequence order or department chair approval.

Distribution: MSSG.

## MATHEMATICS

### MATH - MATHEMATICS

**MATH 1314 - COLLEGE ALGEBRA (3)**

3 lec (3 Cr.) Topics include and in-depth study and applications of polynomial, rational, radical, exponential, and logarithmic functions and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Prerequisites: MTH 0306 or meeting college algebra standard on the TSI exam or equivalent exam.

Distribution: MATH.

**MATH 1316 - PLANE TRIGONOMETRY (3)**

3 lec (3 Cr.) Topics Include an in-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates, and parametric equations may be included. Prerequisite: MATH 1314 or a satisfactory score on the TSI exam or equivalent exam.

Distribution: MATH.

**MATH 1324 - MATHEMATICS FOR BUSINESS AND SOCIAL SCIENCES (3)**

3 lec (3 Cr.) The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include

mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Prerequisites: MTH 0306 or meeting college algebra standard on the TSI exam or equivalent exam.

Distribution: MATH.

**MATH 1325 - CALCULUS FOR BUSINESS AND SOCIAL SCIENCE (3)**

3 lec (3 Cr.) This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413 - Calculus I. Prerequisite: MATH 1314 - College Algebra or MATH 1324 - Mathematics for Business and Social Sciences

Distribution: MATH.

**MATH 1332 - CONTEMPORARY MATHEMATICS (QUANTITATIVE REASONING) (3)**

3 lec (3 Cr.) Intended for Non Stem (Science, Technology, Engineering and Mathematics) Majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Pre-requisite: MTH 0305 or satisfactory score on the TSI exam or equivalent exam. Students planning on transferring to senior institutions should check the transferability of this course.

Distribution: MATH.

**MATH 1342 - ELEMENTARY STATISTICAL METHODS (3)**

3 lec (3 Cr.) Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation, and regression, confidence, intervals, and hypothesis testing. Use of appropriate technology is recommended. Pre-requisite: MTH 0305 or satisfactory score on the TSI exam or equivalent exam.

Distribution: MATH.

**MATH 1350 - MATHEMATICS FOR TEACHERS I (3)**

3 lec (3 Cr.) This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 College Algebra or the equivalent.

Distribution: MATH.

**MATH 1351 - MATHEMATICS FOR TEACHERS II (3)**

3 lec (3 Cr.) This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1350 and College Algebra or the equivalent.

Distribution: MATH.

**MATH 2313 - CALCULUS I (3)**

3 lec (3 Cr.) Topics include limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: MATH 2412-Pre-Calculus Math or equivalent preparation.

**MATH 2315 - Calculus III (3)**

3 lec (3 Cr.) Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. Prerequisite: MATH 2414-Calculus II.

Distribution: MATH.

**MATH 2318 - LINEAR ALGEBRA (3)**

3 lec (3 Cr.) Introduces and provides models for application of the concepts of vector algebra. Topics finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods including Gaussian elimination and matrix Inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering. Prerequisite: MATH 2414-Calculus II.

Distribution: MATH. Offered: Spring Only.

**MATH 2320 - DIFFERENTIAL EQUATIONS (3)**

3 lec (3 Cr.) Ordinary differential equations including linear equations systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. Prerequisite: MATH 2414-Calculus II.

Distribution: MATH. Offered: Spring Only.

**MATH 2412 - PRE-CALCULUS MATH (4)**

4 lec (4 Cr.) Topics include an in-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Prerequisite: MATH 1314-College Algebra or meeting Pre-Calculus standard on the TSI or equivalent exam.

Distribution: MATH.

**MATH 2413 - CALCULUS I (4)**

4 lec (4 Cr.) Topics include limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions with an application to calculation of areas. Prerequisite: MATH 2412-Pre-Calculus Math or equivalent preparation.

Distribution: MATH.

**MATH 2414 - CALCULUS II (4)**

4 lec (4 Cr.) Topics include differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: MATH 2413-Calculus I.

Distribution: MATH.

**MATH 2415 - CALCULUS III (4)**

4 lec (4 Cr.) Advanced topics in Calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobian's; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem.

Prerequisite: Math 2414 Calculus II

**MEDICAL LAB TECHNOLOGY (MLT)****MLAB - MEDICAL LAB TECH****MLAB 1201 - INTRODUCTION TO CLINICAL LAB SCIENCE (2)**

1 lec/3 lab (2 Cr.) An introduction to clinical laboratory science including quality control, laboratory math, safety, basic laboratory equipment and techniques, medical terminology, accreditation, and certification. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Fall Only.

**MLAB 1211 - URINALYSIS AND BODY FLUIDS (2)**

2 lec/2 lab (2 Cr.) An introduction to the study of urine and body fluid analysis. Includes the anatomy and physiology of the kidney; physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids, as well as quality control, quality assurance, and safety. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Fall Only.

**MLAB 1227 - COAGULATION (2)**

1 lec/2 lab (2 Cr.) A course in coagulation theory, procedures, and practical applications. Includes quality control, quality assurance, safety, and laboratory procedures which rely on commonly performed manual

and/or semi-automated methods. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Spring Only.

**MLAB 1231 - PARASITOLOGY/ MYCOLOGY (2)**

1 lec/4 lab (2 Cr.) A study of the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures, quality control, quality assurance, and safety. Prerequisite: permission of instructor.

**MLAB 1235 - IMMUNOLOGY/ SEROLOGY (2)**

2 lec/1 lab (2 Cr.) An introduction to the theory and application of basic immunology including the immune response principles of antigen-antibody reactions and the principles of serological procedures as well as quality control quality assurance and safety. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Fall Only.

**MLAB 1231 - PARASITOLOGY/MYCOLOGY (2)**

This course includes a study of the taxonomy, morphology, and pathogenesis of human parasites, fungi, and viruses with emphasis on laboratory identification of these organisms. Prerequisite: permission of instructor.

Distribution: MLAB.

**MLAB 1360 - CLINICAL I (3)**

18 lab (3 Cr.) A health-related work based learning experience that enables the study to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professionals. Students rotate through hematology, coagulation, urinalysis, serology, and phlebotomy. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Summer Only.

**MLAB 1415 - HEMATOLOGY (4)**

3 lec/3 lab (4 Cr.) The study of blood cells in normal and abnormal conditions. Instruction in the theory and practical application of hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods as well as blood cell maturation sequences, and normal and abnormal morphology with associated diseases. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Spring Only.

**MLAB 1360 - CLINICAL I (3)**

18 lab (3 Cr.) A health-related work based learning experience that enables the study to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professionals. Students rotate through hematology, coagulation, urinalysis, serology, and phlebotomy. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Summer Only.

**MLAB 2238 - ADVANCED TOPICS (2)**

2 lec (2 Cr.) This course examines the integration of all areas of the clinical laboratory and correlates laboratory testing data with diagnostic applications and pathophysiology using critical thinking skills. A review of the MLT curriculum is conducted to prepare students for the certification exam. A passing grade is required on the exit exam to complete the course. This course is taken during the last semester of the program. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Spring Only.

**MLAB 2360 - CLINICAL II (3)**

18 lab (3 Cr.) A health-related work-based learning experience that enables the study to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professionals. Students rotate through microbiology, clinical chemistry, parasitology, and immunohematology. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Spring Only.

**MLAB 2401 - CLINICAL CHEMISTRY (4)**

3 lec/4 lab (4 Cr.) An introduction to the principles, procedures, physiological basis, and significance of testing performed in Clinical Chemistry. Includes quality control, reference values, and safety. Prerequisite: permission of the instructor.

Distribution: MLAB. Offered: Spring Only.

**MLAB 2431 - IMMUNOHEMATOLOGY (4)**

3 lec/4 lab (4 Cr.) This course includes the study of red blood cell antigens, antibodies, donor selection, and processing blood components, hemolytic transfusion,

reactions, autoimmune hemolytic anemia, and hemolytic disease of the newborn. Also included is blood group and Rh typing, antibody identification, compatibility testing, elution, and absorption techniques. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Fall Only.

### **MLAB 2434 - CLINICAL MICROBIOLOGY (4)**

3 lec/4 lab (4 Cr.) This course includes a detailed study of bacteria found in humans as pathogens or normal flora. Emphasis is placed on the laboratory identification of bacteria, specimen collection, and determination of antimicrobial susceptibility. Prerequisite: permission of instructor.

Distribution: MLAB. Offered: Fall Only.

### **PLAB - PHLEBOTOMY**

#### **PLAB 1223 - PHLEBOTOMY (2)**

1 lec/2 lab (Cr. 2) Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles, and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. Prerequisite: permission of instructor.

Distribution: MLAB.

### **MRMT-MRMT-MEDICAL-TRANSCRIPTION**

#### **MRMT 1307 - MEDICAL TRANSCRIPTION I (3)**

2 lec/3 lab (3 Cr.) Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Prerequisite: HITT 1305 and POFI 2401 or equivalent.

Distribution: BUSI.

## **MUSIC**

### **MUEN - MUEN MUSIC PREFIX**

#### **MUEN 1121 - MARCHING AND CONCERT BAND I (1)**

1 lec/5 lab (1 Cr.) Required of all wind and percussion majors each semester. Performs at college athletic events and parades. Presents concerts. Open to students by consent of director. Three rehearsals per week and all performances required. Marching Band may be substituted for KINE activity requirements.

