NAVARRO COLLEGE

2021-2022
ACADEMIC CATALOG

TABLE OF CONTENTS

General Information....6
General Information....6
Letter from the District President....6
Board of Trustees....6
Administration....7
History of the College....7
Mission, Vision and Values....8
Equal Educational Opportunity....8
Accreditation....8
2021 2022 Academic Calendar....8
2020 2021 Academic Calendar....14
Navarro College Centers....21
Navarro College Foundation, Inc....21
Cook Education Center....22
Small Business Development Center....22
Navarro College Awards....22
Admissions & Registration....23
Admissions & Registration....23
Admission Procedures....23
Methods of Admission....23
Immunization Alert....26
Developmental Education Plan....27
Registration....31
Tuition & Fees....32
Tuition & Fees....32
Waivers / Exemptions....32
Tuition and Fee Information....32
Financial Information....33
Financial Information....33
Athletic Ticket Prices....33
Financial Aid....33
Room and Board....34
Scholarships and Loans....34
Settlement of Obligations....36
Tuition & Fees....37
Continuing Education Tuition Schedule....37
Tuition Refunds....37
Student Services....38
Student Services....38
Counseling, Advising, and Academic Planning....38
Carl Perkins CTE Success Center....38
Student Activities....38
Housing | Residence Life....39
Career and Job Placement....39
Disability and Access Services....39
Textbooks....40
Library Services....40
Academic Policies and Information....42
Academic Policies and Information....42
Academic Policies....44
Academic Policies....44
Academic Classification of Students....44
Academic Integrity....45
Academic Standards....46
Academic Standards....46
Grade Points....46
Grades and Values....46
Minimum Standard of Work....46
Academic Policies....48
Access to Student Records....48
Attendance Requirement....50
Change of Address....50
Classroom Decorum....50
Disclosure of Consumer Information....50
Dropping and/or Adding Courses....51
Examinations....51
Grade Challenge Policy....51
Hold on Student Records....52
Non-Credit/Auditing of Courses....52
Program of Study Dismissal Procedure....52
Repetition of Courses and Academic Fresh Start....53
Residency Requirements....53
Resolution of Disputes Concerning Transfer Courses....53
Rules and Regulations....54
Scholastic Probation / Suspension....54
Settlement of Obligations....54
Student / Instructor Conflict Resolutions....54
Student Academic Grievance....55
Student Conduct....55
Student Grievance Procedures....55
Student Load....57
Student Rights and Responsibilities....57
Withdrawal from the College....58
“I” Grade Removal and Grade Change Limitation....58
Academic Information....59
Academic Information....59
Adult Education and Literacy....59
Alternative Instructional Methods - Distance Learning....59
Course Number Explanation....60
Dean’s List....60
Developmental Studies....60
Division of Continuing Education....61
English Language Institute (ELI)....61
Evening and Weekend Classes....61
Graduation Information....61
Graduation with Honors....61
Major / Minor Areas of Concentration....62
President’s List....62
Veteran’s Benefits....62
College Credit Policy....65
ACT | SAT | AP | IB Credit....65
Articulated Credit....65
College Credit Policy....65
Credit by Examination....65
Evaluated Credit....66
Overview....66
Prior Learning Assessment....66
Transcripts....67
Transfer of Credits....68
Degree Requirements....69
Associate of Applied Science Degree....69
Associate of Arts Degree....69
Associate of Arts – Teaching Degree....69
Associate of Science Degree....70
Certificate of Completion....70

Core Objectives....70
Degree Requirements....73
Degrees and Majors....74
General Requirements for Associate Degrees....74
Individualized Degree Plans....74
Requirements for Certificates....74
Second Degree....75
Accounting....76
Accounting....76
Accounting - AAS Degree Plan....77
Accounting Assistant/Paraprofessional Certificate Degree Plan....78
Accounting Clerk Certificate (for Dual Credit students) Degree Plan....79
Art....81
Art....81
Art – AA Degree Plan....81
Biology....83
Biology....83
Biology - AS Degree Plan....83
Business....85
Business....85
Business - AS Degree Plan....86
Business Administration - AAS Degree Plan....87
Customer Relationship Management Certificate Degree Plan....89
Entrepreneurship Certificate Level I Degree Plan....89
Hospitality Management Administration - AAS Degree Plan....89
Hospitality Management Level I Certificate Degree Plan....90
Hospitality Management Level II Certificate Degree Plan....91
Supervisor's Certificate Level I Degree Plan....91
Supervisor's Certificate Level II Degree Plan....92
Business Information Technology....94
Administrative Professional I Certificate Degree Plan....94
Administrative Professional II Certificate Degree Plan....94
Business Information Technology....94
Business Information Technology - AAS Degree Plan....96
Medical Front Office Professional Degree Plan....98
Chemistry....99
Chemistry....99
Chemistry – AS Degree Plan....99
Child Development....101
Child Development....101
Child Development - AAS Degree Plan....102
Child Development Certificate Degree Plan....103
Computer Information Technology....105
Computer Information Technology....105
Computer Information Technology - AAS (Cloud Computing) Degree Plan....106
Computer Information Technology - Cybersecurity Level I Certificate Degree Plan....108
Computer Information Technology - Network Systems Certificate Degree Plan....108
Computer Information Technology AAS (Cybersecurity) Degree Plan....109
Computer Information Technology Cloud Virtualization Certificate Degree Plan....110
Computer Information Technology Software Development Certificate Degree Plan....110
Computer Information Technology Web Design Certificate Degree Plan....111
Computer Information Technology Web Developer Certificate Degree Plan....112
Computer Information Technology – AAS (Network Systems) Degree Plan....112
Computer Information Technology – AAS (Programmer / Software Developer) Degree Plan....113
Computer Information Technology – AS (Business Emphasis Transfer Program) Field of Study Degree Plan....114
Computer Information Technology – AS (Engineering and Scientific Emphasis) Degree Plan....115
Cosmetology....117
Cosmetology....117
Cosmetology Certificate Degree Plan....118
Cosmetology Certificate-Dual Credit High School Program Degree Plan....119
Cosmetology Instructor Certificate (less than 1 year experience) Degree Plan....119
Cosmetology Instructor Certificate (with 1 year of experience) Degree Plan....120
Cosmetology – AAS Degree Plan....121
Criminal Justice....123
Basic Peace Officer Certificate (Police Academy) Degree Plan....123
Criminal Justice....124
Criminal Justice - AA Degree Plan....125
Criminal Justice - AAS Degree Plan....126
Criminal Justice Corrections Certificate Degree Plan....128
Education....130
Education....130
Education – AAT (8-12) Degree Plan....130
Education – AAT (EC-6, 4-8, EC-12) Degree Plan....131
Emergency Medical Services....133
Advanced Paramedic - A.A.S. Degree Plan....133
Emergency Medical Services....134
Emergency Medical Technician Basic Certificate Degree Plan....136
Paramedic Certificate Degree Plan....136
English....138
English....138
English - A.A. Degree Plan....138
Environmental Science....140
Environmental Science....140
Environmental Science AS Degree Plan....140
Fire Science Protection Technology....142
Basic Firefighter Certificate Degree Plan....142
Fire Officer Certificate Degree Plan....142
Fire Officer Certificate Degree Plan....143
Fire Officer – AAS Degree Plan....143
Fire Science Protection Technology....144
Fire Science Protection Technology - AAS Degree Plan....145
General Studies....147
General Studies....147
General Studies - AA Degree Plan....147
General Studies – AS Degree Plan....148

Health Professions....150
Health Professions....150
Health Science AS - Field of Study Degree Plan....151
LVN to RN Bridge Option- AAS Degree Plan....152
Licensed Vocational Nursing Certificate Degree Plan....153
Medical Laboratory Technology- AAS Degree Plan....154
Mental Health AAS Degree Plan....156
Occupational Therapy Assistant-AAS Degree Plan....157
Physical Therapist Assistant- AAS Degree Plan....159
Pre-Bachelor of Science in Nursing- AS Degree Plan....160
Registered Nurse Associate Degree Nursing- AAS Degree Plan....161
Industrial Technology....164
Industrial Maintenance Technology Certificate Degree Plan....164
Industrial Technology....164
John Deere Tech....165
Ag Mechanization Technology - AAS Degree Plan....165
Diesel Engine Maintenance Certificate I Degree Plan....166
Diesel Engine Maintenance Certificate II Degree Plan....166
Enhanced (Agriculture) Technical Skills Certificate Degree Plan....167
John Deere Tech....167
Kinesiology....169
Kinesiology....169
Kinesiology - AS Degree Plan....169
Massage Therapy....171
Massage Therapy....171
Massage Therapy Certificate Degree Plan....172
Mathematics....174
Mathematics....174
Mathematics – AS Degree Plan....174
Music....176
Music....176
Music - AA Field of Study Degree Plan....176
Paralegal Studies....178
Paralegal Studies....178
Paralegal Studies - AAS Degree Plan....179
Paralegal Studies Certificate Degree Plan....180
Paralegal Studies with Criminal Justice Emphasis - AAS Degree Plan....181
Pathway to Medical, Dental, Pharmacy or Veterinary School....183
Pathway to Medical, Dental, Pharmacy or Veterinary School....183
Petroleum Technology....184
Automation Certificate Degree Plan....184
Oil and Gas Technology Certificate Degree Plan....184
Petroleum Technology....185
Petroleum Technology – AAS Degree Plan....186
Physics....188
Physics....188
Physics - AS Degree Plan....188
Pre-Engineering....190
Pre-Engineering....190
Pre-Engineering - A.S. Degree Plan....190
Psychology....192
Psychology....192
Psychology - AS Degree Plan....192
Sociology....194
Sociology....194
Sociology - AS Degree Plan....194
Speech....196
Speech....196
Speech - AA Degree Plan....196
Theatre....198
Theatre....198
Theatre - AA Field of Study....198
Welding....200
Production Welder Certificate Dual Credit Degree Plan....200
Welding....200
Welding Technology Certificate Degree Plan....201
Welding Technology – AAS Degree Plan....202
Courses....204
Accounting....204
Ag Mechanization....205
American Sign Language....211
Anthropology....211
Art....211
Biology....214
Business....217
Business Information Technology....222
Chemistry....227
Child Development....228
Computer Science....233
Cosmetology....245
Courses....248
Criminal Justice....250
Developmental Studies....254
Drama....257
Economics....260
Education....260
Emergency Medical Services....261
Engineering....264
English....265
Environmental Science....268
Fire Protection Technology....269
French....274
Geology....274
Government....275
Health Professions....275
History....275
Humanities....276
Industrial Technology....277
Kinesiology....279
Legal Assistant....296
MRMT-MRMT-Medical-Transcription....299
Massage Therapy....300
Mathematics....302
Medical Lab Technology (MLT)....305
Mental Health....308
Music....310
Nursing - RN....344
Nursing - VN....347
Occupational Therapy Assistant (OTA)....352
Petroleum Technology....355
Philosophy....357
Physical Therapist Assistant (PTA)....358
Physics....361
Psychology....363
Sociology....364

Spanish....365
Speech....366
Welding....366
2021-2022 College Catalog....369
Previous Catalogs.... 369
Programs of Study.... 369

GENERAL INFORMATION

GENERAL INFORMATION

2021 - 2022 CATALOG
3200 W. 7th Avenue, Corsicana, TX 75110
1 (800) NAVARRO
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 on the basis of 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.

LETTER FROM THE DISTRICT PRESIDENT

Dear Bulldogs,
Welcome! We are proud that you have chosen Navarro College to be a part of your educational journey to prepare yourself personally and professionally for success. Our nationally recognized professionals and programs provide structure, support, and an outstanding education that empowers individuals to change their lives as they prepare for a career.
Navarro College offers an array of educational pathways designed to provide you with the skills, knowledge, and learning experiences to successfully achieve your educational aspirations and prepare for the world of work. As a customer-focused institution dedicated to our values of integrity, diversity, innovation, student-centeredness, and accountability, our staff are team-oriented and sincerely committed toward your student experience! Navarro College is a place where people of all ages and from all backgrounds and cultures meet to participate in one of the most satisfying and enhancing learning experiences available in Texas.
We look forward to serving you! Navarro College offers a unique opportunity, and we invite you to engage with us on a daily basis to create your memorable and lasting opportunities.
As we pursue our vision to be nationally recognized with a commitment toward your success, we are investing in you, our people, and our resources to achieve these outcomes. With that in mind, we are so glad that you choose to be a part of that vision!
With Bulldog Pride,
Dr. Kevin G. Fegan
District President

BOARD OF TRUSTEES

Board of Trustees

Officers / Members	District
Phil Judson Chairman, 2023	Corsicana
Billy Todd McGraw Vice Chairman, 2025	Blooming Grove
Richard L. Aldama Secretary-Treasurer, 2027	Corsicana
A.L. Atkeisson 2027	Kerens
Faith D. Holt 2025	Corsicana

Loran Seely 2025	Corsicana
K.C. Wyatt 2023	Corsicana

ADMINISTRATION

District and Campus Leadership Team

Dr. Kevin G. Fegan, *District President*
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*
Ms. Stacie Sipes, *Director of Marketing and Public Information*
Mr. Barry Sullivan, *Director of Information Technology*
Mr. Michael Landers, *Athletic Director*
Ms. Leslie Smith, *Executive Assistant to the District President*
Mr. Guy Featherson, *Dean of Waxahachie Campus and Health Professions*
Ms. Jeanette Underwood , *Dean of Midlothian Campus and Dual Credit*
Ms. Christina Mims, *Assistant Dean of Mexia Campus*
Ms. Susan Womack, *Director of Institutional Research*

Academic Deans

Dr. Jeanetta Johnson, *Executive Dean of Academic Studies*
Dr. Richard Phillips, *Dean of Academic Studies*
Dr. Tara Peters, *Executive Director of Workforce, Career and Technical Education*
Mr. Agapito Flores, *Dean of Workforce, Career and Technical Education*
Mr. Tim Kevil, *Dean of Libraries*
Mr. Matt Miller, *Dean of Online Instruction*

Employee Directory
Search all faculty and staff (link opens in new window)

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 academic 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, 2006, and again in 2016.

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 Mexia Campus and the Navarro College Waxahachie Campus. 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 first retirement in 2013 and returned again from 2016 - 2018; Dr. Barbara Kavalier served from 2013 until 2016; and Dr. Kevin G. Fegan is the current District President and began his service in September 2018.

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 career 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 (SACSCOC) to award associate degrees. Contact SACSCOC 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 (THECB) and is a member of the Texas Association of Community Colleges (TACC) and the American Association of Community Colleges (AACC).
For other information about the College, please contact Navarro College, 3200 West 7th Avenue, Corsicana, Texas 75110 or call (903) 874-6501.

2021 2022 ACADEMIC CALENDAR

Date Start	Date End	Description and Times
April 12		Pre-registration Opens for Fall
April 12	August 21	Fall Pay Online (Full or Payment Plans Options) Open
May 21		Half-Day Friday - College Closes at 12 pm (Noon)
May 28		Half-Day Friday - College Closes at 12 pm (Noon)
May 31		Memorial Day - College Closed
June 4		Summer I (6 week and 12 week) Payment Plan Option (50% down and

		1 monthly payment) Closes at 12 pm (Noon)
June 4		Half-Day Friday - College Closes at 12 pm (Noon)
June 11		Half-Day Friday - College Closes at 12 pm (Noon)
June 18		Half-Day Friday - College Closes at 12 pm (Noon)
June 25		Half-Day Friday - College Closes at 12 pm (Noon)
June 18		Fall Payment Plan Option (0% down and 4-monthly payments) Closes at 12 pm (Noon)
June 30		Financial Aid Deadline to complete 2020-2021 FAFSA
July 2	July 5	Independence Day - College Closed
July 9		Half-Day Friday - College Closes at 12 pm (Noon)
July 9		Payment Plan Option (50% down and 1 monthly payment) Closes at 12 pm (Noon)
July 16		Financial Aid Verification Deadline for Fall
July 16		Half-Day Friday - College Closes at 12 pm (Noon)
July 19		Fall Payment Plan Option (25% down and 3 monthly payments) Closes at 12 pm (Noon)
July 23		Half-Day Friday - College Closes at 12 pm (Noon)
July 30		Half-Day Friday - College Closes at 12 pm (Noon)
August 5		VN Commencement and Pinning Ceremony
August 6		Fall Payment Plan Option (50% down and 2-monthly payments) Closes at 5 pm
August 16		Faculty Incentive Day
August 17		Faculty return for the Fall semester
August 17		Full-time Faculty Convocation
August 17		Adjunct Convocation for Corsicana and Mexia, 5:30 pm
August 19		Adjunct Convocation for Ellis County, 5:30 pm
August 19	August 20	Residence Life/Housing Check-in
August 21		Fall Payment Plan Option (50% down and 1-monthly payment) Closes at 12 pm (Noon)

August 21		Last Day for Fall Pre-registration, 9 am - 12 pm (Noon)
FALL 2021		
August 23	December 11	Class Start and End Dates, Fall 16-weeks
August 23	October 13	Class Start and End Dates, Fall 1st 8-week
August 23	August 26	Fall Schedule Changes and Validation
September 4		Saturday classes will not meet Labor Day Weekend
September 6		Labor Day - College Closed
September 30		Last Day to Drop or Withdraw by 12 pm (Noon), Fall 1st 8-week
October 12	October 13	Final Exams Start and End Dates, Fall 1st 8-week
October 14		Grades due by 12 pm (Noon), Fall 1st 8-week
October 15		Fall 2nd 8-week Payment Plan Option (50% down and 1 payment) Closes at 5 pm
October 15		Last Day for Fall 2nd 8-week Pre-registration
October 18	December 11	Class Start and End Dates, Fall 2nd 8-week
October 18		Fall 2nd 8-week Schedule Changes and Validation
November 1		Deadline to Apply Online for December graduates (Ceremony in May 2021)
November 1		Pre-registration Opens for Winter Mini and Spring
November 19		Last Day to Drop or Withdraw by 12 pm (Noon), Fall 16-week and 2nd 8-week
November 23		Last Day to Enroll in Spring Payment Plan Option (0% down and 4 monthly payments) Closes at 5 pm
November 23		Housing closes at 5 pm for Thanksgiving break
November 24	November 27	Thanksgiving Break - College Closed
November 28		Housing reopens at 2 pm
December 1		Financial Aid Verification Deadline for Spring
December 3		PTA Completion Ceremony
December 6	December 11	Final Exams Start and End Dates, Fall 16-weeks and Fall 2nd 8-week
December 7	December 11	Housing Check-out begins. Residents are required to check out of Housing by 5 pm on the day of their last exam.

December 10		Last Day for Winter Mini Pre-registration and Payment Deadline
December 13		Grades due by 12 pm (Noon), Fall 16-weeks and 2nd 8-week
December 14	January 12	Class Start and End Dates, Winter Mini
December 17		Spring Payment Plan Option (25% down and 3-monthly payments) Closes at 5 pm
December 20	January 2	Christmas Break - College Closed
January 3		College Reopens After Christmas Break - Staff Returns
January 3	January 15	Spring Pre-registration Continues
January 6		Last Day to Drop or Withdraw by 12 pm (Noon), Winter Mini
January 7		Last Day to Enroll in Spring Payment Plan Option (50% down and 2 monthly payments) Closes at 5 pm
January 10	January 13	Extended Registration Hours, 8 am - 7 pm
January 10		Faculty Incentive Day
January 10		Spring 2022 Payment Deadline by 7 pm
January 11		Faculty return for Spring Semester
January 11		Full-time Faculty Convocation
January 11		Mexia/Corsicana Adjunct Faculty Departmental Meeting with Department Chairs, 5:30 pm
January 12		Final Exams, Winter Mini
January 13		Ellis County Adjunct Faculty Departmental Meeting with Department Chairs, 5:30 pm
January 13		Grades due by 12 pm (Noon), Winter Mini
January 13	January 14	Residence Life/Housing Check-in
January 14		Extended Registration Hours, 8 am - 5:30 pm
January 15		Extended Registration Hours, 9 am - 12 pm (Noon)
January 15		Spring Payment Plan Option (50% down and 1-monthly payment) Closes at 12 pm (Noon)
January 15		Last Day for Spring Pre-registration, 9 am - 12 pm (Noon)
SPRING 2022		
January 17		MLK Day - College Closed
January 18	January 20	Extended Registration Hours, 8 am - 7 pm

January 18	May 11	Class Start and End Dates, Spring 16-weeks
January 18	March 9	Class Start and End Dates, Spring 1st 8-week
January 18	January 21	Spring Payment Plan Option (50% down and 1 payment) Closes at 5 pm
January 18	January 21	Spring Schedule Changes and Validation
January 21		Extended Registration Hours, 8 am - 5:30 pm
February 7		Spring 2nd 8-week Pay Online (Full or Payment Plans Options) Open
February 25		Last Day to Drop or Withdraw by 12 pm (Noon), Spring 1st 8-week
March 4		Last Day for Spring 2nd 8-week Pre-registration
March 8	March 9	Final Exams Start and End Dates, Spring 1st 8-week
March 10		Grades due by 12 pm (Noon), Spring 1st 8-week
March 11		Last Day to Enroll Spring 2nd 8-week Payment Plan Option (50% down and 1 monthly payment) Closes at 5 pm
March 11		Housing closes at 5 pm for Spring Break
March 11		Deadline to apply online for graduation
March 12		Saturday Classes will not meet before Spring Break
March 14	March 19	Spring Break - College Closed
March 19		Saturday Classes will not meet after Spring Break
March 20		Housing reopens at 2 pm
March 21	May 11	Class Start and End Dates, Spring 2nd 8-week
March 21		Spring 2nd 8-week Schedule Changes and Validation
April 3		Saturday classes will not meet after Spring Break
April 12		Pre-registration Opens for May Mini, Summer and Fall
April 12		Summer Pay Online (Full or Payment Plans Options) Open
April 14		Financial Aid Verification Deadline for Summer
April 15		Good Friday - College Closed
April 29		Last Day to Drop or Withdraw by 12 pm (Noon), Spring 16-week and Spring 2nd 8-week

May 4	May 11	Final Exams Start and End Dates, Spring 16-weeks and Spring 2nd 8-week
May 5	May 11	Housing Check-out begins. Residents are required to check out of Housing by 5 pm on the day of their last exam.
May 11		ADN Pinning Ceremony
May 12		Grades due by 12 pm (Noon), Spring 16-weeks
May 12		Commencement
May 13	May 14	Commencement (Inclement Weather Only)
May 13		Last Day for May Mini Pre-registration
May 19		TAMU-C Graduation Ceremony, 6 pm
May 16	May 31	Class Start and End Dates, May Mini
May 16		May Mini Schedule Changes and Validation
May 20		Half-day Friday - College Closes at 12 pm (Noon)
May 26		Last Day to Drop or Withdraw by 12 pm (Noon), May Mini
May 27		Half-day Friday - College Closes at 12 pm (Noon)
May 27		Summer I (6-week) or 12-week Payment Plan Options (Full or 50% down and 1 payment) Closes at 12 pm (Noon)
May 27		Last Day for Summer 12-week and Summer I (6-week) Pre-registration by 12 pm (Noon)
May 30		Memorial Day - College Closed
May 31		Final Exams, May Mini
May 31		Residence Life/Housing Opens for Check-in
June 1		Grades Due by 12 pm (Noon), May Mini
SUMMER 2022		
June 1	August 10	Class Start and End Dates, Summer 12-week
June 1	July 6	Class Start and End Dates, Summer I (6-week)
June 1		Summer Schedule Changes and Validation
June 3		Half-day Friday - College Closes at 12 pm (Noon)
June 10		Half-day Friday - College Closes at 12 pm (Noon)
June 17		Juneteenth - College Closed

June 24		Half-day Friday - College Closes at 12 pm (Noon)
June 27		Last Day to Drop or Withdraw by 12 pm (Noon), Summer I 6-week
June 30		Deadline to complete 2021-2022 FAFSA
July 1	July 4	Independence Day - College Closed
July 6		Final Exam, Summer I (6-week)
July 6		Resident Life/Housing Closes by 4 pm, Summer I (6-week)
July 6		Residence Life/Housing Opens for Check-in, Summer II (6-week)
July 6		Summer II (6-week) Payment Plan Options (Full or 50% down and 1 payment) Closes at 5 pm
July 6		Last Day for Summer II (6-week) Pre-registration
July 7		Grades Due by 12 pm (Noon), Summer I (6-week)
July 7	August 10	Class Start and End Dates, Summer II (6-week)
July 7		Summer II (6-week) Schedule Changes and Validation
July 8		Half-day Friday - College Closes at 12 pm (Noon)
July 15		Half-day Friday - College Closes at 12 pm (Noon)
July 22		Half-day Friday - College Closes at 12 pm (Noon)
July 29		Half-day Friday - College Closes at 12 pm (Noon)
August 1		Last Day to Drop or Withdraw by 12 pm (Noon), Summer 12-week and Summer II 6-week
August 5		VN Commencement and Pinning Ceremony
August 10		Final Exams, Summer II (6-week) and 12-week
August 10		Resident Life/Housing Closes by 4 pm, Summer II (6-week) and 12-week
August 11		Grades Due by 12 pm (Noon), Summer II (6-week) and 12-week
August 22		Fall 2022 Classes Start

2020 2021 ACADEMIC CALENDAR

2020-2021 ACADEMIC CALENDAR		
Date Start	Date End	Description and Times
April 13	August 22	Fall Pre-registration

April 27	August 22	Online Fall Payment Plan Options Open
May 15		Half-Day Friday - College closes at 12 pm (Noon)
May 22		Half-Day Friday - College closes at 12 pm (Noon)
May 29		Half-Day Friday - College closes at 12 pm (Noon)
June 5		Half-Day Friday - College closes at 12 pm (Noon)
June 12		Half-Day Friday - College closes at 12 pm (Noon)
June 19		Half-Day Friday - College closes at 12 pm (Noon)
June 26		Half-Day Friday - College closes at 12 pm (Noon)
June 26		Online Fall Payment Plan Option (0% down and 4-monthly payments) Closes by 12 pm (Noon)
July 3		Independence Day - College Closed
July 10		Half-Day Friday - College closes at 12 pm (Noon)
July 10		Online Fall Payment Plan Option (25% down and 3-monthly payments) Closes by 12 pm (Noon)
July 15		Financial Aid Verification Deadline for Fall
July 17		Half-Day Friday - College closes at 12 pm (Noon)
July 24		Half-Day Friday - College closes at 12 pm (Noon)
July 31		Half-Day Friday - College closes at 12 pm (Noon)
August 7		Online Fall Payment Plan Option (50% down and 2-monthly payments) Closes by 12 pm (Noon)
August 13		Final Grades for 12 Summer and Summer 2 due
August 17		Faculty Incentive Day
August 18		Faculty return for the Fall semester
August 18		Full-time Faculty Convocation
August 18		Adjunct Convocation for Corsicana and Mexia, 5:30 pm
August 20		Adjunct Convocation for Ellis County, 5:30 pm
August 20	August 21	Residence Life/Housing Check-in
August 22		Online Fall Payment Plan Option (50% down & 1 payment) Closes by 12 pm (Noon)

August 22		Last Day for Fall Pre-registration, 9 am - 12 pm (Noon)
FALL 2020		
August 17		**Extended Registration Hours: 8 am - 7 pm (All Campuses)**
August 18	**August 20**	**Extended Registration Hours: 8 am - 7 pm (Corsicana and Waxahachie)**
August 18	**August 20**	**Extended Registration Hours: 8 am - 5:30 pm (Mexia and Midlothian)**
August 21		**Extended Registration Hours: 8 am - 5:30 pm (All Campuses)**
August 22		**Extended Registration Hours: 9 am - 12 pm (All Campuses)**
August 24	**August 27**	**Extended Registration Hours: 8 am - 7 pm (All Campuses)**
August 24	December 12	Class Start and End Dates, Fall 16-weeks
August 24	October 14	Class Start and End Dates, Fall 1st 8-week
August 24	August 25	Fall Schedule Changes
August 26	October 16	Fall 2nd 8-week Pre-registration
August 28		**Extended Registration Hours: 8 am - 5:30 pm (All Campuses)**
August 31		**Extended Registration Hours: 8 am - 7 pm (All Campuses)**
September 1	**September 3**	**Extended Registration Hours: 8 am - 7 pm (Corsicana and Waxahachie Campuses)**
September 1	**September 3**	**Extended Registration Hours: 8 am - 5:30 pm (Mexia and Midlothian)**
September 4		**Extended Registration Hours: 8 am - 5:30 pm (All Campuses)**
September 14	October 16	Online Fall 2nd 8-week Payment Options (Full or 50% down & 1 payment) Open
September 5		Saturday classes will not meet Labor Day Weekend
September 7		Labor Day - College Closed
September 28		Last Day to Drop or Withdraw by 12 pm (Noon), Fall 1st 8-week
October 5	January 26	Online Spring Payment Options (Full or Payment Plans) Open
October 13	October 14	Final Exams Start and End Dates, Fall 1st 8-week
October 15		Grades due by 12 pm (Noon), Fall 1st 8-week
October 16		Online Fall 2nd 8-week Payment Options (Full or 50% down & 1 payment) Closes by 5 pm

October 16		Last Day for Fall 2nd 8-week Pre-registration
October 19	December 12	Class Start and End Dates, Fall 2nd 8-week
October 19		Fall 2nd 8-week Schedule Changes
November 2		Deadline to Apply Online for December graduates (Ceremony in May 2021)
November 2	December 11	Winter Mini Pre-registration
November 2	January 16	Spring Pre-registration
November 16		Last Day to Drop or Withdraw by 12 pm (Noon), Fall 2nd 8-week
November 24		Housing closes at 5 pm for Thanksgiving break
November 25	November 28	Thanksgiving Break - College Closed
November 29		Housing reopens at 2 pm
November 30		Online Spring Payment Plan Option (0% down and 4-monthly payments) Closes by 5 pm
December 1		Financial Aid Verification Deadline for Spring
December 4		PTA Completion Ceremony
December 8	December 12	Final Exams Start and End Dates, Fall 16-weeks and Fall 2nd 8-week
December 11		Last Day for Winter Mini Pre-registration
December 7	December 11	Housing Check-out begins. Residents are required to check-out of Housing after their last exam.
December 14		Grades due by 12 pm (Noon), Fall 16-weeks and 2nd 8-week
December 14	January 13	Class Start and End Dates, Winter Mini
December 14		Winter Mini Schedule Changes
December 21		Online Spring Payment Plan Option (25% down and 3-monthly payments) Closed by 5 pm
December 21	January 1	Christmas Break - College Closed
January 4		College Reopens After Christmas Break
January 4	January 16	Spring Registration Continues
January 11		Faculty Incentive Day
January 11		**Extended Registration Hours: 8 am - 7 pm (All Campuses)**
January 12	**January 14**	**Extended Registration Hours: 8 am - 7 pm (Corsicana and Waxahachie)**
January 12	**January 14**	**Extended Registration Hours: 8 am - 5:30 pm (Mexia and Midlothian)**
January 12		Faculty return for Spring Semester

January 12		Adjunct Faculty Departmental Meeting with Department Chairs, 5:30 pm
January 13		Final Exams, Winter Mini
January 14		Grades due by 12 pm (Noon), Winter Mini
January 14	January 15	Residence Life/Housing Check-in,8 am - 6 pm
January 15		**Extended Registration Hours: 8 am - 5:30 pm (All Campuses)**
January 16		Online Spring Payment Plan Option (50% down and 2-monthly payments) Closes by 12 pm (Noon)
January 16		**Extended Registration Hours: 9 am - 12 pm (All Campuses)**
SPRING 2021		
January 18		MLK Day - College Closed
January 19	**January 21**	**Extended Registration Hours: 8am - 7pm (All Campuses)**
January 19	May 11	Class Start and End Dates, Spring 16-weeks
January 19	March 17	Class Start and End Dates, Spring 1st 8-week
January 19	January 20	Spring Schedule Changes
January 19	March 19	Spring 2nd 8-week Pre-registration
January 22		**Extended Registration Hours: 8am - 5:30 pm (All Campuses)**
January 25	**January 28**	**Extended Registration Hours: 8 am - 6 pm (All Campuses)**
January 29		**Extended Registration Hours: 8 am - 5:30 pm (All Campuses)**
March 8		Online Spring 2nd 8-week Payment Options (Full or 50% down & 1 payment) Opens
March 2		Last Day to Drop or Withdraw by 12 pm (Noon), Spring 1st 8-week
March 16	March 17	Final Exams Start and End Dates, Spring 1st 8-week
March 5		Housing closes at 5 pm for Spring Break
March 6		Saturday Classes will not meet before Spring Break
March 8	March 12	Spring Break - College Closed
March 13		Saturday Classes will not meet after Spring Break
March 14		Housing reopens at 2 pm
March 18		Grades due by 12 pm (Noon), Spring 1st 8-week

March 19		Deadline to apply online for graduation
March 19		Online Spring 2nd 8-week Payment Options (Full or 50% down & 1 payment) Closes by 5 pm
March 19		Last Day for Spring 2nd 8-week Pre-registration
March 22	May 11	Class Start and End Dates, Spring 2nd 8-week
March 22		Spring 2nd 8-week Schedule Changes
April 2		Good Friday - College Closed
April 3		Saturday classes will not meet
April 12		Summer and Fall Pre-registration
April 12	May 12	May Mini Pre-registration
April 15		Financial Aid Verification Deadline for Summer
April 26		Last Day to Drop or Withdraw by 12 pm (Noon), Spring 2nd 8-week
April 30		**OTA Pinning Ceremony**
May 5		**TAMU-C Graduation Ceremony, 6 pm**
May 6	May 11	Final Exams Start and End Dates, Spring 16-weeks and Spring 2nd 8-week
May 6	May 11	Housing Check-out begins. Residents are required to check-out of Housing after their last exam.
May 12		Last Day for May Mini Pre-registration
May 12		Grades due by 12 pm (Noon), Spring 16-weeks
May 12		**Commencement**
May 13		**ADN Commencement and Pinning Ceremony, 7 pm**
May 17	June 3	Class Start and End Dates, May Mini
May 17		May Mini Schedule Changes
May 21		Half-day Friday - College Closes at 12 pm (Noon)
May 27		Last Day to Drop or Withdraw by 12 pm (Noon), May Mini
May 28		Half-day Friday - College Closes at 12 pm (Noon)
May 31		Memorial Day - College Closed
June 3		Final Exams, May Mini
June 4		Grades Due by 12 pm (Noon), May Mini
June 4		Residence Life/Housing Opens for Check-in (8am - 12pm), Summer I 6-weeks and 12-week

June 4		Online Summer I Payment Options (Full or 50% down & 1 payment) Closes at 12 pm (Noon)
June 4		Last Day for Summer 12-week and Summer I (6-week) Pre-registration
SUMMER 2021		
June 7	August 16	Class Start and End Dates, Summer 12-week
June 7	July 12	Class Start and End Dates, Summer I (6-week)
June 7		Summer Schedule Changes
June 8	July 12	Summer II (6-week) Pre-registration
June 4		Half-day Friday - College Closes at 12 pm (Noon)
June 11		Half-day Friday - College Closes at 12 pm (Noon)
June 14		Online Summer II Payment Options (Full or 50% down & 1 payment) Open
June 18		Half-day Friday - College Closes at 12 pm (Noon)
June 25		Half-day Friday - College Closes at 12 pm (Noon)
June 30		Deadline to complete 20-21 FAFSA
July 2	July 5	Independence Day - College Closed
July 9		Half-day Friday - College Closes at 12 pm (Noon)
July 9		Online Summer II Payment Options (Full or 50% down and 1 payment) Closes at 12 pm (Noon)
July 12		Final Exam, Summer I (6-week)
July 12		Resident Life/Housing Closes by 4 pm, Summer I (6-week)
July 12		Residence Life/Housing Opens for Check-in (8 a.m. - 5 pm), Summer II (6-week)
July 12		Last Day for Summer II (6-week) Pre-registration
July 13		Grades Due by 12 pm (Noon), Summer I
July 13	August 16	Class Start and End Dates, Summer II (6-week)
July 13		Summer II (6-week) Schedule Changes
July 16		Half-day Friday - College Closes at 12 pm (Noon)
July 23		Half-day Friday - College Closes at 12 pm (Noon)
July 29		Last Day to Drop or Withdraw by 12 pm (Noon), Summer 12-week

July 30	Half-day Friday - College Closes at 12 pm (Noon)
August 6	VN Commencement and Pinning Ceremony
August 9	Last Day to Drop or Withdraw by 12 pm (Noon), Summer II (6-week)
August 16	Final Exams, Summer II (6-week) and 12-week
August 16	Resident Life/Housing Closes by 4 pm, Summer II (6-week) and 12-week
August 17	Grades Due by 12 pm (Noon), Summer II (6-week) and 12-week

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 hometowns, 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 Corsicana Campus. 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 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. John Gantt – President
- Mr. Doug Barnes – Vice President
- Ms. Debbie Wilson – Treasurer
- Mr. Hugh Stroube – Secretary
- Mr. K. C. Wyatt - Past NCF President and College Trustee
- Mr. Miran Sedlacek
- Mr. Dick Flatt
- Ms. Sue Cook
- Dr. Pat Harper, EdD
- Mrs. Sarah Keathley
- Mr. Lee McCleary
- Mrs. Judy Nelson
- Ms. Carla Dyess
- Mr. Russell R. Thomas, P.E.
- Ms. Jennifer Lynch
- Mr. Rusty Hitt
- Ms. Camesha Busby

- Dr. Kevin G. Fegan - Navarro College District President
- Executive Director - Dr. Harold Housley

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/cook-education-center/index.html.

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 SBCD 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 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, 2009
Dr. Tommy Stringer, History, 2019

Navarro College President, Board of Trustees, and Administration Emeriti
Dr. Richard Sanchez , District President, 2018
Dr. Kenneth Martin , President of Ellis County Campuses, 2018
Homer Gene Wasson, Navarro College Trustee Chairman, 2019
Dr. Larry Reed, Vice President, 2006

ADMISSIONS & REGISTRATION

ADMISSIONS & REGISTRATION

TABLE OF CONTENTS

Admission Procedures
Methods of Admission
Immunization Alert
Developmental Education Plan
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 Office of Admissions and Records is responsible for administering all admissions policies. Inquiries concerning admissions should be emailed to admissions@navarrocollege.edu.
The college reserves the right to refuse admission to any student who does not comply with admission requirements. In compliance with Texas House Bill (TX HB) 449 and 1735 adopted in 2019, students are asked at the point of admissions to disclose a) if they have pending conduct charges of violence or sexual misconduct, or b) if they have been expelled, suspended or withdrawn from a previous institution for conduct charges of violence or sexual misconduct. If students answers 'yes' to either of these questions, they are required to provide additional information, submitted electronically to student.conduct@navarrocollege.edu[13]. The college reserves the right to refuse admission to any student who does not comply with TX HB 449 and 1735 requirements.
An individual may appeal any admissions denial to the Vice President of Enrollment Management and Institutional Effectiveness (VPEMIE) or in the event the refusal was due to conduct, the student may appeal to the Vice President of Student Services (VPSS).
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, or sent electronically, 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.

1. **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.
2. **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 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:

1. 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:

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:

1. 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 61 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:

1. a. Participants must be entering their freshman year in high school and have written approval of the high school and parent/guardian.
   b. Students must have successfully completed the TSIA2 Assessment or be exempt as a result of the State of Texas end of course exams.
   c. 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 Dean 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/winter 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. 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), proof of residency and official transcripts from institutions attended after the last enrollment at Navarro College.

12. Adult Education& Literacy (AEL) Program The Adult Education & Literacy Program offers classes free of charge in Ellis, Kaufman, Navarro, & Rockwall Counties.

ESL (English as a Second Language) is a program for those limited English proficient students who have a focus on improving English communication skills such as speaking, reading, writing, and listening. These classes help improve fluency, pronunciation, and expand vocabulary. Individuals are pre-assessed to determine student's entry level and needs. HSE (High School Equivalency) Prep is a program designed for the adult learner who wishes to strengthen reading, writing, and math skills in order to pass one of the approved tests (GED, HiSet) and obtain their TxCHSE (Texas Certificate of High School Equivalency). Individuals as pre-assessed to determine student's entry level and needs.

EL (English Literacy) Civics is a program designed for students to acquire the skills and knowledge to become active and informed parents, workers, and community members. This course emphasizes contextualized instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and U.S. history and government.

IET (Integrated Education and Training) is a program that combines occupational skills training with Adult Education and Literacy services to increase the educational and career advancement of participants. Individual instruction is based on the student's entry level and needs. Assessment, advising and/or testing is also a part of the program as we will provide assistance in employability, eligibility of students, and job placement when the student completes the program.

Registration for all of these programs is available at ncael.myoneflow.com.
For more information please call our office at (903) 875-7464.
13. English Language Institute (ELI) 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.

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. 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.

Exemptions, Exceptions, and Waivers

The following students shall be exempt from the requirements of this title and exempt students shall not be required to provide any additional demonstration of college readiness. Students who demonstrate college readiness shall be allowed to enroll in any entry-level freshman course as defined in §4.53(12) of this Texas Administrative Code (relating to Definitions).

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 will be exempt from any additional demonstration of college readiness. **An ACT** 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.

An SAT administered *prior to March 5, 2016,* which contains 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. Also, a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the mathematics test shall be exempt from the mathematics section of the TSI

Assessment

A SAT administered *on or after March 5, 2016,* with a minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt from both reading and writing sections of the TSI Assessment and/or a minimum score of 530 on the mathematics test shall be exempt from the mathematics section of the TSI Assessment. *There is no longer a combined score on the SAT test. However, 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.*

Students can claim TSI readiness in courses that require demonstration of TSI college readiness in reading and/or writing if the student achieves one of the following scores on the **PSAT/NMSQT** . A combined score of 107 with a minimum of 50 on the reading test on a PSAT/NMSQT exam administered prior to October 15, 2015, or a score of 460 on the evidence-based reading and writing (EBRW) test on a PSAT/NMSQT exam administered on or after October 15, 2015.

In courses that require demonstration of TSI college readiness in mathematics the student must achieve one of the following scores on the PSAT/NMSQT such as a combined score of 107 with a minimum of 50 on the mathematics test on a PSAT/NMSQT exam administered prior to October 15, 2015, or a score of 510 on the mathematics test on a PSAT/NMSQT exam administered on or after October 15, 2015.

Also, please note that according to Texas Administrative Code, mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 , and the PSAT/NMSQT administered on or after October 15, 2015, is not allowable. Also note that dual credit eligibility scores on the PSAT/NMSQT do not determine a student's college readiness under Texas Success Initiative (TSI) statue or rules.

These rules are effective on May 29, 2018. However, an institution may determine that the immediate application of the approved rules is in the best interest of its students and may act accordingly.

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 shall be exempted from TSI requirements.

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 shall be exempted from TSI requirements. Students who score 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. Also,

students who completes **the STAAR end-of-course (EOC) assessment** 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.

A student who has graduated with an associate or baccalaureate degree from an institution of higher education shall be exempted from TSI requirements as well as 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.

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 statute §4.59(d)(1)(B) of this title (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* .

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 are exempted from TSI Requirements. Students who serves 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 as well as 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 are exempt from TSI requirements.

Any 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.

Effective May 12, 2021, students who meet the college readiness benchmarks on the state's approved high school equivalency (HSE) test will qualify for a TSI e xe mptions. The approved tests and relevant benchmarks are as follows:

GED

- A minimum score of 165 on the Mathematics Reasoning subject test shall be exempt from mathematics
- A minimum score of 165 on the Reasoning Through Language Arts (RLA) subject test shall be exempt for English Language Arts Reading (ELAR)

HiSET

- A minimum score of 15 on the Mathematics subtest shall be exempt for Mathematics
- A minimum score of 15 on the Reading subtest and a minimum score of 15 on the Writing subtest, including a minimum score of 4 on the essay, shall be exempt for English Language Arts Reading (ELAR)

These HSE exemptions are valid for up to five (5) years from the date of testing. While the date of testing can be anytime within the five (5) year time frame, applicability for TSI purposes and placements starts 5/12/2021.

Due to HiSET discontinuing the administration of their test effective 8/31/2021, HiSET test scores administered after 8/31/2021 will no longer be useable for the TSI exemption. However, HiSET college readiness scores with test dates prior to 8/31/2021 will still be useable up to five (5) years from date of testing.

An institution may exempt a non-degree-seeking or non-certificate-seeking student.
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(l) (1) and (2) for developmental education still apply.

Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption. Students enrolling in a certificate program that includes less than 9 credit hours of general education courses are waived from placement testing, however, 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.

Texas Success Initiative Guidelines
Following a student's completion of pre-admission assessment, Navarro College will administer the TSI Assessment 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 by 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.

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."

Effective the institution's 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 an institution to determine a student's readiness to enroll in entry-level freshman coursework:

- Reading: 351
- Mathematics: 350
- 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.

Effective January 11, 2021, the following minimum college readiness standards (also known as "cut scores") for English Language Arts Reading (ELAR) and mathematics on the TSI Assessment, Version 2.0 (TSIA2) shall be used by an institution to determine a student's readiness to enroll in entry-level freshman coursework:

- Mathematics (for college-level coursework with mathematics-intensive designation by the offering institution):
  - a College Readiness Classification (CRC) score of at least 950; or
  - a CRC score below 950 and a Diagnostic level of 6.
- ELAR (for college-level coursework with reading, writing, or reading and writing-intensive designation by the offering institution):
- a College Readiness Classification (CRC) score of at least 945 and an essay score of at least 5; or
- a CRC score below 945 and a Diagnostic level of 5 or 6 and an essay score of at least 5.