Distribution: MUSI.

#### **MUEN 1122 - MARCHING AND CONCERT BAND II (1)**

1 lec/5 lab (1 Cr.) Required of all wind and percussion majors each semester. Performs at college athletic events and parades. Presents concerts. Open to students by consent of director. Three rehearsals per week and all performances required. Marching Band may be substituted for KINE activity requirements.

Distribution: MUSI.

#### **MUEN 1123 - PEP BAND I (1)**

1 lec / 2 lab (1 Cr.) An instrumental ensemble providing entertainment for athletic events. Membership is by audition only.

Distribution: MUSI.

#### **MUEN 1124 - PEP BAND II (1)**

1 lec / 2 lab (1 Cr.) An instrumental ensemble providing entertainment for athletic events. Membership is by audition only.

Distribution: MUSI.

#### **MUEN 1131 - JAZZ | STAGE BAND I (1)**

2 lec/2 lab (1 Cr.) A large ensemble that explores all aspects of jazz from improvisation and composition to the performance requirements of such various styles as swing, Latin, ballad, and funk. Membership through audition only.

Distribution: MUSI.

#### **MUEN 1132 - JAZZ | STAGE BAND II (1)**

2 lec/2 lab (1 Cr.) A large ensemble that explores all aspects of jazz from improvisation and composition to the

performance requirements of such various styles as swing, Latin, ballad, and funk. Membership through audition only.

Distribution: MUSI.

**MUEN 1133 - BRASS ENSEMBLE I (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard brass repertoire for small ensemble.

Distribution: MUSI.

**MUEN 1134 - BRASS ENSEMBLE II (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard brass repertoire for small ensemble.

Distribution: MUSI.

**MUEN 1136 - WOODWIND ENSEMBLE (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard woodwind repertoire for small ensemble.

Distribution: MUSI.

**MUEN 1137 - WOODWIND ENSEMBLE II (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard woodwind repertoire for small ensemble.

Distribution: MUSI.

**MUEN 1138 - PERCUSSION ENSEMBLE I (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard percussion repertoire for small ensemble.

Distribution: MUSI.

**MUEN 1139 - PERCUSSION ENSEMBLE II (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard percussion repertoire for small ensemble.

Distribution: MUSI.

**MUEN 1141 - COLLEGE CHORALE I (1)**

1 lec/ 5 lab (1 Cr.) A large choir that performs a wide variety of music covering classical, Broadway, and popular. This group gives several performances each semester both on and off campus. Membership is open to

all students wishing to perform and learn more about choral music. Membership through audition only.

Distribution: MUSI.

**MUEN 1142 - COLLEGE CHORALE II (1)**

1 lec/ 5 lab (1 Cr.) A large choir that performs a wide variety of music covering classical, Broadway, and popular. This group gives several performances each semester both on and off campus. Membership is open to all students wishing to perform and learn more about choral music. Membership through audition only.

Distribution: MUSI.

**MUEN 1143 - GUITAR ENSEMBLE I (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard guitar repertoire.

Distribution: MUSI.

**MUEN 1144 - GUITAR ENSEMBLE II (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard guitar repertoire.

Distribution: MUSI.

**MUEN 1151 - COLLEGIATE SINGERS I (1)**

2 lec/2 lab (1 Cr.) A small touring group that performs the more popular musical styles from pop to madrigals. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Distribution: MUSI.

**MUEN 1152 - COLLEGIATE SINGERS II (1)**

2 lec/2 lab (1 Cr.) A small touring group that performs the more popular musical styles from pop to madrigals. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Distribution: MUSI.

**MUEN 1153 - CHAMBER SINGERS I (1)**

2 lec/2 lab (1 Cr.) A medium-sized women's choir that performs chamber and classical music. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Distribution: MUSI.

**MUEN 1154 - CHAMBER SINGERS II (1)**

2 lec/2 lab (1 Cr.) A medium-sized women's choir that performs chamber and classical music. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Distribution: MUSI.

**MUEN 1155 - SHOW CHOIR II (1)**

2 lec/2 lab (1 Cr.) A small touring group that performs more popular musical styles from pop to Broadway to Jazz, with choreography. Audition is required.

Distribution: MUSI.

**MUEN 1156 - MEN'S CHORUS I (1)**

2 lec/2 lab (1 Cr.) A vocal men's ensemble that performs a wide variety of high-quality concert and show music. The ensemble performs two concerts per semester as well as for on and off campus events.

Distribution: MUSI.

**MUEN 1157 - MEN'S CHORUS II (1)**

2 lec/2 lab (1 Cr.) A vocal men's ensemble that performs a wide variety of high-quality concert and show music. The ensemble performs two concerts per semester as well as for on and off campus events.

Distribution: MUSI.

**MUEN 1160 - SHOW CHOIR I (1)**

2 lec/2 lab (1 Cr.) A small touring group that performs more popular musical styles from pop to Broadway to Jazz with choreography. Audition is required.

Distribution: MUSI.

**MUEN 2121 - MARCHING AND CONCERT BAND III (1)**

1 lec/5 lab (1 Cr.) Required of all wind and percussion majors each semester. Performs at college athletic events and parades. Presents concerts. Open to students by consent of director. Three rehearsals per week and all performances required. Marching Band may be substituted for KINE activity requirements.

Distribution: MUSI.

**MUEN 2122 - MARCHING AND CONCERT BAND IV (1)**

1 lec/5 lab (1 Cr.) Required of all wind and percussion majors each semester. Performs at college athletic events and parades. Presents concerts. Open to students by consent of director. Three rehearsals per week and all performances required. Marching Band may be substituted for KINE activity requirements.

Distribution: MUSI.

**MUEN 2123 - PEP BAND III PEP BAND III (1)**

1 lec / 2 lab (1 Cr.) An instrumental ensemble providing entertainment for athletic events. Membership is by audition only.

Distribution: MUSI.

**MUEN 2124 - PEP BAND IV (1)**

1 lec / 2 lab (1 Cr.) An instrumental ensemble providing entertainment for athletic events. Membership is by audition only.

Distribution: MUSI.

**MUEN 2131 - JAZZ | STAGE BAND III (1)**

2 lec/2 lab (1 Cr.) A large ensemble that explores all aspects of jazz from improvisation and composition to the performance requirements of such various styles as swing, Latin, ballad, and funk. Membership through audition only.

Distribution: MUSI.

**MUEN 2132 - JAZZ/STAGE BAND (1)**

2 lec/2 lab (1 Cr.) A large ensemble that explores all aspects of jazz from improvisation and composition to the performance requirements of such various styles as swing, Latin, ballad, and funk. Membership through audition only.

Distribution: MUSI.

**MUEN 2133 - BRASS ENSEMBLE III (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard brass repertoire for small ensemble.

Distribution: MUSI.

**MUEN 2134 - BRASS ENSEMBLE IV (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard brass repertoire for small ensemble.

Distribution: MUSI.

**MUEN 2136 - WOODWIND ENSEMBLE III (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard woodwind repertoire for small ensemble.

Distribution: MUSI.

**MUEN 2137 - WOODWIND ENSEMBLE IV (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard woodwind repertoire for small ensemble.

Distribution: MUSI.

**MUEN 2138 - PERCUSSION ENSEMBLE III (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard percussion repertoire for small ensemble.

Distribution: MUSI.

**MUEN 2139 - PERCUSSION ENSEMBLE IV (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard percussion repertoire for small ensemble.

Distribution: MUSI.

**MUEN 2141 - COLLEGE CHORALE III (1)**

1 lec/ 5 lab (1 Cr.) A large choir that performs a wide variety of music covering classical, Broadway, and popular. This group gives several performances each semester both on and off campus. Membership is open to all students wishing to perform and learn more about choral music. Membership through audition only.

Distribution: MUSI.

**MUEN 2142 - COLLEGE CHORALE IV (1)**

1 lec/ 5 lab (1 Cr.) A large choir that performs a wide variety of music covering classical, Broadway, and popular. This group gives several performances each semester both on and off campus. Membership is open to

all students wishing to perform and learn more about choral music. Membership through audition only.

Distribution: MUSI.

**MUEN 2143 - GUITAR ENSEMBLE III (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard guitar repertoire.

Distribution: MUSI.

**MUEN 2144 - GUITAR ENSEMBLE IV (1)**

1 lec/2 lab (1 Cr.) Development of musical concepts through a variety of standard guitar repertoire.

Distribution: MUSI.

**MUEN 2151 - COLLEGIATE SINGERS III (1)**

2 lec/ 2 lab (1 Cr.) A small touring group that performs the more popular musical styles from pop to madrigals. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Distribution: MUSI.

**MUEN 2152 - COLLEGIATE SINGERS IV (1)**

2 lec/ 2 lab (1 Cr.) A small touring group that performs the more popular musical styles from pop to madrigals. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Distribution: MUSI.

**MUEN 2153 - CHAMBER SINGERS III (1)**

2 lec/2 lab (1 Cr.) A medium-sized women's choir that performs chamber and classical music. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Distribution: MUSI.

**MUEN 2154 - CHAMBER SINGERS IV (1)**

2 lec/2 lab (1 Cr.) A medium-sized women's choir that performs chamber and classical music. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Distribution: MUSI.

**MUEN 2155 - SHOW CHOIR IV (1)**

2 lec/2 lab (1 Cr.) A small touring group that performs more popular musical styles from pop to Broadway to Jazz with choreography. Audition is required.

Distribution: MUSI.

**MUEN 2156 - MEN'S CHORUS III (1)**

2 lec/2 lab (1 Cr.) A vocal men's ensemble that performs a wide variety of high-quality concert and show music. The ensemble performs two concerts per semester as well as for on and off campus events.

Distribution: MUSI.

**MUEN 2157 - MEN'S CHORUS IV (1)**

2 lec/2 lab (1 Cr.) A vocal men's ensemble that performs a wide variety of high-quality concert and show music. The ensemble performs two concerts per semester as well as for on and off campus events.

Distribution: MUSI.

**MUEN 2160 - SHOW CHOIR III (1)**

2 lec/2 lab (1 Cr.) A small touring group that performs more popular musical styles from pop to Broadway to Jazz with choreography. Audition is required.

Distribution: MUSI.

**MUSI - MUSI MUSIC PREFIX****MUSI 100R - RECITAL ATTENDANCE (0)**

0 lec/0 lab (0 Cr.) Students enrolled in the Recital and Concert Attendance course will attend the required number of concerts/recitals/master classes in order to receive credit. This course is pass/fail and required for all music majors.

Distribution: MUSI.

**MUSI 1116 - SIGHT-SINGING & EAR TRAINING I (1)**

2 lec/1 lab (1 Cr.) A continuation of Music Theory I. 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.

Distribution: MUSI. Offered: Fall Only.

**MUSI 1117 - SIGHT-SINGING & EAR TRAINING II (1)**

2 lec/1 lab (1 Cr.) A continuation of MUSI 1116. Prerequisite: MUSI 1116 or equivalent. To be taken concurrently with Theory II (MUSI 1312).

Distribution: MUSI. Offered: Spring Only.

**MUSI 1181 - PIANO CLASS I OR PIANO LESSONS (1)**

2 lab (1 Cr.) Beginning class instruction in the fundamentals of keyboard technique.

Distribution: MUSI. Offered: Fall Only.

**MUSI 1182 - PIANO CLASS II OR PIANO LESSONS (1)**

2 lab (1 Cr.) Advanced beginning class instruction in the fundamentals of keyboard technique. Prerequisite: MUSI 1181 or consent of instructor.

Distribution: MUSI. Offered: Spring Only.

**MUSI 1192 - CLASS GUITAR I (1)**

1 lec/2 lab (1 Cr.) Class instruction for beginning students in fundamentals of guitar techniques for those with little or no guitar background. \$40 lab fee.

Distribution: MUSI.

**MUSI 1303 - FUNDAMENTALS OF MUSIC I (3)**

3 lec (3 Cr.) Introduction to the basic elements of music theory for music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. (Does not apply to a music major degree)

Distribution: MUSI.

**MUSI 1306 - MUSIC APPRECIATION (3)**

3 lec (3 Cr.) Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree)

Distribution: MUSI.

**MUSI 1307 - MUSIC LITERATURE (3)**

3 lec (3 Cr.) Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. Recommended for music majors.

Distribution: MUSI. Offered: Fall Only.

**MUSI 1310 - AMERICAN MUSIC (3)**

3 lec (3 Cr.) General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

Distribution: MUSI.

**MUSI 1311 - MUSIC THEORY I (3)**

3 lec/1 lab (3 Cr.) 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.

Distribution: MUSI. Offered: Fall Only.

**MUSI 1312 - MUSIC THEORY II (3)**

3 lec/1 lab (3 Cr.) A continuation of Music Theory I. 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.

Distribution: MUSI. Offered: Spring Only.

**MUSI 2116 - SIGHT-SINGING & EAR TRAINING III (1)**

2 lec/1 lab (1 Cr.) 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.

Distribution: MUSI. Offered: Fall Only.

**MUSI 2117 - SIGHT-SINGING & EAR TRAINING IV (2)**

2 lec/1 lab (2 Cr.) A continuation of MUSI 2216. Prerequisite: MUSI 2216 or equivalent. Designed to be taken concurrently with Theory IV (MUSI 2212).

Distribution: MUSI. Offered: Spring Only.

**MUSI 2181 - PIANO CLASS III (1)**

2 lab (1 Cr.) Intermediate class instruction of keyboard technique. Prerequisite: MUSI 1182 or consent of instructor.

Distribution: MUSI. Offered: Fall Only.

**MUSI 2182 - PIANO CLASS IV (1)**

2 lab (1 Cr.) Advanced class instruction of keyboard technique. Prerequisite: MUSI 2181 or consent of instructor.

Distribution: MUSI. Offered: Spring Only.

**MUSI 2311 - MUSIC THEORY III (3)**

3 lec/1 lab (3 Cr.) 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.

Distribution: MUSI. Offered: Fall Only.

**MUSI 2312 - MUSIC THEORY IV (3)**

3 lec/1 lab (3 Cr.) A continuation of MUSI 2211. Prerequisite: MUSI 2211 or equivalent. Designed to be taken concurrently with Advanced Sight-Singing and Ear Training IV (MUSI 2217).

Distribution: MUSI. Offered: Spring Only.

**MUAP-MUSIC PRIVATE INST**

Students who enroll for private instruction in applied music must meet the following requirements for the amount of credit indicated for each course. Credit: 1 semester hour (1/0): One 30-minute lesson per week (Semester Fee: \$50) and at least 3 external hours per week dedicated to the individual practice; Credit: 2 semester hours (2/0): two 30-minute lessons or one hour lesson per week (Semester Fee: \$90) and at least 6 external hours per week dedicated to the individual practice. Students who register for private instruction in voice, piano, or instrumental must understand that all private instruction is scheduled TBA (to be arranged), meaning the day and time or lesson(s) each week is "to be arranged" with the teacher of that applied area. Consequently, the student must contact the teacher or arrange his/her lesson time(s) during the first week of the semester. All students enrolled in private music instruction (music majors and non-music majors) must perform an end-of-semester jury.

**FLUTE - PRIVATE INSTRUCTION****MUAP 1117 - PRIV. INST. FLUTE - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1118 - PRIV. INST. FLUTE - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1217 - PRIV. INST. FLUTE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1218 - PRIV. INST. FLUTE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2117 - PRIV. INST. FLUTE - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2118 - PRIV. INST. FLUTE- 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2217 - PRIV. INST. FLUTE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2218 - PRIV. INST. FLUTE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**OBOE - PRIVATE INSTRUCTION****MUAP 1121 - PRIV. INST. OBOE - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1122 - PRIV. INST. OBOE - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1221 - PRIV. INST. OBOE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1222 - PRIV. INST. OBOE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2121 - PRIV. INST. OBOE - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2122 - PRIV. INST. OBOE - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2221 - PRIV. INST. OBOE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2222 - PRIV. INST. OBOE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**BASSOON - PRIVATE INSTRUCTION****MUAP 1125 - PRIV. INST. BASSON - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1126 - PRIV. INST. BASSON - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1225 - PRIV. INST. BASSOON - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1226 - PRIV. INST. BASSON - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2125 - PRIV. INST. BASSOON - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2126 - PRIV. INST. BASSOON - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2225 - PRIV. INST. BASSOON - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2226 - PRIV. INST. BASSOON - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**CLARINET - PRIVATE INSTRUCTION**

**MUAP 1129 - PRIV. INST. CLARINET - 30 MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1130 - PRIV. INST. CLARINET - 30 MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1229 - PRIV. INST. CLARINET - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1230 - PRIV. INST. CLARINET 1 - HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2129 - PRIV. INST. CLARINET - 30 MIN (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2130 - PRIV. INST. CLARINET - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2229 - PRIV. INST. CLARINET - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2230 - PRIV. INST. CLARINET - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**SAXOPHONE - PRIVATE INSTRUCTION**

**MUAP 1133 - PRIV. INST. SAXOPHONE - 30MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1134 - PRIV. INST. SAXOPHONE - 30MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1233 - PRIV. INST. SAXOPHONE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1234 - PRIV. INST. SAXOPHONE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2133 - PRIV. INST. SAXOPHONE - 30 MIN (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2134 - PRIV. INST. SAXOPHONE - 30 MIN (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2233 - PRIV. INSTS. SAXOPHONE - 1 HR (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2234 - PRIV. INST. SAXOPHONE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**TRUMPET - PRIVATE INSTRUCTION**

**MUAP 1137 - PRIV. INST. TRUMPET - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1138 - PRIV. INST. TRUMPET - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1237 - PRIV. INST. TRUMPET - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1238 - PRIV. INST. TRUMPET - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2137 - PRIV. INST. TRUMPET - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2138 - PRIV. INST. TRUMPET - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2237 - PRIV. INST. TRUMPET - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2238 - PRIV. INST. TRUMPET - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**HORN - PRIVATE INSTRUCTION**

**MUAP 1141 - PRIV. INST. HORN - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1142 - PRIV. INST. HORN - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1241 - PRIV. INST. HORN - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1242 - PRIV. INST. HORN - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2141 - PRIV. INST. HORN - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2142 - PRIV. INST. HORN - 30 MIN. (1)**

Private Instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2241 - PRIV. INST. HORN - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2242 - PRIV. INST. HORN - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**TROMBONE - PRIVATE INSTRUCTION**

**MUAP 1145 - PRIV. INST. TROMBONE - 30 MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1146 - PRIV. INST. TROMBONE - 30 MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1245 - PRIV. INST. TROMBONE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1246 - PRIV. INST. TROMBONE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2145 - PRIV. INST. TROMBONE - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2146 - PRIV. INST. TROMBONE - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2245 - PRIV. INST. TROMBONE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2246 - PRIV. INST. TROMBONE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**EUPHONIUM/BARITONE - PRIVATE INSTRUCTION**

**MUAP 1149 - PRIV INS EUPHONIUM/BARITONE - 30 MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1150 - PRIV. INST EUPHONIUM/BARITONE - 30 MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1249 - PRIV. INST. BARITONE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1250 - PRIV. INST. BARITONE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2149 - PRIV INST EUPH-BARITONE - 30 MIN (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2150 - PRIV INST. EUPH-BARITONE - 30 MIN (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2249 - PRIV. INST. BARITONE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2250 - PRIV. INST. BARITONE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**TUBA - PRIVATE INSTRUCTION**

**MUAP 1153 - PRIV. INST. TUBA - 30 MIN. (1)**

Private instruction - Freshman

Distribution: MUAP.