An institution shall not require higher or lower college readiness standards on any or all portions of the TSI Assessment (TSIA or TSIA2) to determine a student's readiness to enroll in entry-level freshman coursework. Institutions should use the TSI Assessment diagnostic results, along with other holistic factors, in their consideration of courses and/or interventions addressing the educational and training needs of students not meeting the college readiness standards as defined in subsection (a) of this section.

For a student with an existing plan for academic success as required in §4.58, the institution must revise the plan as needed to align with the college readiness standards as defined in subsection (a) of this section. **TSI Assessment results (TSIA and TSIA2) are valid for five (5) years from date of testing** .

Holistic Advising
For each student who fails to meet the minimum passing standards described in §4.57 of this title (relating to Minimum Passing Standards), an institution shall establish a program to advise the student regarding developmental education necessary to ensure the readiness of that student in performing freshman-level academic coursework. 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. *Institutions shall consider all federal laws pertaining to individuals with disabilities when assessing and advising such students*.

At a minimum, the individual plan shall address:

1. Career advising
2. Course-based and/or non-course-based developmental education options
3. Campus and/or community student support services/resources
4. Degree plan or plan of study
5. Regular interactions between student and designated point of contact (e.g., advisor, faculty member, peer and/or community mentor, etc.)
6. Registration for next semester/next steps; and
7. Differentiated placement.

As part of the holistic advising process each student should be provided with a description of the appropriate developmental education considered necessary to ensure the readiness of that student to perform freshman-level academic coursework which clearly outlines appropriate measures for determining readiness to perform freshman-level academic coursework, as described in §4.59 of Texas Administrative Code (relating to *Determination of Readiness to Perform Freshman-level Academic Coursework*). 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.

The Texas Administrative Code rule on holistic advising (Rule §4.55) requires the use of multiple factors for placement considerations which may include but are not limited to

- HS GPA/class ranking
- Non-cognitive factors (motivation, self-efficacy, time management, etc.)
- Other formal/informal training
- Family-life issues (job, transportation, child)

Holistic advising will be used in conjunction with TSI cut scores to determine the college readiness of a student.

Students with a TSI exemption for a college preparatory course as outlined in §4.54(a)(10) of this subchapter 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.

An institution shall assess, by an instrument approved in §4.56 of this title (*relating to Assessment Instrument* s), the academic skills of each entering, non-exempt undergraduate student prior to enrollment of the student. Under exceptional circumstances, an institution 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.

Prior to the administration of an approved instrument in §4.56 of Texas Administrative Code, an institution 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:

- Importance of assessment in students' academic career
- Assessment process and components, including practice with feedback of sample test questions in all disciplinary areas
- Developmental education options including course-pairing, non-course-based, modular, and other non-conventional interventions
- Institutional and/or community student resources (e.g., tutoring, transportation, childcare, financial aid).

For holistic placement of non-exempt students not meeting standards as defined in §4.57 (*relating to College Ready and Adult Basic Education (ABE) Standards*), institutions 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:

- High school Grade Point Average/class ranking
- Prior academic coursework and/or workplace experience
- Non-cognitive factors (e.g., motivation, self-efficacy); and
- Family-life issues (e.g., job, childcare, transportation, finances).

An institution offering 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 shall ensure that students are assessed as required by this section. An institution may not use the assessment or the results of the assessment as a condition of admission to the institution or as a condition of admission to a specific program offered by the institution
Navarro College shall develop and implement corequisite models as defined in statute 4.53(7) of this title (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 the Navarro College Developmental Education Plan."

HB 2223 and Corequisite Developmental Courses
Navarro College will ensure that developmental courses and interventions comply with the requirements of this section , according to the following schedule:

- 2018-2019: At least 25% of the institutions non-exempt students must be enrolled by subject area in corequisite models.
- 2019-2020: At least 50% of the institutions non-exempt students must be enrolled by subject area in corequisite models.
- 2020-2021: At least 75% of the institutions non-exempt students must be enrolled by subject area in corequisite models.
- for the 2021-2022 academic year and thereafter, 100 percent of the institution's non-exempt students enrolled by subject area in developmental education must be enrolled in corequisite model(s).

The following Navarro College students are exempt by subject area from this requirement:

- Students assessed at ABE diagnostic levels 1-4 on the TSI Assessment
- Students who are college ready
- Students enrolled in Adult Education
- Students enrolled in degree plans not requiring freshman level academic mathematics courses
- Students who meet one or more of the exemptions outlined in 4.54 (relating to exemptions, exceptions, and waivers).

For Navarro College students enrolled in a corequisite model who fail to satisfactorily complete the freshman level course, Navarro College must 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, review the plan developed for students under this section and, if necessary, work with the students to revise this plan.

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 such as the time remediation is successfully completed, the student has made a grade of D or better in an approved related course, or the student has passed the appropriate section of the placement test.

A student who attempts one of the approved freshman-level courses and drops or fails to achieve a grade of D or better will be evaluated by the College to determine the most appropriate action for that student. The options include returning to developmental work, attempting the same or another approved course to earn a D, or retaking the appropriate section of an approved assessment test at any time, subject to availability of time and space in the testing center.

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 course for which they are TSI-complete during the summer or mini-mester 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. For a complete list of stratified reading, writing, and math courses please follow this link: Navarro College Board Policy EH.1 . Stratified courses include History HIST 1301 , History HIST 1302 , Government GOVT 2305, Government GOVT 2306, Psychology PSYC 2301 , or 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.

A student must have passed the reading and writing (ELAR) component of the placement test or successfully completed the remediation sequence for developmental writing before enrolling in English ENGL 1301 . 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.

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. Any student who completes the first level college course with a grade of D or better in stratified reading, writing, or math will be considered TSI complete in that subject area. The developmental education plan will be evaluated on a regular basis by a committee appointed by the Vice President for 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. Academic Advising 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

TUITION & FEES

A complete tuition schedule can be found online on the Tuition and Fees Schedule page of the Navarro College website at https://www.navarrocollege.edu/costs-aid/index.html.
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.

WAIVERS / EXEMPTIONS

Students interested in obtaining a tuition and/or fee waiver or exemption may contact the Admissions and Records Office for more information on all waivers listed below, except for those waivers pertaining to United States veterans or their dependents. Students who are veterans or dependents of veterans may qualify for tuition and/or fee waivers and should contact the Veterans Certifying Office for more information on these and other veteran's benefits. All students wishing to apply for an exemption/waiver should fill out the form requesting the specific exemption/waiver and verify they have registered for selective services. Students will be required to upload supporting documentation located at Waiver Application
Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition or, in some cases, tuition and fees. Listed below are the exemption programs available to Texas residents.

- Adopted Students Formerly in Foster or Other Residential Care
- Blind/Deaf Student Exemption Program
- Exemption for Highest Ranking High School Graduate
- Exemption for Peace Officers Disabled in the Line of Duty
- Exemption for Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses
- Exemption for Students Enrolled in Courses for Dual High School and College-Level Credit
- Exemption for Students under Conservatorship of the Dept. of Family and Protective Services
- Exemption for the Surviving Spouse and Minor Children of Certain Deceased Public Servants (Employees)
- Exemption Program for Clinical Preceptors and their Children
- First Responder (EMS or Fire Personnel)
- Hazelwood Exemption (for Texas Veterans)
- Military: Orphans of Texas Members of the U.S. Armed Forces or National Guard
- Senior Citizen, 65 or Older, Free Tuition for 6 Credit Hours
- TANF Exemption Program

TUITION AND FEE INFORMATION

A complete tuition schedule can be found online on the Tuition and Fees Schedule page of the Navarro College website at https://www.navarrocollege.edu/costs-aid/index.html.
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FINANCIAL INFORMATION

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TABLE OF CONTENTS

Financial Aid
Scholarships and Loans
Room and Board
Athletic Ticket Prices
Settlement of Obligations

ATHLETIC TICKET PRICES

	Basketball	Football
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.

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://studentaid.ed.gov/sa/fafsa. 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://www.navarrocollege.edu/costs-aid/scholarships.html.
$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.collegeforalltexans.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.

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 meal plan.

Meal Plan	Room Charge	Tax	Total Price
15 Meals - $1,230.17	$1,900.00	$101.49	$3,231.66
18 Meals - $1,476.21	$1,900.00	$121.79	$3,498.00
Buildings #30 & #32	**Room Charge**	**Tax**	**Total Price**
15 Meals - $1,230.17	$1,800.00	$101.49	$3,131.66
18 Meals - $1,476.21	$1,800.00	$121.79	$3,398.00

No Refunds on Room Charges
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:

All residents with room assignments	**August 1 for Fall** **December 1 for spring**

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 checked out of 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 https://www.navarrocollege.edu/residence/index.html. Students must be enrolled in 15 semester hours to be eligible to live in the residence halls.

SCHOLARSHIPS AND LOANS

Navarro College is grateful to the following individuals and organizations for making scholarship funds available to students. For information concerning loans, grants, and work study opportunities, contact the Student Financial Aide Office. For scholarship information, contact the Navarro College Foundation Office.

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
Darrell Hughes Jr. Memorial Scholarship	Family of Darrell Hughes Jr.
John Jennings Memorial Agriculture Scholarship	Friends of John Jennings
Lottie Jones Mansfield Scholarship/Endowment	Mr. & Mrs. Charles R. Jones
Harry McCord Fine Arts Scholarship	Sandra Dowd & Friends of Harry McCord
Presidential Scholarship	Louis Wolens & Wolens Family
David Redford Memorial Band Scholarship	Family of David Redford
John Roberts-Computer Science	Mrs. Nancy Roberts & Friends
Ivan and Adele Rosenburg Scholarship	Mr. & Mrs. Herb Silverberg & Max Silverberg
Pa Saar and Jason Trier Memorial Scholarship	Friends of Pa Saar and Jason Trier
Jay & Daisy Silverberg Music Scholarship	Silverbergs & Friends
Gelene Duncan Simpson Scholarship	Family and Friends of Gelene Duncan Simpson
Susan and Elton Skinner Jr. Memorial Scholarship	Family of Susan and Elton Skinner
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
Navarro College Foundation Scholarship	Navarro College Foundation Board of Directors
Choral & Instrumental Music	Navarro College
Other Funds	**Donor**
College Work-Study Program / Navarro Job Placement	College / Federal

Hazelwood Act	State of Texas
Federal Pell Grant	Federal
Federal Supplemental Educational Opportunity Grant	Federal
Texas Public Educational-State Student Incentive Grant	State of Texas / Navarro College
TEOG	State of Texas
1000 Tuition Rebate	State of Texas

About M.C. & Mattie Caston Scholarship
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 https://www.navarrocollege.edu/costs-aid/index.html.

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.

TUITION & FEES

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."Class Days" are defined as the days in which the College schedules classes for that semester, typically Monday through Saturday, and are computed beginning the first day of classes for the semester, regardless of how many times per week each class meets. After classes begin, and due to the costs incurred for materials and services regardless of student drops, certain course fees are not refundable; these include but are not limited to general service, program-specific, matriculation, and vehicle fees. Fees associated with on-campus living in residence halls are referenced in Administrative Procedure FG.1. In the event of a student's official withdrawal or reduction of hours carried, tuition and enrollment-based fees are refundable on the following prorated 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

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.

TABLE OF CONTENTS

Academic Advising
Counseling, Advising, and Academic Planning
Carl Perkins CTE Success Center
Student Activities
Housing | Residence Life
Career and Job Placement
Disability and Access Services
Textbooks
Library Services

COUNSELING, ADVISING, AND ACADEMIC PLANNING

Counseling

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

Mentoring

The Mentor Me program is designed to help guide students to be successful over all areas of life in order to increase the likelihood of achieving student academic and life goals. Mentor Me is a wonderful opportunity to help our students learn valuable life skills for overall health, success, and achievement.

Advising and Academic Planning

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.

Navarro College offers a full program of assessment and counseling to assist students in selecting appropriate educational and career directions. Counselors and faculty in the academic transfer area are available to assist students who plan to continue their education at a senior institution. Additionally, the Carl Perkins CTE Success 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. 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 CTE SUCCESS CENTER

The Navarro College Carl Perkins CTE Success 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 (AAS) 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, and mock interviews. The Navarro College Carl Perkins CTE Success Center is located on the Corsicana campus in the Bain Center, room BC 101. Carl Perkins CTE Success 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 Coriscana 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 here 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.

CAREER AND JOB PLACEMENT

The Career Cornerstone, through the Bulldog Life department, is responsible for providing comprehensive career services that include career exploration as well as job preparation and placement services for students. Student assistance includes programming and service related to job search assistance for both career and current employment and through job fairs, internships, life skills coaching, seminars, and guidance for appropriate presentation and apparel for interviews. The Bulldog Life department is located on the first floor of the Richard M. Sanchez Library on the Corsicana Campus
In addition, the Navarro College Carl Perkins CTE Success Center provides assistance to Career and Technical students who are seeking full-time and part-time enrollment. A Career and Technical student is an individual pursuing an Associates of Applied Science (AAS) Degree or a Certificate (CT) Program. The Success 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 CTE Success Center is located on the Corsicana Campus in the Bain Center, room BC 101.

DISABILITY AND ACCESS SERVICES

Mission Statement
The mission of the Navarro College Disability and Access Services Office (NCDASO) 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 and Access 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 and Access 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 and Access 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 and Access Services Office of his/her enrollment or complete a Semester Request online to assure continuation of services, 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 and Access 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 and Access Services Office or visit the Disability and Access Services Office website (http://www.navarrocollege.edu/support-services/disability-services/). The Request for Services, Documentation Guidelines, Disability and Access Services Procedure Manual, and contact information can be found on the Disability and Access 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
As part of the intake, students are encouraged to share information about his/her disability and what accommodation(s) he/she believes would be appropriate. Disability and Access Services Staff may make additional suggestions to assist those individuals who have trouble identifying his/her needs.
The accommodation must be reasonable, must be effective for the student, and must fit both the disability and the educational setting. Determining what is effective for the student, Disability and Access Services Office, and other College personnel (including faculty), when deemed appropriate. Ultimately, the NCDASO determines appropriate accommodation. It is recognized that from time-to-time, requested accommodation(s) may not be available due to course content requirements or program restrictions. Changes to accommodation(s) must be done in collaboration with, and authorization by, the NCDASO. Reasonable accommodation(s) for qualified students must comply with the academic and technical standards required for participation in the educational program or service.
The Disability and Access Services Office will prepare accommodation letters for each semester the student registers with the office. This letter will be emailed to each student's NC email account and 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 deliver the letter(s) via hard copy or email to his/her professor(s). Accommodations are not retroactive. Accommodations, if approved by the Disability and Access Services Office, are effective the date the student provides his/her letter to the instructor.

Housing Accommodations
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 and Access 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, immediate Access, 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 four locations in Corsicana, Mexia, Midlothian, and Waxahachie 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 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 website. 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 checkout). 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 https://www.navarrocollege.edu/library/index.html.

ACADEMIC POLICIES AND INFORMATION

ACADEMIC POLICIES AND INFORMATION

TABLE OF CONTENTS

ACADEMIC POLICIES
Rules and Regulations
Disclousure of Consumer Information
Access to Student Records
Academic Integrity
Academic Standards
Minimum Standard of Work Grades and Values Grade Points
Student Conduct
Classroom Decorum
Examinations
Academic Classification of Students
Non-Credit / Auditing of Courses
Student Load
Hold on Student Records
"I" Grade Removal and Grade Change Limitation
Scholastic Probation / Suspension
Student Grievance Procedures
Attendance Requirement
Dropping and/or Adding Courses
Withdrawal from the College
Settlement of Obligations
Student Rights and Responsibilities
Resolution of Disputes Concerning Transfer Courses
Student Academic Grievance
Student / Instructor Conflict Resolutions
Change of Address
Repetition of Courses and Academic Fresh Start
Grade Challenge Policy
Program of Study Dismissal Procedure
ACADEMIC INFORMATION
Alternative Instructional Methods - Distance Learning
Course Number Explanation

Major/Minor Areas of Concentration
Veteran's Benefits
Developmental Studies
Evening and Weekend Classes
President's List
Dean's List
Graduation with Honors
Graduation Information
Division of Continuing Education
Adult Education and Literacy
English Language Institute (ELI)
COLLEGE CREDIT POLICY
Overview
Credit by Examination
Prior Learning Assessment (PLA)
Evaluated Credit
ACT | SAT | AP | IB Credit
Transfer of Credits
Transcripts
DEGREE REQUIREMENTS
Degrees and Majors
Individualized Degree Plans
General Requirements for Associate Degrees
Requirements for Certificates
Associate of Arts Degree
Associate of Arts - Teaching Degree
Associate of Science Degree
Associate of Applied Science Degree
Certificate of Completion
Second Degree
Core Objectives

ACADEMIC POLICIES

ACADEMIC POLICIES

TABLE OF CONTENTS

Rules and Regulations
Disclousure of Consumer Information
Access to Student Records
Academic Integrity
Academic Standards
Minimum Standard of Work Grades and Values Grade Points
Student Conduct
Classroom Decorum
Examinations
Examinations
Academic Classification of Students
Non-Credit / Auditing of Courses
Student Load
Hold on Student Records
"I" Grade Removal and Grade Change Limitation
Scholastic Probation / Suspension
Student Grievance Procedures
Attendance Requirement
Dropping and/or Adding Courses
Withdrawal from the College
Settlement of Obligations
Student Rights and Responsibilities
Resolution of Disputes Concerning Transfer Courses
Student Academic Grievance
Student / Instructor Conflict Resolutions
Change of Address
Repetition of Courses and Academic Fresh Start
Grade Challenge Policy
Program of Study Dismissal Procedure

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.

ACADEMIC INTEGRITY

The college expects all students to do their own schoolwork at all times. Any student guilty of dishonesty in academic work 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 the program. A faculty member may begin such action if a student is accused of "cheating on academic work." Cheating includes, but is not limited to:

1.Copying from another person's test paper or academic work;
2.Using, during a test, materials not authorized by the person giving the test;
3.Collaborating without authority with another person during an examination or in preparing academic work;
4.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;
5.Substituting for another student or permitting another person to substitute for oneself to take a test or prepare other academic work; and
6.Stealing and deliberately using ideas or writings of others without giving written credit to them (plagiarism).

When a student is accused of academic dishonesty, the faculty member and the student will attempt to reach a resolution first and based on the course syllabus. If no resolution is achieved, the student may appeal to the appropriate instructional 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.

Only non-instructional testing violations occurring in the testing center (e.g., TSI, GED testing) may result in disciplinary review by Student Services.

ACADEMIC STANDARDS

ACADEMIC STANDARDS

TABLE OF CONTENTS

Minimum Standard of Work
Grades and Values
Grade Points

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.
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GRADES AND VALUES

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

GRADE	Grade Score	INTERPRETATION	GRADE POINT VALUE
A	90 - 100	Excellent	4 Points
B	80 - 89	Good	3 Points
C	70 - 79	Average	2 Points
D	60 - 69	Poor	1 Point
CR	-	Equivalent	Not Computed
F	Below 60	Failing	0 points
I	-	Incomplete	Not Computed
W	-	Withdrawn	Not Computed
P/SA/SB/SC	-	Pass/Satisfactory	Not computed

To receive credit for a course, a student must earn a semester grade of not less than “D” or “CR.”
Grading criteria for certain programs, including those in the health professions, may differ. Grading criteria for such courses or programs may be located in the course syllabus and/or program handbook.

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.

ACADEMIC POLICIES

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
- 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: 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.

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 in 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.

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.

To change a student address or telephone number, the student should log into Self Service at selfservice.navarrocollege.edu or click on Update Student Info form.

CLASSROOM DECORUM

Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty have the authority and responsibility to effectively manage their classroom environments. Faculty may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. These procedures are not intended to discourage appropriate classroom expression, discussion, or disagreement, but to promote respectful interactions.

Rules and expectations for the instructional setting should be established by the faculty member and communicated to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching method, and learning objectives. They also may vary depending upon the educational context and class syllabi.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting, including conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Faculty are the authority in the classroom and make the final determination of what is considered appropriate behavior.

Faculty who experience disruptive behavior in the classroom should email the student to identify the prohibited behavior that occurred, the rules that were violated, and the behavior that is required in the future.

If the disruptive behavior is serious or severe, the faculty member should immediately contact the dean or police, as appropriate.

The faculty member must document the severe disruptive behavior in writing by emailing the academic or instructional dean. The documentation should also include a copy of the email(s) provided to the student.

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.

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, but students may drop a course by completing a Request for Dropping a Course form. It is the student's responsibility to visit with his or her instructor concerning course status before submitting 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.

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. Additional fees may be required for students choosing to take tests at a professor-approved location not affiliated with Navarro College. It is the student's responsibility to make arrangements with the instructor to complete examinations not taken in Navarro College's testing centers.

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 dean who will chair the committee.
The Grade Review Committee will call a meeting, at which time the case will be reviewed. The committee chair will open the meeting by reading the grade challenge procedure. The student will then have 30 minutes in which to present to the committee the reasons for challenging the grade, including any evidence the student would like for the committee to consider. The instructor will then have 30 minutes in which to present to the committee the justification for the grade the student was awarded. 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. The student and the instructor will each be allowed three minutes in which to make a closing 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 to the student and the instructor within two business days.

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 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 to the student, the instructor, and the appropriate dean within two business days of the decision.
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.
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 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 dean or Vice President's office.

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.

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 faculty member. The faculty member 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, noncredit/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 faculty member 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 noncredit/audit student who withdraws or drops a class.

PROGRAM OF STUDY DISMISSAL PROCEDURE

Students may be dismissed from a program of study at Navarro College for various reasons, including but not limited to grades, violations specified in the program of study handbook, and/or conduct. Certain programs of study such as Allied Health (Nursing, OTA, PTA, and MLT) and Protective Services (Fire, EMT, Paramedic, and Police) may require additional standards of conduct and may involve additional programmatic decisions that must be made through the program of study director/coordinator and his/her dean consistent with the Student/Instructor Conflict Resolution Procedures. Students in these programs of study will be required to abide by both the Navarro College Student Handbook and the program of study's specific student handbook. In cases where a student has a valid reason for challenging dismissal from a specialized program of study, the student must request, in writing through the appropriate dean, a Program of Study Dismissal Challenge Hearing.
The appropriate dean must receive this written request within ten (10) days from the notice of dismissal. If, in the judgment of the dean, there are valid reasons for a program of study dismissal challenge, the dean will appoint a Program of Study Dismissal 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.
The Program of Study Dismissal Review Committee will call a meeting, at which time the case will be reviewed by first hearing the program's justification for the dismissal and hearing the student's challenge of the dismissal. The program of study faculty 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 program of study faculty 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 Program of Study Dismissal 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 program of study director/coordinator.
If either party wishes to appeal the decision of the Program of Study Dismissal 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 Program of Study Dismissal 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 a 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 Program of Study Dismissal Review Committee meeting and any additional evidence provided by the student and the program of study faculty.

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 parties 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 program of study director/coordinator and/or dean

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 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.

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.

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.

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.

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.

SCHOLASTIC PROBATION / SUSPENSION

Good Standing
The status of 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 Academic/Campus Dean, who may, in extenuating circumstances, reinstate the student for one additional semester. If readmission is granted, the student will re-enter on academic suspension for that one semester until end of course grades determine the student's academic standing for the next semester.

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 / INSTRUCTOR CONFLICT RESOLUTIONS

If a student feels an instructor has treated him/her unfairly, the student should take the following steps to resolve the issue. The College believes that matters involving an instructor and student(s) are best resolved at that level; therefore, with only the exception of safety matters (e.g., harassment, sexual misconduct, Title IX complaint) which should be referred to the Title IX Office, the following procedures are recommended for all other student-instructor conflict resolutions.

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 Admissions and Records office 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 in writing with the Vice President of Academic Affairs, who is the final authority regarding student/instructor disputes.

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.

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 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.

STUDENT GRIEVANCE PROCEDURES

Navarro College provides all student and administrative services on a non-discriminatory 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 current, **prospective, or past student.**

INITIAL CONFLICT PROTOCOL

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. 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. (See Board Policies, Sections DFD and FFE on Sexual Misconduct).
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). All staff should follow the Staff Protocol in Response to Student Grievances (below) in providing guidance to students.

LEGAL COUNSEL

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

INSTRUCTIONAL COMPLAINT

A student who has 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.

NON-INSTRUCTIONAL COMPLAINT

A student with a grievance outside the classroom should pursue resolution through the course of action most appropriate to the department involved and as follows:

ADVISING / ADULT EDUCATION & LITERACY / LIBRARY / TUTORING
A student who has a grievance related to advising, Adult Education & Literacy, the library, or tutoring should first contact the director or dean for that department; if the problem is not resolved, the student may present the grievance to the Vice President of Academic Affairs.

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

TITLE IX / SEXUAL MISCONDUCT
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 Board Policies, Sections DFD and FFE on Sexual Misconduct).

BULLDOG LIFE / CULTURE OF CARING / DISABILITY SERVICES / STUDENT LIFE / COUNSELING / STUDENT CONDUCT / TESTING / INTERNATIONAL SERVICES / TRIO
Students who have a grievance related to other student services (e.g., Bulldog Life, Culture of Caring, disability services, activities, clubs, counseling, student conduct, testing, international program services, or TRIO) 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.

FINANCIAL AID/RESIDENCE LIFE/COMPUTER INFORMATION TECHNOLOGY/DINING SERVICES/BUSINESS OFFICE
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. The exception to this would be *conduct-related* acceptance or re-acceptance into Residence Life programming, in which case the appeal should follow the protocol referenced in the Residence Life manual with the option for final appeal to be submitted in writing to the Vice President of Student Services.

ADMISSIONS/RECRUITING/MARKETING/INSTITUTIONAL RESEARCH
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. The exception to this would be *conduct-related* admissions or re-admissions decisions (e.g., transcript notations regarding conduct) which should be directed to the Vice President of Student Services and which may be reviewed by the Behavior Intervention Team; final appeal for a conduct-related decision may be sent in writing to the Vice President of Student Services.

ATHLETICS
A grievance related to athletics will be brought to the attention of the Head Coach. If the problem is not resolved, the student may present the grievance in writing to the Director of Athletics.

BOOKSTORE / SCHOLARSHIPS / PHYSICAL PLANT/CAMPUS POLICE
A grievance related to the bookstore, scholarships, 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.

FINAL APPEAL
In each of these areas, the decision of the appropriate vice president or athletic director 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 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.

THECB COMPLAINT
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.

SACSCOC REGIONAL ACCREDITATION
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.

PROGRAM-SPECIFIC ACCREDITATION ORGANIZATIONS
In addition to general institutional accreditation under SACSCOC, individual departmental programs (including, but not limited to nursing, medical lab technology, occupational therapy assistant, physical therapy assistant, or cosmetology) may be associated with program-specific accreditation organizations with which a student may consult at any time. Contact information is provided for these program-specific accreditation organizations on the College's program-specific departmental website.

STUDENT GRIEVANCE FORM
Except in the case of safety (e.g., harassment/sexual misconduct/Title IX complaint), a student should first attempt to resolve the issue directly with the staff member of concern and if the student 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 https://www.navarrocollege.edu/support-services/grievance/index.html.

STUDENT FEEDBACK/SGA GENERAL ASSEMBLY
Each semester the College solicits feedback on the College website to obtain concerns and suggestions regarding the improvement f college services. Students also may voice their ideas for improvement at regularly scheduled Student Government Association meetings on the Corsicana and Waxahachie campuses throughout the fall and spring semesters. However, for the individual student concerns or grievances, students should follow the grievance procedures detailed above. Additionally, with suggestions for improvement to specific programs, students may find it helpful to follow the same hierarchical chain as described above.

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.

RECORDS RETENTION
All administrators—directors, deans, and vice presidents--are expected to maintain thorough and appropriate records of student grievances in accordance with the State of Texas Records Retention Schedule, all federal requirements provided by the U.S. Department of Education, SACSCOC regional and program accreditation requirements, and applicable Navarro College policies and procedures.

STUDENT LOAD

The normal load for a student is five courses exclusive of kinesiology 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 or who takes a minimum of six (6) semester hours during a six (6) week summer session.
Students may take up to 19 hours in a fall or spring semester, up to (9) semester hours in an eight (8) week semester, and up to seven (7) semester hours in a six 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 exceed 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/Campus 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.

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.

WITHDRAWAL FROM THE COLLEGE

Any student who voluntarily withdraws from all classes for which he/she is enrolled must fill out a complete withdrawal form available at the following link: Application for Complete Withdrawal. 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.

"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.

ACADEMIC INFORMATION

ACADEMIC INFORMATION

TABLE OF CONTENTS

Alternative Instructional Methods - Distance Learning
Course Number Explanation
Major/Minor Areas of Concentration
Veteran's Benefits
Developmental Studies
President's List
Dean's List
Graduation with Honors
Graduation Information
Division of Continuing Education
Adult Education and Literacy

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 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 Citizenship classes and Integrated Education and Training support classes.

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

The Integrated Education and Training classes support students in basic skills acquisition in direct relation to approved Continuing Education (CE) and Career and Technical Education (CTE) classes. These classes promote student success in the CE and CTE classes. Students must test for grant eligibility prior to enrollment in this program.

ALTERNATIVE INSTRUCTIONAL METHODS - DISTANCE LEARNING

Distance Learning refers to courses that are offered outside of a traditional classroom using a variety of technologies for delivery. Navarro College provides several types of distance learning classes to help fit the needs of our students.

Online (Internet) Courses

Online courses allow students to take courses from virtually anywhere and anytime of the day or night. Students taking online courses must have reliable access to a computer and an internet connection. These courses are NOT truly self-paced as they are scheduled to run concurrent with on-campus courses during the standard fall, spring, and summer, and mini semesters. Students will gain access to their classes through our Canvas learning management system.

Hybrid Courses

Hybrid courses are defined as courses in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place. In hybrid classes, a significant amount of the course learning activity is moved online, which allows for a reduction of time spent in the classroom. Hybrid courses give students the experience of taking a class online, while at the same time having face-to-face time with their professor and classmates.

DigiTex (formerly Virtual College of Texas, or VCT)
DigiTex is a consortium of Texas community colleges that offer courses to students who are unable to find a specific course at their area college. If you are attending Navarro College and the course(s) that you need for your degree is/are not offered online by Navarro College, you may reserve space in a class at another DigiTex college. Credit for the class will be transcripted through Navarro College.

IMPORTANT NOTE: All DigiTex course syllabi and faculty qualifications must be approved by the appropriate Department Chair and Executive Dean prior to registration. Please be advised the approval process can take some time, so your patience is appreciated. If the course and/or professor has not been approved, you will not be able to register for the class.

Interactive Web Conference Courses
An Interactive Web Conference is a class in which a professor teaches at one location while students in another location receive live, two-way audio and visual instruction via a web conferencing application. The professor and students at the remote location can interact in real time, and each location can hear and see each other.

State Authorization of Distance Learning Program
Notice to Prospective Distance Learning Students Officially Residing in a U.S. State of Territory Outside of Texas (and not Planning to Re-Locate to Texas).
Navarro College is currently not a member of the State Authorization Reciprocity Agreement (SARA); therefore, we are 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.
SARA is a voluntary agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs, and is overseen by a National Council and administered by the four regional education compacts (Midwestern Higher Education Compact, New England Board of Higher Education, Southern Regional Education Board, and the Western Interstate Commission for Higher Education).
For a complete listing of member institutions and more information regarding this agreement, please visit the National Council for State Authorization Reciprocity Agreement (NC-SARA) website at http://nc-sara.org.
For more information about Navarro College's Distance Learning Program, please visit https://www.navarrocollege.edu/online-campus/overview.html or contact the Office 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.

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.

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 (TSIA or TSIA2) are required to enroll and participate in developmental corequisite classes or a non-course-based corequisite activity until competency is achieved. Failure to attend or participate in developmental studies classes will result in the student being dropped from the class. If a student is dropped from one section of a corequisite pairing, the student will be dropped from both sections.
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 Self Service 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, for the purposes of financial aid. The purpose of developmental corequisite courses is for students to concurrently complete either their Adult Education requirement and achieve Non-Algebraic TSI completion in one semester, or allow them to concurrently enroll in credit bearing course work while receiving additional instruction to support their success and allow them to obtain TSI completion in one semester. 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 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.

DIVISION OF CONTINUING EDUCATION

The Navarro College Division of Continuing Education is designed to provide programs and training to support lifelong learning and career development. Continuing education courses are open to interested individuals 18 years of age or older regardless of educational background, though some programs may have specific admission requirements. Classes are available on a flexible schedule and are not necessarily tied to standard semester dates. Continuing education classes address professional skills development, workforce training, industry-recognized certifications, personal enrichment, 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 recommended. 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 (CEUs). For every 10 hours of classroom time, the student earns one CEU. These CEUs 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.

Additionally, 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.

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.

EVENING AND WEEKEND CLASSES

Evening and weekend classes are offered for the convenience of students who cannot enroll in day classes. Many of the courses required to complete an associate degree or certificate are offered during the weekday evenings, weekends, or online..

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.

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. See “Repetition of Courses and Academic Fresh Start” (add link)

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.

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.

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. Because 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 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. If students change their degree plan, they need to apply with the VA to update their degree plan.
First-time Applicant requirements
1.Chapter 30 – Montgomery GI Bill® (MGIB-AD) (Served Active Duty):
· Submit copy of DD Form 214
· Submit Certificate of Eligibility, letter from the VA confirming eligibility for Montgomery GI Bill®.
· If the COE has not arrived, applicant may submit the confirmation page from VA Form 22-1990 which can be completed online at https://www.va.gov/education/how-to-apply/
· Request Official Military Transcripts: Official Joint Service Transcript request for Veterans who served in the Army, Navy, Marines, or Coast guard can request an Official copy of their Joint Service Transcript be sent to Navarro College by accessing the following website https://jst.doded.mil/jst/
· If the Veteran served in the Air Force, they will need to request a transcript from the Community College of the Air Force. The form is located at https://www.airuniversity.af.edu/Portals/10/CCAF/documents/CCAF-Transcript-Request.pdf It needs to be mailed in and it is STRONGLY recommended that is be done certified mail. Then submit copies of the receipts on Document Upload. Long delays are anticipated.
· The veteran must submit a VA Enrollment Certification request for EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be received without this. This can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification.
· The Veteran will need to verify his/her enrollment near the end of each month on https://www.gibill.va.gov/wave/index.do
· 2.Chapter 31 – Veteran Readiness and Employment® (VR&E) (Service Connected Disabled Veterans)
· Veteran MUST apply in advance and get approved BEFORE registering for classes.
· Submit copy of DD Form 214
· Equivalent of Certificate of Eligibility will be Supplied on Tungsten by the VR&E counselor.
· Request Official Military Transcript: Official Joint Service Transcript request for Veterans who served in the Army, Navy, Marines, or Coast guard can request an Official copy of their Joint Service Transcript be sent to Navarro College by accessing the following website https://jst.doded.mil/jst/
· If the Veteran served in the Air Force, they need to request a transcript from the Community College of the Air Force. The form is located at https://www.airuniversity.af.edu/Portals/10/CCAF/documents/CCAF-Transcript-Request.pdf It needs to be mailed in and it is STRONGLY recommended that is be done certified mail. Then submit copies of the receipts on Document Upload. Long delays are typical.

· The veteran must submit a VA Enrollment Certification request for EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be received without this. This can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification.
· Each month the Veteran will need to verify his/her enrollment enrolment near the end of each month on https://www.gibill.va.gov/wave/index.do
· 3.Chapter 33 – Post 9/11GI Bill® (Served Active Duty)
· Submit copy of DD Form 214
· Submit Certificate of Eligibility, letter from the VA confirming eligibility for the Post 9/11GI Bill®.
· If the COE has not arrived, applicant may submit the confirmation page from VA Form 22-1990 which can be completed online at https://www.va.gov/education/how-to-apply/
· Request Official Military Transcript: Official Joint Service Transcript request for Veterans who served in the Army, Navy, Marines, or Coast guard can request an Official copy of their Joint Service Transcript be sent to Navarro College by accessing the following website https://jst.doded.mil/jst/
· If the Veteran served in the Air Force, they need to request a transcript from the Community College of the Air Force. The form is located at https://www.airuniversity.af.edu/Portals/10/CCAF/documents/CCAF-Transcript-Request.pdf It needs to be mailed in and it is STRONGLY recommended that is be done certified mail. Then submit copies of the receipts on Document Upload. Long delays are anticipated.
· The veteran must submit a VA Enrollment Certification request for EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be received without this. This can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification.
· Every Veteran using this benefit will need to verify enrollment verify his/her enrollment near the end of each month, see link for options https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp
· 4.Chapter 33 – Post 9/11GI Bill® TEB (Transfer Education Benefits to Dependents)
DOD approves student's transfer and sends letter of approval to the student. For Transferability details see https://milconnect.dcmc.mil
· Complete VA Form 22-1990 Application for Education Benefits
· Submit copy of DD Form 214 unless Service member is still on Active Duty as noted on COE
· Submit Certificate of Eligibility, letter from the VA confirming eligibility for the Post 9/11GI Bill®.
· If the COE has not arrived, applicant may submit the confirmation page from VA Form 22-1990 which can be completed online at https://www.va.gov/education/how-to-apply/
· The student must submit a VA Enrollment Certification request for EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be received without this. This can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification.
· Every student using this benefit will need to verify his/her enrollment near the end of each month, see link for options https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp
· 5.Chapter 33 FRY Scholarship – Post 9/11GI Bill® (benefits provided to the service member's surviving spouse and children)
· DOD approves the award of the Fry scholarship and sends letter of approval to the dependents.
· Complete VA Form 22-1990 Application for Education Benefits
· If the COE has not arrived, applicant may submit the confirmation page from VA Form 22-1990 which can be completed online at https://www.va.gov/education/how-to-apply/
· Submit copy of DD1300 Report of Casualty
· The student must submit a VA Enrollment Certification request for EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be received without this. This can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification.
· Every student using this benefit will need to verify his/her enrollment near the end of each month, see link for options https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp
6.Chapter 35 Dependent's Educational Assistance DEA®– Post (benefits provided to the service member's surviving spouse and children)
· DOD approves the award of the Fry scholarship and sends letter of approval to the dependents.
· Complete VA Form 22-1990 Application for Education Benefits
· If the COE has not arrived, applicant may submit the confirmation page from VA Form 22-1990 which can be completed online at https://www.va.gov/education/how-to-apply/
· Submit copy of DD1300 Report of Casualty
· The student must submit a VA Enrollment Certification request for EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be received without this. This can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification.
Every student using this benefit will need to verify his/her enrollment near the end of each month, see link for options https://benefits.va.gov/gibill/isaksonroe/verification_of_enrollment.asp
Chapter 1606 – Montgomery GI Bill Selected Reserve® (MGIB-SR) (Served in Reserves)
· Submit copy of DD Form 214
· Submit Certificate of Eligibility, letter from the VA confirming eligibility for the (MGIB-SR)®.
· If the COE has not arrived, applicant may submit the confirmation page from VA Form 22-1990 which can be completed online at https://www.va.gov/education/how-to-apply/
· Request Official Military Transcripts: Official Joint Service Transcript request for Veterans who served in the Army, Navy, Marines, or Coast guard can request an Official copy of their Joint Service Transcript be sent to Navarro College by accessing the following website https://jst.doded.mil/jst/
· If the Veteran served in the Air Force, they need to request a transcript from the Community College of the Air Force. The form is located at https://www.airuniversity.af.edu/Portals/10/CCAF/documents/CCAF-Transcript-Request.pdf It needs to be mailed in and it is STRONGLY recommended that is be done certified mail. Then submit copies of the receipts on Document Upload. Long delays are anticipated.

· The veteran must submit a VA Enrollment Certification request for EVERY semester they wish to use VA benefits. It should be submitted as soon as they have registered for classes. Benefits cannot be received without this. This can be found on Self Service > Financial Aid > Resources > VA Enrollment Certification.
· The Veteran will need to verify his/her enrollment near the end of each month on https://www.gibill.va.gov/wave/index.do
· ***TRANSFER STUDENTS**
· Transfer students using Chapters 30, 33, and 1606 need to complete VA form 22-1995 to transfer benefits from your previous college. To Navarro College. The form can be found here. https://www.va.gov/education/how-to-apply/ Also need the same documentation as students using the benefit for the first time. See above.
· Transfer students using Chapters 35 need to complete VA form 22-5495 to transfer benefits from your previous college. To Navarro College. The form can be found here. Also need the same documentation as students using the benefit for the first time. See above. · https://www.va.gov/education/how-to-apply/
· Transfer students using Chapters 31 need to coordinate with their VR&E Counselor so an updated approval can be added in Tungsten form them. Also need the same documentation as students using the benefit for the first time. See above.

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.
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 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: *** To remain eligible for benefits, students utilizing VA 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 classes or is placed on scholastic probation, he or she may become ineligible for further VA benefits. It is the student's responsibility to notify the Certifying Official when he/she registers for courses and if there are any changes in enrollment status from the time VA Enrollment Certification was requested until the end of the term.

COLLEGE CREDIT POLICY

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 fifteen (15) 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.

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.

COLLEGE CREDIT POLICY

TABLE OF CONTENTS

Overview
Credit by Examination
Prior Learning Assessment (PLA)
Articulated Credit
Evaluated Credit
ACT | SAT | AP | IB Credit
Transfer of Credits
Transcripts

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 Cashier's 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.

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.

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
- Evaluated Credit
- ACT / SAT / AP / IB Credit

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.

PRIOR LEARNING ASSESSMENT

POLICIES FOR PRIOR LEARNING ASSESSMENT (PLA)

Prior Learning Assessment (PLA) is defined as a process for assessing learning gained outside of a traditional academic environment. This could be learning acquired through military service, credit by examination, or portfolio assessment. PLA is a means of evaluating what a student already knows at the college-level derived from these experiences for college credit, certification, or advanced standing toward further education or training.

General Guidelines

Consistency with Navarro College's Mission and Role: Credit awarded for prior learning shall be consistent with Navarro College's educational mission and goals. Navarro College will only award credit for approved, non-developmental, lower division courses and programs that are offered by Navarro College and lie within the scope of its mission and role, as described in the Texas Education Code.
Authority to Award Credit: Credit for prior learning shall be granted only upon recommendation of an Executive Dean and teaching faculty who are appropriately qualified. Individuals participating in the recommendation shall be named therein.
Methods for Awarding Credit: Credit for prior learning shall be awarded in accordance with consistent methods established by the awarding department/division and school and based upon documented learning. Transferability of awarded prior learning credit will be at the discretion of the receiving institution.
Evidence of Extra-Institutional Learning: Credit for prior learning shall be granted only for documented learning which ties the prior experience to the theories and data of the relevant academic fields. Such evidence may take the form of noncredit program documents (syllabi, competency descriptions, textbooks, etc.), competency examinations, skill demonstrations, learning portfolios, and/or other mechanisms approved beforehand by qualified faculty. No credit shall be granted without reliable evidence.
Comparability: Credit for prior learning shall be granted only for demonstrated learning outcomes and/or competencies comparable in nature, content, and extent to those that successful students achieve by participation in Navarro College's approved non-developmental courses and programs. Comparability shall be based on the officially approved learning outcomes and competencies articulated in Student Learning Outcomes (SLOs).
Timeliness: Credit shall not be awarded for prior learning that is not current in nature and content. Because currency differs by field, the reviewing Executive Dean and teaching faculty shall determine whether the prior learning adequately satisfies current course learning outcomes and competencies.

Appropriateness of Amount of Credit: The amount of credit granted shall be consistent with standards articulated by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
Overall Proportion: As stated elsewhere in these procedures, twenty-five (25%) percent of all coursework required for a degree from Navarro College must be completed at Navarro College. Additionally, twenty-five (25%) percent of all hours in an applied major field must be completed at Navarro College for the student to receive a degree in the specified major. Therefore, credit awarded for PLA shall not exceed 50% of coursework required for a degree or certificate.
Transcript Integrity: To ensure transcript integrity, student transcripts at Navarro College will identify the source of awarded credit.
Grading of Awarded Credit: Credit awarded shall be ungraded course credit unless an adequate basis exists for assigning a grade.
Credit for Audited Courses: Navarro College shall not grant credit for courses taken on an audit basis at any institution.
Partial-Course Credit: Navarro College shall not award partial-course credit for prior learning. Only full course credit will be awarded for qualifying prior learning assessment.
Enrollment Status: Students must be currently enrolled at Navarro College and pursuing a Navarro College credential at the time that they seek credit for prior learning. Students are eligible to apply for awarded credit upon completion of fifteen (15) semester credit hours in residency at Navarro College with a minimum grade point average (GPA) or 2.0 or higher and in good standing.
Financial Aid Eligibility: Credit granted for prior learning is not eligible for financial aid or veterans' education assistance, and such credits will not be counted toward full-time status for scholarship purposes. However, awarded credit will count toward the maximum time frame to graduation (150% of the credits necessary for graduation) for financial aid purposes.
Fees: Reasonable recording fees may be assessed by the Perkins Career Success Center and/or the evaluating department/division to offset the cost of evaluating prior learning for credit.
Posting of Procedures: Instructions for students wishing to apply for awarded credit and fees to be assessed will be published and kept current by the Perkins Career Success Center.