**MUAP 1154 - PRIV. INST. TUBA - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1253 - PRIV. INST. TUBA - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1254 - PRIV. INST. TUBA - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2153 - PRIV. INST. TUBA - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2154 - PRIV. INST. TUBA - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2253 - PRIV. INST. TUBA - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2254 - PRIV. INST. TUBA - 1 HR. (2)**

Private instruction - Sophomore- 1 Hr.

Distribution: MUAP.

**PERCUSSION - PRIVATE INSTRUCTION**

**MUAP 1157 - PRIV. INST. PERCUSSION -30MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1158 - PRIV. INST. PERCUSSION -30MIN (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1257 - PRIV. INST. PERCUSSION - 1HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1258 - PRIV. INST. PERCUSSION - 1 HR (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2157 - PRIV. INST. PERCUSSION -30MIN (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2158 - PRIV. INST. PERCUSSION -30MIN (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2257 - PRIV. INST. PERCUSSION - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2258 - PRIV. INST. PERCUSSION - 1 HR (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**GUITAR - PRIVATE INSTRUCTION**

**MUAP 1161 - PRIV. INST. GUITAR - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1162 - PRIV. INST. GUITAR - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1261 - PRIV. INST. GUITAR - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1262 - PRIV. INST. GUITAR - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2161 - PRIV. INST. GUITAR - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2162 - PRIV. INST. GUITAR - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2261 - PRIV. INST. GUITAR - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2262 - PRIV. INST. GUITAR - 1 HR. (2)**

Private instruction - Sophomore - 1 hr

Distribution: MUAP.

**PIANO (KEYBOARD) - PRIVATE INSTRUCTION**

**MUAP 1169 - PRIV. INST. PIANO - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1170 - PRIV. INST. PIANO - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1269 - PRIV. INST. PIANO (KEYBOARD) - 1 HR. (2)**

Private instruction - Sophomore - 1 hr

Distribution: MUAP.

**MUAP 1270 - PRIV. INST. PIANO (KEYBOARD) - 1 HR. (2)**

Private instruction - Freshman - 1 hr.

Distribution: MUAP.

**MUAP 2169 - PRIV. INST. PIANO - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min. Fee: \$40.00

Distribution: MUAP.

**MUAP 2170 - PRIV. INST. PIANO - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2269 - PRIV. INST. PIANO - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2270 - PRIV. INST. PIANO - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**VOICE - PRIVATE INSTRUCTION**

**MUAP 1181 - PRIV. INST. VOICE - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1182 - PRIV. INST. VOICE - 30 MIN. (1)**

Private instruction - Freshman - 30 Min.

Distribution: MUAP.

**MUAP 1281 - PRIV. INST. VOICE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 1282 - PRIV. INST. VOICE - 1 HR. (2)**

Private instruction - Freshman - 1 Hr.

Distribution: MUAP.

**MUAP 2181 - PRIV. INST. VOICE - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2182 - PRIV. INST. VOICE - 30 MIN. (1)**

Private instruction - Sophomore - 30 Min.

Distribution: MUAP.

**MUAP 2281 - PRIV. INST. VOICE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

**MUAP 2282 - PRIV INST. VOICE - 1 HR. (2)**

Private instruction - Sophomore - 1 Hr.

Distribution: MUAP.

## **NURSING - RN**

ASSOCIATE DEGREE NURSING (RNSG) All RNSG courses require admission to the ADN Program

### **RNSG-ASSOCIATE-DEG-NURS**

**RNSG 1201 - PHARMACOLOGY (2)**

1 lec/4 lab (2 Cr.) Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities as well as the skills of the nurse in safe administration of medications within a legal/ethical framework.

Prerequisites: BIOL 2401, BIOL 2402, BIOL 2420. Co-requisites: RNSG 1413, RNSG 1261.

Distribution: RNSG. Offered: Fall Only.

**RNSG 1261 - CLINICAL- NURSING FOUNDATIONS (2)**

8 external hours (2 Cr.) 16 clinical hours a week for 8 weeks) Clinical experience involving direct patient/client nursing care in selected long-term care and acute care clinical facilities. The student will be expected to apply foundations of nursing practice theory, concepts, and skills as well as demonstrate

legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication.

Prerequisites: BIOL 2401, BIOL 2402, BIOL 2420. Co-requisites: RNSG 1413, RNSG 1201.

Distribution: RNSG. Offered: Fall Only.

**RNSG 1262 - CLINICAL - NURSING PRACTICE I FOR ARTICULATING STUDENTS (2)**

6 external hours (2 Cr.) (16 hours a week) Clinical experience involving direct patient/client care in selected clinical facilities. The student will be expected to begin the application of the concepts and skills of the associate degree nurse with adult as well as begin to demonstrate professional registered nurse-level legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Twenty-four (24) hours of general education courses specified on degree plan: (BIOL2401, BIOL2402, BIOL2420, PSYC2301, PSYC2314, ENGL1301, SPCH1311 or 1315). Co-requisite: RNSG 1417.

Distribution: RNSG. Offered: Summer Only.

**RNSG 1263 - CLINICAL- NURSING PRACTICE II FOR ARTICULATING STUDENTS (2)**

6 external hours (2 Cr.) (16 hours a week) Observations, virtual technology, and faculty directed simulation clinical experiences in nursing care of the childbearing family during the perinatal periods and children from birth to adolescence. The articulating LVN student will expand the application of concepts and skills of the associate degree registered nurse and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: RNSG 1417, RNSG 1262. Co-requisite: RNSG 1442.

Distribution: RNSG. Offered: Summer Only.

**RNSG 1361 - CLINICAL- NURSING CARE OF CLIENTS WITH COMMON HEALTH CARE NEEDS (3)**

12 external hours (3 Cr.) (16 hours a week) Clinical experience involving the provision of nursing care to diverse clients/families experiencing common health care needs. The student will be expected to apply related theory, concepts, and skills as well as demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: RNSG 1413, RNSG 1261, RNSG 1201. Co-requisite: RNSG 2504.

Distribution: RNSG. Offered: Spring Only.

**RNSG 1413 - FOUNDATIONS OF NURSING PRACTICE (4)**

3 lec/4 lab (4 Cr.) Introduction to the role of the associate degree nurse as a provider of care, coordinator of care, and member of a profession. Topics include fundamentals of nursing, and nursing knowledge, judgment, skills and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, BIOL 2402, BIOL 2420. Co-requisites: RNSG 1261, RNSG 1201.

Distribution: RNSG. Offered: Fall Only.

**RNSG 1417 - CONCEPTS OF NURSING PRACTICE I FOR ARTICULATING STUDENTS (4)**

3 lec/3 lab (4 Cr.) Provides the articulating LVN student the opportunity to examine the role of the professional nurse; a systematic problem solving process, and critical thinking skills. The focus is on the adult population; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Prerequisites: 24 hours of general education courses specified on degree plan: (BIOL2401, BIOL2402, BIOL2420, PSYC2301, PSYC2314, ENGL1301, SPCH1311 or 1315). Co-requisite: RNSG 1262.

Distribution: RNSG. Offered: Summer Only.

**RNSG 1442 - CONCEPTS OF NURSING PRACTICE II FOR ARTICULATING STUDENTS (4)**

3 lec/3 lab (4 Cr.) Provides the articulating LVN student the opportunity to examine the role of the professional nurse; a systematic problem solving process, and critical thinking skills. Focuses on the utilization of leadership and management skills in the provision of care to the

childbearing family during the perinatal periods and children from birth to adolescence. Includes knowledge, judgment, skills and professional values within a legal/ethical framework. Prerequisites: RNSG 1417, RNSG 1262. Co-requisite: RNSG 1263.

Distribution: RNSG. Offered: Summer Only.

**RNSG 2201 - CARE OF CHILDREN AND FAMILIES (2)**

1lec/3 lab (2 Cr.) Study of concepts related to the provision of nursing care for children and families. Content includes applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: RNSG 2504, RNSG 1361. Co-requisite: RNSG 2261.

Distribution: RNSG. Offered: Summer Only.