Applicable Fees

Students eligible to receive credit through Prior Learning Assessment (PLA) must complete and submit the Application for Prior Learning Assessment through the Navarro College Perkins Career Success Center. There is no fee required to submit the PLA application.

APPLICABLE FEES	
External Examination Fees (CLEP, DSST, ACT/SAT/IB)	$25 Test Proctoring Fee – Navarro College Testing Center (does not include testing fees paid to external entities)
Industry/Professional Certification (with crosswalk)	$0
Departmental Examination	$65 per SCH + applicable Lab Fees (based in accordance with lab fee schedule)
Portfolio Development and Evaluation Fee	$100 - Portfolio Development Course fee $65 per credit hour for Evaluation

TYPES OF PRIOR LEARNING ASSESSMENT (PLA)

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 fifty percent of a degree or certificate based on the following procedures:
Military Experience (Joint Services Transcript, DANTES Subject Standardized Test)
Credit by Examination
- Departmental Examination
- SAT/ ACT / AP / IB Credit
- CLEP

Departmental Crosswalk Alignment
Portfolio Assessment
- Work Experience
- Community Service Experience
- Evaluated Credit

Industry/Professional Certification

Eligibility

To be eligible to earn course credit for non-credit learning experiences, student must be currently pursuing a Navarro College degree or certificate, have completed at least fifteen (15) semester credit hours, and have a GPA of at least 2.0.

TRANSCRIPTS

Unofficial Copies

Unofficial copies of your Navarro College transcript may be obtained by logging into Self Service at:
https://selfservice.navarrocollege.edu/Student/Student/Transcripts
Your transcript will be downloaded to a PDF file and you can print or save it.

Official copies of student transcripts are available electronically or in-person.

Electronically ($3 fee per transcript)
Request that your transcript be sent electronically to at:
https://www.navarrocollege.edu/registrar/transcript-requests.html

In-person ($5 fee per transcript)
Go to the Cashier's office at any Navarro College location to pay the $5 fee (per transcript) and receive a receipt. Take the paid receipt to the Office of Admissions and Records for printing of official transcript(s).
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. Contact telephone number and an email address for the student
6. A copy of the student's driver's license or state issued ID
7. The student's signature (Federal Privacy Laws (FERPA) prohibits the release of transcripts without the written consent of the student.

TRANSFER OF CREDITS

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). 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. College and Career Success Coaches have thorough information on credit transfer. Students should work with a College and Career Success Coach to select a degree plan consistent with the student's educational goals. Changes in plans should be discussed with the adviser 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.)

DEGREE REQUIREMENTS

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate in Applied Science Degree is designed to help prepare students for employment in business, industry or health professions. Each AAS 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 AAS program. Degree plans are required for students working toward an AAS 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:

Subjects	Semester Hours
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 AAS programs*	45
GRAND TOTAL	**60**

*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.

ASSOCIATE OF ARTS 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:

Subjects	Semester Hours
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
GRAND TOTAL	**60**

ASSOCIATE OF ARTS – TEACHING DEGREE

Leading to Initial Texas teacher certification

EC-6, 4-8, EC-12

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

8-12	
Subjects	**Semester Hours**
Core Curriculum	42
Science labs / Computer Science lab	3
EDUC 1301 and EDUC 2301	6
Content area teaching fields / academic disciplines	9
Degree Requirements Total	**60**

ASSOCIATE OF SCIENCE 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:

Subject	Semester Hours
English	6
Government	6
American History	6
Mathematics	3 - 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 - 16
GRAND TOTAL	**60**

CERTIFICATE OF COMPLETION

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

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 on going 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 AA, AS, AND AAT DEGREES

COMMUNICATION (6 HOURS)		
COURSE	COURSE TITLE	SEMESTER HOURS
ENGL1301	Composition I	3
ENGL 1302	Composition II	3
ENGL 2311	or Technical and Business Writing	3

MATH (3 HOURS)		
COURSE	COURSE TITLE	SEMESTER HOURS
MATH 1314	College Algebra	3
MATH 1316	Plane Trigonometry	3
MATH 1324	Mathematics for Business and Social Sciences	3
MATH 1332	Contemporary Mathematics (Quantitive Reasoning)	3
MATH 1342	Elementary Statistical Methods	3
MATH 2412	Pre-Calculus Math	3
MATH 2413	Calculus I	3

LIFE AND PHYSICAL SCIENCES (6 HOURS) -TWO OF THE FOLLOWING		
COURSE	COURSE TITLE	SEMESTER HOURS
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	Genreal 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 I	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

COURSE	COURSE TITLE	SEMESTER HOURS
ENGL 2321	British Literature	3
ENGL 2322	British Literature I	3
ENGL 2323	British Literature II	3
ENGL 2326	American Literature	3
ENGL 2327	American Literature I	3
ENGL 2328	American Literature II	3
ENGL 2331	World Literature	3
ENGL 2332	World Literature I	3
ENGL 2333	World Literature II	3
ENGL 2341	Forms of Literature	3
HIST 2311	Western Civilization I	3
HIST 2312	Western Civilization II	3
HUMA 1301	Introduction to the Humanities	3
HUMA 1305	Introduction to Mexican American Studies	3
PHIL 1301	Introduction to Philosophy	3
PHIL 2306	Introduction to Ethics	3

CREATIVE ARTS (3 HOURS) - ONE OF THE FOLLOWING

COURSE	COURSE TITLE	SEMESTER HOURS
ARTS 1301	Art Appreciation	3
ARTS 1303	Art History (Prehistoric to the 14th Century)	3
DRAM 1310	Theatre Appreciation	3
DRAM 2366	Film Appreciation	3
HUMA 1311	Mexican American Fine Arts Appreciation	3
MUSI 1306	Music Appreciation	3

MUSI 1310	American Music	3

AMERICAN HISTORY (6 HOURS) - TWO OF THE FOLLOWING		
COURSE	COURSE TITLE	SEMESTER HOURS
HIST 1301	United States History I	3
HIST 1302	United States History II	3

GOVERNMENT / POLITICAL SCIENCE (6 HOURS)		
COURSE	COURSE TITLE	SEMESTER HOURS
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3

SOCIAL / BEHAVIORAL SCIENCE (3 HOURS)		
COURSE	COURSE TITLE	SEMESTER HOURS
ANTH 2346	General Anthropology	3
ECON 2301	Principles - Economics Macro	3
ECON 2302	Principles - Economics Micro	3
PSYC 2301	General Psychology	3
PSYC 2319	Social Psychology	3
SOCI 1301	Introduction to Sociology	3
SOCI 2301	Marriage & The Family	3

COMPONENT AREA OPTION (6 HOURS)		
COURSE	COURSE TITLE	SEMESTER HOURS
BCIS 1305	Business Computer Applications	3
COSC 1301	or Introduction to Computing	3
SPCH 1311	Introduction to Speech Communication	3
SPCH 1315	or Public Speaking	3
SPCH 1321	or Business & Professional Communication	3

Total Credit Hours: 42

DEGREE REQUIREMENTS

TABLE OF CONTENTS

Degrees and Majors
Individualized Degree Plans
General Requirements for Associate Degrees

Requirements for Certificates
Associate of Arts Degree
Associate of Arts - Teaching Degree
Associate of Science Degree
Associate of Applied Science Degree
Certificate of Completion
Second Degree
Core Objectives

DEGREES AND MAJORS

Navarro College confers a degree upon completion of all graduation requirements. A major refers to a college student's main field of specialization or focus of study while completing the degree. Majors fall under types of degrees.
An Associate of Arts degree (AA) includes majors such as Speech, English, Music, and Criminal Justice.
An Associate of Science degree (AS) includes majors such as Math, Biology, Chemistry, Computer Science, and Business.
An Associate of Applied Science degree (AAS) includes majors such as Accounting, Business, Petroleum Technology, Welding, Nursing, Occupational Therapy, and Physical Therapy.

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

Navarro College confers certificate or degrees three times per year at the end of each long semester: fall, spring, and summer. Coursework presented for graduation after the end of the term will be conferred in the next long semester.

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 college and career success coaches to establish a plan of educational objectives.
The Associate of Arts (AA), Associate of Arts in Teaching (AAT), and Associate of Science degree plans in this catalog serve as a guide for students planning to transfer to a senior level institution. Students should select courses from these plans based upon the requirements of the senior level 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 AA, AAT, or AS degrees. Substitutions for any course in an AA, AAT, or AS degree may be made only with the approval of the Executive Dean of Academic Studies.
Students seeking the Associate of Applied Science degree or certificate must complete the courses outlined in the degree plan section of this publication. Substitution for any course in the AAS degree or certificate requires prior approval of the Executive Director of Workforce, Career & 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 Academic Advising or the Registrar's Office.

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.

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 fifteen (15) 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 fifteen (15) additional hour requirement.
- A student may only participate (walk across the stage) once per commencement ceremony.

ACCOUNTING

ACCOUNTING

OVERVIEW

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 AAS 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 BAAS, the AAS 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.

CAREER OUTLOOK

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, database, 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 responsibilty and maintains high ethical standards

OUTLOOK	OCCUPATION
Above Average	Accounting Clerks & Supervisors, Accounting Supervisor

POSITION	SALARY (PER YEAR)
Clerks/Bookkeepers	$31,980-$56,470
Office Managers	$35,540-$83,790

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Accounting	Associate in Applied Science	View Degree Plan
Accounting Assistant/Paraprofesional	Certificate	View Degree Plan
Accounting Clerk	Certificate	View Degree Plan

FACULTY

Amber Vickers, Program Coordinator
Corsicana Campus
(903) 875-7535

ACCOUNTING - AAS DEGREE PLAN

PROGRAM INFORMATION: The AAS 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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ACNT 1329	Payroll & Business Tax Account	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Spring Total Credit Hours		15

SOPHOMORE YEAR - FALL

ACNT 1305, ACCT 2332: Prerequisite required – See course catalog inventory for more information.
ACNT 2301, ACNT 2302, ACNT 1368: Prerequisite: Meet TSI College-readiness standard for Mathematics or equivalent.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
ACNT 1368	or Practicum-Accounting Technology/ Technician and Bookkeeping	3
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

ACCT 2302: Prerequisite required – See course catalog inventory for more information

COURSE SECTION	COURSE TITLE	CREDIT HOURS
XXXX	Approved Language / Philosophy / Culture	3
ACCT 2302	Principles of Managerial Accounting	3
XXXX	Approved Social / Behavioral Science	3
ECON 2301	Principles - Economics Macro	3
ECON 2302	or Principles Economics Micro	3
SPCH 1321	Business & Professional Communication	3
SPCH 1315	or Public Speaking	3
Spring Total Credit Hours		15
Program Total Credit Hours		60

Recommended co-requisite: Math 1324-Mathematics for Business and Social Sciences.
***Practicum or Accounting Capstone 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 DEGREE PLAN

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 AAS in Accounting degree.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
POFI 1301	Computer Applications I	3
ACNT 1303	Introduction to Accounting I	3
POFT 1301	Business English	3
BUSI 1301	Business Principles	3
Fall Total Credit Hours		12

FRESHMAN YEAR - SPRING

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Spring Total Credit Hours		12

SOPHOMORE YEAR - FALL

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.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ACNT 1305	Forensic Accounting	3
ACNT 1331	Federal Income Tax: Individual	3
ACNT 2302	Accounting Capstone	3
ACNT 1368	or Practicum-Accounting Technology/ Technician and Bookkeeping	3
ACNT 2332	Accounting Information Systems	3
Fall Total Credit Hours		12
Program Total Credit Hours		

ACCOUNTING CLERK CERTIFICATE (FOR DUAL CREDIT STUDENTS) DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ACNT 1303	Introduction to Accounting I	3
POFT 1301	Business English	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
POFI 1301	Computer Applications I	3
ACNT 1304	Introduction to Accounting II	3
ACNT 1311	Introduction to Computerized Accounting	3
Semester I Total Credit Hours		15
Program Total Credit Hours		

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

ART

ART

OVERVIEW

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.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Art	Associate of Arts	View Degree Plan

FACULTY

ART – AA DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
ARTS 1311	Design I (2-Dimensional)	3
COSC 1301	Introduction to Computing	3
HIST 1301	United States History I	3
XXXX	Approved Core Math	3
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
ENGL 2311	or Technical And Business Writing	3
HIST 1302	United States History II	3
ARTS 1316	Drawing I	3
ARTS 1301	Art Appreciation	3
ARTS 1303	or Art History I (Prehistoric to the 14th Century)	3
ARTS 1304	or Art History II (14th Century to the Present)	3
XXXX	Approved Social / Behavioral Science	3
Spring Total Credit Hours		15

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
XXXX	Approved Language / Philosophy / Culture	3
XXXX	Approved Speech	3
XXXX	Approved Life / Physical Sciences	4
XXXX	Approved Arts	3
Fall Total Credit Hours		16

SOPHOMORE YEAR - SPRING

Some universities may require ARTS 1317 Drawing II

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
XXXX	Approved Life / Physical Sciences	4
XXXX	Approved Arts	3
XXXX	Foreign Language	4
Spring Total Credit Hours		14

SOPHOMORE YEAR - *LIST:

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
*LIST: Total Credit Hours		
Program Total Credit Hours		

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

OVERVIEW

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 of Science degree with a specialization in biology will be awarded to those students who successfully fulfill the general requirements for the degree.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Biology	Associate of Science	View Degree Plan

FACULTY

BIOLOGY - AS DEGREE PLAN

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 of 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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BIOL 1406	Biology for Science Majors I	4
CHEM 1411	General Chemistry I	4
ENGL 1301	Composition I	3
MATH 2412	Pre-Calculus Math	4
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BIOL 1407	Biology for Science Majors II	4
CHEM 1412	General Chemistry II	4
ENGL 1302	Composition II	3
MATH 2313	Calculus I	3
MATH 2413	or Calculus I	4
Spring Total Credit Hours		14

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CHEM 2423	Organic Chemistry I	4
HIST 1301	United States History I	3
COSC 1301	Introduction to Computing	3
GOVT 2305	Federal Government	3
XXXX	Approved Creative Arts	3
Fall Total Credit Hours		16

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
SPCH 1315	Public Speaking	3
HIST 1302	United States History II	3
XXXX	Approved Social / Behavioral Science	3
XXXX	Approved Language / Philosophy / Culture	3
Spring Total Credit Hours		15

SOPHOMORE YEAR - SOME UNIVERSITIES MAY REQUIRE THE FOLLOWING:

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CHEM 2425	Organic Chemistry II	4
Some universities may require the following: Total Credit Hours		
Program Total Credit Hours		

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

BUSINESS

OVERVIEW

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 man- ager 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.

CAREER OUTLOOK

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 sucess • Enjoys leading and working with diverse groups

OUTLOOK	OCCUPATION
Good	Production Controller
Good	Purchasing Agent

Good	Small Business Manager
Good	Supervisor
Evolving	Convention Planner

POSITION	SALARY (PER YEAR)
Production Controller	$32,500-$35,520
Purchasing Agent	$24,400-$50,400
Small Business Manager	$21,500-$50,600
Supervisor	$15,350-$43,200
Convention Planner	$46,490

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Business	Associate in Science	View Degree Plan
Business Administration	Associate in Applied Science	View Degree Plan
Hospitality Management Administration	Associate in Applied Science	View Degree Plan
Customer Relationship Management	Certificate	View Degree Plan
Entrepreneurship (Level I)	Certificate	View Degree Plan
Hospitality Management (Level I)	Certificate	View Degree Plan
Hospitality Management (Level II)	Certificate	View Degree Plan
Supervisor (Level I)	Certificate	View Degree Plan
Supervisor (Level II)	Certificate	View Degree Plan

FACULTY

BUSINESS - AS DEGREE PLAN

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 associates 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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
BCIS 1305	Business Computer Applications	3
XXXX	Approved Science	4
MATH 1324	Mathematics for Business and Social Sciences	3
XXXX	Approved Elective	1
Fall Total Credit Hours		17

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 2311	or Technical And Business Writing	3
HIST 1302	United States History II	3
XXXX	Approved Science	4
BUSI 1301	Business Principles	3
BUSI 2305	Business Statistics	3
Spring Total Credit Hours		16

SOPHOMORE YEAR - FALL

ECON 2301 fulfills the Social Science requirement.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
X3XX	Approved Language/Philosophy/Culture	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
SPCH 1315	or Public Speaking	3
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
ECON 2302	Principles Economics Micro	3
ACCT 2302	Principles of Managerial Accounting	3
XXXX	Approved Visual / Performing Arts Elective	3
Spring Total Credit Hours		12
Program Total Credit Hours		

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 - AAS DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BUSI 1301	Business Principles	3
BMGT 1301	Supervision	3
ENGL 1301	Composition I	3
XXXX	Approved Core Math	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
Fall Total Credit Hours		12

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BMGT 1327	Principles of Management	3
MRKG 1311	Principles of Marketing	3
POFT 2312	Business Correspondence & Communications	3
SPCH 1321	Business & Professional Communication	3
SPCH 1315	or Public Speaking	3
COSC 1301	Introduction to Computing	3
Spring Total Credit Hours		15

FRESHMAN YEAR - SUMMER

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BMGT 1368	Practicum - Bus Admin & Management	3
Summer Total Credit Hours		3

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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	e-Commerce Marketing	3
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

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 (BBA) should enroll under the Associate of Science (AS) in Business Degree plan.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Spring Total Credit Hours		15
Program Total Credit Hours		

CUSTOMER RELATIONSHIP MANAGEMENT CERTIFICATE DEGREE PLAN

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 -

MRKG 1301: Capstone course must be taken in final semester.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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	e-Commerce Marketing	3
Total Credit Hours		18
Program Total Credit Hours		

ENTREPRENEURSHIP CERTIFICATE LEVEL I DEGREE PLAN

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

BUSG 1341: Capstone course must be taken in final semester.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BMGT 1301	Supervision	3
HRPO 2301	Human Resources Management	3
MRKG 1311	Principles of Marketing	3
MRKG 2312	e-Commerce Marketing	3
BUSG 1341	Small Business Financing	
BUSG 2309	Small Business Management/ Entrepreneurship	3
Courses Total Credit Hours		18
Program Total Credit Hours		18

HOSPITALITY MANAGEMENT ADMINISTRATION - AAS DEGREE PLAN

FRESHMAN - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BMGT 1301	Supervision	3
HAMG 1321	Introduction to Hospitality Industry	3
CHEF 1305	Sanitation & Safety	3
HAMG 1313	Front Office Procedures	3
RSTO 1325	Purchasing for Hospitality Operations	3
HAMG 1324	Hospitality Human Resource Management	3
Fall Total Credit Hours		18

FRESHMAN - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
HAMG 2332	Hospitality Financial Management	3
HAMG 1340	Hospitality Legal Issues	3
HAMG 1342	Guest Room Management	3
HAMG 2307	Hospitality Marketing and Sales	3
XXXX	Approved Math	3
Spring Total Credit Hours		15

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
SPCH 1321	Business & Professional Communication	3
SPCH 1315	or Public Speaking	3
ENGL 1301	Composition I	3
HAMG 2337	Hospitality Facilities Management	
PHIL 2306	Introduction to Ethics	3
ECON 2301	Principles - Economics Macro	3
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
COSC 1301	Introduction to Computing	3
POFT 2312	Business Correspondence & Communications	3
MRKG 2312	e-Commerce Marketing	3
HAMG 2388	Internship (Hospitality Admin/Mgmt, General)	3
Spring Total Credit Hours		12
Program Total Credit Hours		60

HOSPITALITY MANAGEMENT LEVEL I CERTIFICATE DEGREE PLAN

CERTIFICATE REQUIREMENTS - REQUIREMENTS LIST

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BMGT 1301	Supervision	3
HAMG 1321	Intro to Hospitality Industry	3
CHEF 1305	Sanitation & Safety	3
HAMG 1313	Front Office Procedures	3
RSTO 1325	Purchasing for Hospitality Operations	3
HAMG 1324	Hospitality Huan Resource Management	3
Requirements List Total Credit Hours		18

COURSE SECTION	COURSE TITLE	CREDIT HOURS
Program Total Credit Hours		

HOSPITALITY MANAGEMENT LEVEL II CERTIFICATE DEGREE PLAN

DEGREE REQUIREMENTS - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BMGT 1301	Supervision	3
HAMG 1321	Intro to Hospitality Industry	3
CHEF 1305	Sanitation & Safety	3
HAMG 1313	Front Office Procedures	3
RSTO 1325	Purchasing for Hospitality Operations	3
HAMG 1324	Hospitality Human Resource Management	3
Fall Total Credit Hours		18

DEGREE REQUIREMENTS - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
HAMG 2332	Hospitality Financial Management	3
HAMG 1340	Hospitality Legal Issues	3
HAMG 1342	Guest Room Management	3
HAMG 2307	Hospitality Marketing and Sales	3
HAMG 2337	Hospitality Facilities Management	3
HAMG 2388	Internship	3
Spring Total Credit Hours		18
Program Total Credit Hours		36

SUPERVISOR'S CERTIFICATE LEVEL I DEGREE PLAN

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 1368/ BMGT 1369 can't be taken in the Level I Certificate
BMGT 2309: Capstone course must be taken in final semester.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BMGT 1301	Supervision	3
XXXX	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
MRKG 2312	or e-Commerce Marketing	3
XXXX	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
XXXX	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
XXXX	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BMGT 2309	Leadership	3
Total Credit Hours		18
Program Total Credit Hours		

SUPERVISOR'S CERTIFICATE LEVEL II DEGREE PLAN

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 1368/ BMGT 1369 cannot be taken in the Level II Certificate Fall

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BMGT 1301	Supervision	3
XXXX	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
MRKG 2312	or e-Commerce Marketing	3
XXXX	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
XXXX	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
XXXX	BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
BMGT 2309	Leadership	3
Fall Total Credit Hours		18

REQUIRED COURSES - SPRING

COSC 1301: ITSC 1309 is a substitute course for COSC 1301 in AAS and Certificate degrees
BMGT 1368: Students who are unable to complete the practicum should contact (903) 875-7559.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
MRKG 1301	Customer Relationship Management	3
MRKG 1311	or Principles of Marketing	3
MRKG 2312	or e-Commerce Marketing	3
COSC 1301	Introduction to Computing	3
ITSC 1309	or Integrated Software Applications I	3
POFT 1301	Business English	3
SPCH 1321	Business & Professional Communication	3
SPCH 1315	or Public Speaking	3
BMGT 1368	Practicum - Bus Admin & Management	3
Spring Total Credit Hours		15

REQUIRED COURSES - SUMMER

**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.
BMGT 2309: Capstone course must be taken in final semester.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BMGT 1369	Practicum-Bus Adm & Mgmt	3
	BMGT-BUSG-MRKG-HRPO-BUSI	3
XXXX	or BMGT***, BUSG, MRKG, HRPO, BUSI Elective	3
Summer Total Credit Hours		6
Program Total Credit Hours		

BUSINESS INFORMATION TECHNOLOGY

ADMINISTRATIVE PROFESSIONAL I CERTIFICATE DEGREE PLAN

COURSE SEQUENCE - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Fall Total Credit Hours		18
Program Total Credit Hours		

ADMINISTRATIVE PROFESSIONAL II CERTIFICATE DEGREE PLAN

COURSE SEQUENCE - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
POFT 1301	Business English	3
POFT 1313	Professional Workforce Preparation	3
POFT 1329	Beginning Keyboarding	3
ACNT 1303	Introduction to Accounting I	3
POFI 1301	Computer Applications I	3
Fall Total Credit Hours		15

COURSE SEQUENCE - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
POFT 1325	Business Math Using Technology	3
POFI 1341	Computer App II	3
POFI 2401	Word Processing	4
POFT 2312	Business Correspondence & Communications	3
POFI 2431	Desktop Publishing	4
Spring Total Credit Hours		17
Program Total Credit Hours		32

BUSINESS INFORMATION TECHNOLOGY

OVERVIEW

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, Medical Records & Health Information Technicians, Office/Facilities Coordinators and Administrators

About the Occupations
Business information technology professionals are found in almost every organization. These administrative professionals are skilled at performing a variety of administrative duties that include basic clerical skills, project management skills, electronic

record keeping skills, and computer and customer service skills. 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 and use their interpersonal and communication skills effectively.
Executive assistants and senior administrative assistants provide high-level support by managing software training and orientation for new staff. Their role includes conducting online research, booking travel and securing needed information on the Internet, planning meetings, negotiating hotel contracts, scheduling, and preparing for cyber- and video-conferencing, using desktop publishing to produce brochures, fliers and annual reports. 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.

CAREER OUTLOOK

WORK ENVIRONMENT	
Employers	• Business, industry, and government agencies • Colleges, universities, professional schools, and public schools • Hospitals, clinics, physician offices and billing service organizations • Insurance companies, home health care agencies, or in their homes as virtual assistants • Banks and insurance 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 • 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 running smoothly • Interested in new technology and a variety of work settings

OUTLOOK	OCCUPATION
Good	Executive Secretaries & Executive Administrative Assistants
Good	Accounting Assistants & Auditing Specialists
Excellent	Specialized Administrative Assistants – Medical
Excellent	Medical Records & Health Information Technicians
Good	Administrative Assistants, Secretaries
Excellent	Receptionists, Information Clerks

POSITION	SALARY (PER YEAR)
Executive Secretaries & Executive Administrative Assistants	$51,270
Accounting Assistants & Auditing Specialists	$27,554 - $52,000
Specialized Administrative Assistants – Medical	$28,600 - $42,400
Medical Records & Health Information Technicians	$35,900
Administrative Assistants, Secretaries	$33,240
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

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Business Information Technology	Associate in Applied Science	View Degree Plan
Administrative Professional I	Certificate	View Degree Plan
Administrative Professional II	Certificate	View Degree Plan
Medical Front Office Professional	Certificate	View Degree Plan

FACULTY

BUSINESS INFORMATION TECHNOLOGY - AAS DEGREE PLAN

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 Medical Front Office Professional.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
POFT 1329	Beginning Keyboarding	3
ACNT 1303	Introduction to Accounting I	3
ENGL 1301	Composition I	3
POFT 1301	Business English	3
Fall Total Credit Hours		12

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
XXXX	First Course from Major Emphasis	3
Spring Total Credit Hours		15

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
POFI 1341	Computer App II	3
SPCH 1321	Business & Professional Communication	3
SPCH 1315	or Public Speaking	3
POFI 2401	Word Processing	4
XXXX	Approved Language / Philosophy / Culture or Creative Arts	3
XXXX	Second Course from Major Emphasis	3
Fall Total Credit Hours		16

SOPHOMORE YEAR - SPRING

POFT 2431: Capstone

COURSE SECTION	COURSE TITLE	CREDIT HOURS
XXXX	Approved Social / Behavioral Science	3
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3
MATH 1324	or Mathematics for Business and Social Sciences	3
POFT 2431	Administrative Project Solutions	4
POFI 2431	Desktop Publishing	4
XXXX	Third Course from Major Emphasis	3
Spring Total Credit Hours		17

MAJOR EMPHASIS - ACCOUNTING

Courses must be taken in sequence

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ACNT 1304	Introduction to Accounting II	3
ACNT 1329	Payroll & Business Tax Account	3
ACNT 1331	or Federal Income Tax: Individual	3
ACNT 1311	Introduction to Computerized Accounting	3
Accounting Total Credit Hours		

MAJOR EMPHASIS - BUSINESS

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BUSI 1301	Business Principles	3
BMGT 1301	Supervision	3
MRKG 1301	Customer Relationship Management	3
Business Total Credit Hours		

MAJOR EMPHASIS - MEDICAL

Courses must be taken in sequence

COURSE SECTION	COURSE TITLE	CREDIT HOURS
HITT 1305	Medical Terminology	3
POFM 1317	Medical Administrative Support	3
HPRS 2321	Medical Law & Ethics for Health Professionals	3
Medical Total Credit Hours		

MAJOR EMPHASIS - GENERAL

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
General Total Credit Hours		
Program Total Credit Hours		

MEDICAL FRONT OFFICE PROFESSIONAL DEGREE PLAN

COURSE SEQUENCE - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Fall Total Credit Hours		15

COURSE SEQUENCE - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
POFT 1313	Professional Workforce Preparation	3
MDCA 1302	Human Disease/Pathophysiology	3
HPRS 2321	Medical Law & Ethics for Health Professionals	3
POFM 1427	Medical Insurance	4
POFM 1317	Medical Administrative Support	3
Spring Total Credit Hours		16
Program Total Credit Hours		31

CHEMISTRY

CHEMISTRY

OVERVIEW

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.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Chemistry	Associate of Science	View Degree Plan

FACULTY

CHEMISTRY – AS DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
HIST 1301	United States History I	3
CHEM 1411	General Chemistry I	4
MATH 2412	Pre-Calculus Math	4
SPCH 1315	Public Speaking	3
Fall Total Credit Hours		14

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
HIST 1302	United States History II	3
CHEM 1412	General Chemistry II	4
COSC 1301	Introduction to Computing	3
MATH 2313	Calculus I	3
MATH 2413	or Calculus I	4
Spring Total Credit Hours		13

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3
CHEM 2423	Organic Chemistry I	4
ENGL 1301	Composition I	3
XXXX	Approved Social / Behavioral Science	3
MATH 2414	Calculus II	4
Fall Total Credit Hours		17

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
ENGL 1302	Composition II	3
ENGL 2311	or Technical And Business Writing	3
CHEM 2425	Organic Chemistry II	4
XXXX	Approved Creative Arts	3
XXXX	Approved Language / Philosophy / Culture	3
Spring Total Credit Hours		16
Program Total Credit Hours		60

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.
Students who have not completed MATH 2412 Pre-Calculus Math, or the equivalent, should take the course in the summer prior to their Freshman Fall semester.

CHILD DEVELOPMENT

CHILD DEVELOPMENT

OVERVIEW

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.

CAREER OUTLOOK

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

OUTLOOK	OCCUPATION
Good	Childcare Directors
Good	School Teacher Aides
Excellent	Nannies
Excellent	Childcare Workers

POSITION	SALARY (PER YEAR)
Childcare Directors	$9,984-$16,640
School Teacher Aides	$8,840-$20,400
Nannies	$10,192-$14,310
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/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Child Development	Associate in Applied Science	View Degree Plan
Child Development	Certificate	View Degree Plan

FACULTY

CHILD DEVELOPMENT - AAS DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CDEC 1311	Educating Young Children	3
CDEC 1354	Child Growth & Development	3
CDEC 1303	Families, Schools, & Community	3
CDEC 1318	Wellness of the Young Child	3
CDEC 1319	Child Guidance	3
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CDEC 1164	Practicum-Child Development	1
CDEC 1321	The Infant & Toddler	3
CDEC 1359	Children With Special Needs	3
CDEC 1413	Curriculum Resources for Early Childhood	4
ENGL 1301	Composition I	3
Spring Total Credit Hours		14

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 1358	Creative Arts for Early Childhood	3
CDEC 2341	The School Age Child	3
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3
MATH 1314	or College Algebra	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CDEC 2426	Administration of Programs for Children I	4
Fall Total Credit Hours		16

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CDEC 1265	Practicum-Child Development	2
CDEC 2428	Administration of Programs for Children II	4
PSYC 2301	General Psychology	3
COSC 1301	Introduction to Computing	3
XXXX	Approved Language / Philosophy / Culture or Creative Arts	3
Spring Total Credit Hours		15
Program Total Credit Hours		60

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

CHILD DEVELOPMENT CERTIFICATE DEGREE PLAN

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 - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CDEC 1303	Families, Schools, & Community	3
CDEC 1311	Educating Young Children	3
CDEC 1318	Wellness of the Young Child	3
CDEC 1319	Child Guidance	3
CDEC 1354	Child Growth & Development	3
Fall Total Credit Hours		15

COURSE SEQUENCE - SPRING

CDEC 1164: Capstone must be taken in final semester.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CDEC 1164	Practicum-Child Development	1
CDEC 1321	The Infant & Toddler	3
CDEC 1359	Children With Special Needs	3
CDEC 2407	Math & Science for Early Childhood	4
CDEC 2426	Administration of Programs for Children I	4
Spring Total Credit Hours		15
Program Total Credit Hours		30

COMPUTER INFORMATION TECHNOLOGY

COMPUTER INFORMATION TECHNOLOGY

OVERVIEW

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.

CAREER OUTLOOK

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

OUTLOOK	OCCUPATION
Stable	Information Tech Specialist
Excellent	Computer Programmer
Excellent	Computer Support Specialist
POSITION	**SALARY (PER YEAR)**
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

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Computer Information Technology - Business Emphasis	Associate of Science	View Degree Plan
Computer Information Technology - Engineering & Scientific Emphasis	Associate of Science	View Degree Plan
Computer Information Technology - Cloud Computing	Associate in Applied Science	View Degree Plan
Computer Information Technology - Cybersecurity	Associate in Applied Science	View Degree Plan
Computer Information Technology - Network Systems	Associate in Applied Science	View Degree Plan
Computer Information Technology - Programmer/Software Developer	Associate in Applied Science	View Degree Plan
Computer Information Technology - Cloud Virtualization	Certificate	View Degree Plan
Computer Information Technology - Cybersecurity	Certificate	View Degree Plan
Computer Information Technology - Newtwork Systems	Certificate	View Degree Plan
Computer Information Technology - Software Development	Certificate	View Degree Plan
Computer Information Technology - Web Design	Certificate	View Degree Plan
Computer Information Technology - Web Developer	Certificate	View Degree Plan

FACULTY

COMPUTER INFORMATION TECHNOLOGY - AAS (CLOUD COMPUTING) DEGREE PLAN

The Computer Information Technology Department's newest program, the AAS in Cloud Computing, will prepare students to enter the workforce as a cloud computing manager/engineer.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
MATH 1314	College Algebra	3
ENGL 1301	Composition I	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITSC 1305	Intro to PC Operating Systems	3
ITSY 1342	Information Technology Security	3
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
X3XX	Approved Language/Philosophy/Culture	3
ITSC 1316	LINUX Installation & Configuration	3
ITNW 1309	Fundamentals of Cloud Computing	3
ITSY 2301	Firewalls & Networks Security	3
ITNW 1313	Computer Virtualization	3
Spring Total Credit Hours		15

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
X3XX	Approved Social / Behavioral Science	3
COSC 1301	Introduction to Computing	3
ITSE 1359	Introduction to Scripting Languages	3
ITNW 1336	Cloud Development and Infrastructure	3
ITNW 1373	Cloud Computing Security	3
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITSW 1307	Introduction to Database	3
ITSC 1315	Project Management Software	3
ITNW 2327	Advanced Cloud Computing	3
ITNW 1354	Implementing and Supporting Servers	3
ITNW 2264	Practicum in Computer Systems Networking and Telecommunications	2
X1XX	Elective	1
Spring Total Credit Hours		15
Program Total Credit Hours		60

COMPUTER INFORMATION TECHNOLOGY - CYBERSECURITY LEVEL I CERTIFICATE DEGREE PLAN

FRESHMAN - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITSC 1305	Intro to PC Operating Systems	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITSC 1325	Personal Computer Hardware	3
ITSY 1342	Information Technology Security	3
Fall Total Credit Hours		12

FRESHMAN - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITSC 1316	LINUX Installation & Configuration	3
COSC 1301	Introduction to Computing	3
ITSY 2301	Firewalls & Networks Security	3
ITSC 2339	Personal Computer Help Desk Support	3
Spring Total Credit Hours		12

FRESHMAN - SUMMER

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITSY 2343	Computer Systems Forensics	3
ITSY 2342	Incidental Response and Reporting	3
Summer Total Credit Hours		6
Program Total Credit Hours		30

COMPUTER INFORMATION TECHNOLOGY - NETWORK SYSTEMS CERTIFICATE DEGREE PLAN

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.

FRESHMAN - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITNW 1325	Fundamentals of Networking Technologies	3
ITSC 1325	Personal Computer Hardware	3
ITSC 1305	Intro to PC Operating Systems	3
ITSY 1342	Information Technology Security	3
COSC 1301	Introduction to Computing	3
Fall Total Credit Hours		15

FRESHMAN - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITSC 2339	Personal Computer Help Desk Support	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITNW 1313	Computer Virtualiation	3
ITSY 2301	Firewalls & Networks Security	3
ITSC 1316	LINUX Installation & Configuration	3
Spring Total Credit Hours		12
Program Total Credit Hours		27

COMPUTER INFORMATION TECHNOLOGY AAS (CYBERSECURITY) DEGREE PLAN

The Cybersecurity Associate of Applied Science (AAS) degree is designed to prepare students with strong technical skills and knowledge to design, develop, implement, and maintain defensive and offensive cyber strategies. Students will have the skills to help them obtain professional certification, entry level position in the field of Cybersecurity, or continue their education by pursuing a bachelor's degree.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
MATH 1314 **or** MATH 1324	College Algebra **or** Math for Business and Social Sciences	3 3
ITSY 1342	Information Technology Security	3
ITSC 1325	Personal Computer Hardware	3
ITSC 1305	Intro to PC Operating Systems	3
ITNW 1325	Fundamentals of Networking Technologies	3
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
ITSC 1316	LINUX Installation & Configuration	3
ITNW 1335	Information Storage & Management	3
ITSY 2301	Firewalls & Networks Security	3
ITNW 1313	Computer Virtualization	3
Spring Total Credit Hours		15

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITSY 2342	Incidental Response and Reporting	3
ITNW 2355	Server Virtualization	3
ITSY 2341	Security Management Practices	3
ITSE 1359	Introduction to Scripting Languages	3
XXXX	Approved Social / Behavioral Science	3
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITSY 2343	Computer Systems Forensics	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITNW 1354	Implementing and Supporting Servers	3
ITSY 2330	Intrusion Detection	3
COSC 1301	Introduction to Computing	3
XXXX	Approved Language / Philosophy / Culture	3
Spring Total Credit Hours		15
Program Total Credit Hours		60

COMPUTER INFORMATION TECHNOLOGY CLOUD VIRTUALIZATION CERTIFICATE DEGREE PLAN

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITSC 1305	Intro to PC Operating Systems	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITSY 1342	Information Technology Security	3
COSC 1301	Introduction to Computing	3
Fall Total Credit Hours		12

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITNW 1354	Implementing and Supporting Servers	3
ITSY 2301	Firewalls & Networks Security	3
ITNW 1335	Information Storage & Management	3
ITNW 1313	Computer Virtualization	3
Spring Total Credit Hours		12

FRESHMAN YEAR - SUMMER

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITSY 2341	Security Management Practices	3
ITNW 2355	Server Virtualization	3
Summer Total Credit Hours		6
Program Total Credit Hours		30

COMPUTER INFORMATION TECHNOLOGY SOFTWARE DEVELOPMENT CERTIFICATE DEGREE PLAN

Program Information: 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.

FRESHMAN - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
COSC 1436	Programming Fundamentals I	4

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITSE 2313	Web Authoring	3
ITSE 1302	Computer Programming	3
ITSE 1359	Introduction to Scripting Languages	3
ITSE 1330	Introduction to C# Programming	3
Fall Total Credit Hours		16

FRESHMAN - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
COSC 1437	Programming Fundamentals II	4
COSC 2325	Computer Organization	3
COSC 1301	Introduction to Computing	3
ITSC 1315	Project Management Software	3
ITSE 1307	Intro to C++ Programing	3
Spring Total Credit Hours		16
Program Total Credit Hours		32

COMPUTER INFORMATION TECHNOLOGY WEB DESIGN CERTIFICATE DEGREE PLAN

The Web Design Certificate program is designed to prepare students with the technical skills and knowledge to design responsive web-based content including the application of animations, videos, and other media used in the creation of website.

FRESHMAN - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ARTC 1359	Visual Design for New Media	3
ARTC 1302	Digital Imaging	3
ITSE 2313	Web Authoring	3
ITSE 1301	Web Design Tools	3
ITSE 1359	Introduction to Scripting Languages	3
Fall Total Credit Hours		15

FRESHMAN - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITSE 2302	Intermediate Web Programming	3
IMED 1345	Interactive Digital Media I	3
IMED 2359	Interactive Web Elements	3
ARTC 1313	Digital Publishing	3
MRKG 2312	e-Commerce Marketing	3
Spring Total Credit Hours		15
Program Total Credit Hours		30

COMPUTER INFORMATION TECHNOLOGY WEB DEVELOPER CERTIFICATE DEGREE PLAN

This certificate option is designed to provide students with basic and advanced skills and knowledge in web development and design. Graduates will be qualified to work as Entry Level Programmer in a technical programming environment.
Students pursuing this certificate must meet course prerequisites. Basic understanding of personal computer and operating systems as obtained in COSC 1301 or equivalent.
A Certificate of Completion provides students practical skills designed for immediate employment.

FRESHMAN - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
COSC 1436	Programming Fundamentals I	4
ITSE 2313	Web Authoring	3
ITSE 1301	Web Design Tools	3
ITSE 1359	Introduction to Scripting Languages	3
INEW 1340	ASP.NET	3
Fall Total Credit Hours		16

FRESHMAN - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
COSC 1437	Programming Fundamentals II	4
ITSE 1307	Intro to C++ Programing	3
ITSE 2302	Intermediate Web Programming	3
ITSE 1306	PHP Programming Language	3
ITSE 1333	Mobile Applications Development	3
Spring Total Credit Hours		16
Program Total Credit Hours		

COMPUTER INFORMATION TECHNOLOGY – AAS (NETWORK SYSTEMS) DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITNW 1325	Fundamentals of Networking Technologies	3
ITSC 1325	Personal Computer Hardware	3
ITSC 1305	Intro to PC Operating Systems	3
ITSY 1342	Information Technology Security	3
MATH 1314	College Algebra OR Mathematics for Business and Social Sciences	3 3
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
ITNW 1335	Information Storage & Management	3
ITSC 1316	LINUX Installation & Configuration	3
ITNW 1313	Computer Virtualization	3
ITSY 2301	Firewalls & Networks Security	3
Spring Total Credit Hours		15

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITSE 2313	Web Authoring	3
ITSE 1302	Computer Programming	3
ITNW 2355	Server Virtualization	3
XXXX	Approved Social / Behavioral Science	3
XXXX	Approved Language / Philosophy / Culture	3
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITSW 1307	Intro to Database	3
ITNW 1354	Implementing and Supporting Servers	3
ITSY 2343	Computer Systems Forensics	3
ITSC 2339	Personal Computer Help Desk Support	3
COSC 1301	Introduction to Computing	3
Spring Total Credit Hours		15
Program Total Credit Hours		60

COMPUTER INFORMATION TECHNOLOGY – AAS (PROGRAMMER / SOFTWARE DEVELOPER) DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
MATH 1324	or Mathematics for Business and Social Sciences	3
ITSE 1302	Computer Programming	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
COSC 1436	Programming Fundamentals I	4
ITSE 2313	Web Authoring	3
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
COSC 1437	Programming Fundamentals II	4
ITSE 2302	Intermediate Web Programming	3
ITSE 1307	Intro to C++ Programing	3
XXXX	Approved Social / Behavioral Science	3
Spring Total Credit Hours		13

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ITSE 1359	Introduction to Scripting Languages	3
ITSE 1330	Introduction to C# Programming	3
ITSC 1325	Personal Computer Hardware	3
COSC 2436	Programming Fundamentals III	4
COSC 1301	Introduction to Computing	3
Fall Total Credit Hours		16

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
COSC 2325	Computer Organization	3
ITSE 1333	Mobile Applications Development	3
ITSE 1306	PHP Programming Language	3
ITSC 1315	Project Management Software	3
XXXX	Approved Language / Philosophy / Culture	3
Spring Total Credit Hours		15
Program Total Credit Hours		60

COMPUTER INFORMATION TECHNOLOGY – AS (BUSINESS EMPHASIS TRANSFER PROGRAM) FIELD OF STUDY DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
HIST 1301	United States History I	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
COSC 1301	Introduction to Computing	3
COSC 1436	Programming Fundamentals I	4
Fall Total Credit Hours		13

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
ENGL 2311	or Technical And Business Writing	3
MATH 2413	Calculus I	4
HIST 1302	United States History II	3
COSC 1437	Programming Fundamentals II	4
Spring Total Credit Hours		14

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3
XXXX	Approved Social / Behavioral Science	3
MATH 2414	Calculus II	4
XXXX	Approved Language / Philosophy / Culture	3
PHYS 2425	University Physics I	4
Fall Total Credit Hours		17

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
XXXX	Approved Creative Arts	3
PHYS 2426	University Physics II	4
XXXX	Approved Speech	3
COSC 2325	Computer Organization	3
Spring Total Credit Hours		16
Program Total Credit Hours		60

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 – AS (ENGINEERING AND SCIENTIFIC EMPHASIS) DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
XXXX	Approved Language / Philosophy / Culture	3
COSC 1301	Introduction to Computing	3
COSC 1436	Programming Fundamentals I	4
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
ENGL 2311	or Technical And Business Writing	3
HIST 1302	United States History II	3
MATH 2413	Calculus I	4
COSC 1437	Programming Fundamentals II	4
Spring Total Credit Hours		14

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3
MATH 2414	Calculus II	4
PHYS 2425	University Physics I	4
COSC 2436	Programming Fundamentals III	4
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
PHYS 2426	University Physics II	4
COSC 2325	Computer Organization	3
XXXX	Approved Elective	2
XXXX	Approved Social / Behavioral Science	3
Spring Total Credit Hours		15
Program Total Credit Hours		60

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.

COSMETOLOGY

COSMETOLOGY

OVERVIEW

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.

CAREER OUTLOOK

WORK ENVIRONMENT	
Employers	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.
Tools and Equipment	
WORKER PORTRAIT	
Skills and Aptitudes	
Interests	
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/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Cosmetology	Associate in Applied Science	View Degree Plan
Cosmetology	Certificate	View Degree Plan
Cosmetology Instructor (1 year of experience)	Certificate	View Degree Plan
Cosmetology Instructor (less than 1 year of experience)	Certificate	View Degree Plan
Cosmetology (Dual Credit High School Program)	Certificate	View Degree Plan

FACULTY

COSMETOLOGY CERTIFICATE DEGREE PLAN

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, 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.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CSME 1401	Orientation to Cosmetology	4
CSME 1505	Fundamentals of Cosmetology	5
CSME 1410	Intro to Haircutting & Related Theory	4
CSME 2401	Principles - Hair Coloring & Theory	4
Fall Total Credit Hours		17

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CSME 1474	Principles of Nail and Skincare Technology	4
CSME 2439	Advanced Hair Design	4
CSME 2441	Preparation for State License	
CSME 2473	Advanced Cosmetology Theory and Application	4
Spring Total Credit Hours		16
Program Total Credit Hours		

COSMETOLOGY CERTIFICATE-DUAL CREDIT HIGH SCHOOL PROGRAM DEGREE PLAN

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, 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
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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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CSME 1401	Orientation to Cosmetology	4
CSME 1505	Fundamentals of Cosmetology	5
Fall - Junior Year Total Credit Hours		9

COURSE SEQUENCE - SPRING - JUNIOR YEAR

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CSME 1410	Intro to Haircutting & Related Theory	4
CSME 1474	Principles of Nail and Skincare Technology	4
Spring - Junior Year Total Credit Hours		8

COURSE SEQUENCE - FALL - SENIOR YEAR

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CSME 2401	Principles - Hair Coloring & Theory	4
CSME 2439	Advanced Hair Design	4
Fall - Senior Year Total Credit Hours		8

COURSE SEQUENCE - SPRING - SENIOR YEAR

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CSME 2441	Preparation for State License	
CSME 2473	Advanced Cosmetology Theory and Application	4
Spring - Senior Year Total Credit Hours		8
Program Total Credit Hours		

COSMETOLOGY INSTRUCTOR CERTIFICATE (LESS THAN 1 YEAR EXPERIENCE) DEGREE PLAN

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, 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.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CSME 1434	Cosmetology Instructor I	4
CSME 1435	Orientation to the Instruction of Cosmetology	4
CSME 2414	Cosmetology Instructor II	4
Fall Total Credit Hours		12

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CSME 2449	Cosmetology Instructor III	4
CSME 2444	Cosmetology Instructor IV	4
CSME 2445	Instructional Theory & Clinic Operation	4
Spring Total Credit Hours		12
Program Total Credit Hours		

COSMETOLOGY INSTRUCTOR CERTIFICATE (WITH 1 YEAR OF EXPERIENCE) DEGREE PLAN

Notice to Students Regarding Licensing - Cosmetology
Effective September 1, 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.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CSME 1434	Cosmetology Instructor I	4
CSME 1435	Orientation to the Instruction of Cosmetology	4
CSME 2414	Cosmetology Instructor II	4
CSME 2449	Cosmetology Instructor III	4

COURSE SECTION	COURSE TITLE	CREDIT HOURS
Fall Total Credit Hours		16
Program Total Credit Hours		

COSMETOLOGY – AAS DEGREE PLAN

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

Notice to Students Regarding Licensing - Cosmetology
Effective September 1, 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.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CSME 1401	Orientation to Cosmetology	4
CSME 1505	Fundamentals of Cosmetology	5
CSME 1410	Intro to Haircutting & Related Theory	4
CSME 1474	Principles of Nail and Skincare Technology	4
Fall Total Credit Hours		17

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CSME 2401	Principles - Hair Coloring & Theory	4
CSME 2439	Advanced Hair Design	4
CSME 2441	Preparation for State License	
CSME 2473	Advanced Cosmetology Theory and Application	4
Spring Total Credit Hours		16

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
XXXX	Approved Social / Behavioral Science	3
XXXX	Approved Elective	3
XXXX	Approved Elective	3
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
XXXX	Approved Math	3
XXXX	Approved Language / Philosophy / Culture	3
XXXX	Approved Elective	3
XXXX	Approved Elective	3
Spring Total Credit Hours		12
Program Total Credit Hours		

CRIMINAL JUSTICE

BASIC PEACE OFFICER CERTIFICATE (POLICE ACADEMY) DEGREE PLAN

The Basic Peace Officer Course Certificate (Program) offered by the Navarro College Police Academy (NC PA) consists of 728 hours, of which 696 is required by the Texas Commission on Law Enforcement (TCOLE) curriculum. The NC PA program provides an additional 32 hours to include TASER Certification, extended skills training for active shooter, and a comprehensive review for the State Licensing Exam. The Navarro College program is designed to prepare students to pass the Peace Officer licensing exam given at the end of the program. The program consists of 42 topics ranging from 2 hours to 74 hours in length. Approximately one-third of the program is devoted to developing the physical skills required to become a peace officer. The program includes training in the following areas: current penal and traffic law, defensive tactics, first aid, patrol tactics, cultural diversity, and firearms.

Admission to Navarro College is a separate procedure from admission to the Navarro College Police Academy. Eligible applicants must first meet all admission criteria for Navarro College. Applicants are then required to submit a Police Academy Application and Personal History Statement to the Police Academy Coordinator, schedule a FAST Fingerprint appointment, and take the TSI test. Exemptions for the TSI test are listed in the catalog.

Admission Requirements

- Must be a U.S. Citizen
- Must be 21 years of age, or 21 years of age by the graduation date of the Academy
- A student 18 years of age or older is eligible for licensing if the student:

1. Has received an Associate's Degree or 60 semester hours from an accredited college or university; or
2. Has received an Honorable Discharge from the Armed Forces of the United States after at least two (2) years of service

- No Class B Misdemeanor convictions in the past 10 years
- No Class A Misdemeanor or felony convictions
- No conviction or community supervision for any family violence offense
- Applicants must pass a physical examination, a psychological examination, and a drug screen immediately submitted to the Academy upon completion
- High School diploma or GED required
- Must not be prohibited by law from operating a motor vehicle
- Must not be prohibited by state or federal law from possessing firearms or ammunition
- Cannot have a dishonorable discharge from the military

Completed Application with Supporting Documents

Candidates application should include:

- Completed and notarized Navarro College Police Academy Application
- Completed and notarized Personal History Statement
- FAST Fingerprint submission
- TCOLE L-2 Form (with drug results) and L-2 Notice of Duties form
- TCOLE L-3 Form and L-3 Notice of Duties Form
- Color copy of driver's license
- Copy of social security card (front and back)
- Copy of high school transcript/Diploma or proof of GED
- Copy of military DD214 (if applicable)
- Copy of TSI exam score
- Copy of birth certificate, U.S. passport, or documentation showing U.S. citizenship

PLEASE NOTE

With an additional 12 hour course credit completed with Navarro College, and completion of the Police Academy, students may initiate paperwork with the Police Academy Coordinator or the Department Chair of Criminal Justice to articulate credit towards a Criminal Justice certificate or associates degree.
Courses that will be awarded through the articulation process are CJLE 2420, CJLE 2421, and CJLE 2522.
All in-service courses are accredited by TCOLE and are offered year-round through the Navarro College Police Academy.

COURSES THAT WILL BE AWARDED THROUGH THE ARTICULATION PROCESS

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CJLE 2420		
CJLE 2421		
CJLE 2522		

COURSE SECTION	COURSE TITLE	CREDIT HOURS
Total Credit Hours		
Program Total Credit Hours		

CRIMINAL JUSTICE

OVERVIEW

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.

CAREER OUTLOOK

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

OUTLOOK	OCCUPATION
Good	Probation/Parole Officer/Counselor
Good	Police Officer
Good	Correction Officer
Good	Security Guard
Good	Dispatcher
Stable	Detective

POSITION	SALARY (PER YEAR)
Probation/Parole Officer/Counselor	$26,000 - $37,000
Police Officer	$26,000 - $43,500
Correction Officer	$27,340 - $32,100
Security Guard	$18,000 - $26,000
Dispatcher	$22,000 - $26,000
Detective	$26,000 - $43,500
Airport Security	$23,508 - $35,276

(Note: Individual earnings may vary based upon the job set- ting and position. These are ranges not guarantees of earnings.)
Sources: Horizons, Discover, the Occupational Outlook Handbook

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Criminal Justice	Associate of Arts	View Degree Plan
Criminal Justice	Associate in Applied Science	View Degree Plan
Criminal Justice Corrections	Certificate	View Degree Plan
Basic Peace Officer	Certificate	View Degree Plan

FACULTY

CRIMINAL JUSTICE - AA DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
CRIJ 1301	Intro - Criminal Justice	3
CRIJ 1306	Court Systems & Practices	3
COSC 1301	Introduction to Computing	3
XXXX	Approved Elective	1

COURSE SECTION	COURSE TITLE	CREDIT HOURS
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
ENGL 2311	or Technical And Business Writing	3
HIST 1302	United States History II	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 2313	Correctional Systems & Practices	3
XXXX	Approved Life / Physical Sciences	4
Spring Total Credit Hours		16

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3
XXXX	Approved Life / Physical Sciences	4
SPCH 1311	Introduction to Speech Communication	3
SPCH 1315	or Public Speaking	3
SPCH 1321	or Business & Professional Communication	3
MATH 1314	College Algebra	3
MATH 1332	or Contemporary Mathematics (Quantitative Reasoning)	3
XXXX	Approved Language / Philosophy / Culture	3
Fall Total Credit Hours		16

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
CRIJ 2328	Police Systems & Practices	3
SOCI 1301	Introduction to Sociology	3
PSYC 2301	or General Psychology	3
XXXX	Approved Creative Arts	3
Spring Total Credit Hours		12
Program Total Credit Hours		

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 - AAS DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
XXXX	Approved Program Elective	3
CRIJ 1301	Intro - Criminal Justice	3
GOVT 2305	Federal Government	3
XXXX	Approved Math	3
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
COSC 1301	Introduction to Computing	3
CRIJ 1310	Fundamentals of Criminal Law	3
GOVT 2306	Texas Government	3
XXXX	Approved Program Elective	3
CRIJ 1306	Court Systems & Practices	3
Spring Total Credit Hours		15

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
XXXX	Approved Social / Behavioral Science	3
XXXX	Approved Language / Philosophy / Culture or Creative Arts	3
XXXX	Approved Program Elective	3
CRIJ 2313	Correctional Systems & Practices	3
CRIJ 1307	Crime in America	3
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CRIJ 2328	Police Systems & Practices	3
CRIJ 1313	Juvenile Justice System	3
XXXX	Approved Speech	3
CJSA 2364	Practicum Criminal Justice	3
XXXX	Approved Program Elective	3
Spring Total Credit Hours		15

APPROVED ELECTIVES -

Successful completion of Police Academy (13 hours credit) and TCLEOSE Certification can be applied after 15 hours course completion at Navarro College.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
SPAN 1411	Beginning Spanish I	4

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CRIJ 1313	Juvenile Justice System	3
CRIJ 2301	Community Resources In Corrections	3
CRIJ 2314	Criminal Investigation	3
CRIJ 2323	Legal Aspects - Law Enforce.	3
PSYC 2301	General Psychology	3
PSYC 2319	or Social Psychology	3
CJSA 2364	Practicum Criminal Justice	3
Total Credit Hours		
Program Total Credit Hours		

CRIMINAL JUSTICE CORRECTIONS CERTIFICATE DEGREE PLAN

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./AAS 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.

FRESHMAN YEAR - OPTION 1

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CJCR 1366	Practicum - Corrections	3
CRIJ 1313	Juvenile Justice System	3
CRIJ 2301	Community Resources In Corrections	3
CRIJ 2313	Correctional Systems & Practices	3
CRIJ 1301	Intro - Criminal Justice	3
CJCR 1358	Rights of Prisoners	
Option 1 Total Credit Hours		18

FRESHMAN YEAR - OPTION 2

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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	Community Resources In Corrections	3
CRIJ 2313	Correctional Systems & Practices	3
Option 2 Total Credit Hours		18

FRESHMAN YEAR - OPTION 3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Option 3 Total Credit Hours		15
Program Total Credit Hours		

EDUCATION

EDUCATION

OVERVIEW

Associate of Arts in Teaching – Leading to Initial Texas Teacher Certification
The transfer curriculum is designed for students who plan to pursue a degree in Education at a senior college or university after completing their studies at Navarro College. Upon successful completion of the required courses, the student will graduate with an Associate of Arts Teaching Degree in Education.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Education (EC-6, 4-8, EC-12)	Associate of Arts in Teaching	View Degree Plan
Education (8-12)	Associate of Arts in Teaching	View Degree Plan

FACULTY

EDUCATION – AAT (8-12) DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
XXXX	Approved Life / Physical Sciences	4
SPCH 1315	Public Speaking	3
MATH 1314	College Algebra	3
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
HIST 1302	United States History II	3
XXXX	Approved Life / Physical Sciences	4
COSC 1301	Introduction to Computing	3
XXXX	Approved Elective	1
Spring Total Credit Hours		14

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3
XXXX	Approved Visual / Performing Arts Elective	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
XXXX	Academic Specialization	3
XXXX	Academic Specialization	3
EDUC 1301	Introduction - Teaching Profession	3
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
XXXX	Academic Specialization	3
XXXX	Approved Language / Philosophy / Culture	3
XXXX	Approved Social / Behavioral Science	3
EDUC 2301	Introduction - Special Populations	3
Spring Total Credit Hours		15
Program Total Credit Hours		

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.

EDUCATION – AAT (EC-6, 4-8, EC-12) DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
XXXX	Approved Science	4
MATH 1314	College Algebra	3
SPCH 1315	Public Speaking	3
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
HIST 1302	United States History II	3
XXXX	Approved Science	4
COSC 1301	Introduction to Computing	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
Spring Total Credit Hours		13

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3
XXXX	Approved Language / Philosophy / Culture	3
MATH 1350	Mathematics for Teachers I	3
EDUC 1301	Introduction - Teaching Profession	3
XXXX	Approved Creative Arts	3
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
MATH 1351	Mathematics for Teachers II	3
EDUC 2301	Introduction - Special Populations	3
XXXX	Approved Social / Behavioral Science	3
XXXX	Approved Science	4
Spring Total Credit Hours		16
Program Total Credit Hours		

**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.

EMERGENCY MEDICAL SERVICES

ADVANCED PARAMEDIC - A.A.S. DEGREE PLAN
(MUST HAVE EMS PARAMEDIC AND EMT CERTIFICATES)
EMT CERTIFICATE – 6 | PARAMEDIC CERTIFICATE – 35

Notice to Students Regarding Licensing - Paramedic
Effective September 1, 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.

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
EMSP 1338	Intro to Advanced Practice	3
EMSP 1356	Patient Assessment/Airway Management	3
EMSP 2306	Emergency Pharmacology	3
Spring Total Credit Hours		9

FRESHMAN YEAR - MAY MINI

COURSE SECTION	COURSE TITLE	CREDIT HOURS
EMSP 2137	Emergency Procedures	1
May Mini Total Credit Hours		1

FRESHMAN YEAR - SUMMER

COURSE SECTION	COURSE TITLE	CREDIT HOURS
EMSP 1355	Trauma Management	3
EMSP 2444	Cardiology	4
Summer Total Credit Hours		7

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
EMSP 1161	Clinical-Emergency Medical Technology/Technical	1
EMSP 2205	Emergency Medical Service Operations	2
EMSP 2330	Special Populations	3
EMSP 2434	Medical Emergencies	4
Fall Total Credit Hours		10

FRESHMAN YEAR - WINTER MINI

COURSE SECTION	COURSE TITLE	CREDIT HOURS
EMSP 1162	Clinical-Emergency Medical Technology/Technical	1
Winter Mini Total Credit Hours		1

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
EMSP 2237	Emergency Procedures II	2
EMSP 2366	Clinical II-Emergency Medical Technology/Technical	3
EMSP 2143	Assessment Based Management	1
Spring Total Credit Hours		6

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
	Approved Anatomy & Physiology 2nd (A&P)	4
XXXX	Approved Math	3
ENGL 1301	Composition I	3
XXXX	Approved Social / Behavioral Science	3
XXXX	Approved Humanities / Fine Arts Elective	3
Fall Total Credit Hours		16
Program Total Credit Hours		

EMERGENCY MEDICAL SERVICES

OVERVIEW

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.

CAREER OUTLOOK

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

OUTLOOK	OCCUPATION
Stable	EMT-Basic
Favorable	EMS Paramedic
POSITION	**SALARY (PER YEAR)**
EMT-Basic	Varies
EMS Paramedic	$19,000 - $48,000

(Note: Individual earnings may vary based upon the job set- ting 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 Telephone: (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 Telephone: (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 pursing 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/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Advanced Paramedic	Associate in Applied Science	View Degree Plan
EMT Basic (Institution)	Certificate	View Degree Plan
Paramedic	Certificate	View Degree Plan

FACULTY

EMERGENCY MEDICAL TECHNICIAN BASIC CERTIFICATE DEGREE PLAN

INSTITUTIONAL CERTIFICATE

COURSE SECTION	COURSE TITLE	CREDIT HOURS
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Clinical Emergency Medical Technician Basic	1
Total Credit Hours		6
Program Total Credit Hours		

PARAMEDIC CERTIFICATE DEGREE PLAN

(Must have EMT Basic Certificate Certification and EMT National Registry)

REQUIRED PREREQUISITES

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BIOL 2401	Anatomy & Physiology I	4
BIOL 2404	or Anatomy & Physiology	4
Total Credit Hours		4

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
EMSP 1338	Intro to Advanced Practice	3
EMSP 1356	Patient Assessment/Airway Management	3
EMSP 1355	Trauma Management	3
Fall Total Credit Hours		9

FRESHMAN YEAR - WINTER-MINI

COURSE SECTION	COURSE TITLE	CREDIT HOURS
EMSP 2306	Emergency Pharmacology	3
Winter Mini Total Credit Hours		3

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
EMSP 2444	Cardiology	4
EMSP 2205	Emergency Medical Service Operations	2

COURSE SECTION	COURSE TITLE	CREDIT HOURS
EMSP 1162	Clinical-Emergency Medical Technology/Technical	1
EMSP 2330	Special Populations	3
EMSP 2434	Medical Emergencies	4
Spring Total Credit Hours		14

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
EMSP 2366	Clinical II-Emergency Medical Technology/Technical	3
EMSP 2143	Assessment Based Management	1
Fall Total Credit Hours		4
Program Total Credit Hours		

ENGLISH

ENGLISH

OVERVIEW

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.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
English	Associate of Arts	View Degree Plan

FACULTY

ENGLISH - A.A. DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
SPCH 1315	Public Speaking	3
MATH 1314	College Algebra	3
MATH 1316	or Plane Trigonometry	3
MATH 1324	or Mathematics for Business and Social Sciences	3
MATH 1332	or Contemporary Mathematics (Quantitative Reasoning)	3
MATH 1342	or Elementary Statistical Methods	3
MATH 2412	or Pre-Calculus Math	4
MATH 2413	or Calculus I	4
XXXX	Approved Foreign Language	4
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
HIST 1302	United States History II	3
COSC 1301	Introduction to Computing	3
XXXX	Approved Foreign Language	4
XXXX	Approved Elective	1
Spring Total Credit Hours		14

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
XXXX	First Course from Major Emphasis	3
GOVT 2305	Federal Government	3
XXXX	Approved Social / Behavioral Science	3
XXXX	Approved Life / Physical Sciences	4
XXXX	Approved Elective	1
Fall Total Credit Hours		14

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
XXXX	Second Course from Major Emphasis	3
XXXX	Third Course from Major Emphasis	3
GOVT 2306	Texas Government	3
XXXX	Approved Life / Physical Sciences	4
XXXX	Approved Creative Arts	3
Spring Total Credit Hours		16
Program Total Credit Hours		

Choose from the following Major Emphasis courses. Courses may not be duplicated.
ENGL 2321, ENGL 2326, ENGL 2331, ENGL 2332, ENGL 2333, ENGL 2341
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

OVERVIEW

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.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Environmental Science	Associate of Science	View Degree Plan

FACULTY

ENVIRONMENTAL SCIENCE AS DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
MATH 1314	College Algebra	3
HIST 1301	United States History I	3
ENVR 1401	Environmental Science I	4
COSC 1301	Introduction to Computing	3
XXXX	Approved Elective	1
Fall Total Credit Hours		14

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
MATH 1342	Elementary Statistical Methods	3
HIST 1302	United States History II	3
ENVR 1402	Environmental Science II	4
CHEM 1411	General Chemistry I	4
XXXX	Approved Creative Arts	3
Spring Total Credit Hours		17
Program Total Credit Hours		

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3
CHEM 1412	General Chemistry II	4

COURSE SECTION	COURSE TITLE	CREDIT HOURS
SPCH 1315	Public Speaking	3
ENGL 1301	Composition I	3
Fall Total Credit Hours		13

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
XXXX	Approved Social/Behavioral Science	3
ENGL 1302	Composition II	3
ENGL 2311	or Technical and Business Writing	3
CHEM 2423	Organic Chemistry I	4
XXXX	Approved Language/Philosophy/ Culture	3
Spring Total Credit Hours		16
Program Total Credit Hours		

Some universities may require CHEM 2425 Organic Chemistry II.

FIRE SCIENCE PROTECTION TECHNOLOGY

BASIC FIREFIGHTER CERTIFICATE DEGREE PLAN

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, 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
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
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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Total Credit Hours		24
Program Total Credit Hours		

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 OFFICER CERTIFICATE DEGREE PLAN

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
FIRT 1329	Building Codes & Construction	3
FIRT 1301	or 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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

FIRT 2305: Hybrid Course
FIRT 2351: Capstone Course. Must be taken in the last semester.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
FIRT 2309	Fire Fighting Strategies & Tactics I	3
FIRT 1445	Fire Hazardous Materials II	4
FIRT 1353	Legal Aspects of Fire Protection	3
FIRT 1349	or Fire Administration II	3
FIRT 2305	Fire Instructor I	3
FIRT 2351	Company Fire Officer	3
Spring Total Credit Hours		16
Program Total Credit Hours		

FIRE OFFICER CERTIFICATE DEGREE PLAN

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 – AAS DEGREE PLAN

Notice to Students Regarding Licensing - Fire
Effective September 1, 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
Should you wish to request a review of the impact of criminal history on your potential Fire SuppressionCertification 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
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.

FIRE OFFICER CERTIFICATE – 30 HOURS - FALL

SPCH 1315 preferred
FIRT 1338 is Capstone and must be taken.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
SPCH 1311	Introduction to Speech Communication	3
SPCH 1315	or Public Speaking	3
MATH 1342	Elementary Statistical Methods	3
ENGL 1301	Composition I	3
FIRT 1433	Fire Chemistry I	4
FIRT 1338	Fire Protection Systems	3
Fall Total Credit Hours		16

FIRE OFFICER CERTIFICATE – 30 HOURS - SPRING

Approved Language / Philosophy / Culture or Creative Arts: PHIL 2306 preferred

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
XXXX	Approved Social / Behavioral Science	3
XXXX	Approved Language / Philosophy / Culture or Creative Arts	3
COSC 1301	Introduction to Computing	3
XXXX	Approved Elective	1
Spring Total Credit Hours		13
Program Total Credit Hours		

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.

FIRE SCIENCE PROTECTION TECHNOLOGY

OVERVIEW

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.

CAREER OUTLOOK

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
Tools and Equipment	
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

OUTLOOK	OCCUPATION
Stable	Fire Chief
Stable	Fire Inspector
Stable	Firefighters

POSITION	SALARY (PER YEAR)
Firefighter	$45,250 per year

(Note: Individual earnings may vary based upon the job set- ting 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/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Fire Science Protection Technology	Associate in Applied Science	View Degree Plan
Fire Officer	Associate in Applied Science	View Degree Plan
Basic Firefighter	Certificate	View Degree Plan
Fire Academy		View Degree Plan
Fire Officer	Certificate	View Degree Plan

FACULTY

FIRE SCIENCE PROTECTION TECHNOLOGY - AAS DEGREE PLAN

FIRE ACADEMY CERTIFICATE – 24 HOURS

CERTIFICATES - FALL

SPCH 1315 preferred

COURSE SECTION	COURSE TITLE	CREDIT HOURS
SPCH 1311	Introduction to Speech Communication	3
SPCH 1315	or Public Speaking	3
MATH 1342	Elementary Statistical Methods	3
ENGL 1301	Composition I	3
FIRT 1433	Fire Chemistry I	4
XXXX	FIRT Elective	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
FIRT 1445	Fire Hazardous Materials II	4
Fall Total Credit Hours		19

CERTIFICATES - SPRING

FIRT 1338 is Capstone and must be taken.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
XXXX	Approved Social / Behavioral Science	3
XXXX	Approved Language / Philosophy / Culture	3
FIRT 1338	Fire Protection Systems	3
COSC 1301	Introduction to Computing	3
Spring Total Credit Hours		16
Program Total Credit Hours		

GENERAL STUDIES

GENERAL STUDIES

OVERVIEW

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 Degree in General Studies. 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.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
General Studies	Associate of Arts	View Degree Plan
General Studies	Associate of Science	View Degree Plan

FACULTY

GENERAL STUDIES - AA DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
XXXX	Approved Life / Physical Sciences	4
XXXX	Approved Speech	3
XXXX	Approved Core Math	3
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
ENGL 2311	or Technical And Business Writing	3
HIST 1302	United States History II	3
XXXX	Approved Life / Physical Sciences	4
COSC 1301	Introduction to Computing	3
XXXX	Approved Elective	1
Spring Total Credit Hours		14

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
XXXX	Approved Creative Arts	3
XXXX	Approved Social / Behavioral Science	3
XXXX	Approved Foreign Language	4
XXXX	Approved Elective	3
Fall Total Credit Hours		16

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
XXXX	Approved Language / Philosophy / Culture	3
XXXX	Approved Foreign Language	4
XXXX	Approved Elective	1
XXXX	Approved Elective	3
Spring Total Credit Hours		14
Program Total Credit Hours		

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 – AS DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
HIST 1301	United States History I	3
XXXX	Approved Life / Physical Sciences	4
XXXX	Approved Speech	3
ENGL 1301	Composition I	3
XXXX	Approved Core Math	3
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
ENGL 2311	or Technical And Business Writing	3
HIST 1302	United States History II	3
XXXX	Approved Life / Physical Sciences	4
XXXX	Approved Math	3
XXXX	Approved Elective	1
Spring Total Credit Hours		14

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3
XXXX	Approved Creative Arts	3
COSC 1301	Introduction to Computing	3
XXXX	Approved Elective	3
XXXX	Approved Elective	3
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
XXXX	Approved Language / Philosophy / Culture	3
XXXX	Approved Social / Behavioral Science	3
XXXX	Approved Elective	3
XXXX	Approved Elective	3
Spring Total Credit Hours		15
Program Total Credit Hours		

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

HEALTH PROFESSIONS

OVERVIEW

The Occupations
Registered Nurse (ADN), LVN – RN Bridge, Licensed Vocational Nurse, AS 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 micro-organisms; 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
Excellent	Registered Nurse
Excellent	Licensed Vocational Nurse
Excellent	Medical Laboratory Technician
Excellent	Occupational Therapy Assistant
Excellent	Physical Therapist Assistant
POSITION	**SALARY (PER YEAR)**
Registered Nurse	$40,000 - $80,000
Licensed Vocational Nurse	$28,000 - $38,000
Medical Laboratory Technician	$41,398
Occupational Therapy Assistant	$50,000+
Physical Therapist Assistant	$50,000+

Sources: U.S. Department of Labor Elementary Statistical Methods and the Texas Workforce Commission.

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Health Science	Associate of Science	View Degree Plan
Mental Health	Associate in Applied Science	View Degree Plan
Registered Nurse	Associate in Applied Science	View Degree Plan
LVN to RN Bridge Option	Associate in Applied Science	View Degree Plan
Licensed Vocational Nurse	Certificate	View Degree Plan
Medical Laboratory Technology	Associate in Applied Science	View Degree Plan
Occupational Therapy Assistant	Associate in Applied Science	View Degree Plan

Physical Therapist Assistant	Associate in Applied Science	View Degree Plan
Pre-Bachelor of Science in Nursing	Associate of Science	View Degree Plan

FACULTY

HEALTH SCIENCE AS - FIELD OF STUDY DEGREE PLAN

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 health service, Allied Health, general health sciences, or respiratory care at a senior college or university.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
BIOL 1406	Biology for Science Majors I	4
SPCH 1315	Public Speaking	3
COSC 1301	Introduction to Computing	3
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
HIST 1302	United States History II	3
BIOL 1407	Biology for Science Majors II	4
MATH 1314	College Algebra	3
XXXX	Approved Creative Arts	3
Spring Total Credit Hours		16

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3
PSYC 2301	General Psychology	3
BIOL 2401	Anatomy & Physiology I	4
CHEM 1411	General Chemistry I	4
Fall Total Credit Hours		14

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
BIOL 2420	Microbiology for Non-Science Majors	4
BIOL 2402	Anatomy & Physiology II	4
PHIL 2306	Introduction to Ethics	3
Spring Total Credit Hours		14
Program Total Credit Hours		60

LVN TO RN BRIDGE OPTION- AAS DEGREE PLAN

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 (AAS ADN 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 information for admission, licensure and accreditation information).

Notice to Students Regarding Licensing - LVN to RN Bridge Program

Effective September 1, 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.

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.

PREREQUISITES MUST BE COMPLETED PRIOR TO PROGRAM APPLICATION AND ADMISSION

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
BIOL 2420	Microbiology for Non-Science Majors	4
ENGL 1301	Composition I	3
PSYC 2301	General Psychology	3
PSYC 2314	Lifespan Growth and Development	3
SPCH 1311 **or** SPCH 1315 **(Preferred)**	Introduction to Speech Communication **or** Public Speaking	3 3

FRESHMAN YEAR - FIRST SUMMER SESSION

COURSE SECTION	COURSE TITLE	CREDIT HOURS
RNSG 1517	Concepts of Nursing Practice I For Articulating Students	5
RNSG 1262	Clinical - Nursing Practice I For Articulating Students	2
RNSG 1201	Pharmacology	2
First Summer Session Total Credit Hours		9

FRESHMAN YEAR - SECOND SUMMER SESSION

COURSE SECTION	COURSE TITLE	CREDIT HOURS
RNSG 1412		4
RNSG 2161		1

COURSE SECTION	COURSE TITLE	CREDIT HOURS
Second Summer Session Total Credit Hours		5

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BIOL 1322	Nutrition and Diet Therapy	3
RNSG 2414	Integrated Care of the Patient With Complex Health Care Needs	4
RNSG 2461	Clinical- Nursing Care of Clients With Complex Health Care Needs	4
Fall Total Credit Hours		11

SOPHOMORE YEAR - SPRING

Language / Philosophy / Culture OR Creative Arts – PHIL 1301 Introduction to Philosophy, 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.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
XXXX	Approved Language / Philosophy / Culture or Creative Arts	3
RNSG 2435	Integrated Client Care Management	4
RNSG 2462	Clinical- Integrated Client Management	4
Spring Total Credit Hours		11
Program Total Credit Hours		

LICENSED VOCATIONAL NURSING CERTIFICATE DEGREE PLAN

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. 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, 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

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Fall Total Credit Hours		18

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Spring Total Credit Hours		19

FRESHMAN YEAR - SUMMER SESSION

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Summer Session Total Credit Hours		13
Program Total Credit Hours		

MEDICAL LABORATORY TECHNOLOGY- AAS DEGREE PLAN

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 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, 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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
MLAB 1415	Hematology	4
MLAB 1227	Coagulation	2
PLAB 1223	Phlebotomy	2
BIOL 2402	Anatomy & Physiology II	4
XXXX	Approved Language / Philosophy / Culture or Creative Arts	3
Spring Total Credit Hours		15

FRESHMAN YEAR - SUMMER

COURSE SECTION	COURSE TITLE	CREDIT HOURS
MLAB 1360	Clinical I	3
Summer Total Credit Hours		3

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
MLAB 2434	Clinical Microbiology	4
MLAB 2431	Immunohematology	4

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CHEM 1411	General Chemistry I	4
CHEM 1405	or Introductory Chemistry I	4
XXXX	Approved Social / Behavioral Science	3
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
MLAB 1231	Parasitology/ Mycology	2
MLAB 2401	Clinical Chemistry	4
MLAB 2238	Advanced Topics	2
MLAB 2360	Clinical II	3
Spring Total Credit Hours		11
Program Total Credit Hours		

MENTAL HEALTH AAS DEGREE PLAN

This associate degree will prepare students to enter the workforce as a Mental Health associate.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PSYC 2301	General Psychology	3
SCWK 2331	Abnormal Behavior	3
PSYC 2314	Lifespan Growth and Development	3
BMGT 1327	Principles of Management	3
XXXX	Approved Math	3
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PSYT 2331	Abnormal Psychology	3
DAAC 1311	Counseling Theories	3
DAAC 1304	Pharmacology of Addiction	3
HRPO 2307	Organizational Behavior	3
COSC 1301	Introduction to Computing	3
Spring Total Credit Hours		15

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
DAAC 1317	Basic Counseling	3
DAAC 2354	Dynamics of Group Counseling	3
ENGL 1301	Composition I	3
BMGT 2309	Leadership	3
SCWK 1303	Ethics of Social Work	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CMSW 1353	Family Intervention	3
PMHS 1391	Special Topics in Psychiatric/Mental Health Technician	3
PMHS 2366	Practicum	3
BMGT 2311	Change Management	3
XXXX	Approved Language / Philosophy / Culture	3
Spring Total Credit Hours		15
Program Total Credit Hours		60

OCCUPATIONAL THERAPY ASSISTANT-AAS DEGREE PLAN

PROGRAM INFORMATION: The two-year 60 hour curriculum in occupational therapy leads to an **Associate of Applied Science Degree (AAS 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 a combination on-campus coursework, online 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 6116 Executive Boulevard, Suite 200, North Bethesda, MD, 20852-4929. The phone number for ACOTE is (301) 652-AOTA. The website for ACOTE is 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: 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, 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
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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
Total Credit Hours		11

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
OTHA 1309	Human Structure and Function in Occupational Therapy	3
OTHA 1415	Therapeutic Use of Occupations Or Activities I	4
PSYC 2314	Lifespan Growth and Development	3
PHIL 1301	Introduction to Philosophy	3
PHIL 2306	or Introduction to Ethics	3
Fall Total Credit Hours		13

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
OTHA 1341	Occupational Performance From Birth to Adolescence	3
OTHA 2304	Neurology in Occupational Therapy	3
OTHA 1319	Therapeutic Interventions I	2
OTHA 1161	Clinical in OTA I	1
Spring Total Credit Hours		13

FRESHMAN YEAR - SUMMER

COURSE SECTION	COURSE TITLE	CREDIT HOURS
OTHA 1405	Principles of Occupational Therapy	4
Summer Total Credit Hours		4

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
OTHA 2405	Therapeutic Interventions II	3
OTHA 2302	Therapeutic Use of Occupations Or Activities II	3
OTHA 1162	Clinical in OTA II	1
OTHA 2235	Health Care Management in Occupational Therapy	2
MATH 1342	Elementary Statistical Methods	3
Fall Total Credit Hours		14

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
OTHA 2366	Practicum in OTA	3
OTHA 2367	Practicum in OTA	3
Spring Total Credit Hours		6
Program Total Credit Hours		

PHYSICAL THERAPIST ASSISTANT- AAS DEGREE PLAN

PROGRAM INFORMATION: The two-year, 66 hour curriculum in physical therapy leads to an **Associate of Applied Science Degree (AAS, 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:

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, 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

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
ENGL 1301	Composition I	3
MATH 1342	Elementary Statistical Methods	3
Total Credit Hours		14

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PTHA 1325	Communication in Healthcare	3
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
Spring Total Credit Hours		17

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
PHIL 2306	or Introduction to Ethics	3
Fall Total Credit Hours		16

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PTHA 2431	Management of Neurological Disorders	4
PTHA 1260	PTA Clinical I	2
PTHA 2535	Rehabilitation Techniques	5
Spring Total Credit Hours		11

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PTHA 2360	PTA Clinical II	3
PTHA 2366	PTA Practicum	3
PTHA 2239	Professional Issues	2
Fall Total Credit Hours		8
Program Total Credit Hours		

PRE-BACHELOR OF SCIENCE IN NURSING- AS DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
HIST 1301	United States History I	3
BIOL 2401	Anatomy & Physiology I	4
MATH 1314	College Algebra	3
SPCH 1315	Public Speaking	3
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
ENGL 2311	or Technical And Business Writing	3
HIST 1302	United States History II	3
BIOL 2402	Anatomy & Physiology II	4
COSC 1301	Introduction to Computing	3
XXXX	Approved Elective	1
Spring Total Credit Hours		14

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3
XXXX	Approved PHIL or English Literature	3
PSYC 2301	General Psychology	3
XXXX	Creative Arts	3
CHEM 1411	General Chemistry I	4
Fall Total Credit Hours		16

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
MATH 1342	Elementary Statistical Methods	3
PSYC 2314	Lifespan Growth and Development	3
XXXX	Approved Elective	1
BIOL 2420	Microbiology for Non-Science Majors	4
Spring Total Credit Hours		14
Program Total Credit Hours		

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.

REGISTERED NURSE ASSOCIATE DEGREE NURSING- AAS DEGREE PLAN

PROGRAM INFORMATION: The two-year 60 credit hours curriculum in nursing leads to an **Associate in Applied Science Degree (AAS-ADN)** 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.
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 Waxahachie 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 1st 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.
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.

All pre-requisite courses must be completed within 7 years of making application. Applications sent without the required pre-requisite will not be accepted. Any of the other Non-RNSG degree plan courses on the degree plan can be taken prior to entering the program or after admission.

REQUIRED PREREQUISITES

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
Total Credit Hours		8

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
RNSG 1413	Foundations of Nursing Practice	4
RNSG 1261	Clinical- Nursing Foundations	2
RNSG 1201	Pharmacology	2
ENGL 1301	Composition I	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PSYC 2314	Lifespan Growth and Development	3
Fall Total Credit Hours		14

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
RNSG 2404	Integrated Care of the Patient With Common Health Care Needs	4
RNSG 1361	Clinical- Nursing Care of Clients With Common Health Care Needs	3
BIOL 2420	Microbiology for Non-Science Majors	4
Spring Total Credit Hours		11

FRESHMAN YEAR - SUMMER

COURSE SECTION	COURSE TITLE	CREDIT HOURS
RNSG 1412	Nursing Care of the Childbearing and Childrearing Family	4
RNSG 2161	Clinical-Nursing Care of the Childbearing and Childrearing Family	1
Summer Total Credit Hours		5

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
RNSG 2414	Integrated Care of the Patient With Complex Health Care Needs	4
RNSG 2461	Clinical- Nursing Care of Clients With Complex Health Care Needs	4
PSYC 2301	General Psychology	3
Fall Total Credit Hours		11

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
XXXX	Approved Language / Philosophy / Culture or Creative Arts	3
RNSG 2435	Integrated Client Care Management	4
RNSG 2462	Clinical- Integrated Client Management	4
Spring Total Credit Hours		11
Program Total Credit Hours		60

Language / Philosophy / Culture OR Creative Arts – (PHIL 1301 Introduction to Philosophy, 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.)

INDUSTRIAL TECHNOLOGY

INDUSTRIAL MAINTENANCE TECHNOLOGY CERTIFICATE DEGREE PLAN

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.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

PTRT 2280: Capstone

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ELMT 1301	Programmable Logic Controllers	3
HYDR 1305	Basic Hydraulics	3
ELPT 1341	Motor Control	3
PTRT 2280	Cooperative Education	2
WLDG 1428	or Intro to Shielded Metal Arc Welding	4
ELPT 1325	or National Electric Code I	3
ELPT 2325	or National Electrical Code II	3
Spring Total Credit Hours		11, 12, 13
Program Total Credit Hours		25, 26, 27

INDUSTRIAL TECHNOLOGY

OVERVIEW

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.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Industrial Maintenance Technology	Certificate	View Degree Plan

FACULTY

JOHN DEERE TECH

AG MECHANIZATION TECHNOLOGY - AAS DEGREE PLAN

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 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 TSI test and Mechanical Reasoning Tests prior to being accepted into the program. Students successfully completing the two-year program will receive an AAS Degree in Agriculture Mechanization technology and Certificates of Completion. For more information, please contact the Navarro College John Deere TECH Department.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
DEMR 1405	Basic Electrical Systems	4
DEMR 1301	Shop Safety and Procedures	3
ENGL 1301	Composition I	3
DEMR 1406	Diesel Engine I	4
XXXX	Approved Core Math	3
Fall Total Credit Hours		17

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
DEMR 1225	Small Air-Cooled Engines	2
DEMR 1229	Preventative Maintenance	2
DEMR 2339	Advanced Electrical Systems	3
DEMR 1449	Diesel Engine II	4
SPCH 1321	Business & Professional Communication	3
DEMR 1166	Practicum I	1
Spring Total Credit Hours		15

FRESHMAN YEAR - SUMMER

COURSE SECTION	COURSE TITLE	CREDIT HOURS
DEMR 1466	Practicum II	4
Summer Total Credit Hours		4

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
DEMR 1416	Basic Hydraulics	4
AGME 1353	Harvesting Equipment	3
DEMR 1421	Power Train I	4
XXXX	Approved Language / Philosophy / Culture or Creative Arts	3
Fall Total Credit Hours		14

SOPHOMORE YEAR - SPRING

DEMR 2332: Capstone must be taken in the final semester.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
DEMR 1323	Heating, Ventilation & A/C (HVAC) Troubleshooting and Repair	3
DEMR 2338	Power Applications I	3
DEMR 2166	Practicum II	1
PSYC 2301	General Psychology	3
Spring Total Credit Hours		10
Program Total Credit Hours		

DIESEL ENGINE MAINTENANCE CERTIFICATE I DEGREE PLAN

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.

FRESHMAN YEAR - Fall

COURSE SECTION	COURSE TITLE	CREDIT HOURS
DEMR 1406	Diesel Engine I	4
DEMR 1405	Basic Electrical Systems	4
DEMR 1301	Shop Safety and Procedures	3
Fall Total Credit Hours		11

FRESHMAN YEAR - SPRING

DEMR 1449: Capstone must be taken in final semester

COURSE SECTION	COURSE TITLE	CREDIT HOURS
DEMR 2339	Advanced Electrical Systems	3
DEMR 1225	Small Air-Cooled Engines	2
DEMR 1449	Diesel Engine II	4
DEMR 1229	Preventative Maintenance	2
DEMR 1166	Practicum I	1
Spring Total Credit Hours		12

FRESHMAN YEAR - SUMMER

COURSE SECTION	COURSE TITLE	CREDIT HOURS
DEMR 1466	Practicum II	4
Summer Total Credit Hours		4
Program Total Credit Hours		

DIESEL ENGINE MAINTENANCE CERTIFICATE II DEGREE PLAN

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 AAS 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 AAS 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.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
DEMR 1416	Basic Hydraulics	4
AGME 1353	Harvesting Equipment	3
DEMR 1421	Power Train I	4
Fall Total Credit Hours		11

FRESHMAN YEAR - SPRING

* Capstone must be taken in final semester

COURSE SECTION	COURSE TITLE	CREDIT HOURS
DEMR 1323	Heating, Ventilation & A/C (HVAC) Troubleshooting and Repair	3
DEMR 2335	Advanced Hydraulics	3
DEMR 2166	Practicum II	1
DEMR 2338	Power Applications I	3
DEMR 2332	Electronic Controls	3
Spring Total Credit Hours		13
Program Total Credit Hours		

ENHANCED (AGRICULTURE) TECHNICAL SKILLS CERTIFICATE DEGREE PLAN

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 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 TSI test 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 and Certificates 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.

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
DEMR 2335	Advanced Hydraulics	3
DEMR 2332	Electronic Controls	3
Spring Total Credit Hours		6
Program Total Credit Hours		

JOHN DEERE TECH

OVERVIEW

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.