**RNSG 2261 - CLINICAL- NURSING CARE OF CHILDREN AND FAMILIES (2)**

6 external hours (2 Cr.) (32 clinical hours

) Clinical experience involving the provision of nursing care to children and families in selected clinical facilities. The student will be expected to apply nursing of children and families theory, concepts, and skills as well as demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: RNSG 2504, RNSG1361. Co-requisite: RNSG 2201.

Distribution: RNSG. Offered: Summer Only.

**RNSG 2461 - CLINICAL- NURSING CARE OF CLIENTS WITH COMPLEX HEALTH CARE NEEDS (4)**

16 external hours (4 Cr.) (16 clinical hrs. a week) Clinical experience involving the provision of nursing care to patients/clients with complex health care needs in selected clinical facilities. The student will be expected to apply related theory, concepts, and skills as well as demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: RNSG 2504/1361 or RNSG 1442/1263. Co-requisite: RNSG 2514.

Distribution: RNSG. Offered: Fall Only.

**RNSG 2462 - CLINICAL- INTEGRATED CLIENT MANAGEMENT (2)**

24 external hours (4 Cr.) (16 clinical hrs. a week) Clinical experience involving direct patient/client care in selected clinical facilities. The student will be expected to apply management/leadership skills of the associate degree nurse as well as demonstrate critical thinking skills, legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: RNSG 2514, RNSG 2461. Co-requisite: RNSG 2535.

Distribution: RNSG. Offered: Spring Only.

**RNSG 2504 - INTEGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS (5)**

5 lec/4 lab (5 Cr.) Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse patients and families across the life span with common health care needs. Emphasis on secondary disease prevention and collaboration with members of the interdisciplinary health care team. Content includes applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: RNSG 1413, RNSG 1261, RNSG 1201. Co-requisite: RNSG 1361.

Distribution: RNSG. Offered: Spring Only.

**RNSG 2514 - INTEGRATED CARE OF THE PATIENT WITH COMPLEX HEALTH CARE NEEDS (5)**

4 lec/4 lab (5 Cr.) Application of a systematic problem-solving process, critical thinking skills and concepts to provide comprehensive nursing care to diverse patients and families across the life span with complex health care needs. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the interdisciplinary health care team. Content includes the roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: RNSG 2504/1361 or RNSG 1442/1263. Co-requisite: RNSG 2461.

Distribution: RNSG. Offered: Fall Only.

**RNSG 2535 - INTEGRATED CLIENT CARE MANAGEMENT (5)**

5 lec/week (5 Cr.) Application of independent nursing interventions to care for diverse patients and families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: RNSG 2514, RNSG 2461. Co-requisite: RNSG 2462.

Distribution: RNSG. Offered: Spring Only.

**NURSING - VN**

VOCATIONAL NURSING (VN) All VNSG Courses require admission to the VN Program.

**VNSG - VOCATIONAL NURSING**

**VNSG 1122 - VOCATIONAL NURSING CONCEPTS (1)**

1 lec/0 lab (1 Cr.) Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Included also are concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Co-requisites: VNSG 1505, 1423, 1331, 1327, 1226, 1260.

Distribution: VNSG. Offered: Fall Only.

**VNSG 1133 - GROWTH AND DEVELOPMENT (1)**

1 lec/0 lab (1 Cr.) This courses focuses on the study of the basic aspects of growth and development throughout the lifespan. Emphasis is placed on growth and development of the individual's body, mind, and personality as influenced by the environment. Prerequisites: VNSG 1505, 1423, 1331, 1327, 1122, 1226, 1260. Co-requisites: VNSG 1429, 1334, 2431, 1230, 1460.

Distribution: VNSG. Offered: Spring Only.

**VNSG 1191 - SPECIAL TOPICS IN PRACTICAL NURSING (ROLE TRANSITION) (1)**

0 lec/2 lab (1 Cr.) (12-week summer course) This courses focuses on the role transition of the student nurse to the

graduate nurse with attention to the skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student. Prerequisites: VNSG 1133, 1429, 1334, 2431, 1230, 1460. Co-requisites: VNSG 1432, 1136, 1238, 1219, 1261.

Distribution: VNSG. Offered: Summer Only.

### **VNSG 1219 - PROFESSIONAL DEVELOPMENT (2)**

2 lec (2 Cr.) (12-week summer course) This course is a study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Prerequisites: VNSG 1133, 1429, 1334, 2431, 1230, 1460. Co-requisites: VNSG 1432, 1136, 1238, 1191, 1261.

Distribution: VNSG. Offered: Summer Only.

### **VNSG 1236 - MENTAL HEALTH (2)**

2 lec (2 Cr.) (12-week summer course) This course is an introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanism, and therapeutic communication skills. Prerequisites: VNSG 1133, 1429, 1334, 2431, 1230, 1460. Co-requisites: VNSG 1432, 1238, 1219, 1191, 1261.

Distribution: VNSG. Offered: Spring Only.

### **VNSG 1238 - MENTAL ILLNESS (2)**

2 lec (2 Cr.) (12-week summer course) This course is a study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Prerequisites: VNSG 1133, 1429, 1334, 2431, 1230, 1460. Co-requisites: VNSG 1432, 1136, 1219, 1191, 1261.

Distribution: VNSG. Offered: Summer Only.

### **VNSG 1260 - CLINICAL I - PRACTICAL NURSE (2)**

16 clinical hours a week for eight weeks (2 Cr.) (8 external hours) Clinical experience focuses on direct client nursing care in selected long-term care and acute-care facilities. The student will be expected to apply foundations of nursing practice, theory, concepts and skills, demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and utilize appropriate

communication with clients, families, staff, and peers. Co-requisites: VNSG 1505, 1423, 1331, 1327, 1122, 1226.

Distribution: VNSG. Offered: Fall Only.

### **VNSG 1261 - CLINICAL III - PRACTICAL NURSE (2)**

16 clinical hours a week for 10 weeks (2 Cr.) (10 external hours) Clinical experience focusing on direct client care of adult and pediatric populations in selected acute-care facilities. The student will be expected to apply the concepts and skills of the licensed vocational nurse and demonstrate LVN-level legal and ethical behavior, safety practices, interpersonal and teamwork skills, and utilize appropriate communication with clients, families, staff and peers. Prerequisites: VNSG 1133, 1429, 1334, 2431, 1230, 1460. Co-requisites: VNSG 1432, 1136, 1238, 1219, 1191.

Distribution: VNSG. Offered: Summer Only.

### **VNSG 1327 - ESSENTIALS OF MEDICATION ADMINISTRATION (3)**

2 lec/4 lab (3 Cr.) This course focuses on the general principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. Co-requisites: VNSG 1505, 1423, 1331, 1122, 1226, 1260.

Distribution: VNSG. Offered: Fall Only.

### **VNSG 1330 - MATERNAL-NEONATAL NURSING (3)**

3 lec (3 Cr.) This course focuses on utilization of the nursing process in the assessment and management of the childbearing family. Emphasis is placed on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Prerequisites: VNSG 1505, 1423, 1331, 1327, 1122, 1226, 1260. Co-requisites: VNSG 1133, 1429, 1334, 2431, 1460.

Distribution: VNSG. Offered: Spring Only.

### **VNSG 1331 - PHARMACOLOGY (3)**

3 lec (3 Cr.) This course focuses on the fundamentals of medications and their diagnostic, therapeutic, and curative effects. It includes nursing interventions utilizing the nursing process. Co-requisites: VNSG 1505, 1423, 1327, 1122, 1226, 1260.

**VNSG 1334 - PEDIATRICS (3)**

3 lec (3 Cr.) This course is a study of childhood diseases and childcare from infancy through adolescence. Focus is placed on the care of the well and the ill child utilizing the nursing process. Prerequisites: VNSG 1505, 1423, 1331, 1327, 1122, 1226, 1260. Co-requisites: VNSG 1133, 1429, 2431, 1230, 1460.

Distribution: VNSG. Offered: Spring Only.

**VNSG 1423 - BASIC NURSING SKILLS (4)**

2 lec/6 lab (4 Cr.) This course focuses on mastery of entry-level nursing skills and competencies for a variety of health care settings. Includes utilization of the nursing process as the foundation for all nursing interventions. Co-requisites: VNSG 1505, 1331, 1327, 1122, 1226, 1260.

Distribution: VNSG. Offered: Fall Only.

**VNSG 1429 - MEDICAL - SURGICAL NURSING I (4)**

4 lec/1 lab (4 Cr.) This course focuses on the application of the nursing process to the care of adult patients experiencing medical- surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Prerequisites: VNSG 1505, 1423, 1331, 1327, 1122, 1226, 1260. Co-requisites: VNSG 1133, 1334, 2431, 1230, 1460.

Distribution: VNSG. Offered: Spring Only.

**VNSG 1432 - MEDICAL-SURGICAL NURSING II (4)**

4 lec/1 lab (4 Cr.) (12-week summer course) This course is a continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. It includes a variety of health care settings. Prerequisites: VNSG 1133, 1429, 1334, 2431, 1230, 1460. Co-requisites: VNSG 1136, 1238, 1219, 1191, 1261.

Distribution: VNSG. Offered: Spring Only.

**VNSG 1460 - CLINICAL II PRACTICAL NURSE (4)**

16 clinical hours per week (4 Cr.) Clinical experience involving the provision of nursing care to diverse clients/families in selected acute care facilities, as well as

care of the woman and family throughout the maternity cycle in selected clinical facilities. The student will be expected to apply related theory, concepts, and skills, demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and utilize appropriate communication with clients, families, staff, and peers. Prerequisites: VNSG 1505, 1423, 1331, 1327, 1122, 1226, 1260. Co-requisites: VNSG 1133, 1429, 1334, 2431, 1230. Distribution: VNSG. Offered: Spring Only.

**VNSG 1505 - HEALTH SCIENCE (5)**

5 lec/1 lab (5 Cr.) Introduction to the general principles of anatomy and physiology, nutrition, and Microbiology for Non-Science Majors that are necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions. Co-requisites: VNSG 1423, 1331, 1327, 1122, 1226, and 1260.

Distribution: VNSG. Offered: Fall Only.

**VNSG 2431 - ADVANCED NURSING SKILLS (4)**

2 lec/6 lab (4 Cr.) This course focuses on mastery of advanced-level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Prerequisites: VNSG 1505, 1423, 1331, 1327, 1122, 1226, 1260. Co-requisites: VNSG 1133, 1429, 1334, 1230, 1460.

Distribution: VNSG. Offered: Spring Only.

## OCCUPATIONAL THERAPY ASSISTANT (OTA)

All OTHA courses require admission to the OTA Program. Studies in Health Professions and Related Services (HPRS courses) are open for registration for all Navarro College students.

### OTHA - OCCUPATIONAL THERAPY

**OTHA 1161 - CLINICAL IN OTA I (1)**

6 external hours (1 Cr.) Health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in settings serving children or adolescents. Direct supervision is provided by the clinical professional. The in-class seminar is designed to reinforce topics and experiences that occur on off-campus sites and on-campus during lectures and labs.

Prerequisites: OTHA 1311; OTHA 1309; OTHA 2201.

Co-requisites: OTHA 1315; OTHA 1241; OTHA 2309.

Distribution: OTHA. Offered: Spring Only.

### **OTHA 1162 - CLINICAL IN OTA II (1)**

6 external hours (1 Cr.) Health-related work-based learning experience

that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: OTHA 1241; OTHA 1315; OTHA 1161; OTHA 2309. Co-requisites: OTHA 2331; OTHA 2402.

Distribution: OTHA. Offered: Fall Only.

### **OTHA 1201 - INTRODUCTION TO OCCUPATIONAL THERAPY (2)**

2 lec/2 lab (2 Cr.) Introduction to the historical development and philosophy of the profession of occupational therapy. Emphasis on the roles and functions of the occupational therapy assistant in current health care environments including moral, legal, and ethical issues.

Distribution: OTHA.

### **OTHA 1241 - OCCUPATIONAL PERFORMANCE FROM BIRTH TO ADOLESCENCE (2)**

1 lec/4 lab (2 Cr.) Instruction in occupational performance of newborns through adolescents. Topics include frames of reference, evaluation tools and techniques and intervention strategies specific to this population. Prerequisites: OTHA 2201; OTHA 1311; OTHA 1309. Co-requisites: OTHA 1315; OTHA 1161.

Distribution: OTHA. Offered: Spring Only.

### **OTHA 1305 - PRINCIPLES OF OCCUPATIONAL THERAPY (3)**

2 lec/3 lab (3 Cr.) Introduction to occupational therapy including the historical development and philosophy. Emphasis on the roles of the occupational therapy assistant. Topics include occupation in daily life; education and functions of the OT practitioner; frames of reference and occupational therapy models; occupational therapy personnel educational roles and functions; current health care management environment including OT practice areas; moral legal and ethical issues; communication in OT including medical terminology and service

documentation. Prerequisite: Admission into the OTA program.

Distribution: OTHA. Offered: Summer Only.

### **OTHA 1309 - HUMAN STRUCTURE AND FUNCTION IN OCCUPATIONAL THERAPY (3)**

2 lec/4 lab (3 Cr.) Study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structure, muscles and nerves, and biomechanical assessment procedures. Prerequisites: OTHA 1305.

Distribution: OTHA. Offered: Fall Only.

### **OTHA 1311 - OCCUPATIONAL PERFORMANCE THROUGHOUT THE LIFESPAN (3)**

2 lec/4 lab (3 Cr.) General principles of occupational therapy throughout the lifespan. Prerequisites: OTHA 1305.

Distribution: OTHA. Offered: Fall Only.

### **OTHA 1315 - THERAPEUTIC USE OF OCCUPATIONS OR ACTIVITIES I (3)**

2 lec/3 lab (3 Cr.) Various occupations or activities used as therapeutic interventions in occupational therapy with pediatric/adolescent populations. Emphasis on awareness of activity demands, contexts, adapting, grading, and safe implementation of occupations or activities for the pediatric population. Prerequisites: OTHA 2201; OTHA 1311; OTHA 1309. Co-requisites: OTHA 1241; OTHA 1161.

Distribution: OTHA. Offered: Spring Only.

### **OTHA 2201 - PATHOPHYSIOLOGY IN OCCUPATIONAL THERAPY (2)**

2 lec/0 lab (2 Cr.) Study of pathology and general health management of disease and injuries across the lifespan encountered in occupational therapy treatment setting. Includes etiology, symptoms, and the client's physical and psychological reactions to disease and injury. Prerequisites: OTHA 1305.

Distribution: OTHA. Offered: Fall Only.

### **OTHA 2204 - NEUROLOGY IN OCCUPATIONAL THERAPY (0)**

Study of neuroanatomy and neurophysiology as it relates to neurological conditions commonly treated in occupational therapy.

Distribution: OTHA. Offered: Spring Only.

**OTHA 2235 - HEALTH CARE MANAGEMENT IN OCCUPATIONAL THERAPY (2)**

1 lec/3 lab (2 Cr.) Role of the occupational therapy assistant in health care delivery. Topics include documentation and reimbursement; credentialing; occupational therapy standards and ethics; health care team role delineation; and management of resources including environment, personnel, and budget.

Prerequisites: OTHA 1241; OTHA 1315; OTHA 2309; OTHA 2204; OTHA 1161.

Distribution: OTHA. Offered: Fall Only.

**OTHA 2309 - MENTAL HEALTH IN OCCUPATIONAL THERAPY (3)**

2 lec/4 lab (3 Cr.) Promotion of mental health and wellness through occupational therapy. Topics include theory, assessments, and intervention strategies to enhance occupational performance. Prerequisites:

OTHA 1309; OTHA 1311; OTHA 2201. Co-requisites: OTHA 1161

Distribution: OTHA. Offered: Spring Only.

**OTHA 2331 - PHYSICAL FUNCTION IN OCCUPATIONAL THERAPY (3)**

2 lec/4 lab (3 Cr.) Study of physical function to promote occupational performance. Includes frames of reference, evaluative tools, intervention strategies, and consumer education. Prerequisites: OTHA 1315; OTHA 1241; OTHA 1161; OTHA 2309; OTHA 2204. Co-requisites: OTHA 2402; OTHA 1162.

Distribution: OTHA. Offered: Fall Only.

**OTHA 2366 - PRACTICUM IN OTA (3)**

21 external hours (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: Successful completion of all required courses and approval of OTA program director.

Distribution: OTHA. Offered: Spring Only.

**OTHA 2367 - PRACTICUM IN OTA (3)**

21 external hours (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: Successful completion of all required courses and approval of OTA program director.

Distribution: OTHA. Offered: Spring Only.

**OTHA 2402 - THERAPEUTIC USE OF OCCUPATIONS OR ACTIVITIES II (4)**

3 lec/4 lab (4 Cr.) Advanced techniques and applications used in traditional and non-traditional practice settings.

Prerequisites: OTHA 1241; OTHA 1315; OTHA 1161.

Co-requisites: OTHA 2331; OTHA 1162

Distribution: OTHA. Offered: Fall Only.

## PETROLEUM TECHNOLOGY

### PTRT - PETROLEUM INDUSTRY

**PTRT 1191 - SPEC. TOPICS (1)**

1 lec (1 Cr.) 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. Required College Success Skills course for students enrolling in the AAS or Certificate in Petroleum Technology Program.

Distribution: PTRT.

**PTRT 1291 - SPECIAL TOPICS CAPSTONE (2)**

1 lec/3lab (2 Cr.) 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.

Distribution: PTRT.

**PTRT 1301 - OVERVIEW OF PETROLEUM INDUSTRY (3)**

3 lec (3 Cr.) An overview of the entire petroleum industry. Purposes and proper procedures in a variety of different petroleum technologies: exploration, drilling, production, transportation, marketing, and refining.

Distribution: PTRT.

**PTRT 1307 - RECOVERY AND PRODUCTION METHODS (3)**

2 lec/2 lab (3 Cr.) An introduction to the two different methods associated with petroleum production: natural flow and artificial lift. The student will also develop skills and competency in lease-layout and specific recovery

methods, such as water flooding, chemical flooding, thermal processes and CO<sub>2</sub> injections.

Distribution: PTRT.

### **PTRT 1309 - CORROSION BASICS (3)**

3 lec (3 Cr.) Principles of corrosion such as basic electrochemistry processes. Addresses the deterioration of materials, devices, or pieces of oil field (or other) machinery/equipment. Emphasis on terminology associated with metallic and nonmetallic corrosion.

Distribution: PTRT.