CAREER OUTLOOK

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

OUTLOOK	OCCUPATION
Excellent	Service Technician
Excellent	Shop Foreman
Excellent	Service Manager

POSITION	SALARY (PER YEAR)
Service Technician	Salaries depend on position region of state and nation
Shop Foreman	Salaries depend on position region of state and nation
Service Manager	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/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Ag Mechanization Technology	Associate in Applied Science	View Degree Plan
Enhanced (Agriculture) Technical Skills	Certificate	View Degree Plan
Diesel Engine Maintenance I	Certificate	View Degree Plan
Diesel Engine Maintenance II	Certificate	View Degree Plan

FACULTY

KINESIOLOGY

KINESIOLOGY

OVERVIEW

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.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Kinesiology	Associate of Science	View Degree Plan

FACULTY

KINESIOLOGY - AS DEGREE PLAN

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

Approved Life / Physical Science: BIOL 2401 recommended

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
XXXX	Approved Life / Physical Sciences	4
SPCH	Approved Speech	3
MATH 1314	College Algebra	3
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

Approved Life / Physical Science: BIOL 2402 recommended

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
HIST 1302	United States History II	3
XXXX	Approved Life / Physical Sciences	4
KINE 1301	Foundation of Kinesiology	3
KINE	Approved KINE Activity	1
Spring Total Credit Hours		14

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3
KINE 1338	Concepts of Physical Fitness	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
XXXX	Approved Language / Philosophy / Culture	3
KINE 1308	Sports Officiating	3
KINE	Approved KINE Activity	1
COSC 1301	Introduction to Computing	3
Fall Total Credit Hours		16

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
KINE 1306	First Aid	3
KINE	Approved KINE Activity	1
KINE	Approved KINE Activity	1
XXXX	Approved Creative Arts	3
XXXX	Approved Social / Behavioral Science	3
Spring Total Credit Hours		14
Program Total Credit Hours		

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

MASSAGE THERAPY

OVERVIEW

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.

CAREER OUTLOOK

WORK ENVIRONMENT	
Employers	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.
Tools and Equipment	
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 but 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/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Massage Therapy	Certificate	View Degree Plan

FACULTY

MASSAGE THERAPY CERTIFICATE DEGREE PLAN

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, wellness centers, at hotels, resorts or country clubs or in private practice. According to the United States Bureau of Labor Statistics Employment of massage therapists is projected to grow 21 percent from 2019 to 2029, much faster than the average for all occupations. Demand will likely increase as more healthcare providers understand the benefits of massage and these services become part of treatment plans. Texas ranks third in the nation for employed licensed massage therapists (California and Florida rank 1 and 2) The BLS indicates the annual median wage for Massage Therapists in Texas is $42,820 or $20.59 per hour. 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 are eligible to take the Mblex exam and when passed can apply for their massage therapy license.

Notice to Students Regarding Licensing – Massage Therapist
Effective September 1, 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/mas/mas.htm 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."
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.

FRESHMAN YEAR - Fall

COURSE SECTION	COURSE TITLE	CREDIT HOURS
MSSG 1109	Health & Hygiene	1

COURSE SECTION	COURSE TITLE	CREDIT HOURS
MSSG 1411	Massage Therapy Fundamentals I	4
MSSG 1413	Anatomy & Physiology for Massage Therapy	4
MSSG 1207	Business Practices & Professional Ethics	2
MSSG 1105	Hydrotherapy	1
Fall Total Credit Hours		12

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Spring Total Credit Hours		12
Program Total Credit Hours		

MATHEMATICS

MATHEMATICS

OVERVIEW

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.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Mathematics	Associate of Science	View Degree Plan

FACULTY

MATHEMATICS – AS DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 2412	Pre-Calculus Math	4
XXXX	or Approved Math	3
XXXX	or Approved Math	4
COSC 1301	Introduction to Computing	3
SPCH 1315	Public Speaking	3
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
HIST 1302	United States History II	3
MATH 2413	Calculus I	4
PHIL 1301	Introduction to Philosophy	3
XXXX	Approved Elective	3
Spring Total Credit Hours		16

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PHYS 2425	University Physics I	4
BIOL 1406	or Biology for Science Majors I	4
CHEM 1411	or General Chemistry I	4
SOCI 1301	Introduction to Sociology	3
PSYC 2301	or General Psychology	3
MATH 2414	Calculus II	4
XXXX	Approved Elective	2
Fall Total Credit Hours		16

SOPHOMORE YEAR - SPRING

MATH 2413 and MATH 2414 are required. Additional two math classes may be any of the following: MATH 1316, MATH 1342, MATH 2318, MATH 2320, MATH 2412, or MATH 2315/2415. Some universities require the PHYS 2425 / PHYS 2426 sequence in addition to a sequence in BIOL or CHEM.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
BIOL 1407	Biology for Science Majors II	4
CHEM 1412	or General Chemistry II	4
PHYS 2426	or University Physics II	4
ARTS 1301	Art Appreciation	3
MUSI 1306	or Music Appreciation	3
XXXX	Approved Math	3
XXXX	or Approved Math	4
Spring Total Credit Hours		13
Program Total Credit Hours		

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

OVERVIEW

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.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Music	Associate of Art	View Degree Plan

FACULTY

MUSIC - AA FIELD OF STUDY DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MUSI 1311	Music Theory I	3
MUSI 1116	Sight-Singing & Ear Training I	1
MUSI 1181	Piano Class I or Piano Lessons	1
XXXX	Applied Concentration	2
XXXX	Ensemble	1
Fall Total Credit Hours		14

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
ENGL 2311	or Technical And Business Writing	3
HIST 1302	United States History II	3
XXXX	Approved Math	3
MUSI 1312	Music Theory II	3
MUSI 1117	Sight-Singing & Ear Training II	1
MUSI 1182	Piano Class II or Piano Lessons	1
XXXX	Applied Concentration	2
XXXX	Ensemble	1
Spring Total Credit Hours		17

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3
MUSI 1307	Music Literature	3
MUSI 2311	Music Theory III	3
MUSI 2116	Sight-Singing & Ear Training III	1
MUSI 2181	Piano Class III or Piano Lessons	1
XXXX	Applied Concentration	2
XXXX	Ensemble	1
Fall Total Credit Hours		14

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
XXXX	Approved Life / Physical Sciences	4
MUSI 2312	Music Theory IV	3
MUSI 2117	Sight-Singing & Ear Training IV	1
MUSI 2182	Piano Class IV or Piano Lessons	1
XXXX	Applied Concentration	2
XXXX	Ensemble	1
Spring Total Credit Hours		15
Program Total Credit Hours		

***All music majors are required to enroll in MUSI 100R each semester.*
Marching Band may be substituted for KINE requirements.

PARALEGAL STUDIES

PARALEGAL STUDIES

OVERVIEW

The Occupations
Legal Assistant, Paralegal
About the Occupations
The terms “legal assistant” and “paralegal” are used inter- changeably 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.

CAREER OUTLOOK

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

OUTLOOK	OCCUPATION
Excellent	Paralegal personnel
POSITION	SALARY (PER YEAR)
Paralegal	$38,020 - $56,080

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

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Paralegal Studies	Associate in Applied Science	View Degree Plan
Paralegal Studies with Criminal Justice Emphasis	Associate in Applied Science	View Degree Plan
Paralegal Studies	Certificate	View Degree Plan

FACULTY

PARALEGAL STUDIES - AAS DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
SPCH 1321	or Business & Professional Communication	3
Spring Total Credit Hours		15

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
LGLA 1345	Civil Litigation	3
LGLA 1355	Family Law	3
LGLA 1353	Wills, Trusts, & Probate Administration	3
MATH 1324	Mathematics for Business and Social Sciences	3
MATH 1332	or Contemporary Mathematics (Quantitative Reasoning)	3
GOVT 2306	Texas Government	3
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

LGLA 2388: Capstone course. Must be taken in the last semester.
LGLA 1311 and LGLA 1313 are prerequisites for all other LGLA courses except LGLA 1301.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
LGLA 2331	Advanced Legal Research & Writing	3
LGLA 2309	Real Property	3
LGLA 2335	Advanced Civil Litigation	3
LGLA 2388	Practicum	3
XXXX	Approved Language / Philosophy / Culture or Creative Arts	3
Spring Total Credit Hours		15
Program Total Credit Hours		

PARALEGAL STUDIES CERTIFICATE DEGREE PLAN

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.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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 Administration	3
LGLA 1301	Legal Research & Writing	3
Fall Total Credit Hours		18

FRESHMAN YEAR - SPRING

LGLA 2288: Capstone must be taken in the last semester.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
LGLA 2335	Advanced Civil Litigation	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
LGLA 2288	Practicum	2
LGLA 2307	or Law Office Management	3
LGLA 2313	Criminal Law & Procedure	3
LGLA 2309	Real Property	3
LGLA 2303	Torts & Personal Injury Law	3
Spring Total Credit Hours		14
Program Total Credit Hours		

PARALEGAL STUDIES WITH CRIMINAL JUSTICE EMPHASIS - AAS DEGREE PLAN

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.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
CJSA 1322	or Intro - Criminal Justice (3)	3
ENGL 1301	Composition I	3
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
LGLA 2307	Law Office Management	3
LGLA 2313	Criminal Law & Procedure	3
CRIJ 1310	or Fundamentals of Criminal Law	3
CJSA 1327	or Fundamentals of Criminal Law	3
GOVT 2305	Federal Government	3
SPCH 1315	Public Speaking	3
SPCH 1321	or Business & Professional Communication	3
COSC 1301	Introduction to Computing	3
Spring Total Credit Hours		15

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
LGLA 1345	Civil Litigation	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
LGLA 1355	Family Law	3
MATH 1324	Mathematics for Business and Social Sciences	3
MATH 1332	or Contemporary Mathematics (Quantitative Reasoning)	3
GOVT 2306	Texas Government	3
XXXX	Major Emphasis Elective	3
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

LGLA 2288: Capstone must be taken in the last semester.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
LGLA 2331	Advanced Legal Research & Writing	3
LGLA 2335	Advanced Civil Litigation	3
LGLA 2388	Practicum	3
XXXX	Major Emphasis Elective	3
XXXX	Approved Language / Philosophy / Culture or Creative Arts	3
Spring Total Credit Hours		15

SOPHOMORE YEAR - APPROVED MAJOR EMPHASIS ELECTIVES

CRCJ 1474 TYC Pre-Service Academy and CJCR 1166 Practicum-TYC/OJT will meet requirement for one elective.

COURSE SECTION	COURSE TITLE	CREDIT HOURS
CRIJ 1313	Juvenile Justice System	3
CRIJ 1307	Crime in America	3
CRIJ 2301	Community Resources In Corrections	3
SOCI 1301	Introduction to Sociology	3
PSYC 2301	General Psychology	3
LGLA 2303	Torts & Personal Injury Law	3
LGLA 1353	Wills, Trusts, & Probate Administration	3
LGLA 2309	Real Property	3
Approved Major Emphasis Electives Total Credit Hours		
Program Total Credit Hours		

PATHWAY TO MEDICAL, DENTAL, PHARMACY OR VETERINARY SCHOOL

PATHWAY TO MEDICAL, DENTAL, PHARMACY OR VETERINARY SCHOOL

OVERVIEW

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 professional careers work towards a Bachelor's Degree in Biology or Chemistry prior to applying to a medical, dental, pharmacy, or veterinary school.

For more information about these careers, contact an advisor or the Dean of Science, Kinesiology, and PASS.

GENERALLY REQUIRED COURSES

This is designed to help prepare students for more advanced study in a pathway through which students can pursue professional, doctoral-level healthcare careers. Depending on the career, the following courses are generally required in the State of Texas for admission to the medical, dental, pharmacy and veterinary 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

For more information about these careers, contact an advisor or the Dean of Science, Kinesiology, and PASS.

CRITERIA

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

For more information about these careers, contact an advisor or the Dean of Science, Kinesiology, and PASS.

PETROLEUM TECHNOLOGY

AUTOMATION CERTIFICATE DEGREE PLAN

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.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
INTC 1305	Introduction to Instrumentation	3
ELPT 1311	Basic Electrical Theory	3
ELMT 1301	Programmable Logic Controllers	3
PTRT 1324	Petroleum Instrumentation	3
ELPT 1325	National Electric Code I	3
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ELPT 1341	Motor Control	3
PTRT 2359	Petroleum Computer Applications	3
ELPT 1357	Industrial Wiring	
HYDR 1305	or Basic Hydraulics	3
RBTC 1309	or Pneumatics	3
ELPT 2325	National Electrical Code II	3
ELMT 2339	Advanced Programmable Logic Controllers	3
Spring Total Credit Hours		15
Program Total Credit Hours		

OIL AND GAS TECHNOLOGY CERTIFICATE DEGREE PLAN

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.

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
PTRT 1324	Petroleum Instrumentation	3
Spring Total Credit Hours		15

FRESHMAN YEAR - SUMMER

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PTRT 2332	Artificial Lift	3
PTRT 2280	Cooperative Education	2
PTRT 1391	Natural Gas Processing II	3
Summer Total Credit Hours		8
Program Total Credit Hours		

PETROLEUM TECHNOLOGY

OVERVIEW

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 condensable 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 compete 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.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Petroleum Technology	Associate in Applied Science	View Degree Plan
Automation	Certificate	View Degree Plan
Oil and Gas Technology	Certificate	View Degree Plan

FACULTY

PETROLEUM TECHNOLOGY – AAS DEGREE PLAN

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

INTC 1305: Required for Automation Certificate

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PTRT 1301	Overview of Petroleum Industry	3
PTRT 1313	Industrial Safety	3
PHYS 1415	Physical Science I	4
XXXX	or Approved Science	4
MATH 1314	College Algebra	3
MATH 1332	or Contemporary Mathematics (Quantitative Reasoning)	3
INMT 2345	Industrial Troubleshooting	3
RBTC 1309	or Pneumatics	3
INTC 1305	or Intro to Instrumentation	3
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PTRT 1317	Natural Gas Processing	3
PTRT 1307	Recovery and Production Methods	3
PTRT 2323	Natural Gas Production	3
ARTS 1301	Art Appreciation	3
MUSI 1306	or Music Appreciation	3
DRAM 1310	or Theatre Appreciation	3
ENGL 1301	Composition I	3
Spring Total Credit Hours		15

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PTRT 2280	Cooperative Education	2

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PTRT 1309	Corrosion Basics	3
PTRT 1312	or Petroleum Regulations	3
PTRT 1321	Oil Field Hydraulics	3
SPCH 1321	Business & Professional Communication	3
SPCH 1315	or Public Speaking	3
PTRT 1324	Petroleum Instrumentation	3
Fall Total Credit Hours		14

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
BMGT 2309	Leadership	3
PTRT 2359	Petroleum Computer Applications	3
PTRT 2332	Artificial Lift	3
PTRT 1391	Natural Gas Processing II	3
ECON 2302	Principles Economics Micro	3
GOVT 2305	or Federal Government	3
HIST 1301	or United States History I	3
Spring Total Credit Hours		15
Program Total Credit Hours		60

PHYSICS

PHYSICS

OVERVIEW

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.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Physics	Associate of Science	View Degree Plan

FACULTY

PHYSICS - AS DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
HIST 1301	United States History I	3
CHEM 1411	General Chemistry I	4
ENGL 1301	Composition I	3
MATH 2412	Pre-Calculus Math	4
XXXX	Approved Language / Philosophy / Culture	3
Fall Total Credit Hours		17

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
ENGL 2311	or Technical And Business Writing	3
HIST 1302	United States History II	3
MATH 2413	Calculus I	4
XXXX	Approved Creative Arts	3
XXXX	Approved Social / Behavioral Science	3
Spring Total Credit Hours		16

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3
PHYS 2425	University Physics I	4

COURSE SECTION	COURSE TITLE	CREDIT HOURS
MATH 2414	Calculus II	4
XXXX	Approved Speech	3
Fall Total Credit Hours		14

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
PHYS 2426	University Physics II	4
MATH 2315	Calculus III	3
COSC 1301	Introduction to Computing	3
Spring Total Credit Hours		13
Program Total Credit Hours		

Students who have not completed MATH 1314, or the equivalent, should do so during the summer prior to their Freshman Fall semester.
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

OVERVIEW

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.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Pre-Engineering	Associate of Science	View Degree Plan

FACULTY

PRE-ENGINEERING - A.S. DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
HIST 1301	United States History I	3
COSC 1301	Introduction to Computing	3
ENGL 1301	Composition I	3
MATH 2412	Pre-Calculus Math	4
XXXX	Approved Language / Philosophy / Culture	3
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
ENGL 2311	or Technical And Business Writing	3
HIST 1302	United States History II	3
MATH 2413	Calculus I	4
XXXX	Approved Creative Arts	3
XXXX	Approved Social / Behavioral Science	3
Spring Total Credit Hours		16

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PHYS 2425	University Physics I	4
MATH 2414	Calculus II	4
XXXX	Approved Speech	3
Fall Total Credit Hours		14

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
PHYS 2426	University Physics II	4
MATH 2415	Calculus III	4
ENGR 2301	Engineering Mechanics-Statics	3
Spring Total Credit Hours		14
Program Total Credit Hours		

Students who have not completed MATH 1314, or the equivalent, should do so during the summer prior to their Freshman Fall semester.
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.

PSYCHOLOGY

PSYCHOLOGY

OVERVIEW

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.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Psychology	Associate of Science	View Degree Plan

FACULTY

PSYCHOLOGY - AS DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PSYC 2301	General Psychology	3
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
MATH 1314	College Algebra	3
COSC 1301	Introduction to Computing	3
XXXX	Approved Elective	1
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PSYC 2314	Lifespan Growth and Development	3
ENGL 1302	Composition II	3
HIST 1302	United States History II	3
PSYC 2317	Statistical Methods in Psychology	3
XXXX	Approved Speech	3
Spring Total Credit Hours		15

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PSYC 2319	Social Psychology	3
GOVT 2305	Federal Government	3
SOCI 1301	Introduction to Sociology	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
XXXX	Approved Language / Philosophy / Culture	3
XXXX	Approved Life / Physical Sciences	4
Fall Total Credit Hours		16

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
PSYC 2320	Abnormal Psychology	3
GOVT 2306	Texas Government	3
XXXX	Approved Creative Arts	3
XXXX	Approved Life / Physical Sciences	4
Spring Total Credit Hours		13
Program Total Credit Hours		

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

OVERVIEW

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.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Sociology	Associate of Science	View Degree Plan

FACULTY

SOCIOLOGY - AS DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
SOCI 1301	Introduction to Sociology	3
XXXX	Approved Core Math	3
XXXX	Approved Life / Physical Sciences	4
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

English 1302: Preferred
Approved Math: MATH 1342 Preferred
Approved Speech: SPCH 1315 Preferred

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
ENGL 2311	or Technical And Business Writing	3
HIST 1302	United States History II	3
XXXX	Approved Life / Physical Sciences	4
XXXX	Approved Math	3
XXXX	Approved Speech	3
Spring Total Credit Hours		16

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3

COURSE SECTION	COURSE TITLE	CREDIT HOURS
XXXX	Approved Language / Philosophy / Culture	3
COSC 1301	Introduction to Computing	3
SOCI 2319	Minority Studies	3
XXXX	Approved Elective	1
Fall Total Credit Hours		13

SOPHOMORE YEAR - SPRING

Approved Elective: PSYC 2301 Preferred

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
XXXX	Approved Creative Arts	3
SOCI 1306	Social Problems	3
SOCI 2301	Marriage & The Family	3
XXXX	Approved Elective	3
Spring Total Credit Hours		15
Program Total Credit Hours		

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

OVERVIEW

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.

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Speech	Associate of Arts	View Degree Plan

FACULTY

SPEECH - AA DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
XXXX	Approved Creative Arts	3
HIST 1301	United States History I	3
XXXX	Approved Math	3
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
ENGL 2311	or Technical And Business Writing	3
HIST 1302	United States History II	3
SPCH 1315	Public Speaking	3
XXXX	Approved Social / Behavioral Science	3
XXXX	Approved Language / Philosophy / Culture	3
Spring Total Credit Hours		15

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3
XXXX	Approved Foreign Language	4
XXXX	Approved Life / Physical Sciences	4

COURSE SECTION	COURSE TITLE	CREDIT HOURS
COSC 1301	Introduction to Computing	3
Fall Total Credit Hours		14

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
SPCH 1321	Business & Professional Communication	3
XXXX	Approved Foreign Language	4
XXXX	Approved Life / Physical Sciences	4
XXXX	Approved Elective	2
Spring Total Credit Hours		16
Program Total Credit Hours		

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

OVERVIEW

Theatre - AA Field of Study

CAREER OUTLOOK

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Theatre	Associate of Arts	View Degree Plan

FACULTY

THEATRE - AA FIELD OF STUDY

FRESHMAN YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1301	Composition I	3
HIST 1301	United States History I	3
DRAM 1120	Theatre Practicum I	1
SPCH 1315	Public Speaking	3
XXXX	Approved Math	3
DRAM 1341	Stage Makeup	3
Fall Total Credit Hours		16

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
ENGL 1302	Composition II	3
HIST 1302	United States History II	3
DRAM 1310	Theatre Appreciation	3
DRAM 1351	Acting I	3
DRAM 1121	Theatre Practicum II	1
XXXX	Approved Language / Philosophy / Culture	3
Spring Total Credit Hours		16

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2305	Federal Government	3
DRAM 2120	Theatre Practicum III	1
DRAM 1330	Stagecraft I	3
XXXX	Approved Life / Physical Sciences	4
DRAM 2336	Voice for the Actor	3
Fall Total Credit Hours		14

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
GOVT 2306	Texas Government	3
XXXX	Approved Social / Behavioral Science	3
XXXX	Approved Life / Physical Sciences	4
DRAM 2355	Script Analysis	3
DRAM 2121	Theatre Practicum IV	1
Spring Total Credit Hours		14
Program Total Credit Hours		

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

PRODUCTION WELDER CERTIFICATE DUAL CREDIT DEGREE PLAN

REQUIRED COURSES

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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 1417	Intro to Layout & Fabrication	4
Total Credit Hours		16
Program Total Credit Hours		

WELDING

OVERVIEW

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.

CAREER OUTLOOK

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.
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.
Tools and Equipment	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.
WORKER PORTRAIT	
Skills and Aptitudes	• Work well independently and with others • Detail orientated • Creative • Works well under pressure • Patience • Tentative

DEGREE/CERTIFICATE

CONCENTRATION OPTIONS	DEGREE / CERTIFICATE TYPE	DEGREE PLANS
Welding Technology	Associate in Applied Science	View Degree Plan
Production Welder	Certificate	View Degree Plan
Welding Technology	Certificate	View Degree Plan

FACULTY

WELDING TECHNOLOGY CERTIFICATE DEGREE PLAN

FRESHMAN - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Fall Total Credit Hours		15

FRESHMAN - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
WLDG 1434	Intro. To Gas Tungsten Arc Weld	4
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1417	Intro to Layout & Fabrication	4
Spring Total Credit Hours		12

FRESHMAN - SUMMER

COURSE SECTION	COURSE TITLE	CREDIT HOURS
WLDG 1435	Intro to Pipe Welding	4
WLDG 2288	Internship-Welding Tech Welder	2
Summer Total Credit Hours		6

COURSE SECTION	COURSE TITLE	CREDIT HOURS
Program Total Credit Hours		

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 – AAS DEGREE PLAN

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

COURSE SECTION	COURSE TITLE	CREDIT HOURS
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
Fall Total Credit Hours		15

FRESHMAN YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
WLDG 1434	Intro. To Gas Tungsten Arc Weld	4
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 2447	Advanced Gas Metal Arc Welding	4
Spring Total Credit Hours		12

FRESHMAN YEAR - SUMMER

COURSE SECTION	COURSE TITLE	CREDIT HOURS
WLDG 1435	Intro to Pipe Welding	4
WLDG 2288	Internship-Welding Tech Welder	2
Summer Total Credit Hours		6

SOPHOMORE YEAR - FALL

COURSE SECTION	COURSE TITLE	CREDIT HOURS
WLDG 2413	Inter Welding Using Multiple Processes	4
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4
WLDG 1417	Intro to Layout & Fabrication	4
COSC 1301	Introduction to Computing	3
Fall Total Credit Hours		15

SOPHOMORE YEAR - SPRING

COURSE SECTION	COURSE TITLE	CREDIT HOURS
XXXX	Approved Language / Philosophy / Culture or Creative Arts	3
XXXX	Approved Social / Behavioral Science	3
ENGL 1301	Composition I	3
MATH 1324	Mathematics for Business and Social Sciences	3
MATH 1314	or College Algebra	3
Spring Total Credit Hours		12
Program Total Credit Hours		

Pre-requisites WLDG 1435: WLDG 1428, WLDG 1457
Pre-requisites WLDG 2413: WLDG 1430, WLDG 1434
Co-Requisites WLDG 2413: WLDG 1430, WLDG 1434

COURSES

ACCOUNTING

ACCT 2301 PRINCIPLES OF FINANCIAL ACCOUNTING

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). Recommended co-requisite: MATH 1324 - Mathematics for Business & Social Sciences

Credits
3
Course Fee
Internet course fee (if applicable): $38, Lab fee: $14

ACCT 2302 PRINCIPLES OF MANAGERIAL ACCOUNTING

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

Credits
3
Distribution
ACCT
Course Fee
Internet course fee (if applicable): $38, Lab fee: $14

ACNT 1303 INTRODUCTION TO ACCOUNTING I

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.

Credits
3
Distribution
ACCT
Course Fee
Internet course fee (if applicable): $38, Lab fee: $14

ACNT 1304 INTRODUCTION TO ACCOUNTING II

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.

Credits
3
Distribution
ACCT
Course Fee
Internet course fee (if applicable): $38, Lab fee: $14

ACNT 1305 FORENSIC ACCOUNTING

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.

Credits
3
Distribution
ACNT
Course Fee
Internet course fee (if applicable): $38, Lab fee: $14

ACNT 1311 INTRODUCTION TO COMPUTERIZED ACCOUNTING

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.

Credits
3
Distribution
ACNT
Course Fee
Internet course fee (if applicable): $38, Lab fee: $14

ACNT 1329 PAYROLL & BUSINESS TAX ACCOUNT

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.

Credits
3
Distribution
ACCT
Course Fee
Internet course fee (if applicable): $38, Lab fee: $14

ACNT 1331 FEDERAL INCOME TAX: INDIVIDUAL

3 lec/1 lab (3 Cr.) A study of the federal tax law for preparation of individual income tax returns.

Credits
3
Distribution
ACCT
Course Fee
Internet course fee (if applicable): $38, Lab fee: $14

ACNT 1368 PRACTICUM-ACCOUNTING TECHNOLOGY/TECHNICIAN AND BOOKKEEPING

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.

Credits
3
Distribution
ACCT

ACNT 2302 ACCOUNTING CAPSTONE

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.

Credits
3
Distribution
ACCT
Course Fee
Internet course fee (if applicable): $38, Lab fee: $14

ACNT 2332 ACCOUNTING INFORMATION SYSTEMS

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

Credits
3
Distribution
ACNT
Course Fee
Internet course fee (if applicable): $38, Lab fee: $14

AG MECHANIZATION

AGME 1207 Agriculture Equipment and Tools
1 lec/3 lab (2 Cr.) Introduction to hand tool and shop equipment skills and safety; including application, operation, maintenance, and repair.

Credits
2
Distribution
DEMR
Offered
Fall Only
Course Fee
Lab fee: $24.00

AGME 1209 EQUIPMENT REPAIR

1 lec/3 lab (2 Cr.) Introduction to the skills required for maintenance, repair, and renovation of equipment.

Credits
2
Distribution
DEMR
Offered
Spring Only
Course Fee
Lab fee: $24.00

AGME 1353 HARVESTING EQUIPMENT

2 lec/3 lab (3 Cr.) Operation and maintenance including adjustment techniques of harvesting equipment.

Credits
3
Distribution
DEMR
Offered
Fall Only
Course Fee
Lab fee: $24.00

AGME 1391 SPECIAL TOPICS IN AGRICULTURE MECHANICS

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.

Credits
3
Distribution
DEMR
Offered
Spring Only
Course Fee
Lab fee: $24.00

DEMR 1166 PRACTICUM I

(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.

Credits
1
Distribution
DEMR
Course Fee
Lab fee: $24.00

DEMR 1191 Special Topics (CSS)
(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.

Credits
1
Distribution
DEMR
Offered
Fall Only

DEMR 1225 SMALL AIR-COOLED ENGINES

1 lec/3 lab (2 Cr.) Fundamentals of air-cooled engines including repair and testing. This course includes the theory of operation, diagnosis, repair, predelivery 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.

Credits
2
Distribution
DEMR
Offered
Spring Only
Course Fee
Lab fee: $24.00

DEMR 1229 PREVENTATIVE MAINTENANCE

1 lec/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.

Credits
2
Distribution
DEMR
Offered
Spring Only
Course Fee
Lab fee: $24.00

DEMR 1301 SHOP SAFETY AND PROCEDURES

(2 lec/3 lab) 3 Cr. A study of shop safety, rules, basic shop tools, and test equipment.

Credits
3

Distribution
DEMR

Distribution
Fall Only

Course Fee
Lab fee: $24.00

DEMR 1323 HEATING, VENTILATION & A/C (HVAC) TROUBLESHOOTING AND REPAIR

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.

Credits
3

Distribution
DEMR

Offered
Spring Only

Course Fee
Lab fee: $24.00

DEMR 1391 SPECIAL TOPICS-DIESEL ENG MECH & REPAIR

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.

Credits
3

Distribution
DEMR

Offered
Spring Only

Course Fee
Lab fee: $24.00

DEMR 1405 BASIC ELECTRICAL SYSTEMS

3 lec/2 lab (4 Cr.) Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.

Credits
4

Distribution
DEMR

Offered
Fall Only

Course Fee
Lab fee: $24.00

DEMR 1406 DIESEL ENGINE I

2 lec/6 lab (4 Cr.) An introduction to the basic principles of diesel engines and systems.

Credits
4

Distribution
DEMR

Offered
Fall Only

Course Fee
Lab fee: $24.00

DEMR 1416 BASIC HYDRAULICS

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.

Credits
4

Distribution
DEMR

Offered
Fall Only

Course Fee
Lab fee: $24.00

DEMR 1421 POWER TRAIN I

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.

Credits
4

Distribution
DEMR

Offered
Fall Only

Course Fee
Lab fee: $24.00

DEMR 1449 DIESEL ENGINE II

2 lec/6 lab (4 Cr.) An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines.

Credits
4

Distribution
DEMR

Offered
Spring Only

Course Fee
Lab fee: $24.00

DEMR 1466 PRACTICUM II

(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.

Credits
4

Distribution
DEMR

Offered
Summer Only

DEMR 2166 PRACTICUM II

(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.

Credits
1

Distribution
DEMR

Offered
Spring Only

Course Fee
Lab fee: $24.00

DEMR 2332 ELECTRONIC CONTROLS

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.

Credits
3

Distribution
DEMR

Offered
Spring Only

Course Fee
Lab fee: $24.00

DEMR 2335 ADVANCED HYDRAULICS

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.

Credits
3

Distribution
DEMR

Offered
Spring Only

Course Fee
Lab fee: $24.00

DEMR 2338 POWER APPLICATIONS I

2 lec/3 lab (3 Cr.) Advanced power train applications with emphasis on testing and evaluation of components.

Credits
3

Distribution
DEMR

Offered
Spring Only

Course Fee
Lab fee: $24.00

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.

Credits
3

Distribution
DEMR

Offered
Spring Only

Course Fee
Lab fee: $24.00

DEMR 2371 JOHN DEERE AG MGMT SOLUTIONS

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.

Credits
3

Distribution
DEMR

Offered
Spring Only

Course Fee
Lab fee: $24.00

HYDR 1305 BASIC HYDRAULICS

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.

Credits
3

Distribution
HYDR

Course Fee
Lab fee: $24.00

SMER 1166 PRACTICUM I

(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.

Credits
1

Distribution
DEMR

SMER 1291 SMALL ENGINE MECHANIC & REPAIR

1 lec/3 lab (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. This course was designed to be repeated multiple times to improve student proficiency.

Credits
2

Distribution
DEMR

Offered
Spring Only

Course Fee
Lab fee: $24.00

SMER 1391 SPECIAL TOPICS IN SMALL ENGINE MECHANIC & REPAIRER

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.

Credits
3

Distribution
DEMR

Offered
Spring Only

Course Fee
Lab fee: $24.00

SMER 1466 PRACTICUM II

(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.

Credits
4

Distribution
DEMR

Offered
Summer Only

SMER 2166 PRACTICUM III

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.

Credits
1

Distribution
DEMR

Offered
Spring Only

SMER 2337 ADVANCED EQUIPMENT SERVICE

2 lec/3 lab (3 Cr.) Advanced study in areas of specialization in marine units, motorcycles, all-terrain vehicles, or outdoor power equipment.

Credits
3

Distribution
DEMR

Offered
Fall Only

Course Fee
Lab fee: $24

AMERICAN SIGN LANGUAGE

SGNL 1401 BEGINNING AMERICAN SIGN LANGUAGE I

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.

Credits
4

Distribution
FLAN

SGNL 1402 BEGINNING AMERICAN SIGN LANGUAGE II

3 lec/2 lab (4 Cr.) A continuation of SGNL 1401. Prerequisite: SGNL 1401 or instructor's approval.

Credits
4

Distribution
FLAN

ANTHROPOLOGY

ANTH 2346 GENERAL ANTHROPOLOGY

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.

Credits
3

Distribution
ANTH

ART

ARTS 1301 ART APPRECIATION

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.

Credits
3

Distribution
ARTS

Course Fee
Internet course fee (if applicable): $38

ARTS 1303 ART HISTORY I (PREHISTORIC TO THE 14TH CENTURY)

3 lec (3 Cr.) A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.

Credits
3

Distribution
ARTS

Course Fee
Internet course fee (if applicable): $38

ARTS 1304 ART HISTORY II (14TH CENTURY TO THE PRESENT)

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.

Credits
3

Distribution
ARTS

ARTS 1311 DESIGN I (2-DIMENSIONAL)

3 lec/3 lab (3 Cr.) An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.

Credits
3

Distribution
ARTS

Course Fee
Lab fee: $24

ARTS 1312 DESIGN II (3-DIMENSIONAL)

3 lec/3 lab (3 Cr.) An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design.

Credits
3

Distribution
ARTS

Course Fee
Lab fee: $24

ARTS 1316 DRAWING I

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.

Credits
3

Distribution
ARTS

Course Fee
Lab fee: $24

ARTS 1317 DRAWING II

3lec/3 lab (3 Cr.) 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. Prerequisite: ARTS 1316

Credits
3

Distribution
ARTS

Course Fee
Lab fee: $24

ARTS 2316 PAINTING I

3 lec/3 lab (3 Cr.) Studio art course that introduces the fundamental principles, materials and techniques of painting.

Credits
3

Distribution
ARTS

Course Fee
Lab fee: $24

ARTS 2317 PAINTING II

3 lec/3 lab (3 Cr.) Studio art course that furthers the study of the principles, materials, and techniques of painting.

Credits
3

Prerequisite
ARTS 2316 Painting I

Distribution
ARTS

Course Fee
Lab fee: $24

ARTS 2326 SCULPTURE I

3 lec/3lab (3Cr.) Exploration of ideas using sculpture media and techniques.

Credits
3

Distribution
ARTS

Course Fee
Lab fee: $24

ARTS 2346 CERAMICS I

3 lec/3 lab (3 Cr.) A studio art course that introduces basic building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery.

Credits
3

Distribution
ARTS

Course Fee
Lab fee: $22

ARTS 2347 CERAMICS II

3 lec/3 lab (3 Cr.) A studio art course that furthers the study of building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery.

Credits
3

Prerequisite
ARTS 2346 Ceramics I

Distribution
ARTS

Course Fee
Lab fee: $22

ARTS 2356 PHOTOGRAPHY I (FINE ARTS EMPHASIS)

3 lec/3 lab (3 Cr.) A studio are course that introduces the technical and conceptual basics of photography as a creative medium.

Credits
3

Distribution
ARTS

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

ARTS 2357 PHOTOGRAPHY II (FINE ARTS EMPHASIS)

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.

Credits
3

Distribution
ARTS

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

ARTS 2389 ACADEMIC COOPERATIVE

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. Prerequisite: Approval of Instructor.

Credits
3

Distribution
ARTS

BIOLOGY

BIOL 1322 NUTRITION AND DIET THERAPY

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. (Cross-listed as HECO 1322)

Credits
3

Distribution
BIOL

Course Fee
Internet course fee (if applicable): $38 Lab fee $18

BIOL 1406 BIOLOGY FOR SCIENCE MAJORS I

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.

Credits
4

Distribution
BIOL

Course Fee
Internet course fee (if applicable): $38, Lab fee: $18

BIOL 1407 BIOLOGY FOR SCIENCE MAJORS II

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.

Credits
4

Distribution
BIOL

Course Fee
Internet fee (if applicable): $38 Lab fee: $18

BIOL 1408 BIOLOGY FOR NON-SCIENCE MAJORS I

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.

Credits
4

Distribution
BIOL

Course Fee
Internet course fee (if applicable): $38, Lab fee: $18

BIOL 1409 BIOLOGY FOR NON-SCIENCE MAJORS II

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.

Credits
4

Distribution
BIOL

Course Fee
Internet course fee (if applicable): $38, Lab fee: $18

BIOL 2401 ANATOMY & PHYSIOLOGY I

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.

Credits
4

Distribution
BIOL

Course Fee
Internet course fee (if applicable) $38, Lab fee $18

BIOL 2402 ANATOMY & PHYSIOLOGY II

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.

Credits
4

Distribution
BIOL

Course Fee
Internet course fee (if applicable) $38, Lab fee $18

BIOL 2404 ANATOMY & PHYSIOLOGY

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.

Credits
4

Distribution
BIOL

Course Fee
Internet course fee (if applicable): $38, Lab fee: $18

BIOL 2406 ENVIRONMENTAL BIOLOGY

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.

Credits
4

Distribution
BIOL

Course Fee
Internet course fee (if applicable): $38, Lab fee: $18

BIOL 2420 MICROBIOLOGY FOR NON-SCIENCE MAJORS

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.

Credits
4

Distribution
BIOL

Course Fee
Internet fee (if applicable): $38, Lab fee: $18

BUSINESS

BMGT 1301 SUPERVISION

3 lec (3 Cr.) The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relation skills.

Credits
3

Distribution
BMGT

Course Fee
Internet course fee (if applicable): $38

BMGT 1327 PRINCIPLES OF MANAGEMENT

3 lec (3 Cr.) Concepts, terminology, principles, theories, and issues in the field of management.

Credits
3

Distribution
BMGT

Course Fee
Internet course fee (if applicable): $38

BMGT 1368 PRACTICUM - BUS ADMIN & MANAGEMENT

21 external learning experience (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Credits
3

Distribution
BMGT

BMGT 1369 PRACTICUM-BUS ADM & MGMT

21 external learning experience (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Credits
3

Distribution
BMGT

BMGT 2309 LEADERSHIP

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.

Credits
3

Distribution
BMGT

Course Fee
Internet course fee (if applicable): $38

BMGT 2311 CHANGE MANAGEMENT

3 lec (3 Cr.) Knowledge, skills, and tools that enable a leader/organization to facilitate change in a pro-active, participative style.

Credits
3

Distribution
BMGT

Offered
Spring Only

Course Fee
Internet fee (if applicable): $18

BMGT 2341 STRATEGIC MANAGEMENT

3 lec (3 cr) A study of the strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment.

Credits
3

Distribution
BMGT

Course Fee
Internet fee (if applicable) $38

BMGT 2368 PRACTICUM-BUS ADM & MANAGEMENT

21 external learning experience (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Credits
3

Distribution
BMGT

Offered
Spring Only

BUSG 2309 SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP

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.

Credits
3

Distribution
BMGT

Course Fee
Internet course fee (if applicable): $38

BUSG 2366 PRACTICUM - BUSINESS/COMMERCE GENERAL

21 external learning experience (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Credits
3

Distribution
BUSI

BUSG 2367 PRACTICUM BUSINESS/COMMERCE GENERAL

21 external learning experience (3 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Credits
3

Distribution
BUSI

BUSI 1301 BUSINESS PRINCIPLES

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.

Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38

BUSI 1307 PERSONAL FINANCE

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.

Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38

BUSI 2301 BUSINESS LAW

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.

Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38

BUSI 2305 BUSINESS STATISTICS

Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. (BUSI 2305 is included in the Business Field of Study.)

Prerequisite
MATH 1314 or MATH 1324; BCIS 1305

Distribution
BUSI

Course Fee
Internet course fee (if applicable) $38

CHEF 1305 SANITATION & SAFETY

3 lec (3 cr) A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

Distribution
CHEF

Offered
Fall

Course Fee
Internet course fee (if applicable) $38

HAMG 1313 FRONT OFFICE PROCEDURES

3 lec (3 cr) Functions of front office operations as they relate to customer service. Includes a study of front office interactions with other departments in the lodging operation.
Distribution
Business

Course Fee
Internet course fee (if applicable) $38

HAMG 1321 INTRO TO HOSPITALITY INDUSTRY

3 lec (3 cr) Introduction to the elements of the hospitality industry. The student will explain the elements of the hospitality industry; discuss current issues facing food service; discuss current guest needs; and explain general hotel/motel operations. The student will explain and discuss the role of service in the hospitality industry.
Credits
3

Distribution
Hospitality

Course Fee
Internet course fee (if applicable) $38

HAMG 1324 HOSPITALITY HUMAN RESOURCE MANAGEMENT

3 lec (3 cr) A study of the principles and procedures of managing people in the hospitality workplace.
Credits
3

Distribution
Hospitality

Course Fee
Internet course fee (if applicable) $38

HAMG 1340 HOSPITALITY LEGAL ISSUES

3 lec (3 cr) A course in the legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws. The student will explain the basic legal principles governing the hospitality industry; describe guest relationships; list and explain the various laws governing the hospitality industry; and explain the legal environment in which hotels and restaurants must exist.
Credits
3

Distribution
Hospitality

Course Fee
Internet course fee (if applicable) $38

HAMG 1342 GUEST ROOM MANAGEMENT

3 lec (3 cr) A study of the working relationship among housekeeping, front office, and maintenance in the lodging industry.
Distribution
HAMG

Course Fee
Internet course fee (if applicable) $38

HAMG 2307 HOSPITALITY MARKETING AND SALES

3 lec (3 cr) Identification of the core principles of marketing and their impact on the hospitality industry.

Distribution
HAMG

Course Fee
Internet course fee (if applicable) $38

HAMG 2332 HOSPITALITY FINANCIAL MANAGEMENT

3 lec (3 cr) Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis.

Distribution
HAMG

HAMG 2337 HOSPITALITY FACILITIES MANAGEMENT

3 lec (3 cr) Identification of building systems, facilities management, security and safety procedures.

Distribution
HAMG

Course Fee
Internet course fee (if applicable) $38

HAMG 2388 INTERNSHIP (HOSPITALITY ADMIN/MGMT., GENERAL)

(3 SCH) 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. Students enrolled must perform and apply various hospitality and/or management duties in the field. The student's internship objectives and project will be established by the instructor and employer supervisor. This may be a paid or unpaid experience. The student is required to attend one-hour classroom instruction weekly. Final report and exit exam are required. The internship course is a capstone course and required for program completion. Prerequisite(s): Program Coordinator approval. External Hours: 15 per week

Distribution
HAMG

Course Fee
Internet course fee (if applicable) $38

HRPO 2301 HUMAN RESOURCES MANAGEMENT

3 lec (3 Cr.) Behavioral and legal approaches to the management of human resources in organizations.

Credits
3

Distribution
BMGT

Course Fee
Internet course fee (if applicable): $38

HRPO 2307 ORGANIZATIONAL BEHAVIOR

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.

Credits
3

Distribution
BMGT

Course Fee
Internet course fee (if applicable): $38

MRKG 1291 SPECIAL TOPICS IN BUSINESS MARKETING AND MARKETING MANAGEMENT

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.

Credits
2

Course Fee
Internet course fee (if applicable): $38

MRKG 1301 CUSTOMER RELATIONSHIP MANAGEMENT

3 lec (3 Cr.) General principles of customer's relationship management including skills, knowledge, attitudes, and behaviors.

Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38

MRKG 1311 PRINCIPLES OF MARKETING

3 lec (3 Cr.) Introduction to the marketing mix, functions, and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

Credits
3

Distribution
BMGT

Course Fee
Internet course fee (if applicable): $38

MRKG 2312 E-COMMERCE MARKETING

3 lec (3 Cr.) Explore electronic tools utilized in marketing; focus on marketing communications in developing customer relationships.

Credits
3

RSTO 1325 PURCHASING FOR HOSPITALITY OPERATIONS

3 lec (3 cr) Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

Distribution
RSTO

Course Fee
Internet course fee (if applicable) $38

BUSINESS INFORMATION TECHNOLOGY

HITT 1305 MEDICAL TERMINOLOGY

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.

Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

HITT 2346 ADVANCED MEDICAL CODING

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.

Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

HPRS 1102 WELLNESS & HEALTH PROMOTION

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.

Credits
1

HPRS 2232 HEALTH CARE COMMUNICATIONS

2 lec (2 Cr.) Study of methods of communication with clients, client support groups, health care professionals, and external agencies.

Credits
2

Distribution
HPRS

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

HPRS 2301 PATHOPHYSIOLOGY

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.

Credits
3

Course Fee
Internet course fee (if applicable): $38

HPRS 2321 MEDICAL LAW & ETHICS FOR HEALTH PROFESSIONALS

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.

Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38

MDCA 1064 FIELD EXPERIENCE - MEDICAL/CLINICAL ASST

Practical, general workplace training supported by an individualized learning plan developed by the employee, college, and student.