### **PTRT 1312 - PETROLEUM REGULATIONS (3)**

3 lec (3 Cr.) Regulatory requirements and structures associated with the petroleum industry.

Distribution: PTRT.

### **PTRT 1313 - INDUSTRIAL SAFETY (3)**

2 lec/2 lab (3 Cr.) An overview for petroleum and manufacturing workers of state/federal regulations and guidelines, which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 standards, such as confined space entry, emergency action, lock out/tag out, and other work-related subjects.

Distribution: PTRT.

### **PTRT 1317 - NATURAL GAS PROCESSING (3)**

2 lec/2 lab (3 Cr.) An overview of natural gas processing operations. Fundamentals of gas processing, the nature of heat and how it implements the process, gas plant processing equipment, and procedures from raw material to the refined product.

Distribution: PTRT.

### **PTRT 1321 - OIL FIELD HYDRAULICS (3)**

2 lec/2 lab (3 Cr.) Presents hydraulics applicable to drilling, completion and production. Includes calculating and evaluating the characteristics of the flowing and static fluids in various tubular and annular systems.

Distribution: PTRT.

### **PTRT 1391 - NATURAL GAS PROCESSING II (3)**

2 lec/2 lab (3 Cr.) 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.

Distribution: PTRT. Prerequisite: PTRT 1301, PTRT 1317.

### **PTRT 2280 - COOPERATIVE EDUCATION (2)**

1 lec/10 external (2 Cr.) 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.

Distribution: PTRT.

### **PTRT 2323 - NATURAL GAS PRODUCTION (3)**

2 lec/2 lab (3 Cr.) An overview of the aspects of natural gas production including gas well testing, field handling of gas, well casing head gas, separation, metering, and dehydration equipment, and gas compression/transportation systems.

Distribution: PTRT.

### **PTRT 2332 - ARTIFICIAL LIFT (3)**

2 lec/2 lab (3 Cr.) Practical aspects of artificial lift in conventional production systems. Designed for students who have completed production methods PTRT 1307.

Distribution: PTRT. Prerequisite: PTRT 1301 Overview of Petroleum.

### **PTRT 2359 - PETROLEUM COMPUTER APPLICATIONS (3)**

2 lec/2 lab (3 Cr.) Computer applications used in the petroleum industry. Includes the automation of open and closed loop systems.

Distribution: PTRT.

## **RBTC - ROBOTICS**

### **RBTC 1309 - PNEUMATICS (3)**

2 lec/2 lab (3 Cr.) A study of principles of pneumatics including formulas, functions, and circuits with hands-on experience in these industrial automated systems.

Distribution: PTRT.

**RBTC 1355 - SENSORS (3)**

2 lec/2 lab (3 Cr.) A study of basic principles of industrial sensors for automated systems. Emphasis on the operation and application of position, rate, proximity, opto-electronics, ranging, and pressure switches.

Distribution: RBTC.

**PHILOSOPHY**

**PHIL - PHILOSOPHY**

**PHIL 1301 - INTRODUCTION TO PHILOSOPHY (3)**

3 lec (3 Cr.) A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

Distribution: PHIL.

**PHIL 1304 - INTRODUCTION TO WORLD RELIGIONS (3)**

3 lec (3 Cr.) A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam.

Distribution: PHIL.

**PHIL 2306 - INTRODUCTION TO ETHICS (3)**

3 lec (3 Cr.) The systematic evaluation of classical and/or contemporary ethical theories concerning the good life human conduct in society morals and standards of value

Distribution: PHIL.

**PHYSICAL THERAPIST ASSISTANT (PTA)**

**PTHA - PHYSICAL THERAPIST ASSISTANT**

**PTHA 1260 - PTA CLINICAL I (2)**

(8 External) (2 Cr.) This course is a health-related work-based learning experience that enables the student to apply specialized physical therapy theory, skills, and concepts in various settings. Direct supervision is provided by the clinical professional. The clinical experience is designed to reinforce topics and experiences that occurred during

lectures and labs. Upon successful completion of this course, the student will earn two (2) credit hours. Prerequisites: PTHA 1409, PTHA 1413, PTHA 1321, PTHA 2409, PTHA 1431, PTHA 2205, PTHA 2201, Co-requisites: PTHA 2431, PTHA 2435. (0 lec/0 lab/8 external hours per week for fourteen week, totaling 112 hours).

Distribution: PTHA. Offered: Spring Only.

**PTHA 1321 - PATHOPHYSIOLOGY FOR PTA (3)**

3 lec/0 lab (3Cr.) Study of the pathophysiology of diseases/conditions encountered in physical therapy. Emphasis on the etiology pathogenesis signs/symptoms and treatments of selected diseases/conditions; identification of the impact of the pathologies in physical therapy. Prerequisite: Anatomy and Physiology I and II or equivalent; admission to program. Co-requisites: PTHA 1409 PTHA 1413. (3hours lec/0 hours lab/week).

Distribution: PTHA. Offered: Spring Only.

**PTHA 1409 - INTRODUCTION TO PHYSICAL THERAPY (4)**

2 lec/4 lab (4 Cr) This course will provide an introduction to the profession of physical therapy and the role of the physical therapist assistant. Topics will include: the history purpose and scope of physical therapy; identification of the roles and responsibilities of the physical therapist assistant; principles and techniques of patient handling and functional skills; basic patient handling and functional skills; selected data collection techniques; communication skills. Prerequisite: Admission into the PTA program. Co-requisites: PTHA 1413 PTHA 1321. (2 hours lec/ 4 hours lab/week).

Distribution: PTHA. Offered: Spring Only.

**PTHA 1413 - FUNCTIONAL ANATOMY (4)**

2 lec/4 lab (4 Cr.) Study of the relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement. Students will be able to locate the musculoskeletal and neurological structures of the human body; differentiate between normal and abnormal movement. Prerequisite: Anatomy and Physiology I and II or equivalent; admission to program. Co-requisites: PTHA 1409 PTHA 1321. (2 hours lec/ 4 hours lab/week).

Distribution: PTHA. Offered: Spring Only.

**PTHA 1431 - PHYSICAL AGENTS (4)**

3 lec/4 lab (4 Cr.) Study of the biophysical principles, physiological effects, efficacy, and application of physical agents. Prerequisite: PTHA 1409 PTHA 1413 PTHA 1329. Co-requisites: PTHA 2409 PTHA 2205 PTHA 2301 PTHA 1160

Distribution: PTHA. Offered: Fall Only.

**PTHA 2205 - NEUROLOGY (2)**

2 lec/0 lab (2 Cr.) The relationship of neuroanatomy and neurophysiology as it relates to neurological conditions. Prerequisite: PTHA 1409 PTHA 1413 PTHA 1329. Co-requisites: PTHA 2409 PTHA 1431 PTHA 2301 PTHA 1160.

Distribution: PTHA. Offered: Fall Only.

**PTHA 2239 - PROFESSIONAL ISSUES (2)**

2 lec (2 Cr.) Discussion on professional issues and behaviors related to clinical practice; preparation for transition into the workforce including preparation for licensure, employment, and professional development; identification of legal, ethical, and professional behaviors. Prerequisites: PTHA 1409, PTHA 1413, PTHA 1321, PTHA 2409, PTHA 1431, PTHA 2205, PTHA 2201, PTHA 2431, PTHA 2435, PTHA 1260. Co-requisite: PTHA 2360.

**PTHA 2301 - ESSENTIALS OF DATA COLLECTION (3)**

2 lec/3 lab (3 Cr.) This course identifies data collection techniques used to assist in patient/client management. Prerequisite: PTHA 1409, PTHA 1413, PTHA 1321. Co-requisites: PTHA 2409, PTHA 1431, PTHA 2205, PTHA 1260.

Distribution: Fall Only.

**PTHA 2360 - PTA CLINICAL II (3)**

(16 External) (3 Cr.) This clinical is a full time, seven (7) week clinical that provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. 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. Prerequisites: Prerequisites: PTHA 1409, PTHA 1413, PTHA 1321, PTHA 2409, PTHA 1431, PTHA 2205, PTHA 2201, PTHA 2431, PTHA 2435, PTHA 1260. Co-requisites: PTHA 2339.

Distribution: PTHA. Offered: Fall Only.

**PTHA 2366 - PTA PRACTICUM (3)**

(360 External) (3 Cr.) This practicum is a full time, nine (9) week clinical rotation that provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. 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. Prerequisites: Prerequisites: PTHA 1409, PTHA 1413, PTHA 1321, PTHA 2409, PTHA 1431, PTHA 2205, PTHA 2201, PTHA 2431, PTHA 2435, PTHA 1260, PTHA 2360 and PTHA 2339.

Distribution: PTHA.

**PTHA 2409 - THERAPEUTIC EXERCISE (4)**

3 lec/4 lab (4 Cr.) Explores concepts, principles, and application of techniques related to therapeutic exercise and functional training. Prerequisite: PTHA 1409 PTHA 1413 PTHA 1321. Co-requisites: PTHA 1431 PTHA 2205 PTHA 2201 PTHA 1160.

Distribution: PTHA. Offered: Fall Only.

**PTHA 2431 - MANAGEMENT OF NEUROLOGICAL DISORDERS (4)**

3 lec/4 lab (4 Cr.) Comprehensive rehabilitation techniques of selected neurological disorders. Prerequisite:

PTHA 1409, PTHA 1413, PTHA 1321, PTHA 2409, PTHA 1431, PTHA 2205, PTHA 2201. Co-requisites: PTHA 2435, PTHA 1260.

Distribution: PTHA. Offered: Spring Only.

#### **PTHA 2435 - REHABILITATION TECHNIQUES (4)**

3 lec/4 lab (4 Cr.) Instruction in comprehensive rehabilitation of selected diseases and disorders.

Prerequisites: PTHA 1409, PTHA 1413, PTHA 1321, PTHA 2409, PTHA 1431, PTHA 2205, PTHA 2201. Co-requisites: PTHA 2431, PTHA 1260.

Distribution: PTHA. Offered: Spring Only.

## PHYSICS

### PHYS - PHYSICS

#### **PHYS 1401 - COLLEGE PHYSICS I (4)**

3 lec/3 lab (4 Cr.) This is a 4 semester hour course which is an algebra/trigonometry-level approach toward physics for students preparing for medical, dental, or other science-related fields. Topics include fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis will be on problem solving. Pre-requisite: MATH 1314 – College Algebra and MATH 1316 – Plane Trigonometry or MATH 2312/2412 Pre-Calculus

Distribution: PHYS. Offered: Spring Only.

#### **PHYS 1402 - COLLEGE PHYSICS II (4)**

3 lec/3 lab (4 Cr.) This four semester hour course is a continuation of PHYS 1401. Topics include the study of the Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics,

electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving.

Prerequisite: PHYS 1401 College Physics I

Distribution: PHYS. Offered: Fall Only.

#### **PHYS 1403 - STARS & GALAXIES (4)**

3 lec/3 lab (4 Cr.) Study of stars, galaxies, and the universe outside our solar system. (Formerly: PHYS 1412)

Distribution: PHYS.

#### **PHYS 1404 - THE SOLAR SYSTEM (4)**

3 lec/3 lab (4 Cr.) Study of the sun and its solar system, including its origin. (Formerly: PHYS 1411)

Distribution: PHYS.

#### **PHYS 1415 - PHYSICAL SCIENCE I (4)**

3 lec/3 lab (4 Cr.) Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. May or may not include a laboratory.

Distribution: PHYS.

#### **PHYS 1417 - PHYSICAL SCIENCE II (4)**

3 lec/3 lab (4 Cr.) This course, designed for non-science majors, is a survey of topics in physics, chemistry, geology, astronomy, and meteorology.

Distribution: PHYS.

#### **PHYS 2425 - UNIVERSITY PHYSICS I (4)**

3 lec/3 lab (4 Cr.) Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting theoretical principles presented in PHYS 2325 involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and

preparation of laboratory reports.

Prerequisite: MATH 2413—Calculus I

Distribution: PHYS.

### **PHYS 2426 - UNIVERSITY PHYSICS II (4)**

3 lec/3 lab (4 Cr.) Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles presented in PHYS 2326 involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports.

Prerequisites: PHYS 2425 University Physics I, MATH 2414 Calculus II

Distribution: PHYS. Offered: Fall Only.

## **PSYCHOLOGY**

### **PSYC - PSYCHOLOGY**

#### **PSYC 2301 - GENERAL PSYCHOLOGY (3)**

3 lec (3Cr.) General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

Distribution: PSYC.

#### **PSYC 2306 - HUMAN SEXUALITY (3)**

3 lec (3 Cr.) This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom.

Distribution: PSYC.

#### **PSYC 2314 - LIFESPAN GROWTH AND DEVELOPMENT (3)**

3 lec (3 Cr.) Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

Distribution: PSYC.

#### **PSYC 2315 - PSYCHOLOGY OF ADJUSTMENT (3)**

3 lec (3 Cr.) Study of the processes involved in adjustment of individuals to their personal and social environments.

Distribution: PSYC.

#### **PSYC 2319 - SOCIAL PSYCHOLOGY (3)**

3 lec (3Cr.) Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

Recommended prerequisite: PSYC 2301.

Distribution: PSYC.

## **SOCIOLOGY**

### **SOCI - SOCIOLOGY**

#### **SOCI 1301 - INTRODUCTION TO SOCIOLOGY (3)**

3 lec (3 Cr.) The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

Distribution: SOCI.

#### **SOCI 1306 - SOCIAL PROBLEMS (3)**

3 lec (3 Cr.) Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems. Recommended prerequisite: SOCI 1301.

Distribution: SOCI.

#### **SOCI 2301 - MARRIAGE & THE FAMILY (3)**

3 lec (3 Cr.) Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

Distribution: SOCI.

### **SOCI 2319 - MINORITY STUDIES (3)**

3 lec (3 Cr.) This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion. Recommended prerequisite: SOCI 1301.

Distribution: SOCI.

## **SPANISH**

### **SPAN - SPANISH**

#### **SPAN 1411 - BEGINNING SPANISH I (4)**

3 lec/2 lab (4 Cr.) Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.

Distribution: FLAN.

#### **SPAN 1412 - BEGINNING SPANISH II (4)**

3 lec/2 lab (4 Cr.) Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.

Distribution: FLAN.

#### **SPAN 2311 - INTERMEDIATE SPANISH I (3)**

3 lec (3 Cr.) The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the

cultures of the Spanish-speaking world. Prerequisite: SPAN 1412 or instructor's approval.

Distribution: FLAN.

#### **SPAN 2312 - INTERMEDIATE SPANISH II (3)**

3 lec (3 Cr.) The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 2311 or instructor's approval.

Distribution: FLAN.

## **SPEECH**

### **SPCH - SPEECH**

#### **SPCH 1311 - INTRODUCTION TO SPEECH COMMUNICATION (3)**

3 lec (3 Cr.) Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

Distribution: SPCH.

#### **SPCH 1315 - PUBLIC SPEAKING (3)**

3 lec (3 CR.) Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

Distribution: SPCH.

#### **SPCH 1321 - BUSINESS & PROFESSIONAL COMMUNICATION (3)**

3 lec (3 Cr.) Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

Distribution: SPCH.

# WELDING

## WLDG - WELDING

### **WLDG 1125 - INTRO TO OXY-FUEL WELDING & CUTTING**

1 lec (1 Cr.) An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.

Distribution: WLDG.

### **WLDG 1191 - SPECIAL TOPICS - WELDING (1)**

1 lec/0 lab (1 Cr.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Distribution: WLDG.

### **WLDG 1313 - INTRO TO BLUEPRINT READING FOR WELDERS (3)**

2 lec/2 lab (3 Cr.) A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

Distribution: WLDG.

### **WLDG 1317 - INTRO TO LAYOUT & FABRICATION (3)**

2 lec/2 lab (3 Cr.) A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Distribution: WLDG.

### **WLDG 1327 - WELDING CODES (3)**

2 lec/2lab (3 Cr.) An in-depth study of welding codes and their development in accordance with structural standards, welding processes, and destructive and nondestructive test methods.

Distribution: WLDG.

### **WLDG 1423 - WELDING SAFETY, TOOLS & EQUIPMENT (4)**

3 lec/3 lab (4 Cr.) An introduction to welding equipment and safety practices, including OSHA standards for industry.

Distribution: WLDG.

### **WLDG 1428 - INTRO TO SHIELDED METAL ARC WELDING (4)**

2 lec/ 4 lab (4 Cr.) An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxyfuel, cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

Distribution: WLDG.

### **WLDG 1430 - INTRO TO GAS METAL ARC WELDING (GMAW) (4)**

2 lec/4 lab (4 Cr.) Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

Distribution: WLDG.

### **WLDG 1434 - INTRO. TO GAS TUNGSTEN ARC WELD (4)**

2 lec/6 lab (4 Cr.) Principles of Gas Tungsten Arc Welding (GTAW) set up, GTAW equipment. Instruction in various positions and joint designs.

Distribution: WLDG.

### **WLDG 1435 - INTRO TO PIPE WELDING (4)**

2 lec/4 lab (4 Cr.) An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.

Distribution: WLDG.

### **WLDG 1457 - INTERMEDIATE SHIELDED METAL ARC WELDING (4)**

2 lec/4 lab (4 Cr.) A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions.

Distribution: WLDG.

**WLDG 2288 - INTERNSHIP-WELDING TECH WELDER (2)**

8 External Hrs./128 Contact Hrs. (2 Cr.) 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.

**WLDG 2288 - INTERNSHIP-WELDING TECH WELDER (2)**

8 External Hrs./128 Contact Hrs. (2 Cr.) 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.

Distribution: WLDG.

**WLDG 2406 - INTER PIPE WELDING (4)**

2 lec/4 lab (4 Cr.) Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding shield metal arc welding (SMAW) gas metal arc welding (GMAW) flux-cored arc welding (FCAW) gas tungsten arc welding (GTAW) or any other approved welding process.

Distribution: WLDG.

**WLDG 2413 - INTER WELDING USING MULTIPLE PROCESSES (4)**

2 lec/4 lab (4 Cr.) Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

Distribution: WLDG.

**WLDG 2447 - ADVANCED GAS METAL ARC WELDING (4)**

2 lec/4 lab (4 Cr.) Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions and directions.

Distribution: WLDG.

**WLDG 2451 - ADVANCED GAS TUNGSTEN ARC WELDING (GTAW) (4)**

3 lec/3 lab (4 Cr.) Advanced topics in GTAW welding, including welding in various positions and directions.

Distribution: WLDG.

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