Credits
112

Course Fee
Internet course fee (if applicable): $38

MDCA 1302 HUMAN DISEASE/PATHOPHYSIOLOGY

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.

Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38

POFI 1301 COMPUTER APPLICATIONS I

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

Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

POFI 1341 COMPUTER APP II

2 lec/3 lab (3 Cr.) Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software, applications (Microsoft PowerPoint and Microsoft Access), and procedures. Prerequisite: POFI 1301.

Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

POFI 2401 WORD PROCESSING

3 lec/3 lab (4 Cr.) Word processing software focusing on business applications. Prerequisite: POFT 1329, POFI 1301, or COSC 1301.

Credits
4

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

POFI 2431 DESKTOP PUBLISHING

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.

Credits
4

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

POFM 1300 MEDICAL CODING BASICS

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.

Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

POFM 1302 MEDICAL SOFTWARE APPLICATIONS

2 lec/4 lab (3 Cr) Medical software applications for the management and operation of health care information systems.

Credits
3

Distribution
POFM

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

POFM 1317 MEDICAL ADMINISTRATIVE SUPPORT

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.

Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

POFM 1427 MEDICAL INSURANCE

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.

Credits
4

Distribution
POFM

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

POFT 1127 INTRO TO KEYBOARDING

1 lec/2 lab (1 Cr.) Skills development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.

Credits
1

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

POFT 1301 BUSINESS ENGLISH

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.

Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

POFT 1313 PROFESSIONAL WORKFORCE PREPARATION

3 lec (3 Cr.) Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.
Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

POFT 1325 BUSINESS MATH USING TECHNOLOGY

2 lec/3 lab (3 Cr.) Business math problem-solving skills using office technology.
Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

POFT 1329 BEGINNING KEYBOARDING

2 lec/3 lab (3 Cr.) Skills development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.
Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

POFT 2312 BUSINESS CORRESPONDENCE & COMMUNICATIONS

2 lec/3 lab (3 Cr.) Development of writing and presentation skills to help produce effective business communications. Prerequisite: POFT 1301.
Credits
3

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

POFT 2431 ADMINISTRATIVE PROJECT SOLUTIONS

3 lec/3 lab (4 Cr.) Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills.
Credits
4

Distribution
BUSI

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

CHEMISTRY

CHEM 1405 INTRODUCTORY CHEMISTRY I

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

Credits
4

Distribution
CHEM

Course Fee
Lab fee: $24; Internet course fee (if applicable): $38

CHEM 1407 INTRODUCTORY CHEMISTRY II

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. Offered Spring only.

Credits
4

Distribution
CHEM
Course Fee
Lab fee: $24; Internet course fee (if applicable): $38

CHEM 1411 GENERAL CHEMISTRY I

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.

Credits
4

Distribution
CHEM
Course Fee
Lab fee: $24; Internet course fee (if applicable): $38

CHEM 1412 GENERAL CHEMISTRY II

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.

Credits
4

Distribution
CHEM
Course Fee
Lab fee: $24; Internet course fee (if applicable): $38

CHEM 2389 ACADEMIC COOPERATIVE IN CHEMISTRY

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.

Credits
4

Distribution
CHEM
Course Fee
Lab fee: $24; Internet course fee (if applicable): $38

CHEM 2423 ORGANIC CHEMISTRY I

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.
Credits
4
Prerequisite
CHEM 1412 General Chemistry II with a grade of "C" or better
Offered
Fall

Distribution
CHEM

Course Fee
Lab fee: $24; Internet course fee (if applicable): $38

CHEM 2425 ORGANIC CHEMISTRY II

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.
Credits
4
Prerequisite
CHEM 2423 Organic Chemistry I
Offered
Spring

Distribution
CHEM

Course Fee
Lab fee: $24; Internet course fee (if applicable): $38

CHILD DEVELOPMENT

CDEC 1164 PRACTICUM-CHILD DEVELOPMENT

160 external learning experience required (1 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.
Credits
1

Distribution
CDEC

CDEC 1265 PRACTICUM-CHILD DEVELOPMENT

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.
Credits
2

Distribution
CDEC

Course Fee
Internet course fee (if applicable): $38

CDEC 1303 FAMILIES, SCHOOLS, & COMMUNITY

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.

Credits
3

Distribution
CDEC

Course Fee
Internet course fee (if applicable): $38

CDEC 1311 EDUCATING YOUNG CHILDREN

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.

Credits
3

Distribution
CDEC

Course Fee
Internet course fee (if applicable): $38

CDEC 1318 WELLNESS OF THE YOUNG CHILD

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.

Credits
3

Distribution
CDEC

Course Fee
Internet course fee (if applicable): $38

CDEC 1319 CHILD GUIDANCE

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.

Credits
3

Distribution
CDEC

Course Fee
Internet course fee (if applicable): $38

CDEC 1321 THE INFANT & TODDLER

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.

Credits
3

Distribution
CDEC

Course Fee
Internet course fee (if applicable): $38

CDEC 1354 CHILD GROWTH & DEVELOPMENT

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.

Credits
3

Distribution
CDEC

Course Fee
Internet course fee (if applicable): $38

CDEC 1356 EMERGENT LITERACY FOR EARLY CHILDHOOD

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.

Credits
3

Distribution
CDEC

Course Fee
Internet course fee (if applicable): $38

CDEC 1358 CREATIVE ARTS FOR EARLY CHILDHOOD

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.

Credits
3

Distribution
CDEC

Course Fee
Internet course fee (if applicable): $38

CDEC 1359 CHILDREN WITH SPECIAL NEEDS

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.

Credits
3

Distribution
CDEC

Course Fee
Internet course fee (if applicable): $38

CDEC 1413 CURRICULUM RESOURCES FOR EARLY CHILDHOOD

3 lec/3 lab (4 Cr.) Fundamentals of curriculum design and implementation in developmentally appropriate programs. For Mexia State Supported Living Center Employees Only.

Credits
4

Distribution
CDEC

Course Fee
Internet course fee (if applicable): $38

CDEC 2336 ADMINISTRATION OF PROGRAMS FOR CHILDREN III

3 lec (3 Cr.) An advanced study of the skills and techniques in administering early care and education programs.

Credits
3

Distribution
CDEC

Course Fee
Internet course fee (if applicable): $38

CDEC 2341 THE SCHOOL AGE CHILD

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

Credits
3

Distribution
CDEC

Course Fee
Internet course fee (if applicable): $38

CDEC 2407 MATH & SCIENCE FOR EARLY CHILDHOOD

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.

Credits
4

Distribution
CDEC

Course Fee
Internet course fee (if applicable): $38

CDEC 2426 ADMINISTRATION OF PROGRAMS FOR CHILDREN I

4 lec (4 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.

Credits
4

Distribution
CDEC

Course Fee
Internet course fee (if applicable): $38

CDEC 2428 ADMINISTRATION OF PROGRAMS FOR CHILDREN II

4 lec (4 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.

TECA 1303 FAMILIES, SCHOOL & COMMUNITY

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 Sate 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.

Credits
3

Distribution
TECA

Course Fee
Internet course fee (if applicable): $38

TECA 1311 EDUCATING YOUNG CHILDREN

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.

Credits
3

Distribution

TECA

Course Fee
Internet course fee (if applicable): $38

TECA 1318 WELLNESS OF THE YOUNG CHILD

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.

Credits
3

Distribution
TECA

Course Fee
Internet course fee (if applicable): $38

TECA 1354 CHILD GROWTH & DEVELOPMENT

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.

Credits
3

Distribution
TECA

Course Fee
Internet course fee (if applicable): $38

COMPUTER SCIENCE

ARTC 1302 DIGITAL IMAGING

2 Lec/4 Lab (3 Cr.) Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

Credits
3

Distribution
ARTC

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ARTC 1313 DIGITAL PUBLISHING

2 Lec/4 Lab (3 Cr.) The fundamentals of using digital layout as a primary publishing tool an the basic concepts and terminology associated with typography and page layout.

Credits
3

Distribution
ARTC

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ARTC 1359 VISUAL DESIGN FOR NEW MEDIA

2 Lec/4 Lab (3 Cr.) Visual design elements as they relate to new media. Emphasizes aesthetics and visual problem solving such a typographic issues, color management, hierarchy of information, image optimization, and effective layout.

Credits
3

Distribution
ARTC

Course Fee
Lab Fee: $24.00; Internet Course Fee (if applicable): $38.00

BCIS 1305 BUSINESS COMPUTER APPLICATIONS

3 lec/1 lab (3 Cr.) Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.

Credits
3

Distribution
BCIS

Course Fee
Lab Fee $24; Internet Course Fee (if applicable) $38

COSC 1301 INTRODUCTION TO COMPUTING

3 lec/1 lab (3 Cr.) 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.

Credits
3

Distribution
COSC

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

COSC 1320 C PROGRAMMING

2 Lec/4 Lab (3 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.

Credits
3

Distribution
COSC

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

COSC 1420 C PROGRAMMING

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.

Credits
4

Distribution
COSC

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

COSC 1436 PROGRAMMING FUNDAMENTALS I

3 lec/3 lab (4 Cr.) Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science an technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This Course assumes computer literacy

Credits
4

Distribution
COSC

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

COSC 1437 PROGRAMMING FUNDAMENTALS II

3Lec/3Lab (4 Cr.) This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software.

Credits
4

Prerequisite
COSC 1436 - Programming Fundamentals I

Distribution
COSC

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

COSC 2325 COMPUTER ORGANIZATION

2 Lec/4 Lab (3 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.

Credits
3

Prerequisite
COSC 1436 - Programming Fundamentals I

Distribution
COSC

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

COSC 2436 PROGRAMMING FUNDAMENTALS III

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.

Credits
4

Prerequisite
COSC 1437 - Programming Fundamentals II

Distribution
COSC

Offered
Fall

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

IMED 1345 INTERACTIVE DIGITAL MEDIA I

2 Lec/4 Lab (3 Cr.) Exploration of the use of graphics and sound to create interactive digital media applications and/or animations using industry standard authoring software.

Credits
3

Distribution
IMED

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

IMED 2359 INTERACTIVE WEB ELEMENTS

2 Lec/4 Lab (3 Cr.) Production of projects using current web development tools that may incorporate dynamic data, web graphics, animation, video and audio streaming.

Credits
3

Distribution
IMED

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

INEW 1340 ASP.NET

2 Lec/4 Lab (3 Cr.) Server side web programming concepts to implement solutions for common web programming tasks. Includes Basic ASP.NET web controls, user management and authentication, state management, and development of database-driven web applications.

Credits
3

Prerequisite
ITSE 2313 - Web Authoring

Distribution
INEW

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITNW 1309 FUNDAMENTALS OF CLOUD COMPUTING

2 Lec/4 Lab (3 Cr) Introduction to Cloud computing from a business and technical perspective, including Cloud concepts, services, architecture, system integration, connectivity, data center migration, administration, security, compliance and technical support. Coverage includes preparation for industry certifications. Topics may adapt to changes in industry practices.

Credits
3

Prerequisite
ITNW 1325 - Fundamentals of Networking

Distribution
ITNW

Offered
Spring

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITNW 1313 COMPUTER VIRTUALIZATION

2 Lec/4 Lab (3 Cr.) Implement and support virtualization of client servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers.

Credits
3

Distribution
ITNW

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable) $38

ITNW 1325 FUNDAMENTALS OF NETWORKING TECHNOLOGIES

2 lec/4 lab (3 Cr.) Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

Credits
3

Distribution
ITNW

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable) $38

ITNW 1335 INFORMATION STORAGE & MANAGEMENT

2 Lec/4 Lab (3 Cr.) An introduction to date storage-related technologies. Topics include data storage for cloud, Big Data, mobile, social media, and software-defined data centers. Provides a strong understanding of storage technologies and prepares students for advanced concepts, technologies, and processes.
Prerequisite: ITNW 1325

Credits
3

Prerequisite
ITNW 1325 - Fundamentals of Networking

Distribution
ITNW

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable) $38

ITNW1336 CLOUD DEPLOYMENT AND INFRASTRUCTURE

2Lec/4Lab (3 Cr) Focus on Cloud infrastructure,deployment, security models, and key considerations in migrating to Cloud computing. Includes the technologies and processes required to build on premise and Cloud environments, including computation, storage, networking, virtualization, business continuity, security, and management.

Credits
3

Prerequisite
ITNW 1309 - Fundamentals of Cloud Computing

Distribution
ITNW

Offered
Fall

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITNW 1354 IMPLEMENTING AND SUPPORTING SERVERS

2 Lec/4 Lab (3 Cr.) Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment.

Credits
3

Distribution
ITNW

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITNW 1373 CLOUD COMPUTING SECURITY

2 Lec/4 Lab (3 Cr) Introduction to Cloud Security including tools which monitor data moving to and from the cloud and between cloud platforms, identification of fraudulent use of data in the Cloud and its financial and performance impact. Third party cloud security solutions including cloud security gateways, centralized cloud management, and native IaaS/PaaS platform security will be presented.

Credits
3

Prerequisite
ITNW 1309 - Fundamentals of Cloud Computing

Distribution
ITNW

Offered
Fall

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITNW 2264 PRACTICUM IN COMPUTER SYSTEMS NETWORKING AND TELECOMMUNICATIONS

ITNW 2264 (2Cr) Practicum in Computer Systems Networking and Telecommunications Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (224 contact hours) Capstone course must be taken in final semester.

Credits
2

Distribution
ITNW

Offered
Spring

ITNW 2327 ADVANCED CLOUD COMPUTIMG

2Lec/4Lab (3Cr) Focus on enterprise Cloud architecture, with advanced topics including multi Cloud platforms inclusive of computing, networking, storage, monitoring and database.

Credits
3

Prerequisite
ITNW 1336 - Cloud Deployment

Distribution
ITNW

Offered
Spring

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITNW 2355 SERVER VIRTUALIZATION

2 Lec/ 4 Lab (3 Cr.) An in-depth study of the installation, configuration, management and troubleshooting of a virtualized server environment.

Credits
3

Prerequisite
ITNW 1313 - Computer Virtualization

Distribution
ITNW

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSC 1265 PRACTICUM - COMPUTER SCIENCE

(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.

Credits
2

Distribution
ITSC

Course Fee
Lab fee: $24

ITSC 1305 INTRO TO PC OPERATING SYSTEMS

2 lec/4 lab (3 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.

Credits
3

Distribution
ITSC

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSC 1307 UNIX OPERATING SYSTEM I

(3 Cr.) A study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Includes introductory system management concepts.

Credits
3

Distribution
ITSC

Offered
Spring

Course Fee
Lab Fee $24; Internet Course Fee (if applicable):$ 38

ITSC 1309 INTEGRATED SOFTWARE APPLICATIONS I

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.

Credits
3

Distribution
ITSC

Offered
Spring

Course Fee
Lab Fee $24; Internet Course Fee (if applicable):$ 38

ITSC 1315 PROJECT MANAGEMENT SOFTWARE

2 Lec/4 Lab (3 Cr) Use of project management software for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes and tools.

Credits
3

Distribution
ITSC

Course Fee
Lab Fee $24; Internet Course Fee (if applicable):$ 38

ITSC 1316 LINUX INSTALLATION & CONFIGURATION

2 Lec/4 Lab (3 Cr.) Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux.

Credits
3

Distribution
ITSC

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSC 1325 PERSONAL COMPUTER HARDWARE

2 lec/4 lab (3 Cr.) A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting

Credits
3

Distribution
ITSC

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSC 1409 INTEGRATED SOFTWARE APPLICATIONS I

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.

Credits
4

Distribution
ITSC

Offered
Spring

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSC 2164 PRACTICUM-COMPUTER & INFORMATION SCIENCE

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.

Credits
1

Distribution
ITSC

Offered
Spring Only

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSC 2339 PERSONAL COMPUTER HELP DESK SUPPORT

2 lec/4 lab (3 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.

Credits
3

Distribution
ITSC

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSE 1301 WEB DESIGN TOOLS

2 Lec/4 Lab (3 Cr.) Designing and publishing Web documents according to World Wide Web Consortium (W3C) standards. Emphasis on optimization of graphics and images and exploration of tools available for creating and editing Web documents.

Credits
3

Distribution
ITSE

Course Fee
Lab Fee $24; Internet Course Fee (if applicable): $38

ITSE 1302 COMPUTER PROGRAMMING

2 Lec/4 Lab (3 Cr.) Introduction to computer programming including design, development, testing, implementation, and documentation.

Credits
3

Distribution
ITSE

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSE 1306 PHP PROGRAMMING LANGUAGE

2 Lec/4 Lab (3 Cr.) Introduction to PHP including the design of web-based applications, arrays, string, regular expressions, file input/output, e-mail and database interfaces, stream and network programming, debugging, and security.
Pre-requisite: ITSE 2313 - Web Authoring

Credits
3

Prerequisite
ITSE 2313 - Web Authoring

Distribution
ITSE

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSE 1307 INTRO TO C++ PROGRAMING

2 lec/4 lab (3 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.

Credits
3

Distribution
ITSE

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSE 1311 BEGINNING WEB PROGRAMMING

2 lec/4 lab (3 Cr.) Skill development in web page programming, including mark-up and scripting languages.

Credits
3

Distribution
ITSE

Offered
Fall

Course Fee
Lab fee: $24; Internet course fee (if applicable): $38

ITSE 1329 PROGRAMMING LOGIC & DESIGN

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.

Credits
3

Distribution
ITSE

Offered
Fall

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSE 1330 INTRODUCTION TO C# PROGRAMMING

2 Lec/4 Lab (3 cr) A study of C# syntax including data types, control structures, functions, syntax and semantics of the language, classes, class relationships, and exception handling.

Credits
3

Distribution
ITSE

Offered
Fall

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

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.

Credits
3

Distribution
ITSE

Prerequisite
ITSE 2313 - Web Authoring

Corequisite
ITSE 2302 - Intermediate Web Programming

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSE 1345 INTRODUCTION TO ORACLE SQL

(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).

Credits
3

Distribution
ITSE

Offered
Fall

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSE 1359 INTRODUCTION TO SCRIPTING LANGUAGES

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.

Credits
3

Distribution
ITSE

Prerequisite
ITSE 2313 - WEB AUTHORING

Offered
Fall

Course Fee
Lab fee: $24, Internet course fee (if applicable): $38

ITSE 1430 INTRODUCTION TO C# PROGRAMMING

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.

Credits
4

Distribution
ITSE

Prerequisite
ITSE 2313 - WEB AUTHORING

Offered
Fall

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSE 2302 INTERMEDIATE WEB PROGRAMMING

2 Lec/4 Lab (3 cr)Techniques for web development. Includes server-side and client-side scripting.
Credits
3

Distribution
ITSE

Offered
Spring

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSE 2313 WEB AUTHORING

2 lec/4 lab (3 Cr.) Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools.
Credits
3

Distribution
ITSE

Offered
Fall

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSW 1304 INTRO TO SPREADSHEETS

2 lec/4 lab (3 Cr.) Instruction in the concepts, procedures, and application of electronic spreadsheets.
Credits
3

Distribution
ITSW

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSW 1307 INTRO TO DATABASE

2 lec/4 lab (3 Cr.) Introduction to database theory and the practical applications of a database.
Credits
3

Distribution
ITSW

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSW 1310 INTRO TO PRESENTATION GRAPHICS SOFTWARE

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
Credits
3

Distribution
ITSW

Offered
Spring

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSY 1342 INFORMATION TECHNOLOGY SECURITY

2 Lec/4 Lab (3 Cr.) Instruction in security for network hardware, software, and data including physical security, backup procedures, relevant tools, encryption, and protection from viruses.

Credits
3

Distribution
ITSY

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSY 2301 FIREWALLS & NETWORK SECURITY

2 Lec/4 Lab (3 Cr.) Identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

Credits
3

Distribution
ITSY

Prerequisite
ITSY 1342 - INFORMATION TECHNOLOGY SECURITY

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSY 2330 INTRUSION DETECTION

2Lec/4Lab (3 Cr.) Computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and documenting network crises and activating the response team

Credits
3

Distribution
ITSY

Prerequisite
ITSY 2301 - Firewalls and Network Security

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSY 2341 SECURITY MANAGEMENT PRACTICES

2 Lec, 4Lab (3 Cr.) In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan.

Credits
3

Distribution
ITSY

Prerequisite
ITSY 2301 - Firewalls and Network Security

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSY 2342 INCIDENTAL RESPONSE AND REPORTING

2 Lec, 4 Lab (3 Cr)) In-depth study of system forensics including methodologies used for analysis of computer security breaches. Collect document and evaluate evidence to perform postmortem analysis of a security breach.

Credits
3

Distribution
ITSY
Prerequisite
ITSY 2301 - Firewalls and Network Security

Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

ITSY 2343 COMPUTER SYSTEMS FORENSICS

2Lec/4Lab (3Cr.) In-depth study of system forensics including methodologies used for analysis of computer security breaches. Collect document and evaluate evidence to perform postmortem analysis of a security breach.
Prerequisite: ITSY 2301
Credits
3

Distribution
ITSY

Prerequisite
ITSY 2301 - Firewalls and Network Security
Course Fee
Lab Fee: $24; Internet Course Fee (if applicable): $38

COSMETOLOGY

CSME 1401 ORIENTATION TO COSMETOLOGY

2 lec/6 lab (4 Cr.) An overview of the skills and knowledge necessary for the field of cosmetology. 128 contact hours required.
Credits
4

Distribution
CSME

Course Fee
Lab fee: $24; Internet fee (if applicable) $38

CSME 1410 INTRO TO HAIRCUTTING & RELATED THEORY

2 lec/6 lab (4 Cr.) Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques. 128 contact hours required.
Credits
4

Distribution
CSME

Course Fee
Lab fee: $24; Internet course fee (if applicable) $38

CSME 1434 COSMETOLOGY INSTRUCTOR I

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.
Credits
4

Distribution
CSME

Course Fee
Lab fee: $24; Internet fee (if applicable) $38

CSME 1435 ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY

2 lec/6 lab (4 Cr.) An overview of the skills and knowledge necessary for the instruction of cosmetology students.
Credits
4

Distribution
CSME

Course Fee
Lab fee: $24

CSME 1474 PRINCIPLES OF NAIL AND SKINCARE TECHNOLOGY

2 lec / 7 lab (4 cr) Presentation of the theory and practice of nail and skincare technology. Topics include terminology, application, and workplace competencies related to nail and skincare services. 144 contact hours required.

Credits
4

Distribution
CSME

Course Fee
Lab fee $24; Internet course fee (if applicable) $38

CSME 1505 FUNDAMENTALS OF COSMETOLOGY

2 lec/6 lab (5 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. 144 contact hours required.

Credits
5

Distribution
CSME

Course Fee
Lab fee: $24; Internet course fee (if applicable) $38

CSME 2265 PRACTICUM-COSMETOLOGY

0 lec/0 lab 320 Ext. (2 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Credits
2

Distribution
CSME

Course Fee
Lab fee: $24

CSME 2401 PRINCIPLES - HAIR COLORING & THEORY

2 lec/7 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. 144 contact hours required.

Credits
4

Distribution
CSME

Course Fee
Lab fee: $24

CSME 2414 COSMETOLOGY INSTRUCTOR II

2 lec/6 lab (4 Cr.) A continuation of the fundamentals of instructing cosmetology.

Credits
4

Distribution
CSME

Course Fee
Lab fee: $24

CSME 2439 ADVANCED HAIR DESIGN

2 lec 6 lab (4 Cr.) Advanced concepts in the theory and practice of hair design. 128 contact hours required.

Credits
4

Distribution
CSME

Course Fee
Lab fee: $24

CSME 2441 PREPARATION FOR STATE LICENSE

2 lec/6 lab (4 cr) Practice for the state licensing examination. 128 contact hours required.

Distribution
CSME

Course Fee
Lab fee $24; Internet course fee (if applicable) $38

CSME 2444 COSMETOLOGY INSTRUCTOR IV

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.

Credits
4

Distribution
CSME

Course Fee
Lab fee: $24

CSME 2445 INSTRUCTIONAL THEORY & CLINIC OPERATION

2 lec/6 lab (4 Cr.) An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

Credits
4

Distribution
CSME

Course Fee
Lab fee: $24

CSME 2449 COSMETOLOGY INSTRUCTOR III

2 lec/6 lab (4 Cr.) Presentation of lesson plan assignments and evaluation techniques.

Credits
4

Distribution
CSME

Course Fee
Lab fee: $24

CSME 2473 ADVANCED COSMETOLOGY THEORY AND APPLICATION

2 lec/7 lab (4 cr) Mastery of advanced cosmetology applications including hair, skin and nails, professional cosmetology services services and workplace competencies. 144 contact hours required.

Credits
4

Distribution
CSME

Course Fee
Lab fee $24; Internet course fee (if applicable) $38

COURSES

A

COURSE TITLE	COURSE SECTION
Accounting	ACCT, ACNT
Ag Mechanization	AGME, DEMR, HYDR, SMER
American Sign Language	SGNL
Anthropology	ANTH
Art	ARTS

B

COURSE TITLE	COURSE SECTION
Biology	BIOL
Business	BMGT, BUSG, BUSI, CHEF, HAMG, HRPO, MRKG, RSTO
Business Information Technology	HITT, HPRS, MDCA, POFI, POFM, POFT

C

COURSE TITLE	COURSE SECTION
Chemistry	CHEM
Child Development	CDEC, TECA
Computer Science	ARTC, BCIS, COSC, IMED, INEW, ITNW, ITSC, ITSE, ITSW, ITSY
Cosmetology	CSME
Criminal Justice	CJCR, CJSA, CRIJ, SLPS

D

COURSE TITLE	COURSE SECTION
Developmental Studies	IRW, MTH, NCBA, NCBI, NCBM, NCBM, NCIH, NCIP
Drama	DRAM

E

COURSE TITLE	COURSE SECTION
Economics	ECON
Education	EDUC
Emergency Medical Services	EMSP
Engineering	ENGR
English	ENGL
Environmental Science	ENVR

F

COURSE TITLE	COURSE SECTION
Fire Protection Technology	FIRS, FIRT

COURSE TITLE	COURSE SECTION
French	FREN

G

COURSE TITLE	COURSE SECTION
Geology	GEOL
Government	GOVT

H

COURSE TITLE	COURSE SECTION
Health Professions	HPRS
History	HIST
Humanities	HUMA

I

COURSE TITLE	COURSE SECTION
Industrial Technology	ELMT, ELPT, INMT, INTC

K

COURSE TITLE	COURSE SECTION
Kinesiology	KINE

L

COURSE TITLE	COURSE SECTION
Legal Assistant	LGLA

M

COURSE TITLE	COURSE SECTION
Massage Therapy	MSSG
Mathematics	MATH
Medical Lab Technology (MLT)	MLAB, PLAB
Medical Transcription	MRMT
Mental Health	CMSW, DAAC, PMHS, PSYT, SCWK
Music	MUAP, MUEN, MUSI

N

COURSE TITLE	COURSE SECTION
Nursing - RN	RNSG
Nursing - VN	VNSG

O

COURSE TITLE	COURSE SECTION
Occupational Therapy Assistant (OTA)	OTHA

P

COURSE TITLE	COURSE SECTION
Petroleum Technology	PTRT, RBTC
Philosophy	PHIL
Physical Therapist Assistant (PTA)	PTHA
Physics	PHYS
Psychology	PSYC

S

COURSE TITLE	COURSE SECTION
Sociology	SOCI
Spanish	SPAN
Speech	SPCH

W

COURSE TITLE	COURSE SECTION
Welding	WLDG

CRIMINAL JUSTICE

CJCR 1166 PRACTICUM - CORRECTIONS

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.

Credits
1

Distribution
CRIJ

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 1366 PRACTICUM - CORRECTIONS

(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.

Credits
3

Distribution
CRIJ

CJCR 1374 TJJD PRESERVICE

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.

Credits
3

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)

CJSA 1310 INTRODUCTION TO CRIMINAL JUSTICE

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.

Credits
3

CJSA 1312 CRIME IN AMERICA

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; prevention of crime.

Credits
3

CJSA 1313 COURT SYSTEMS AND PRACTICES

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.

Credits
3

CJSA 1317 JUVENILE JUSTICE SYSTEM

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.

Credits
3

CJSA 1322 INTRO - CRIMINAL JUSTICE (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.

Credits
3

CJSA 1327 FUNDAMENTALS OF CRIMINAL LAW

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.

Credits
3

Distribution
CRIJ

Offered
Spring Only

CJSA 1342 CRIMINAL INVESTIGATION

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.

Credits
3

CJSA 2364 PRACTICUM CRIMINAL JUSTICE

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

Credits
3

Distribution
CRIJ

Course Fee
Internet course fee (if applicable): $38

CRIJ 1301 INTRO - CRIMINAL JUSTICE

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)

Credits
3

Distribution
CRIJ

CRIJ 1306 COURT SYSTEMS & PRACTICES

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)

Credits
3

Distribution
CRIJ

Course Fee
Internet course fee (if applicable): $38

CRIJ 1307 CRIME IN AMERICA

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)

Credits
3

Distribution
CRIJ

Course Fee
Internet course fee (if applicable): $38

CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW

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)

Credits
3

Distribution
CRIJ

Course Fee
Internet course fee (if applicable): $38

CRIJ 1313 JUVENILE JUSTICE SYSTEM

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.

Credits
3

Distribution
CRIJ

Course Fee
Internet course fee (if applicable): $38

CRIJ 2301 COMMUNITY RESOURCES IN CORRECTIONS

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.

Credits
3

Distribution
CRIJ

Course Fee
Internet course fee (if applicable): $38

CRIJ 2313 CORRECTIONAL SYSTEMS & PRACTICES

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.

Credits
3

Distribution
CRIJ

Course Fee
Internet course fee (if applicable): $38

CRIJ 2314 CRIMINAL INVESTIGATION

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.

Credits
3

Distribution
CRIJ

Course Fee
Internet course fee (if applicable): $38

CRIJ 2323 LEGAL ASPECTS - LAW ENFORCE.

3 lec (3 Cr.) Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

Credits
3

Distribution
CRIJ

Course Fee
Internet course fee (if applicable): $38

CRIJ 2328 POLICE SYSTEMS & PRACTICES

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.

Credits
3

Distribution
CRIJ

Course Fee
Internet course fee (if applicable): $38

SLPS 1191 SPECIAL TOPICS IN SECURITY & LOSS PREVENTION

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..

Credits
1

Distribution
CRIJ

SLPS 1391 SPECIAL TOPICS IN SECURITY & LOSS PREVENTION SERVICES - HOMELAND SECURITY

3 lec/1 lab (3 Cr.) 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.

Credits
3

Distribution
CRIJ

SLPS 1491 SPECIAL TOPICS IN SECURITY & LOSS PREVENTION SERVICES

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.

Credits
4

Distribution
CRIJ

DEVELOPMENTAL STUDIES

IRW 305 INTEGRATION OF CRITICAL READING AND ACADEMIC WRITING SKILLS II

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.

Credits
3

Distribution
PASS

Course Fee
Internet course fee (if applicable): $38

MTH 305 DEVELOPMENTAL MATHEMATICS

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.

Credits
3

Distribution
MTH

Course Fee
Internet course fee (if applicable): $38

MTH 306 INTERMEDIATE ALGEBRA

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.

Credits
3

Distribution
MTH

Course Fee
Internet course fee (if applicable): $38

NCBA 305 NON COURSE BASE ARITHMETIC

3 lec/ 0 Lab (3 NDcr) The NCBA supports 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. This course is for students who scores an ABE level 1- 4 on the TSI-A. Students must be co-enrolled in MTH 0305.

Credits
3

Distribution
NCBA

Course Fee
Internet course fee (if applicable) $38

NCBM 300 NON-COURSE BASED MATH

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.

Credits
3

Distribution
NCBM

Course Fee
Internet course fee (if applicable): $38

NCBM 301 NON-COURSE BASED MATH

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.

Credits
3

Distribution
NCBM

NCBM 314 NON-COURSE BASED MATH

3 lec/ 0 Lab (3 NDcr) The NCBO supports 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. Students must be co-enrolled in MATH 1314. Prerequisites: requisite score on the TSI or equivalent exam.

Credits
3

Distribution
PASS

Course Fee
Internet course fee (if applicable) $38

NCBM 324 NON-COURSE BASED MATH

3 lec/ 0 Lab (3 NDcr) The NCBO supports 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. Students must be co-enrolled in MATH 1324. Prerequisites: requisite score on the TSI or equivalent exam.

Credits
3

Distribution
NCBM

Course Fee
Internet course fee (if applicable): $38

NCBM 332 NON COURSE BASED MATH

3 lec/ 0 Lab (3 NDcr) The NCBO supports 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. Students must be co-enrolled in MATH 1332. Prerequisites: requisite score on the TSI or equivalent exam.

Credits
3

Distribution
NCBM

Course Fee
Internet course fee (if applicable) $38

NCBM 342 NON COURSE BASED MATH

3 lec/ 0 Lab (3 NDcr) The NCBO supports 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. Students must be co-enrolled in MATH 1342. Prerequisites: requisite score on the TSI or equivalent exam.

Credits
3

Distribution
NCBM

Course Fee
Internet course fee (if applicable) $38

NCBI 300 DEVELOPMENTAL INTEGRATED READ/WRITE NCBO

3lec/1 lab (3 NDCr)* Performance-based course designed to develop student's 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.

Credits
3

Distribution
NCBI

NCBI 301 DEVELOPMENTAL INTEGRATED READ/WRITE NCBO

3lec/1 lab (3 NDCr)* Performance-based course designed to develop student's 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.

Credits
3

Distribution
NCBI

NCIE 301 NON-COURSE INTEGRATED ENGLISH

Integration of critical reading and academic writing skills. Students must be co-enrolled in ENGL 1301. Prerequisites: requisite score on the TSI or equivalent exam.

Credits
3

Distribution
NCBI

NCIH 301 NON COURSE INTEGRATED HISTORY

Integration of critical reading and academic writing skills. Students must be co-enrolled in HIST 1301. Prerequisites: requisite score on the TSI or equivalent exam.

Credits
3

Distribution
PASS

Course Fee
Internet course fee (if applicable) $38

NCIP 301 NON COURSE INTEGRATED PSYCHOLOGY

Integration of critical reading and academic writing skills. Students must be co-enrolled in PYSC 2301. Prerequisites: requisite score on the TSI or equivalent exam.

Credits
3

Distribution
PASS

Course Fee
Internet course fee (if applicable): $38

DRAMA

DRAM 1120 THEATRE PRACTICUM I

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.

Credits
1

Distribution
DRAM

Offered
Fall Only

Course Fee
Lab fee: $24

DRAM 1121 THEATRE PRACTICUM II

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.

Credits
1

Distribution
DRAM

Offered
Spring Only

Course Fee
Lab fee: $24

DRAM 1310 THEATRE APPRECIATION

3 lec (3 Cr.) Survey of theatre, including its history, dramatic works, stage techniques, production procedures and relation to other art forms. Participation in productions may be required.

Credits
3

Distribution
DRAM

Course Fee
Internet course fee (if applicable): $38

DRAM 1330 STAGECRAFT I

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.

Credits
3

Distribution
DRAM

Course Fee
Lab fee: $24

DRAM 1341 STAGE MAKEUP

2 lec/1 lab (3 Cr.) Design and execution of makeup for the stage performer. Includes discussion of basic makeup principles and practical experience of makeup application.

Credits
3

Distribution
DRAM

Offered
Fall Only

Course Fee
Lab fee: $24

DRAM 1351 ACTING I

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.

Credits
3

Distribution
DRAM

Course Fee
Lab fee: $24

DRAM 1352 ACTING II

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.

Credits
3

Distribution
DRAM

Course Fee
Lab fee: $24

DRAM 2120 THEATRE PRACTICUM III

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.

Credits
1

Distribution
DRAM

Offered
Fall Only

Course Fee
Lab fee: $24

DRAM 2121 THEATRE PRACTICUM IV

0 lec/4 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.

Credits
1

Distribution
DRAM

Offered
Spring Only

Course Fee
Lab fee: $24

DRAM 2336 VOICE FOR THE ACTOR

3 lec. (3 Cr.) Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's vocal instrument.

Credits
3

Distribution
DRAM

Offered
Spring Only

Course Fee
Lab fee: $24

DRAM 2355 SCRIPT ANALYSIS

3 lec (3 Cr) Examination of foundational skills for understanding the structure and content of play scripts for interpretation and conceptualization in theater productions by directors, designers, actors, and technicians. Introduces students to significant plays in the history of dramatic literature in the playwright’s social and cultural context.

Distribution
DRAM

Offered
Spring

Course Fee
Internet course fee (if applicable) $38

DRAM 2366 FILM APPRECIATION

3 lec. (3 Cr.) 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.
Credits
3

Distribution
DRAM

Course Fee
Internet course fee (if applicable) $38

ECONOMICS

ECON 2301 PRINCIPLES - ECONOMICS MACRO

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.
Credits
3

Distribution
ECON

Course Fee
Internet course fee (If accplicable): $38

ECON 2302 PRINCIPLES ECONOMICS MICRO

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.
Credits
3

Distribution
ECON

Course Fee
Internet course fee (If accplicable): $38

EDUCATION

EDUC 1301 INTRODUCTION - TEACHING PROFESSION

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.
Credits
3

Distribution
EDUC

Course Fee
Background check: $10, Internet course fee (if applicable): $38, Lab fee: $14

EDUC 2301 INTRODUCTION - SPECIAL POPULATIONS

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.

Credits
3

Distribution
EDUC

Course Fee
Background check: $10, Internet course fee (if applicable): $38, Lab fee: $14

EMERGENCY MEDICAL SERVICES

EMSP 1160 CLINICAL EMERGENCY MEDICAL TECHNICIAN BASIC

80 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

Credits
1

Distribution
EMSP

Course Fee
Insurance: $13, Lab fee: $24

EMSP 1161 CLINICAL-EMERGENCY MEDICAL TECHNOLOGY/TECHNICAL

96 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

Credits
1

Distribution
EMSP

Course Fee
Insurance: $13, Lab fee: $24

EMSP 1162 CLINICAL-EMERGENCY MEDICAL TECHNOLOGY/TECHNICAL

96 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

Credits
1

Distribution
EMSP

Course Fee
Lab fee: $24

EMSP 1338 INTRO TO ADVANCED PRACTICE

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

Credits
3

Distribution
EMSP

Course Fee
Background check: $5, Drug testing fee: $35, Lab fee: $24, Reporting software: $120.75, Testing software: $95

EMSP 1355 TRAUMA MANAGEMENT

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

Credits
3

Distribution
EMSP

Course Fee
Drug testing fee: $35, Lab fee: $24

EMSP 1356 PATIENT ASSESSMENT/AIRWAY MANAGEMENT

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

Credits
3

Distribution
EMSP

Course Fee
Lab fee: $24

EMSP 1501 EMERGENCY MEDICAL TECHNICIAN-BASIC

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

Credits
5

Distribution
EMSP

Course Fee
Background check: $5, Drug testing fee: $35, Lab fee: $24, Reporting software: $63, Testing software: $48

EMSP 2137 EMERGENCY PROCEDURES

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

Credits
1

Distribution
EMSP

Course Fee
Lab fee: $24

EMSP 2143 ASSESSMENT BASED MANAGEMENT

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 path 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

Credits
1

Distribution
EMSP

Course Fee
Lab fee: $24

EMSP 2205 EMERGENCY MEDICAL SERVICE OPERATIONS

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

Credits
2

Distribution
EMSP

Course Fee
Lab fee: $24

EMSP 2237 EMERGENCY PROCEDURES II

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.

Credits
2

Distribution
EMSP

Course Fee
Lab fee: $24

EMSP 2306 EMERGENCY PHARMACOLOGY

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.

Credits
3

Distribution
EMSP

Course Fee
Lab fee: $24

EMSP 2330 SPECIAL POPULATIONS

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.

Credits
3

Distribution
EMSP

Course Fee
Lab fee: $24

EMSP 2366 CLINICAL II-EMERGENCY MEDICAL TECHNOLOGY/TECHNICAL

352 ext. 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.
Credits
3

Distribution
EMSP

Course Fee
Insurance: $13, Lab fee: $24

EMSP 2434 MEDICAL EMERGENCIES

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.
Credits
4

Distribution
EMSP

Course Fee
Drug testing fee: $35, Lab fee: $24

EMSP 2444 CARDIOLOGY

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.
Credits
4

Distribution
EMSP

Course Fee
Lab fee: $24

ENGINEERING

ENGR 2301 ENGINEERING MECHANICS-STATICS

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
Credits
3

Distribution
ENGR

Offered
Fall Only

ENGR 2302 ENGINEERING MECHANICS-DYNAMICS

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

Credits
3

Distribution
ENGR

Offered
Spring Only

ENGR 2305 ELECTRICAL CIRCUITS I

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

Credits
3

Distribution
ENGR

Offered
Spring Only

ENGLISH

ENGL 1301 COMPOSITION I

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.

Credits
3

Distribution
ENGL

Course Fee
Internet course fee (if applicable): $38

ENGL 1302 COMPOSITION II

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.

Credits
3

Distribution
ENGL

Course Fee
Internet course fee (if applicable): $38

ENGL 2307 CREATIVE WRITING I

3 lec (3 Cr.) Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. Prerequisites: ENGL 1301.

Credits
3

Distribution
ENGL

Course Fee
Internet course fee (if applicable): $38

ENGL 2311 TECHNICAL AND BUSINESS WRITING

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, polices 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.

Credits
3

Distribution
ENGL

Course Fee
Internet course fee (if applicable): $38

ENGL 2321 BRITISH LITERATURE

3 lec (3 Cr) A survey of the development of British literature from the Anglo-Saxon period to the present. 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 and ENGL 1302.

Distribution
ENGL

Offered
Fall

Course Fee
Internet course fee (if applicable) $38

ENGL 2322 BRITISH LITERATURE I

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.

Credits
3

Prerequisite
ENGL 1301 and ENGL 1302

Distribution
ENGL

Course Fee
Internet course fee (if applicable): $38

ENGL 2323 BRITISH LITERATURE II

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 form a diverse group of authors and traditions. Prerequisite: ENGL 1301 & 1302.

Credits
3

Prerequisite
ENGL 1301 and ENGL 1302

Distribution
ENGL

Course Fee
Internet course fee (if applicable): $38

ENGL 2326 AMERICAN LITERATURE

3 lec (3 Cr) A survey of American literature from the period of exploration and settlement 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 and ENGL 1302.

Distribution
ENGL

Course Fee
Internet course fee (if applicable) $38

ENGL 2327 AMERICAN LITERATURE I

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 & ENGL 1302.

Credits
3

Distribution
ENGL

Course Fee
Internet course fee (if applicable): $38

ENGL 2328 AMERICAN LITERATURE II

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 & ENGL 1302.

Credits
3

Prerequisite
ENGL 1301 and ENGL 1302

Distribution
ENGL

Course Fee
Internet course fee (if applicable): $38

ENGL 2331 WORLD LITERATURE

3 lec (3 Cr) A survey of world literature from the ancient world 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 ENGL 1302.

Distribution
ENGL

Course Fee
Internet course fee (if applicable) $38

ENGL 2332 WORLD LITERATURE I

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.

Credits
3

Prerequisite
ENGL 1301 and ENGL 1302

Distribution
ENGL

Course Fee
Internet course fee (if applicable): $38

ENGL ENGL 2333 WORLD LITERATURE II

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 ENGL 1302.

Credits
3

Prerequisite
ENGL 1301 and ENGL 1302

Distribution
ENGL

Course Fee
Internet course fee (if applicable): $38

ENGL 2341 FORMS OF LITERATURE

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 & ENGL 1302.

Credits
3

Distribution
ENGL

Course Fee
Internet course fee (if applicable): $38

ENVIRONMENTAL SCIENCE

ENVR 1401 ENVIRONMENTAL SCIENCE I

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)

Credits
4

Distribution
BIOL

Course Fee
Internet course fee (if applicable): $38, Lab fee: $22

ENVR 1402 ENVIRONMENTAL SCIENCE II

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.

Credits
4

Distribution
BIOL

Course Fee
Internet course fee (if applicable): $38, Lab fee: $22

FIRE PROTECTION TECHNOLOGY

FIRS 1191 ORIENTATION

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

Credits
1

Distribution
FIRS

Course Fee
Internet course fee (if applicable): $38

FIRS 1301 FIREFIGHTER CERTIFICATION I

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.

Credits
3

Distribution
FIRS

Course Fee
Background check: $5, Drug testing fee: $35, Insurance: $13, Internet course fee (if applicable): $38, Lab fee: $24, State testing fee: $85

FIRS 1313 FIREFIGHTER CERTIFICATION III

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.

Credits
3

Distribution
FIRS

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

FIRS 1319 FIREFIGHTER CERTIFICATION IV

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.

Credits
3

Distribution
FIRS

Course Fee
Lab fee: $24

FIRS 1323 FIREFIGHTER CERTIFICATION V

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.

Credits
3

Distribution
FIRS

Offered
Spring Only

Course Fee
Lab fee: $24

FIRS 1329 FIREFIGHTER CERTIFICATION VI

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.

Credits
3

Distribution
FIRS

Offered
Spring Only

Course Fee
Lab fee: $24

FIRS 1407 FIREFIGHTER CERTIFICATION II

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.

Credits
4

Distribution
FIRS

Course Fee
Internet course fee (if applicable): $38, Lab fee: $24

FIRS 1433 FIREFIGHTER CERTIFICATION VII

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.

Credits
4

Distribution
FIRS

Offered
Spring Only

Course Fee
Lab fee: $24

FIRT 1301 FUNDAMENTALS OF FIRE PROTECTION

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.

Credits
3

Distribution
FIRT

Offered
Summer Only

Course Fee
Internet course fee (if applicable): $38

FIRT 1303 FIRE & ARSON INVESTIGATION I

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.

Credits
3

Distribution
FIRT

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

FIRT 1307 FIRE PREVENTION CODES & INSPECTION

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.

Credits
3

Distribution
FIRT

Offered
Summer Only

Course Fee
Internet course fee (if applicable): $38

FIRT 1309 FIRE ADMINISTRATION I

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.

Credits
3

Distribution
FIRT

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

FIRT 1315 HAZARDOUS MATERIALS I

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.

Credits
3

Distribution
FIRT

Offered
Fall Only

Course Fee
Internet course fee (if applicable): $38

FIRT 1329 BUILDING CODES & CONSTRUCTION

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.

Credits
3

Distribution
FIRT

Offered
Fall Only

Course Fee
Internet course fee (if applicable): $38

FIRT 1338 FIRE PROTECTION SYSTEMS

3 lec/0 lab (3 Cr.) Design and operations of fire detection and alarm systems, hear 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.

Credits
3

Distribution
FIRT

Offered
Fall Only

Course Fee
Internet course fee (if applicable): $38

FIRT 1349 FIRE ADMINISTRATION II

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.

Credits
3

Distribution
FIRT

Offered
Summer Only

Course Fee
Internet course fee (if applicable): $38

FIRT 1353 LEGAL ASPECTS OF FIRE PROTECTION

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.

Credits
3

Distribution
FIRT

Offered
Summer Only

Course Fee
Internet course fee (if applicable): $38

FIRT 1433 FIRE CHEMISTRY I

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.

Credits
4

Distribution
FIRT

Course Fee
Internet course fee (if applicable): $38

FIRT 1445 FIRE HAZARDOUS MATERIALS II

4 lec (4 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.

Credits
4

Distribution
FIRT

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

FIRT 2305 FIRE INSTRUCTOR I

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.

Credits
3

Distribution
FIRT

Course Fee
Internet course fee (if applicable): $38

FIRT 2309 FIRE FIGHTING STRATEGIES & TACTICS I

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.

Credits
3

Distribution
FIRT

Course Fee
Internet course fee (if applicable): $38

FIRT 2351 COMPANY FIRE OFFICER

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.

Credits
3

Distribution
FIRT

Offered
Summer Only

Course Fee
Internet course fee (if applicable): $38

FRENCH

FREN 1411 BEGINNING FRENCH I

3 lec/2 lab (4 Cr.) Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

Credits
4

Distribution
FLAN

FREN 1412 BEGINNING FRENCH II

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

Credits
4

Distribution
FLAN

GEOLOGY

GEOL 1401 EARTH SCIENCE OF NON-SCIENCE MAJORS I

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.

Credits
4

Distribution
GEOL

Course Fee
Internet fee (if applicable): $38, Lab fee: $22

GEOL 1402 EARTH SCIENCE OF NON-SCIENCE MAJORS II

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

Credits
4

Distribution
GEOL

Course Fee
Internet fee (if applicable): $38, Lab fee: $22

GEOL 1403 PHYSICAL GEOLOGY

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.

Credits
4

Distribution
GEOL

Course Fee
Internet course fee (if applicable): $38, Lab fee: $22

GEOL 1405 ENVIRONMENTAL SCIENCE

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)

Credits
4

Distribution
GEOL

Course Fee
Internet course fee (if applicable): $38, Lab fee: $22

GOVERNMENT

GOVT 2305 FEDERAL GOVERNMENT

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.

Credits
3

Distribution
GOVT

Course Fee
Internet course fee (if applicable): $38

GOVT 2306 TEXAS GOVERNMENT

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.

Credits
3

Distribution
GOVT

Course Fee
Internet course fee (if applicable): $38

HEALTH PROFESSIONS

HPRS 1101 INTRODUCTION TO HEALTH PROFESSIONS

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.

Credits
1

Distribution
OTHA

Course Fee
Health professions fee: $20, Internet course fee (if applicable): $38

HISTORY

HIST 1301 UNITED STATES HISTORY I

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.

Credits
3

Distribution
HIST

Course Fee
Internet course fee (if applicable): $38

HIST 1302 UNITED STATES HISTORY II

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.

Credits
3

Distribution
HIST

Course Fee
Internet course fee (if applicable): $38

HIST 2311 WESTERN CIVILIZATION I

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.

Credits
3

Distribution
HIST

Course Fee
Internet course fee (if applicable): $38

HIST 2312 WESTERN CIVILIZATION II

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.

Credits
3

Distribution
HIST

Course Fee
Internet course fee (if applicable): $38

HUMANITIES

HUMA 1301 INTRODUCTION TO THE HUMANITIES

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.

Credits
3

Distribution
HUMA

Course Fee
Internet fee (if applicable): $38

HUMA 1305 INTRODUCTION TO MEXICAN AMERICAN STUDIES

3 Lec (3 Cr) This interdisciplinary survey examines the different cultural, artistic, economic, historical, political, and social aspects of the Mexican American/Chicano/a communities. It also covers issues such as dispossession, immigration, transnationalism, and other topics that have shaped the Mexican American experience.

Credits
3

Distribution
Humanities

Course Fee
Internet fee (if applicable) $38

HUMA 1311 MEXICAN AMERICAN FINE ARTS APPRECIATION

This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, drama, and dance) and the ways in which they express the values of the Mexican American/Chicano/a experience.

Credits
3

Distribution
Humanities

Course Fee
Internet fee (if applicable) $38

INDUSTRIAL TECHNOLOGY

ELMT 1266 PRACTICUM - ELECTROMECHANICAL TECHNOLOGY

16 external hrs (2 Cr.) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Credits
2

Distribution
ELPT

Course Fee
Lab Fee: $21

ELMT 1301 PROGRAMMABLE LOGIC CONTROLLERS

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.

Credits
3

Distribution
IMT

Course Fee
Lab Fee: $21

ELMT 2337 ELECTRONIC TROUBLESHOOTING/SERVICE/REPAIR

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.

Credits
3

Distribution
IMT

Course Fee
Lab Fee: $21

ELMT 2339 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS

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.

Credits
3

Distribution
ELPT

Course Fee
Lab Fee: $21

ELPT 1311 BASIC ELECTRICAL THEORY

2 lec/2 lab (3 Cr.) An overview of the theory and practice of electrical circuits including calculations as applied to alternating and direct current.

Credits
3

Distribution
IMT

Course Fee
Lab Fee: $21

ELPT 1325 NATIONAL ELECTRIC CODE I

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.

Credits
3

Distribution
ELPT

Course Fee
Lab Fee: $21

ELPT 1341 MOTOR CONTROL

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.

Credits
3

Distribution
IMT

Course Fee
Lab Fee: $21

ELPT 1357 INDUSTRIAL WIRING

2 lec / 2 lab (3 Cr) Wiring methods used for industrial installations. Includes motor circuits, raceway and bus way installations, proper g rounding techniques, and associated safety procedures.

Course Fee
Internet fee (if applicable) $38

ELPT 2325 NATIONAL ELECTRICAL CODE II

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.

Credits
3

Distribution
ELPT

Course Fee
Lab Fee: $21

ELMT 2339 ADVANCED PROGRAMMABLE LOGIC CONTROLLERS

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.
Credits
3

Distribution
ELPT

INMT 2345 INDUSTRIAL TROUBLESHOOTING

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.
Credits
3

Distribution
PTRT

Course Fee
Lab Fee: $21

INTC 1305 INTRO TO INSTRUMENTATION

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.
Credits
3

Distribution
PTRT

Course Fee
Lab Fee: $21

KINESIOLOGY

KINE 1100 COLOR GUARD I

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.
Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1101 AEROBICS I

3 lab (1 Cr.) Aerobically fit students interested in maintaining fitness level. Three activity hours per week. One hour credit. Prerequisite: KINE 1101.
Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1102 AEROBICS II

3 lab (1 Cr.) Aerobically fit students interested in maintaining fitness level. Three activity hours per week. Prerequisite: KINE 1101.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1103 COLOR GUARD II

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.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1104 BOWLING I

3 lab (1 Cr.) Fundamentals of bowling skills strategies and scoring. Three activity hours per week.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1105 BOWLING II

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

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1106 CHEERLEADING I

3 lab (1 Cr.) Varsity sport (Audition)

Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 1107 CHEERLEADING II

3 lab (1 Cr.) Varsity sport (Audition)

Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 1108 BOXING I

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.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1109 BOXING II

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.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1110 FITNESS DANCE I

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.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1111 FITNESS DANCE II

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.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1112 GOLF I

3 lab (1 Cr.) To develop competency in fundamental golf skills and to understand and apply rules, regulations and safety concepts in golf play.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1113 GOLF II

3 lab (1 Cr.) Exhibit competency in intermediate golf skills. Prerequisite: KINE 1112.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1114 JOGGING I

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.

Credits
1

Distribution
KINE

Course Fee
Internet course fee (if applicable): $38, Lab fee: $10

KINE 1115 JOGGING II

3 lab (1 Cr.) Maintain cardiovascular fitness. Training principles for distance running and marathons. Prerequisite: KINE 1114.

Credits
1

Distribution
KINE

Course Fee
Internet course fee (if applicable): $38, Lab fee: $10

KINE 1116 MARTIAL ARTS I

3 lab (1 Cr.) Martial arts form that stresses physical fitness and self defense.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1117 MARTIAL ARTS II

3 lab (1 Cr.) Demonstrate techniques of karate and mastery of intermediate karate skills. Prerequisite: KINE 1116.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1118 RAQUETBALL I

3 lab (1 Cr.) Selecting equipment and safety gear for racquetball. Serving skills and basic shots for recreational play. Three hours per week.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1119 RAQUETBALL II

3 lab (1 Cr.) Intermediate serving, stroke skills, and strategy for singles and doubles play. Prerequisite: KINE 1118.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1120 VARSITY WOMEN'S SOCCER I

3 lab (1 Cr.) Varsity Sport- Consent of instructor.

Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 1121 VARSITY WOMEN'S SOCCER II

3 lab (1 Cr.) Varsity Sport- Consent of instructor.

Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 1122 SWIMMING I

Beginning-level instruction in basic strokes, freestyle, breaststroke, and backstroke. Emphasis on survival skills, floating, emergency procedures.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1123 SWIMMING II

Intermediate-level instruction in improving basic strokes. Development of intermediate strokes sidestroke butterfly competitive turns. Emphasis on cardiovascular conditioning lap swimming. Prerequisite: KINE 1122.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1124 TENNIS I

Stroke techniques for recreational play including groundstrokes volleys overhands and serves. Terminology scoring and historical background of tennis.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1125 TENNIS II

Intermediate skills for serving drop shots doubles and singles tournament play. Prerequisite: KINE 1124.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1126 VARSITY BASEBALL I

3 lab (1 Cr.) Varsity sport - Consent of instructor.

Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 1127 VARSITY BASEBALL II

3 lab (1 Cr.) Varsity sport - Consent of instructor.

Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 1128 VARSITY BASKETBALL I

3 lab (1 Cr.) Varsity sport- Consent of instructor.

Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 1129 VARSITY BASKETBALL II

3 lab (1 Cr.) Varsity sport- Consent of instructor.

Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 1130 VARSITY FOOTBALL I

3 lab (1 Cr.) Varsity sport. Focuses on on-field practice drills film study skill refinement etc. Consent of instructor.

Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 1131 VARSITY FOOTBALL II

3 lab (1 Cr.) Varsity sport. Focuses on on-field practice drills film study skill refinement etc. Consent of instructor required.

Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 1132 WALK-ON SKILLS ALL SPORTS I

3 lab (1 Cr.) Consent of instructor.

Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 1133 WALK-ON SKILLS ALL SPORTS II

3 lab (1 Cr.) Consent of instructor.
Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 1134 STRENGTH AND CONDITIONING FOR ALL WALK-ON SPORTS I

3 lab (1 Cr.) Consent of instructor.
Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 1135 STRENGTH AND CONDITIONING FOR ALL WALK-ON SPORTS II

3 lab (1 Cr.) Consent of instructor.
Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 1136 WEIGHTLIFTING I

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.
Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1137 WEIGHTLIFTING II

3 lab (1 Cr.) Intermediate applications of principles of progression specificity and overload. Prerequisite: KINE 1136.
Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1138 CARDIOKICKBOXING I

3 lab (1 Cr.) A vigorous fitness class focusing on improving cardiovascular endurance. Stresses health-related fitness through the teaching of kickboxing skills.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1139 CARDIOKICKBOXING II

3 lab (1 Cr.) Intermediate-level fitness course focusing on maintaining cardiovascular endurance. Intermediate kickboxing skills. Prerequisite: KINE 1138.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1140 VARSITY VOLLEYBALL I

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 1141 VARSITY VOLLEYBALL II

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 1142 SPECIAL TOPICS

3 lab (1 Cr.) Activity. Specific focus of study to be determined on semester basis. Prerequisite for KINE 2142:1142.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1143 PILATES

3 lab (1 Cr.) A body conditioning routine that helps build flexibility strength endurance and coordination. Prerequisite for 2143: 1143.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1144 VARSITY SOFTBALL I

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 1145 VARSITY SOFTBALL II

3 lab (1 Cr.) Varsity Sport (Consent of instructor)

Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 1146 FITNESS WALKING I

3 lab (1 Cr.) Designed to help develop cardiovascular endurance and leads to development of an individual fitness program. Prerequisite for 1147: KINE 1146.

Credits
1

Distribution
KINE

Course Fee
Internet course fee (if applicable): $38, Lab fee: $10

KINE 1147 FITNESS WALKING II

3 lab (1 Cr.) Designed to help develop cardiovascular endurance and leads to development of an individual fitness program. Prerequisite for 1147: KINE 1146.

Credits
1

Distribution
KINE

Course Fee
Internet course fee (if applicable): $38, Lab fee: $10

KINE 1148 INTRODUCTION TO HATHA YOGA

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.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1149 INTERMEDIATE HATHA YOGA

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.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 1164 INTRODUCTION TO PHYSICAL FITNESS AND WELLNESS

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.

Credits
1

Course Fee
Internet course fee (if applicable): $38, Lab fee: $10

KINE 1301 FOUNDATION OF KINESIOLOGY

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.

Credits
3

Distribution
KINE

Course Fee
Internet course fee (if applicable): $38

KINE 1304 PERSONAL/COMMUNITY HEALTH

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.

Credits
3

Distribution
KINE

Course Fee
Internet course fee (if applicable): $38

KINE 1306 FIRST AID

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.

Credits
3

Distribution
KINE

Course Fee
Internet course fee (if applicable): $38

KINE 1308 SPORTS OFFICIATING

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.

Credits
3

Distribution
KINE

Course Fee
Internet course fee (if applicable): $38

KINE 1331 PHYSICAL EDUCATION FOR ELEMENTARY EDUCATION MAJORS

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.

Credits
3

Distribution
KINE

KINE 1338 CONCEPTS OF PHYSICAL FITNESS

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.

Credits
3

Distribution
KINE

Course Fee
Internet course fee (if applicable): $38, Lab fee: $10

KINE 1346 DRUG USE & ABUSE

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.

Credits
3

Distribution
KINE

KINE 2100 COLOR GUARD III

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.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 2103 COLOR GUARD IV

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.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 2106 CHEERLEADING III

3 lab (1 Cr.) Varsity sport (Audition)

Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 2107 CHEERLEADING IV

3 lab (1 Cr.) Varsity sport (Audition)

Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 2110 FITNESS DANCE III

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.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 2111 FITNESS DANCE IV

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.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 2120 VARSITY WOMEN'S SOCCER III

3 lab (1 Cr.) Varsity Sport (Consent of instructor)
Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 2121 VARSITY WOMEN'S SOCCER IV

3 lab (1 Cr.) Varsity Sport (Consent of instructor)
Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 2126 VARSITY BASEBALL III

3 lab (1 Cr.) Varsity sport. (Consent of instructor)
Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 2127 VARSITY BASEBALL IV

3 lab (1 Cr.) Varsity sport. (Consent of instructor)
Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 2128 VARSITY BASKETBALL III

3 lab (1 Cr.) Varsity sport. (Consent of instructor)

Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 2129 VARSITY BASKETBALL IV

3 lab (1 Cr.) Varsity sport. (Consent of instructor)
Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 2130 VARSITY FOOTBALL III

3 lab (1 Cr.) Varsity sport. Focuses on on-field practice drills film study skill refinement etc. Consent of instructor required.
Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 2131 VARSITY FOOTBALL IV

3 lab (1 Cr.) Varsity sport. Focuses on on-field practice drills film study skill refinement etc. Consent of instructor required.
Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 2132 WALK-ON SKILLS ALL SPORTS III

3 lab (1 Cr.) Consent of instructor.
Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 2133 WALK-ON SKILLS ALL SPORTS IV

3 lab (1 Cr.) Consent of instructor.

Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 2134 STRENGTH AND CONDITIONING FOR ALL WALK-ON SPORTS III

3 lab (1 Cr.) Consent of instructor.

Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 2135 STRENGTH AND CONDITIONING FOR ALL WALK-ON SPORTS IV

3 lab (1 Cr.) Consent of instructor.

Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 2136 WEIGHTLIFTING III

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 required. One hour credit. Prerequisite: KINE 1137.

Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 2137 WEIGHTLIFTING IV

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 required. One hour credit. Prerequisite: KINE 2136.

Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 2140 VARSITY VOLLEYBALL III

3 lab (1 Cr.) Varsity Sport (Consent of instructor)
Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 2141 VARSITY VOLLEYBALL IV

3 lab (1 Cr.) Varsity Sport (Consent of instructor)
Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 2142 SPECIAL TOPICS

3 lab (1 Cr.) Activity. Specific focus of study to be determined on semester basis. Prerequisite for KINE 2142:1142.
Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 2143 PILATES

3 lab (1 Cr.) A body conditioning routine that helps build flexibility strength endurance and coordination. Prerequisite for 2143: 1143.
Credits
1

Distribution
KINE

Course Fee
Lab fee: $10

KINE 2144 VARSITY SOFTBALL III

3 lab (1 Cr.) Varsity Sport (Consent of instructor)
Credits
1

Distribution
KINE

Offered
Fall Only

Course Fee
Lab fee: $10

KINE 2145 VARSITY SOFTBALL IV

3 lab (1 Cr.) Varsity Sport (Consent of instructor)
Credits
1

Distribution
KINE

Offered
Spring Only

Course Fee
Lab fee: $10

KINE 2356 CARE & PREVENTION OF ATHLETIC INJURIES

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.
Credits
3

Distribution
KINE

Offered
Spring Only

LEGAL ASSISTANT

LGLA 1301 LEGAL RESEARCH & WRITING

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.
Credits
3

Distribution
LGLA

Offered
Fall Only

Course Fee
Internet course fee (if applicable): $38

LGLA 1311 INTRO TO LAW

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.
Credits
3

Distribution
LGLA

Course Fee
Internet course fee (if applicable): $38

LGLA 1313 INTRO TO PARALEGAL STUDIES

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.

Credits
3

Distribution
LGLA

Course Fee
Internet course fee (if applicable): $38

LGLA 1345 CIVIL LITIGATION

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.

Credits
3

Distribution
LGLA

Offered
Fall Only

Course Fee
Internet course fee (if applicable): $38

LGLA 1353 WILLS, TRUSTS, & PROBATE ADMINISTRATION

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.

Credits
3

Distribution
LGLA

Offered
Fall Only

Course Fee
Internet course fee (if applicable): $38

LGLA 1355 FAMILY LAW

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.

Credits
3

Distribution
LGLA

Offered
Fall Only

Course Fee
Internet course fee (if applicable): $38

LGLA 2188 INTERNSHIP-PARALEGAL/LEGAL/ASSISTANT

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.

Credits
1

Distribution
LGLA

LGLA 2288 PRACTICUM

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.

Credits
2

LGLA 2303 TORTS & PERSONAL INJURY LAW

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.

Credits
3

Distribution
LGLA

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

LGLA 2307 LAW OFFICE MANAGEMENT

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.

Credits
3

Distribution
LGLA

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

LGLA 2309 REAL PROPERTY

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.

Credits
3

Distribution
LGLA

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

LGLA 2313 CRIMINAL LAW & PROCEDURE

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.

Credits
3

Distribution
LGLA

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

LGLA 2331 ADVANCED LEGAL RESEARCH & WRITING

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.

Credits
3

Distribution
LGLA

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

LGLA 2335 ADVANCED CIVIL LITIGATION

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.

Credits
3

Distribution
LGLA

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

LGLA 2388 PRACTICUM

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.

Credits
3

Distribution
LGLA

MRMT-MRMT-MEDICAL-TRANSCRIPTION

MRMT 1307 MEDICAL TRANSCRIPTION I

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.

Credits
3

Distribution
BUSI

MASSAGE THERAPY

MSSG 1105 HYDROTHERAPY

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.

Credits
1

Distribution
MSSG

Course Fee
Lab fee: $24

MSSG 1109 HEALTH & HYGIENE

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.

Credits
1

Distribution
MSSG

Course Fee
Lab fee: $24

MSSG 1207 BUSINESS PRACTICES & PROFESSIONAL ETHICS

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 hours requirement of licensure. Courses taken in level sequence order or department chair approval.

Credits
2

Distribution
MSSG

Course Fee
Lab fee: $24

MSSG 1411 MASSAGE THERAPY FUNDAMENTALS I

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 96 contact hour requirement for licensure. Reading level 4 and courses taken in level sequence order or department chair approval.

Credits
4

Distribution
MSSG

Course Fee
Lab fee: $24

MSSG 1413 ANATOMY & PHYSIOLOGY FOR MASSAGE THERAPY

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. Reading level 4 and courses taken in level sequence order or department chair approval.

Credits
4

Distribution
MSSG

Course Fee
Lab fee: $24

MSSG 2130 ADVANCED MASSAGE THERAPY TECHNIQUES

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.

Credits
1

Distribution
MSSG

Course Fee
Lab fee: $24

MSSG 2186 INTERNSHIP-MASSAGE THERAPY

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.

Credits
1

Distribution
MSSG

Course Fee
Lab fee: $24

MSSG 2311 MASSAGE THERAPY FUNDAMENTALS II

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.

Credits
3

Distribution
MSSG

Course Fee
Lab fee: $24

MSSG 2314 PATHOLOGY-MASSAGE THERAPY

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.

Credits
3

Distribution
MSSG

Course Fee
Lab fee: $24

MSSG 2413 KINESIOLOGY-MASSAGE THERAPY

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. Reading level 4 and courses take in level sequence order or department chair approval.

Credits
4

Distribution
MSSG

Course Fee
Lab fee: $24

MATHEMATICS

MATH 1314 COLLEGE ALGEBRA

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. Prerequisite: MTH 0306, meeting college algebra standard on the TSI exam or equivalent exam, or concurrent enrollment in the appropriate co-requisite developmental course.

Credits
3

Distribution
MATH

Course Fee
Internet course fee (if applicable): $38

MATH 1316 PLANE TRIGONOMETRY

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.

Credits
3

Distribution
MATH

Course Fee
Internet course fee (if applicable): $38

MATH 1324 MATHEMATICS FOR BUSINESS AND SOCIAL SCIENCES

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. Prerequisite: MTH 0306, meeting college algebra standard on the TSI exam or equivalent exam, or concurrent enrollment in the appropriate co-requisite developmental course.

Credits
3

Distribution
MATH

MATH 1325 CALCULUS FOR BUSINESS AND SOCIAL SCIENCE

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

Credits
3

Distribution
MATH

Course Fee
Internet course fee (if applicable): $38

MATH 1332 CONTEMPORARY MATHEMATICS (QUANTITATIVE REASONING)

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. Prerequisite: MTH 0305, or satisfactory score on the TSI exam or equivalent exam, or concurrent enrollment in the appropriate co-requisite developmental course. Students planning on transferring to senior institutions should check the transferability of this course.

Credits
3

Distribution
MATH

Course Fee
Internet course fee (if applicable): $38

MATH 1342 ELEMENTARY STATISTICAL METHODS

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. Prerequisite: MTH 0305, or satisfactory score on the TSI exam or equivalent exam, or concurrent enrollment in the appropriate co-requisite developmental course.

Credits
3

Distribution
MATH

Course Fee
Internet course fee (if applicable): $38

MATH 1350 MATHEMATICS FOR TEACHERS I

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.

Credits
3

Distribution
MATH

Course Fee
Internet course fee (if applicable): $38

MATH 1351 MATHEMATICS FOR TEACHERS II

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.

Credits
3

Distribution
MATH

Course Fee
Internet course fee (if applicable): $38

MATH 2313 CALCULUS I

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.

Credits
3

MATH 2315 CALCULUS III

3 lec (3 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.

Credits
3

Distribution
MATH

Course Fee
Internet course fee (if applicable): $38

MATH 2318 LINEAR ALGEBRA

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.

Credits
3

Distribution
MATH

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

MATH 2320 DIFFERENTIAL EQUATIONS

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.

Credits
3

Distribution
MATH

Offered
Spring Only

Course Fee
Internet course fee (if applicable): $38

MATH 2412 PRE-CALCULUS MATH

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.

Credits
4

Distribution
MATH

Course Fee
Internet course fee (if applicable): $38

MATH 2413 CALCULUS I

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.

Credits
4

Distribution
MATH

Course Fee
Internet course fee (if applicable): $38

MATH 2414 CALCULUS II

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.

Credits
4

Distribution
MATH

Course Fee
Internet course fee (if applicable): $38

MATH 2415 CALCULUS III

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

Credits
4

Course Fee
Internet course fee (if applicable): $38

MEDICAL LAB TECHNOLOGY (MLT)

MLAB 1201 INTRODUCTION TO CLINICAL LAB SCIENCE

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.

Credits
2

Distribution
MLAB

Offered
Fall Only

Course Fee
Health professions fee: $40, Insurance: $13; Lab fee: $24

MLAB 1211 URINALYSIS AND BODY FLUIDS

2 lec/3 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.

Credits
2

Distribution
MLAB

Offered
Fall Only

Course Fee
Health professions fee: $40, Lab fee: $24

MLAB 1227 COAGULATION

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.

Credits
2

Distribution
MLAB

Offered
Spring Only

Course Fee
Health professions fee: $40

MLAB 1231 PARASITOLOGY/ MYCOLOGY

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.

Credits
2

MLAB 1235 IMMUNOLOGY/ SEROLOGY

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.

Credits
2

Distribution
MLAB

Offered
Fall Only

Course Fee
Health professions fee: $40, Lab fee: $24

MLAB 1360 CLINICAL I

18 lab (3 Cr.) A health-related work based learning experience that enables the student to apply specialized occupational theory skills and concepts. Direct supervision is provided by the clinical professionals. Students rotate through hematology, coagulation, urinalysis, serology, and phlebotomy. Prerequisite: permission of instructor.

Credits
3

Distribution
MLAB

Offered
Summer Only

Course Fee
Clinical Travel Fee: $15, Health Professions Fee: $60

MLAB 1415 HEMATOLOGY

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.

Credits
4

Distribution
MLAB

Offered
Spring Only

Course Fee
Health professions fee: $80, Lab fee: $24

MLAB 2238 ADVANCED TOPICS

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.

Credits
2

Distribution
MLAB

Course Fee
Health professions fee: $40

MLAB 2360 CLINICAL II

18 lab (3 Cr.) A health-related work-based learning experience that enables the student to apply specialized occupational theory skills and concepts. Direct supervision is provided by the clinical professionals. Students rotate through microbiology, clinical, chemistry, parasitology, and immunohematology. Prerequisite: permission of instructor.

Credits
3

Distribution
MLAB

MLAB 2401 CLINICAL CHEMISTRY

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.

Credits
4

Distribution
MLAB

Offered
Spring Only

Course Fee
Health professions fee: $80, Lab fee: $24

MLAB 2431 IMMUNOHEMATOLOGY

3 lec/4 lab (4 Cr.) A study of blood antigens and antibodies. Presents quality control, basic laboratory technique and safety. Includes the principles, procedures and clinical significance of test results in genetics, blood group systems, pre-transfusion testing, adverse effects of transfusions, donor selection and components, and hemolytic disease of the newborn.

Credits
4

Distribution
MLAB

Offered
Fall Only

Course Fee
Health professions fee: $80, Lab fee: $24

MLAB 2434 CLINICAL MICROBIOLOGY

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.

Credits
4

Distribution
MLAB

Offered
Fall Only

Course Fee
Health professions fee: $80, Insurance: $13

PLAB 1223 PHLEBOTOMY

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.

Credits
2

Distribution
MLAB

Course Fee
Health professions fee: $40, Lab fee: $24

MENTAL HEALTH

CMSW 1353 FAMILY INTERVENTION

3 lec (3 cr) Family Intervention - Study of family dynamics and current intervention strategies.

Credits
3

Distribution
CMSW

Offered
Spring

Course Fee
Internet course fee (if applicable) $38

DAAC 1304 PHARMACOLOGY OF ADDICTION

3 lec (3 cr) Emphasizes pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interaction, withdrawal, and recovery. Describes the psychological and physiological effects of substance use and behaviors.

Credits
3

Distribution
DAAC

Offered
Spring

Course Fee
Internet course fee (if applicable) $38

DAAC 1311 COUNSELING THEORIES

3 lec (3 cr) An examination of major theories and current treatment modalities used in the field of counseling.

Credits
3

Distribution
DAAC

Offered
Fall

Course Fee
Internet course fee (if applicable) $38

DAAC 1317 BASIC COUNSELING

3 lec (3 cr) An overview and application of the basic counseling skills.

Credits
3

Distribution
DAAC

Offered
Fall

Course Fee
Internet course fee (if applicable) $38

DAAC 2354 DYNAMICS OF GROUP COUNSELING

3 lec (3 cr) Exploration of group counseling skills, techniques, stages of group development, and confidentiality and ethics.

Credits
3

Distribution
DAAC

Offered
Spring

Course Fee
Internet course fee (if applicable) $38

PMHS 1391 SPECIAL TOPICS IN PSYCHIATRIC/MENTAL HEALTH TECHNICIAN

3 lec (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.

Credits
3

Distribution
PMHS

Offered
Spring

Course Fee
Internet course fee (if applicable) $38

PMHS 2366 PRACTICUM

3 lec (3 cr) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Credits
3

Distribution
PMHS

Offered
Spring

Course Fee
Internet course fee (if applicable) $38

PSYT 2331 ABNORMAL PSYCHOLOGY

3 lec (3 cr) Examination and assessment of the symptoms, etiology, and treatment procedures of mental, emotional, and behavioral disorders.

Credits
3

Distribution
PSYT

Offered
Spring

Course Fee
Internet course fee (if applicable) $38

SCWK 1303 ETHICS OF SOCIAL WORK

3 lec (3 cr) Ethical considerations based on social and human services standards. Includes comparison of ethical codes, confidentiality, dual relationships, guidelines for web counseling, ethical considerations dealing with broadcast media, diversity and multiculturalism.

Credits
3

Distribution
SCWK

Offered
Fall

Course Fee
Internet course fee (if applicable) $38

SCWK 2331 ABNORMAL BEHAVIOR

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.

Credits
3

Distribution
CDEC

Course Fee
Internet course fee (if applicable): $38

MUSIC

MUEN 1121 MARCHING BAND I

0 lec/4 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.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1122 MARCHING BAND II

0 lec/4 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.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1123 PEP BAND I

0 lec/3 lab (1 Cr.) An instrumental ensemble providing entertainment for athletic events. Membership is by audition only.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1124 PEP BAND II

0 lec/3 lab (1 Cr.) An instrumental ensemble providing entertainment for athletic events. Membership is by audition only.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1127 CONCERT BAND I

0 lec/4 lab (1 Cr.) Required of all wind and percussion majors each semester. Presents concerts throughout each semester. Open to students by audition and consent of director. Three rehearsals per week and all performances required.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1128 CONCERT BAND II

0 lec/4 lab (1 Cr.) Required of all wind and percussion majors each semester. Presents concerts throughout each semester. Open to students by audition and consent of director. Three rehearsals per week and all performances required.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1131 JAZZ | STAGE BAND I

0 lec/4 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.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1132 JAZZ | STAGE BAND II

0 lec/4 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.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1133 BRASS ENSEMBLE I

0 lec/3 lab (1 Cr.) Development of musical concepts through a variety of standard brass repertoire for small ensemble.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1134 BRASS ENSEMBLE II

0 lec/3 lab (1 Cr.) Development of musical concepts through a variety of standard brass repertoire for small ensemble.
Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1136 WOODWIND ENSEMBLE I

0 lec/3 lab (1 Cr.) Development of musical concepts through a variety of standard woodwind repertoire for small ensemble.
Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1137 WOODWIND ENSEMBLE II

0 lec/3 lab (1 Cr.) Development of musical concepts through a variety of standard woodwind repertoire for small ensemble.
Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1138 PERCUSSION ENSEMBLE I

0 lec/3 lab (1 Cr.) Development of musical concepts through a variety of standard percussion repertoire for small ensemble.
Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1139 PERCUSSION ENSEMBLE II

0 lec/3 lab (1 Cr.) Development of musical concepts through a variety of standard percussion repertoire for small ensemble.
Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1141 COLLEGE CHORALE I

0 lec/ 4 lab (1 Cr.) A large ensemble performing choral standard repertoire, exploring musical styles throughout the various time periods, at college events and concerts on and off campus. Membership is open to all students, but is required for all vocal music majors each semester. Weekly rehearsals and all performances are required.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1142 COLLEGE CHORALE II

0 lec/4 lab (1 Cr.) A large ensemble performing choral standard repertoire, exploring musical styles throughout the various time periods, at college events and concerts on and off campus. Membership is open to all students, but is required for all vocal music majors each semester. Weekly rehearsals and all performances are required.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1143 GUITAR ENSEMBLE I

0 lec/3 lab (1 Cr.) Development of musical concepts through a variety of standard guitar repertoire.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1144 GUITAR ENSEMBLE II

0 lec/3 lab (1 Cr.) Development of musical concepts through a variety of standard guitar repertoire.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1151 COLLEGIATE CHAMBER SINGERS I

0 lec/4 lab (1 Cr.) A select small ensemble performing classical chamber and contemporary a cappella music at recruiting events, college events, and concerts on and off campus each semester. Open to all students by audition.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1152 COLLEGIATE CHAMBER SINGERS II

0 lec/4 lab (1 Cr.) A select small ensemble performing classical chamber and contemporary a capella music at recruiting events, college events, and concerts on and off campus each semester. Open to all students by audition.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1153 WOMEN'S CHORUS I

0 lec/4 lab (1 Cr.) A medium-sized women's choir that performs a variety of choral repertoire. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1154 WOMEN'S CHORUS II

0 lec/4 lab (1 Cr.) A medium-sized women's choir that performs a variety of choral repertoire. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1155 SHOW CHOIR (SOUND COMPANY) II

0 lec/4 lab (1 Cr.) A select small ensemble performing popular musical styles including Broadway and Vocal Jazz with choreography at recruiting events, college events, and concerts each semester. Open to all students by audition.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1156 MEN'S CHORUS I

0 lec/4 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.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1157 MEN'S CHORUS II

0 lec/4 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.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 1160 SHOW CHOIR (SOUND COMPANY) I

0 lec/4 lab (1 Cr.) A select small ensemble performing popular musical styles including Broadway and Vocal Jazz with choreography at recruiting events, college events, and concerts each semester. Open to all students by audition.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2121 MARCHING BAND III

0 lec/4 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.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2122 MARCHING BAND IV

0 lec/4 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.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2123 PEP BAND III PEP BAND III

0 lec/3 lab (1 Cr.) An instrumental ensemble providing entertainment for athletic events. Membership is by audition only.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2124 PEP BAND IV

0 lec/3 lab (1 Cr.) An instrumental ensemble providing entertainment for athletic events. Membership is by audition only.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2125 CONCERT BAND III

0 lec/4 lab (1 Cr.) Required of all wind and percussion majors each semester. Presents concerts throughout each semester. Open to students by audition and consent of director. Three rehearsals per week and all performances required.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2126 CONCERT BAND IV

0 lec/4 lab (1 Cr.) Required of all wind and percussion majors each semester. Presents concerts throughout each semester. Open to students by audition and consent of director. Three rehearsals per week and all performances required.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2131 JAZZ | STAGE BAND III

0 lec/4 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.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2132 JAZZ/STAGE BAND

0 lec/4 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.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2133 BRASS ENSEMBLE III

0 lec/3 lab (1 Cr.) Development of musical concepts through a variety of standard brass repertoire for small ensemble.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2134 BRASS ENSEMBLE IV

0 lec/3 lab (1 Cr.) Development of musical concepts through a variety of standard brass repertoire for small ensemble.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2136 WOODWIND ENSEMBLE III

0 lec/3 lab (1 Cr.) Development of musical concepts through a variety of standard woodwind repertoire for small ensemble.
Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2137 WOODWIND ENSEMBLE IV

0 lec/3 lab (1 Cr.) Development of musical concepts through a variety of standard woodwind repertoire for small ensemble.
Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2138 PERCUSSION ENSEMBLE III

0 lec/3 lab (1 Cr.) Development of musical concepts through a variety of standard percussion repertoire for small ensemble.
Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2139 PERCUSSION ENSEMBLE IV

0 lec/3 lab (1 Cr.) Development of musical concepts through a variety of standard percussion repertoire for small ensemble.
Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2141 COLLEGE CHORALE III

0 lec/ 4 lab (1 Cr.) A large ensemble performing choral standard repertoire, exploring musical styles throughout the various time periods, at college events and concerts on and off campus. Membership is open to all students, but is required for all vocal music majors each semester. Weekly rehearsals and all performances are required.
Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2142 COLLEGE CHORALE IV

0 lec/4 lab (1 Cr.) A large ensemble performing choral standard repertoire, exploring musical styles throughout the various time periods, at college events and concerts on and off campus. Membership is open to all students, but is required for all vocal music majors each semester. Weekly rehearsals and all performances are required.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2143 GUITAR ENSEMBLE III

0 lec/3 lab (1 Cr.) Development of musical concepts through a variety of standard guitar repertoire.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2144 GUITAR ENSEMBLE IV

0 lec/3 lab (1 Cr.) Development of musical concepts through a variety of standard guitar repertoire.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2151 COLLEGIATE CHAMBER SINGERS III

0 lec/ 4 lab (1 Cr.) A select small ensemble performing classical chamber and contemporary a cappella music at recruiting events, college events, and concerts on and off campus each semester. Open to all students by audition.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2152 COLLEGIATE CHAMBER SINGERS IV

0 lec/4 lab (1 Cr.) A select small ensemble performing classical chamber and contemporary a cappella music at recruiting events, college events, and concerts on and off campus each semester. Open to all students by audition.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2153 WOMEN'S CHORUS III

0 lec/4 lab (1 Cr.) A medium-sized women's choir that performs a variety of choral repertoire. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2154 WOMEN'S CHORUS IV

0 lec/4 lab (1 Cr.) A medium-sized women's choir that performs a variety of choral repertoire. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2155 SHOW CHOIR (SOUND COMPANY) IV

0 lec/4 lab (1 Cr.) A select small ensemble performing popular musical styles including Broadway and Vocal Jazz with choreography at recruiting events, college events, and concerts each semester. Open to all students by audition.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2156 MEN'S CHORUS III

0 lec/4 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.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2157 MEN'S CHORUS IV

0 lec/4 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.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUEN 2160 SHOW CHOIR (SOUND COMPANY) III

0 lec/4 lab (1 Cr.) A select small ensemble performing popular musical styles including Broadway and Vocal Jazz with choreography at recruiting events, college events, and concerts each semester. Open to all students by audition.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUSI 100R RECITAL ATTENDANCE

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.

Credits
0

Distribution
MUSI

Course Fee
Music course fee: $18

MUSI 1116 SIGHT-SINGING & EAR TRAINING I

0 lec/3 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.

Credits
1

Distribution
MUSI

Offered
Fall Only

MUSI 1117 SIGHT-SINGING & EAR TRAINING II

0 lec/3 lab (1 Cr.) Singing music in various clefs, continued aural study of the elements of music, and dictation of intermediate rhythm, melody and diatonic harmony. A continuation of MUSI 1116. Prerequisite: MUSI 1116 or equivalent. To be taken concurrently with Theory II (MUSI 1312).

Credits
1

Distribution
MUSI

Offered
Spring Only

MUSI 1181 PIANO CLASS I OR PIANO LESSONS

2 lab (1 Cr.) Beginning class instruction in the fundamentals of keyboard technique.

Credits
1

Distribution
MUSI

Offered
Fall Only

Course Fee
Piano equipment fee: $42

MUSI 1182 PIANO CLASS II OR PIANO LESSONS

2 lab (1 Cr.) Advanced beginning class instruction in the fundamentals of keyboard technique. Prerequisite: MUSI 1181 or consent of instructor.

Credits
1

Distribution
MUSI

Offered
Spring Only

MUSI 1192 CLASS GUITAR I

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.

Credits
1

Distribution
MUSI

Course Fee
Music course fee: $18

MUSI 1303 FUNDAMENTALS OF MUSIC I

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)

Credits
3

Distribution
MUSI

MUSI 1306 MUSIC APPRECIATION

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)

Credits
3

Distribution
MUSI

Course Fee
Honors course fee (if applicable): $50, Internet course fee (if applicable): $38

MUSI 1307 MUSIC LITERATURE

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.

Credits
3

Distribution
MUSI

Offered
Fall Only

MUSI 1310 AMERICAN MUSIC

3 lec (3 Cr.) General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

Credits
3

Distribution
MUSI

Course Fee
Honors course fee (if applicable): $50, Internet course fee (if applicable): $38

MUSI 1311 MUSIC THEORY I

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.

Credits
3

Distribution
MUSI

Offered
Fall Only

MUSI 1312 MUSIC THEORY II

3 lec/1 lab (3 Cr.) The study of analysis and writing of tonal melody and diatonic harmony, including all diatonic chords and seventh chords in root position and inversions, non-chord tones, and functional harmony. Introduction to more complex topics, such as modulation, may occur. Optional correlated study at the keyboard. 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.

Credits
3

Distribution
MUSI

Offered
Spring Only

MUSI 2116 SIGHT-SINGING & EAR TRAINING III

0 lec/3 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.

Credits
1

Distribution
MUSI

Offered
Fall Only

MUSI 2117 SIGHT-SINGING & EAR TRAINING IV

0 lec/3 lab (1 Cr.) A continuation of MUSI 2116. Prerequisite: MUSI 2116 or equivalent. Designed to be taken concurrently with Theory IV (MUSI 2312).

Credits
1

Distribution
MUSI

Offered
Spring Only

MUSI 2181 PIANO CLASS III OR PIANO LESSONS

2 lab (1 Cr.) Intermediate class instruction of keyboard technique. Prerequisite: MUSI 1182 or consent of instructor.

Credits
1

Distribution
MUSI

Offered
Fall Only

Course Fee
Piano equipment fee: $42

MUSI 2182 PIANO CLASS IV OR PIANO LESSONS

2 lab (1 Cr.) Advanced class instruction of keyboard technique. Prerequisite: MUSI 2181 or consent of instructor.

Credits
1

Distribution
MUSI

Offered
Spring Only

Course Fee
Piano equipment fee: $42

MUSI 2311 MUSIC THEORY III

3lec/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.

Credits
3

Distribution
MUSI

Offered
Fall Only

MUSI 2312 MUSIC THEORY IV

3lec/1 lab (3 Cr.) A continuation of MUSI 2311. Prerequisite: MUSI 2311 or equivalent. Designed to be taken concurrently with Advanced Sight-Singing and Ear Training IV (MUSI 2117).

Credits
3

Distribution
MUSI

Offered
Spring Only

MUAP 1125 PRIV. INST. BASSON - 30 MIN.

Private instruction - Freshman - 30 Min.

Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 1126 PRIV. INST. BASSON - 30 MIN.

Private instruction - Freshman - 30 Min.

Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 1225 PRIV. INST. BASSOON - 1 HR.

Private instruction - Freshman - 1 Hr.

Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 1226 PRIV. INST. BASSON - 1 HR.

Private instruction - Freshman - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 2125 PRIV. INST. BASSOON - 30 MIN.

Private instruction - Sophomore - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 2126 PRIV. INST. BASSOON - 30 MIN.

Private instruction - Sophomore - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 2225 PRIV. INST. BASSOON - 1 HR.

Private instruction - Sophomore - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 2226 PRIV. INST. BASSOON - 1 HR.

Private instruction - Sophomore - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 1129 PRIV. INST. CLARINET - 30 MIN

Private instruction - Freshman - 30 Min.

Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 1130 PRIV. INST. CLARINET - 30 MIN

Private instruction - Freshman - 30 Min.

Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 1229 PRIV. INST. CLARINET - 1 HR.

Private instruction - Freshman - 1 Hr.

Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 1230 PRIV. INST. CLARINET 1 - HR.

Private instruction - Freshman - 1 Hr.

Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 2129 PRIV. INST. CLARINET - 30 MIN

Private instruction - Sophomore - 30 Min.

Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 2130 PRIV. INST. CLARINET - 30 MIN.

Private instruction - Sophomore - 30 Min.

Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 2229 PRIV. INST. CLARINET - 1 HR.

Private instruction - Sophomore - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 2230 PRIV. INST. CLARINET - 1 HR.

Private instruction - Sophomore - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 1149 PRIV. INS. EUPHONIUM BARITONE - 30 MIN

Private instruction - Freshman - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 1150 PRIV. INS. EUPHONIUM BARITONE - 30 MIN

Private instruction - Freshman - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 1249 PRIV. INST. BARITONE - 1 HR.

Private instruction - Freshman - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 1250 PRIV. INST. BARITONE - 1 HR.

Private instruction - Freshman - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 2149 PRIV INST EUPH-BARITONE - 30 MIN

Private instruction - Sophomore - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 2150 PRIV. INST. EUPH-BARITONE - 30 MIN

Private instruction - Sophomore - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 2249 PRIV. INST. BARITONE - 1 HR.

Private instruction - Sophomore - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 2250 PRIV. INST. BARITONE - 1 HR.

Private instruction - Sophomore - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 1117 PRIV. INST. FLUTE - 30 MIN.

Private instruction - Freshman - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 1118 PRIV. INST. FLUTE - 30 MIN.

Private instruction - Freshman - 30 Min.

Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 1217 PRIV. INST. FLUTE - 1 HR.

Private instruction - Freshman - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 1218 PRIV. INST. FLUTE - 1 HR.

Private instruction - Freshman - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 2117 PRIV. INST. FLUTE - 30 MIN.

Private instruction - Sophomore - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 2118 PRIV. INST. FLUTE- 30 MIN.

Private instruction - Sophomore - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 2217 PRIV. INST. FLUTE - 1 HR.

Private instruction - Sophomore - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 2218 PRIV. INST. FLUTE - 1 HR.

Private instruction - Sophomore - 1 Hr.

Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 1161 PRIV. INST. GUITAR - 30 MIN.

Private instruction - Freshman - 30 Min.

Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 1162 PRIV. INST. GUITAR - 30 MIN.

Private instruction - Freshman - 30 Min.

Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 1261 PRIV. INST. GUITAR - 1 HR.

Private instruction - Freshman - 1 Hr.

Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 1262 PRIV. INST. GUITAR - 1 HR.

Private instruction - Freshman - 1 Hr.

Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 2161 PRIV. INST. GUITAR - 30 MIN.

Private instruction - Sophomore - 30 Min.

Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 2162 PRIV. INST. GUITAR - 30 MIN.

Private instruction - Sophomore - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 2261 PRIV. INST. GUITAR - 1 HR.

Private instruction - Sophomore - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 2262 PRIV. INST. GUITAR - 1 HR.

Private instruction - Sophomore - 1 hr
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 1141 PRIV. INST. HORN - 30 MIN.

Private instruction - Freshman - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 1142 PRIV. INST. HORN - 30 MIN.

Private instruction - Freshman - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 1241 PRIV. INST. HORN - 1 HR.

Private instruction - Freshman - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 1242 PRIV. INST. HORN - 1 HR.

Private instruction - Freshman - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 2141 PRIV. INST. HORN - 30 MIN.

Private instruction - Sophomore - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 2142 PRIV. INST. HORN - 30 MIN.

Private Instruction - Sophomore - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 2241 PRIV. INST. HORN - 1 HR.

Private instruction - Sophomore - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 2242 PRIV. INST. HORN - 1 HR.

Private instruction - Sophomore - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 1286 PRIV. INST. MUSIC COMPOSITION - 1 HR.

Private Instruction - Freshman - 1 Hour
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 1287 PRIV. INST. MUSIC COMPOSITION - 1 HR.

Private Instruction - Freshman - 1 Hour
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 2285 PRIV. INST. MUSIC COMPOSITION - 1 HR.

Private Instruction - Sophomore - 1 Hour
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 2286 PRIV. INST. MUSIC COMPOSITION - 1 HR.

Private Instruction - Sophomore - 1 Hour
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 1121 PRIV. INST. OBOE - 30 MIN.

Private instruction - Freshman - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 1122 PRIV. INST. OBOE - 30 MIN.

Private instruction - Freshman - 30 Min.
c
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 1221 PRIV. INST. OBOE - 1 HR.

Private instruction - Freshman - 1 Hr.

Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 1222 PRIV. INST. OBOE - 1 HR.

Private instruction - Freshman - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 2121 PRIV. INST. OBOE - 30 MIN.

Private instruction - Sophomore - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 2122 PRIV. INST. OBOE - 30 MIN.

Private instruction - Sophomore - 30 Min.
Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 2221 PRIV. INST. OBOE - 1 HR.

Private instruction - Sophomore - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 2222 PRIV. INST. OBOE - 1 HR.

Private instruction - Sophomore - 1 Hr.
Credits
2

Distribution
MUAP

Course Fee
Private lesson course fee: $90

MUAP 1157 PRIV. INST. PERCUSSION -30MIN

Private instruction - Freshman - 30 Min.

Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 1158 PRIV. INST. PERCUSSION -30MIN

Private instruction - Freshman - 30 Min.

Credits
1

Distribution
MUAP

Course Fee
Private lesson course fee: $50

MUAP 1257 PRIV. INST. PERCUSSION - 1HR.

Private instruction - Freshman - 1 Hr.

Credits
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 1258 PRIV. INST. PERCUSSION - 1 HR

Private instruction - Freshman - 1 Hr.

Credits
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 2157 PRIV. INST. PERCUSSION -30MIN

Private instruction - Sophomore - 30 Min.

Credits
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 2158 PRIV. INST. PERCUSSION -30MIN

Private instruction - Sophomore - 30 Min.

Credits
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 2257 PRIV. INST. PERCUSSION - 1 HR.
Private instruction - Sophomore - 1 Hr.

Credits
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 2258 PRIV. INST. PERCUSSION - 1 HR
Private instruction - Sophomore - 1 Hr.

Credits
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 1169 PRIV. INST. PIANO - 30 MIN.
Private instruction - Freshman - 30 Min.

Credits
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 1170 PRIV. INST. PIANO - 30 MIN.
Private instruction - Freshman - 30 Min.

Credits
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 1269 PRIV. INST. PIANO (KEYBOARD) - 1 HR.
Private instruction - Sophomore - 1 hr

Credits
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 1270 PRIV. INST. PIANO (KEYBOARD) - 1 HR.
Private instruction - Freshman - 1 hr.

Credits
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 2169 PRIV. INST. PIANO - 30 MIN.
Private instruction - Sophomore - 30 Min. Fee: $40.00
Credits
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 2170 PRIV. INST. PIANO - 30 MIN.
Private instruction - Sophomore - 30 Min.
Credits
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 2269 PRIV. INST. PIANO - 1 HR.
Private instruction - Sophomore - 1 Hr.
Credits
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 2270 PRIV. INST. PIANO - 1 HR.
Private instruction - Sophomore - 1 Hr.
Credits
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 1133 PRIV. INST. SAXOPHONE - 30MIN
Private instruction - Freshman - 30 Min.
Credits
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 1134 PRIV. INST. SAXOPHONE - 30MIN

Private instruction - Freshman - 30 Min.

Credits
1

Distribution
MUAP

COURSE FEE

Private lesson course fee: $50

MUAP 1233 PRIV. INST. SAXOPHONE - 1 HR.

Private instruction - Freshman - 1 Hr.

Credits
2

Distribution
MUAP

COURSE FEE

Private lesson course fee: $90

MUAP 1234 PRIV. INST. SAXOPHONE - 1 HR.

Private instruction - Freshman - 1 Hr.

Credits
2

Distribution
MUAP

COURSE FEE

Private lesson course fee: $90

MUAP 2133 PRIV. INST. SAXOPHONE - 30 MIN

Private instruction - Sophomore - 30 Min.

Credits
1

Distribution
MUAP

COURSE FEE

Private lesson course fee: $50

MUAP 2134 PRIV. INST. SAXOPHONE - 30 MIN

Private instruction - Sophomore - 30 Min.

Credits
1

Distribution
MUAP

COURSE FEE

Private lesson course fee: $50

MUAP 2233 PRIV. INSTS. SAXOPHONE - 1 HR

Private instruction - Sophomore - 1 Hr.

Credits
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 2234 PRIV. INST. SAXOPHONE - 1 HR.
Private instruction - Sophomore - 1 Hr.
Credits
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 1145 PRIV. INST. TROMBONE - 30 MIN
Private instruction - Freshman - 30 Min.
Credits
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 1146 PRIV. INST. TROMBONE - 30 MIN
Private instruction - Freshman - 30 Min.
Credits
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 1245 PRIV. INST. TROMBONE - 1 HR.
Private instruction - Freshman - 1 Hr.
Credits
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 1246 PRIV. INST. TROMBONE - 1 HR.
Private instruction - Freshman - 1 Hr.
Credits
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 2145 PRIV. INST. TROMBONE - 30 MIN.

Private instruction - Sophomore - 30 Min.

Credits
1

Distribution
MUAP

COURSE FEE

Private lesson course fee: $50

MUAP 2146 PRIV. INST. TROMBONE - 30 MIN.

Private instruction - Sophomore - 30 Min.

Credits
1

Distribution
MUAP

COURSE FEE

Private lesson course fee: $50

MUAP 2245 PRIV. INST. TROMBONE - 1 HR.

Private instruction - Sophomore - 1 Hr.

Credits
2

Distribution
MUAP

COURSE FEE

Private lesson course fee: $90

MUAP 2246 PRIV. INST. TROMBONE - 1 HR.

Private instruction - Sophomore - 1 Hr.

Credits
2

Distribution
MUAP

COURSE FEE

Private lesson course fee: $90

MUAP 1137 PRIV. INST. TRUMPET - 30 MIN.

Private instruction - Freshman - 30 Min.

Credits
1

Distribution
MUAP

COURSE FEE

Private lesson course fee: $50

MUAP 1138 PRIV. INST. TRUMPET - 30 MIN.

Private instruction - Freshman - 30 Min.

CREDITS
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 1237 PRIV. INST. TRUMPET - 1 HR.
Private instruction - Freshman - 1 Hr.

CREDITS
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 1238 PRIV. INST. TRUMPET - 1 HR.
Private instruction - Freshman - 1 Hr.

CREDITS
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 2137 PRIV. INST. TRUMPET - 30 MIN.
Private instruction - Sophomore - 30 Min.

CREDITS
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 2138 PRIV. INST. TRUMPET - 30 MIN.
Private instruction - Sophomore - 30 Min.

CREDITS
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 2237 PRIV. INST. TRUMPET - 1 HR.
Private instruction - Sophomore - 1 Hr.

CREDITS
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 2238 PRIV. INST. TRUMPET - 1 HR.
Private instruction - Sophomore - 1 Hr.

CREDITS
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 1153 PRIV. INST. TUBA - 30 MIN.
Private instruction - Freshman

CREDITS
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 1154 PRIV. INST. TUBA - 30 MIN.
Private instruction - Freshman - 30 Min.

CREDITS
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 1253 PRIV. INST. TUBA - 1 HR.
Private instruction - Freshman - 1 Hr.

CREDITS
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 1254 PRIV. INST. TUBA - 1 HR.
Private instruction - Freshman - 1 Hr.

CREDITS
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 2153 PRIV. INST. TUBA - 30 MIN.
Private instruction - Sophomore - 30 Min.

CREDITS
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 2154 PRIV. INST. TUBA - 30 MIN.
Private instruction - Sophomore - 30 Min.

CREDITS
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 2253 PRIV. INST. TUBA - 1 HR.
Private instruction - Sophomore - 1 Hr.

CREDITS
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 2254 PRIV. INST. TUBA - 1 HR.
Private instruction - Sophomore- 1 Hr.

CREDITS
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 1181 PRIV. INST. VOICE - 30 MIN.
Private instruction - Freshman - 30 Min.

CREDITS
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 1182 PRIV. INST. VOICE - 30 MIN.
Private instruction - Freshman - 30 Min.

CREDITS
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 1281 PRIV. INST. VOICE - 1 HR.
Private instruction - Freshman - 1 Hr.

CREDITS
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 1282 PRIV. INST. VOICE - 1 HR.
Private instruction - Freshman - 1 Hr.

CREDITS
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 2181 PRIV. INST. VOICE - 30 MIN.
Private instruction - Sophomore - 30 Min.

CREDITS
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 2182 PRIV. INST. VOICE - 30 MIN.
Private instruction - Sophomore - 30 Min.

CREDITS
1

Distribution
MUAP

COURSE FEE
Private lesson course fee: $50

MUAP 2281 PRIV. INST. VOICE - 1 HR.
Private instruction - Sophomore - 1 Hr.

CREDITS
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

MUAP 2282 PRIV INST. VOICE - 1 HR.
Private instruction - Sophomore - 1 Hr.

CREDITS
2

Distribution
MUAP

COURSE FEE
Private lesson course fee: $90

NURSING - RN

RNSG 1201 PHARMACOLOGY
3 lec/1 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.

Credits
2

Distribution
RNSG

Offered
Fall Only

Course Fee
Health professions fee: $40, Lab fee: $24

RNSG 1261 CLINICAL- NURSING FOUNDATIONS
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.

Credits
2

Distribution
RNSG

Offered
Fall Only

Course Fee
Health professions fee: $40, Insurance: $13, Clinical travel fee: $15

RNSG 1262 CLINICAL - NURSING PRACTICE I FOR ARTICULATING STUDENTS

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, SPCH13ll or 1315). Co-requisite: RNSG 1417.

Credits
2

Distribution
RNSG

Offered
Summer Only

Course Fee
Clinical travel fee: $15, Health professions fee: $40

RNSG 1361 CLINICAL- NURSING CARE OF CLIENTS WITH COMMON HEALTH CARE NEEDS

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.

Credits
3

Distribution
RNSG

Offered
Spring Only

Course Fee
Clinical travel fee: $15, Health professions fee: $60

RNSG 1412 NURSING CARE OF THE CHILDBEARING AND CHILDREARING FAMILY

3 lec/3 lab (4cr) Study of the concepts related to the provision of nursing care for childbearing and childrearing families. Application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

Distribution
Nursing

Offered
Summer II

RNSG 1413 FOUNDATIONS OF NURSING PRACTICE

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.

Credits
4

Distribution
RNSG

Offered
Fall Only

Course Fee
ATI testing fee: $233, Health professions fee: $80, Lab fee: $24

RNSG 1517 CONCEPTS OF NURSING PRACTICE I FOR ARTICULATING STUDENTS

4 lec/2 lab (5 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: (BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, ENGL 1301, SPCH 1311 or 1315). Co-requisite: RNSG 1262.

Credits
5

Distribution
RNSG

Offered
Summer Only

Course Fee
ATI testing fee: $264, Health professions fee: $80, Lab fee: $24

RNSG 2161 CLINICAL-NURSING CARE OF THE CHILDBEARING AND CHILDREARING FAMILY

(72 SCH) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Offered
Summer II

Course Fee
Health professions fee: $40, Lab fee: $24

RNSG 2404 INTEGRATED CARE OF THE PATIENT WITH COMMON HEALTH CARE NEEDS

3 lec/2 lab (4 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.

Credits
5

Distribution
RNSG

Offered
Spring Only

Course Fee
ATI testing fee: $203, Health professions fee: $100, Lab fee: $24

RNSG 2414 INTEGRATED CARE OF THE PATIENT WITH COMPLEX HEALTH CARE NEEDS

3 lec/4 lab (4 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.

Credits
4

Distribution
RNSG

Offered
Fall Only

Course Fee
ATI testing fee: $192, Health professions fee: $100, Insurance: $13, Lab fee: $24

RNSG 2435 INTEGRATED CLIENT CARE MANAGEMENT

3 lec/3 lab (4 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.

Credits
4

Distribution
RNSG

Offered
Spring Only

RNSG 2461 CLINICAL- NURSING CARE OF CLIENTS WITH COMPLEX HEALTH CARE NEEDS

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.

Credits
4

Distribution
RNSG

Offered
Fall Only

Course Fee
Clinical travel fee: $15, Health professions fee: $80

RNSG 2462 CLINICAL- INTEGRATED CLIENT MANAGEMENT

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.

Credits
4

Distribution
RNSG

Offered
Spring Only

NURSING - VN

VNSG 1122 VOCATIONAL NURSING CONCEPTS

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, 1260.

Credits
1

Distribution
VNSG

Offered
Fall Only

Course Fee
Health professions fee: $20, Internet course fee (if applicable): $38, Mock trial: $40

VNSG 1133 GROWTH AND DEVELOPMENT

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, 1260.
Co-requisites: VNSG 1429, 1334, 2431, 1330, 1460.

Credits
1

Distribution
VNSG

Offered
Spring Only

Course Fee
Health professions fee: $20, Internet course fee (if applicable): $38

VNSG 1191 SPECIAL TOPICS IN PRACTICAL NURSING (ROLE TRANSITION)

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, 1330, 1460.
Co-requisites: VNSG 1432, 1236, 1238, 1219, 1261.

Credits
1

Distribution
VNSG

Offered
Summer Only

Course Fee
Health professions fee: $20, Lab fee: $24

VNSG 1219 PROFESSIONAL DEVELOPMENT

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, 1330, 1460.
Co-requisites: VNSG 1432, 1236, 1238, 1191, 1261.

Credits
2

Distribution
VNSG

Offered
Summer Only

Course Fee
ATI testing fee: $393, Health professions fee: $40, HESI: $59

VNSG 1236 MENTAL HEALTH

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, 1330, 1460. Co-requisites: VNSG 1432, 1238, 1219, 1191, 1261.

Credits
2

Distribution
VNSG

Offered
Spring Only

Course Fee
Health professions fee: $40, Internet course fee (if applicable): $38

VNSG 1238 MENTAL ILLNESS

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, 1330, 1460. Co-requisites: VNSG 1432, 1236, 1219, 1191, 1261.

Credits
2

Distribution
VNSG

Offered
Summer Only

Course Fee
Health professions fee: $40

VNSG 1260 CLINICAL I - PRACTICAL NURSE

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.

Credits
2

Distribution
VNSG

Offered
Fall Only

Course Fee
Clinical Travel Fee: $15, Health professions fee: $40, Insurance: $13, SimChart (FVNSW) fee: $107, SimChart (EVOLV) fee: $138

VNSG 1261 CLINICAL III - PRACTICAL NURSE

16 clinical hours a week for 8 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, 1330, 1460. Co-requisites: VNSG 1432, 1236, 1238, 1219, 1191.

Credits
2

Distribution
VNSG

Offered
Summer Only

Course Fee
Clinical travel fee: $15, Health professions fee: $40

VNSG 1327 ESSENTIALS OF MEDICATION ADMINISTRATION

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, 1260.

Credits
3

Distribution
VNSG

Offered
Fall Only

Course Fee
Health professions fee: $60, Lab fee: $24

VNSG 1330 MATERNAL-NEONATAL NURSING

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, 1260. Co-requisites: VNSG 1133, 1429, 1334, 2431, 1460.

Credits
3

Distribution
VNSG

Offered
Spring Only

Course Fee
Health professions fee: $60

VNSG 1331 PHARMACOLOGY

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, 1260.

Credits
3

Course Fee
Health professions fee: $60, Internet course fee (if applicable): $38

VNSG 1334 PEDIATRICS

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, 1260. Co-requisites: VNSG 1133, 1429, 2431, 1330, 1460.

Credits
3

Distribution
VNSG

Offered
Spring Only

Course Fee
Health professions fee: $60, Internet course fee (if applicable): $38

VNSG 1423 BASIC NURSING SKILLS

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, 1260.

Credits
4

Distribution
VNSG

Offered
Fall Only

Course Fee
ATI testing fee: $423, Health professions fee: $80, Lab fee: $24

VNSG 1429 MEDICAL - SURGICAL NURSING I

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, 1260. Co-requisites: VNSG 1133, 1334, 2431, 1330, 1460.

Credits
4

Distribution
VNSG

Offered
Spring Only

Course Fee
ATI testing fee: $393, Health professions fee: $80, Lab fee: $24

VNSG 1432 MEDICAL-SURGICAL NURSING II

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, 1330, 1460. Co-requisites: VNSG 1236, 1238, 1219, 1191, 1261.

Credits
4

Distribution
VNSG

Offered
Spring Only

Course Fee
Clinical travel fee: $15, Health professions fee: $80, Lab fee: $24

VNSG 1460 CLINICAL II PRACTICAL NURSE

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.

Credits
4

Distribution
VNSG

Offered
Spring Only

Course Fee
Clinical travel fee: $15, Health professions fee: $80

VNSG 1505 HEALTH SCIENCE

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, and 1260.

Credits
5

Distribution
VNSG

Offered
Fall Only

Course Fee
Health professions fee: $100, Lab fee: $24, Internet Fee (if applicable) $38

VNSG 2431 ADVANCED NURSING SKILLS

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, 1260. Co-requisites: VNSG 1133, 1429, 1334, 1330, 1460.

Credits
4

Distribution
VNSG

Offered
Spring Only

Course Fee
Health professions fee: $80, Lab fee: $24

OCCUPATIONAL THERAPY ASSISTANT (OTA)

OTHA 1161 CLINICAL IN OTA I

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 1309; OTHA 1415

Credits
1

Distribution
OTHA

Offered
Spring Only

Course Fee
Clinical travel fee: $15, Health professions fee: $20

OTHA 1162 CLINICAL IN OTA II

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 1341; OTHA 2309; OTHA 2304; OTHA 1319; OTHA 1161

Credits
1

Distribution
OTHA

Offered
Fall Only

Course Fee
Clinical travel fee: $15, Health professions fee: $20

OTHA 1309 HUMAN STRUCTURE AND FUNCTION IN OCCUPATIONAL THERAPY

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.

Credits
3

Distribution
OTHA

Offered
Fall Only

Course Fee
Drug screen fee: $35, Health professions fee: $60, Lab fee: $24

OTHA 1319 THERAPEUTIC INTERVENTIONS I

2lec/4lab (3Cr.) Concepts, techniques, and assessments leading to proficiency in skills and activities used as treatment interventions in occupational therapy (OT). Emphasizes the occupational therapy assistant's role in the OT process. Prerequisites: OTHA 1309; OTHA 1415

Distribution
OTHA

Offered
Spring Only

Course Fee
Health professions fee: $60, Lab fee: $24

OTHA 1341 OCCUPATIONAL PERFORMANCE FROM BIRTH TO ADOLESCENCE

2 lec/4 lab (3 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 1309; OTHA 1415.

Credits
3

Distribution
OTHA

Offered
Spring Only

Course Fee
Health professions fee: $60, Lab fee: $24

OTHA 1405 PRINCIPLES OF OCCUPATIONAL THERAPY

3 lec/4 lab (4 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.

Credits
4

Distribution
OTHA

Offered
Summer Only

Course Fee
Health professions fee: $80, Lab fee: $24

OTHA 1415 THERAPEUTIC USE OF OCCUPATIONS OR ACTIVITIES I

3 lec/4 lab (4 Cr.) Various occupations or activities used as therapeutic interventions in occupational therapy. Emphasis on awareness of activity demands, contexts, adapting grading, and safe implementation of occupations or activities for the pediatric population. Prerequisites: OTHA 1305.

Credits
4

Distribution
OTHA

Offered
Fall Only

Course Fee
Health professions fee: $80, Lab fee: $24, Kit Fee: $27

OTHA 2235 HEALTH CARE MANAGEMENT IN OCCUPATIONAL THERAPY

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 1341; OTHA 2209; OTHA 2304; OTHA 1319; OTHA 1161.

Credits
2

Distribution
OTHA

Offered
Fall Only

Course Fee
Health professions fee: $40, Internet fee (if applicable): $38, Lab fee: $24

OTHA 2302 THERAPEUTIC USE OF OCCUPATIONS OR ACTIVITIES II

2 lec/4 lab (3 Cr.) Advanced techniques and applications used in traditional and non-traditional practice settings. Prerequisites: OTHA 1341; OTHA 2209; OTHA 2304; OTHA 1319; OTHA 1161.

Credits
3

Distribution
OTHA

Offered
Fall Only

Course Fee
Drug screen fee: $35, Health professions fee: $60, Lab fee: $24

OTHA 2304 NEUROLOGY IN OCCUPATIONAL THERAPY

2 lec/4 lab (3 Cr.) Study of neuroanatomy and neurophysiology as it relates to neurological conditions commonly treated in occupational therapy. Prerequisites: OTHA 1309; OTHA 1415.

Credits
3

Distribution
OTHA

Offered
Spring Only

Course Fee
Health professions fee: $60, Lab fee: $24

OTHA 2366 PRACTICUM IN OTA

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.

Credits
3

Distribution
OTHA

Offered
Spring Only

Course Fee
Clinical travel fee: $15, Health professions fee: $60

OTHA 2367 PRACTICUM IN OTA

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.

Credits
3

Distribution
OTHA

Offered
Spring Only

Course Fee
Clinical travel fee: $15, Health professions fee: $60

OTHA 2405 THERAPEUTIC INTERVENTIONS II

3 lec/4 lab (4 Cr.) Emphasis on current rehabilitative interventions. Prerequisites: OTHA 1341; OTHA 2309; OTHA 2304; OTHA 1319; OTHA 1161

Credits
Fall Only

Distribution
OTHA

Offered
Fall Only

PETROLEUM TECHNOLOGY

PTRT 1191 SPEC. TOPICS

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.

Credits
1

Distribution
PTRT

PTRT 1301 OVERVIEW OF PETROLEUM INDUSTRY

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.

Credits
3

Distribution
PTRT

PTRT 1307 RECOVERY AND PRODUCTION METHODS

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 CO2 injections.

Credits
3

Distribution
PTRT

PTRT 1309 CORROSION BASICS

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.

Credits
3

Distribution
PTRT

PTRT 1312 PETROLEUM REGULATIONS

3 lec (3 Cr.) Regulatory requirements and structures associated with the petroleum industry.

Credits
3

Distribution
PTRT

PTRT 1313 INDUSTRIAL SAFETY

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.

Credits
3

Distribution
PTRT

PTRT 1317 NATURAL GAS PROCESSING

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.

Credits
3

Distribution
PTRT

PTRT 1321 OIL FIELD HYDRAULICS

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.

Credits
3

Distribution
PTRT

PTRT 1324 PETROLEUM INSTRUMENTATION

2 lec/2 lab (3 Cr.) A course in accuracy, quality, and validation of gas and liquid measurement techniques for field and plant operating personnel. General principles of correct techniques of measurement and proper procedures to correct errors will be emphasized. Pre-requisite: PTRT 2359

Distribution
PTRT

PTRT 1391 NATURAL GAS PROCESSING II

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.

Credits
3

Prerequisite
PTRT 1301, PTRT 1317

Distribution
PTRT

PTRT 2280 COOPERATIVE EDUCATION

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.

Credits
2

Distribution
PTRT

PTRT 2323 NATURAL GAS PRODUCTION

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.
Credits
3

Distribution
PTRT

PTRT 2332 ARTIFICIAL LIFT

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.
Credits
3

Prerequisite
PTRT 1301 Overview of Petroleum

Distribution
PTRT

PTRT 2359 PETROLEUM COMPUTER APPLICATIONS

2 lec/2 lab (3 Cr.) Computer applications used in the petroleum industry. Includes the automation of open and closed loop systems.
Credits
3

Distribution
PTRT

RBTC 1309 PNEUMATICS

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.
Credits
3

Distribution
PTRT

PHILOSOPHY

PHIL 1301 INTRODUCTION TO PHILOSOPHY

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.
Credits
3

Distribution
PHIL

Course Fee
Internet course fee (if applicable): $38

PHIL 2306 INTRODUCTION TO ETHICS

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
Credits
3

Distribution
PHIL

Course Fee
Internet course fee (if applicable): $38

PHYSICAL THERAPIST ASSISTANT (PTA)

PTHA 1260 PTA CLINICAL I

(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. Prerequisites: PTHA 1409, PTHA 1413, PTHA 1321, PTHA 2409, PTHA 1431, PTHA 2205, PTHA 2201, Co-requisites: PTHA 2431, PTHA 2435.
Credits
2

Distribution
PTHA

Offered
Spring Only

Course Fee
Clinical travel fee: $15, Health professions fee: $40, Typhon fee: $80

PTHA 1321 PATHOPHYSIOLOGY FOR PTA

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.
Credits
3

Distribution
PTHA

Offered
Spring Only

Course Fee
Health professions fee: $60, OTA kit: $27

PTHA 1325 COMMUNICATION IN HEALTHCARE

3 lec (3 Cr) Communication theories and principles for optimal delivery of healthcare.
Prerequisite
ENGL 1301, BIOL 2401, BIOL 2402, MATH 1342

Corequisite
PTHA 1413, PTHA 1321, PTHA 1409

Distribution
PTHA

Offered
Spring

Course Fee
Internet course fee (if applicable) $38

PTHA 1409 INTRODUCTION TO PHYSICAL THERAPY

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.
Credits
4

Distribution
PTHA

Offered
Spring Only

Course Fee
Health professions fee: $80, Typhon fee: $80

PTHA 1413 FUNCTIONAL ANATOMY

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.

Credits
4

Distribution
PTHA

Offered
Spring Only

Course Fee
Health professions fee: $80

PTHA 1431 PHYSICAL AGENTS

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

Credits
4

Distribution
PTHA

Offered
Fall Only

Course Fee
Health professions fee: $80

PTHA 2205 NEUROLOGY

2 lec (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.

Credits
2

Distribution
PTHA

Offered
Fall Only

Course Fee
Health professions fee: $40

PTHA 2239 PROFESSIONAL ISSUES

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.

Credits
2

Distribution
PTHA

Course Fee
Health professions fee: $40

PTHA 2301 ESSENTIALS OF DATA COLLECTION

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.
Credits
3

Distribution
PTHA

Offered
Fall Only

Course Fee
Health professions fee: $40, PTA MACS: $60

PTHA 2360 PTA CLINICAL II

(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. Upon successful completion of the course, the student will earn three (3) credit hours. 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.
Co-requisites: PTHA 2339.
Credits
3

Distribution
PTHA

Offered
Fall Only

Course Fee
Clinical travel fee: $15, Health professions fee: $60

PTHA 2366 PTA PRACTICUM

(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.
Credits
3

Distribution
PTHA

Offered
Fall Only

Course Fee
Clinical travel fee: $15, Health professions fee: $60, PEAT Practice Exam: $79

PTHA 2409 THERAPEUTIC EXERCISE

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.

Credits
4

Distribution
PTHA

Offered
Fall Only

Course Fee
Health professions fee: $80

PTHA 2431 MANAGEMENT OF NEUROLOGICAL DISORDERS

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.
Credits
4

Distribution
PTHA

Offered
Spring Only

Course Fee
Health professions fee: $80

PTHA 2535 REHABILITATION TECHNIQUES

3 lec/6 lab (5 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.
Credits
5

Distribution
PTHA

Offered
Spring Only

Course Fee
Health professions fee: $80

PHYSICS

PHYS 1401 COLLEGE PHYSICS I

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
Credits
4

Distribution
PHYS

Offered
Spring Only

Course Fee
Lab fee: $18

PHYS 1402 COLLEGE PHYSICS II

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 1401College Physics I

Credits
4

Distribution
PHYS

Offered
Fall Only

Course Fee
Lab fee: $18

PHYS 1403 STARS & GALAXIES

3 lec/3 lab (4 Cr.) Study of stars galaxies and the universe outside our solar system. (Formerly: PHYS 1412)

Credits
4

Distribution
PHYS

Course Fee
Internet course fee (if applicable): $38, Lab fee: $18

PHYS 1404 THE SOLAR SYSTEM

3 lec/3 lab (4 Cr.) Study of the sun and its solar system including its origin. (Formerly: PHYS 1411)

Credits
4

Distribution
PHYS

Course Fee
Internet course fee (if applicable): $38, Lab fee: $18

PHYS 1415 PHYSICAL SCIENCE I

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.

Credits
4

Distribution
PHYS

Course Fee
Lab fee: $18

PHYS 1417 PHYSICAL SCIENCE II

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.

Credits
4

Distribution
PHYS

Course Fee
Lab fee: $18

PHYS 2425 UNIVERSITY PHYSICS I

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
Credits
4

Distribution
PHYS

Course Fee
Lab fee: $18

PHYS 2426 UNIVERSITY PHYSICS II

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
Credits
4

Distribution
PHYS

Offered
Fall Only

Course Fee
Lab fee: $18

PSYCHOLOGY

PSYC 2301 GENERAL PSYCHOLOGY

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.
Credits
3

Distribution
PSYC

Course Fee
Internet course fee (if applicable): $38

PSYC 2314 LIFESPAN GROWTH AND DEVELOPMENT

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.
Credits
3

Distribution
PSYC

Course Fee
Internet course fee (if applicable): $38

PSYC 2317 STATISTICAL METHODS IN PSYCHOLOGY

3 lec (3 Cr) This course covers descriptive and inferential statistics used in psychological research and assessment. It includes measurement, characteristics of distributions; measures of central tendency and variability; transformed scores; correlation and regression; probability theory; and hypotheses testing and inference. (PSYC 2317 is included in the Psychology Field of Study.)
Prerequisite: PSYC 2301 General Psychology MATH 1314 College Algebra (3 SCH version)

Distribution
PSYC

Offered
Spring

Course Fee
Internet fee (if applicable): $38

PSYC 2319 SOCIAL PSYCHOLOGY

3 lec (3Cr.) Study of individual behavior within the social environment. Topics may include socio-psychological processes, attitude formation and change, interpersonal relations, group processes, self, social cognition, and research methods. (PSYC 2319 is included in the Psychology Field of Study.)
Prerequisite: PSYC 2301 General Psychology

Credits
3

Distribution
PSYC

Course Fee
Internet course fee (if applicable): $38

PSYC 2320 ABNORMAL PSYCHOLOGY

3 lec (3 Cr.)This course provides an introduction to the psychological, biological, and socio-cultural factors involved in the development, diagnosis, and treatment of psychological disorders. It includes a review of the historical understanding of abnormal behavior and the development of modern diagnostic systems. It includes discussion of psychological research and practice as it relates to mental health and psychological functioning, as well as legal and ethical issues. (PSYC 2320 is included in the Psychology Field of Study.)
Prerequisite: PSYC 2301 General Psychology

Distribution
PSYC

Course Fee
Internet course fee (if applicable) $38

SOCIOLOGY

SOCI 1301 INTRODUCTION TO SOCIOLOGY

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.

Credits
3

Distribution
SOCI

Course Fee
Internet course fee (if applicable): $38

SOCI 1306 SOCIAL PROBLEMS

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.

Credits
3

Distribution
SOCI

Course Fee
Internet course fee (if applicable): $38

SOCI 2301 MARRIAGE & THE FAMILY

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.

Credits
3

Distribution
SOCI

Course Fee
Internet course fee (if applicable): $38

SOCI 2319 MINORITY STUDIES

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.

Credits
3

Distribution
SOCI

Course Fee
Internet course fee (if applicable): $38

SPANISH

SPAN 1411 BEGINNING SPANISH I

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.

Credits
4

Distribution
FLAN

Course Fee
Internet course fee (if applicable): $38

SPAN 1412 BEGINNING SPANISH II

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. Prerequisite: SPAN 1411 or instructor's approval.

Credits
4

Distribution
FLAN

Course Fee
Internet course fee (if applicable): $38

SPAN 2311 INTERMEDIATE SPANISH I

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.

Credits
3

Distribution
FLAN

Course Fee
Internet course fee (if applicable): $38

SPAN 2312 INTERMEDIATE SPANISH II

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.

Credits
3

Distribution
FLAN
Course Fee
Internet course fee (if applicable): $38

SPEECH

SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION

3 lec (3 Cr.) Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.
Credits
3

Distribution
SPCH
Course Fee
Internet course fee (if applicable): $38

SPCH 1315 PUBLIC SPEAKING

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.
Credits
3

Distribution
SPCH
Course Fee
Internet course fee (if applicable): $38

SPCH 1321 BUSINESS & PROFESSIONAL COMMUNICATION

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.
Credits
3

Distribution
SPCH
Course Fee
Internet course fee (if applicable): $38

WELDING

WLDG 1191 SPECIAL TOPICS - WELDING

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 deigned to be repeated multiple times to improve student proficiency.
Credits
1
Distribution
WLDG
Course Fee
Lab fee: $24

WLDG 1313 INTRO TO BLUEPRINT READING FOR WELDERS

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.
Credits
3

Distribution
WLDG
Course Fee
Lab fee: $24

WLDG 1327 WELDING CODES

2 lec/2 lab (3 Cr.) An in-depth study of welding codes and their development in accordance with structural standards welding processes destructive and nondestructive test methods.
Credits
3
Distribution
WLDG

Course Fee
Lab fee: $24

WLDG 1417 INTRO TO LAYOUT & FABRICATION

3 lec / 2 lab (4 Cr.) A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Credits
4

Distribution
WLDG

WLDG 1423 WELDING SAFETY, TOOLS, & EQUIPMENT

4 lec (4 Cr.) An introduction to welding equipment and safety practices, including OSHA standards for industry.

Credits
4

Distribution
WLDG

WLDG 1428 INTRO TO SHIELDED METAL ARC WELDING

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.

Credits
4

Distribution
WLDG

WLDG 1430 INTRO TO GAS METAL ARC WELDING (GMAW)

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.

Credits
4

Distribution
WLDG
Course Fee
Lab fee: $24

WLDG 1434 INTRO. TO GAS TUNGSTEN ARC WELD

2 lec/6 lab (4 Cr.) Principles of Gas Tungsten Arc Welding (GTAW) set up GTAW equipment. Instruction in various positions and joint designs.

Credits
4

Distribution
WLDG
Course Fee
Lab fee: $24

WLDG 1435 INTRO TO PIPE WELDING

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.

Credits
4

Distribution
WLDG
Course Fee
Lab fee: $24

WLDG 1457 INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW)

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.

Credits
4

Distribution
WLDG

Course Fee
Lab fee: $24

WLDG 2288 INTERNSHIP-WELDING TECH WELDER

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.

Credits
2

Distribution
WLDG

WLDG 2406 INTER PIPE WELDING

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.

Credits
4

Distribution
WLDG
Course Fee
Lab fee: $24

WLDG 2413 INTER WELDING USING MULTIPLE PROCESSES

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.

Credits
4

Distribution
WLDG
Course Fee
Lab fee: $24

WLDG 2447 ADVANCED GAS METAL ARC WELDING

2 lec/4 lab (4 Cr.) Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions and directions.

Credits
4

Distribution
WLDG
Course Fee
Lab fee: $24

WLDG 2451 ADVANCED GAS TUNGSTEN ARC WELDING (GTAW)

3 lec/3 lab (4 Cr.) Advanced topics in GTAW welding, including welding in various positions and directions.

Credits
4

Distribution
WLDG

2021-2022 COLLEGE CATALOG

PREVIOUS CATALOGS

Previous editions of the Navarro College Catalog.

College Catalog 2020-2021 (pdf)
College Catalog 2019-2020 (pdf)
College Catalog 2018-2019 (pdf)
College Catalog 2017-2018
College Catalog 2016-2017 (pdf)
College Catalog 2015-2016 (pdf)
College Catalog 2014-2015 (pdf)
College Catalog 2013-2014 (pdf)
College Catalog 2012-2013 (pdf)
College Catalog 2011-2012 (pdf)
College Catalog 2010-2011 (pdf)
College Catalog 2009-2010 (pdf)

PROGRAMS OF STUDY

UNDERGRADUATE DEGREE PLANS

The following degree plans are suggested academic plans for students to follow and complete, term-by-term, and make it easier to understand how to graduate with their declared major. All students should speak with an advisor about their academic programs to assist them with a successful plan for degree completion.

PROGRAM	CIP CODE
Accounting - AAS	CIP: 52.0300.00
Accounting Assistant/Paraprofessional Certificate	CIP: 52.0301.00
Accounting Clerk Certificate (for Dual Credit students)	CIP: 52.0302.00
Administrative Professional I Certificate	CIP: 52.0401.00
Administrative Professional II Certificate	CIP: 52.0401.00
Advanced Paramedic - AAS	CIP: 51.0904.00
Ag Mechanization Technology - AAS	CIP: 01.0201.00
Art – AA	CIP: 50.0701.00
Automation Certificate	CIP: 15.0903.00
Basic Firefighter Certificate	CIP: 43.0203.00
Basic Peace Officer Certificate (Police Academy	CIP: 43.0107.00
Biology - AS	CIP: 26.0101.00
Business - AS	CIP: 52.0201.00
Business Administration - AAS	CIP: 52.0201.00

Business Information Technology - AAS	CIP: 52.0407.00
Chemistry – AS	CIP: 40.0501.00
Child Development - AAS	CIP: 19.0706.00
Child Development Certificate	CIP: 19.0706.00
Computer Information Technology – AS (Business Emphasis Transfer Program)	CIP: 11.0701.00
Computer Information Technology – AS (Engineering and Scientific Emphasis)	CIP: 11.0701.00
Computer Information Technology - AAS (Cloud Computing)	CIP: 11.0201.00
Computer Information Technology AAS (Cybersecurity)	CIP: 11.0201.00
Computer Information Technology – AAS (Programmer / Software Developer)	CIP: 11.0301.00
Computer Information Technology – AAS (Network Systems)	CIP: 11.0301.00
Computer Information Technology - Cybersecurity Level I Certificate	CIP: 11.0201.00
Computer Information Technology - Network Systems Certificate	CIP: 11.0301.00
Computer Information Technology Cloud Virtualization Certificate	CIP: 11.0201.00
Computer Information Technology Software Development Certificate	CIP: 11.0201.00
Computer Information Technology Web Design Certificate	CIP: 11.0202.00
Computer Information Technology Web Developer Certificate	CIP: 11.1001.00
Cosmetology - AAS	CIP: 12.0401.00
Cosmetology Certificate	CIP: 12.0401.00
Cosmetology Certificate-Dual Credit High School Program	CIP: 12.0401.00
Cosmetology Instructor Certificate (less than 1 year experience)	CIP: 12.0413.00
Cosmetology Instructor Certificate (with 1 year of experience)	CIP: 12.0413.00
Criminal Justice - AA	CIP: 43.0103.00
Criminal Justice - AAS	CIP: 43.0107.00
Criminal Justice Corrections Certificate	CIP: 43.0107.00
Customer Relationship Management Certificate	CIP: 52.0201.00
Diesel Engine Maintenance Certificate I	CIP: 01.0201.00
Diesel Engine Maintenance Certificate II	CIP: 01.0201.00
Education – AAT (8-12)	CIP: 13.1205.00
Education – AAT (EC-6, 4-8, EC-12)	CIP: 13.1206.00
Emergency Medical Technician Basic Certificate	CIP: 51.0904.00
English - AA	CIP: 23.0101.00
Enhanced (Agriculture) Technical Skills Certificate	CIP: 01.0201.00

Entrepreneurship Certificate Level I	CIP: 52.0201.00
Environment Science - AS	CIP: 03.0104.00
Fire Officer - AAS	CIP: 43.0201.00
Fire Officer – Certificate	CIP: 43.0202.00
Fire Science Protection Technology - AAS	CIP: 43.0201.00
General Studies - AA	CIP: 24.0101.00
General Studies – AS	CIP: 24.0102.00
Health Science - AS	CIP: 51.0001.00
Hospitality Management Administration - AAS	CIP: 52.0201.00
Hospitality Management Level I Certificate	CIP: 52.0201.00
Hospitality Management Level II Certificate	CIP: 52.0201.00
Industrial Maintenance Technology Certificate	CIP: 47.0302.00
Kinesiology - AS	CIP: 31.0501.00
Licensed Vocational Nursing Certificate	CIP: 51.3901.00
LVN to RN Bridge Option- AAS	CIP: 51.3801.00
Massage Therapy Certificate	CIP: 51.3501.00
Mathematics – AS	CIP: 27.0101.00
Medical Front Office Professional	CIP: 51.1004.00
Medical Laboratory Technology- AAS	CIP: 51.1004.00
Mental Health - AAS	CIP: 51.1502.00
Music - AA	CIP: 50.0901.00
Occupational Therapy Assistant - AAS	CIP: 51.0803.00
Oil and Gas Technology Certificate	CIP: 15.0903.00
Paralegal Studies - AAS	CIP: 22.0302.00
Paralegal Studies Certificate	CIP: 22.0302.00
Paralegal Studies with Criminal Justice Emphasis - AAS	CIP: 22.0302.00
Paramedic Certificate	CIP: 51.0904.00
Petroleum Technology - AAS	CIP: 15.0903.00
Physical Therapist Assistant - AAS	CIP: 51.0806.00
Physics - AS	CIP: 40.0801.00
Pre-Bachelor of Science in Nursing - AS	CIP: 51.3801.00
Pre-Engineering - AS	CIP: 14.0101.00
Production Welder Certificate Dual Credit	CIP: 48.0508.00
Psychology - AS	CIP: 42.0101.00
Registered Nurse Associate Degree Nursing - AAS	CIP: 51.3801.00
Sociology - AS	CIP: 45.1101.00
Speech - AA	CIP: 09.0100.00

Supervisor’s Certificate Level I	CIP: 52.0201.00
Supervisor’s Certificate Level II	CIP: 52.0201.00
Theatre - AA	CIP: 50.0901.00
Welding Technology - AAS	CIP: 48.0508.00
Welding Technology – Certificate	CIP: 48.0508.00

N | NAVARRO COLLEGE

Navarro College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.