

NAVARRO COLLEGE

3200 W. 7th Avenue
Corsicana, Texas 75110
1-800-NAVARRO
www.navarrocollege.edu
(903) 874-6501
An Equal Opportunity Institution

Navarro College is
Accredited
by the
Commission on Colleges
of the
Southern Association of Colleges and Schools
1866 Southern Lane, Decatur, Ga.
Telephone Number (404) 679-4501
to award the Associate in Arts, Associate in Science,
and Associate in Applied Science Degrees

Approved by
The Texas Higher Education Coordinating Board

Member
The Association of Texas Colleges and Universities
American Association of Community Colleges

Health Programs Accredited and/or Approved by:
NAACLS (National Accrediting Agency for Clinical Laboratory Science),
AOTA (American Occupational Therapy Association),
BON (Texas Board of Nursing),
NLNAC (National League for Nursing Accrediting Commission)

2011 - 2012

Vol. XXXXXIII

No. 1

BOARD OF TRUSTEES

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This catalog does not constitute a contract between Navarro College and the student.



Dear Student:

Welcome! Your decision to attend Navarro College is an excellent choice. We hope you encounter an invigorating and enriching educational environment and a stimulating academic experience. Our goal is to assist you in achieving success and we gladly accept this challenge.

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

We look forward to serving your needs. Navarro College offers you a unique opportunity, and we invite you to join us for a memorable and lasting experience.

Every good wish for success. I am confident you will enjoy your experience and be pleased to be part of the tradition of excellence that has prevailed for more than half a century.

Sincerely,

A handwritten signature in cursive script that reads "Richard M. Sanchez". The signature is written in dark ink and is positioned to the right of the word "Sincerely,".

Richard M. Sanchez
District President

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The programs, policies, statements, fees, and/or courses contained herein are subject to continuous review and evaluation. Navarro College reserves the right to make changes at any time without notice.

CALENDAR

2011-2012

FIRST SUMMER TERM 2011

March 28	Monday	Registration for summer classes begins
June 9	Thursday	Classes begin (Summer I and 12-week) Dining Services opens, 7 a.m. Schedule changes and late registration, 8 a.m. - 7 p.m.
June 13	Monday	Late registration, 8 a.m. - 5 p.m.
June 14	Tuesday	Schedule changes and late registration, 8 a.m. - 5 p.m. Late registration closes, 5 p.m. All tuition and fees must be paid by 5 p.m. (payment plan not available)
June 22	Wednesday	Last day to drop or withdraw from first summer term classes by noon
July 4	Monday	Fourth of July holiday - college closed
July 8	Friday	Registration for second summer term classes, 8 a.m. - 5 p.m. Housing check-in for second summer term, 8 a.m. - 5 p.m. Housing payment for second summer term due by 5 p.m.
July 13	Wednesday	Summer I Session ends Finals for Summer I Housing closes at 10 a.m.

SECOND SUMMER TERM 2011

July 14	Thursday	Classes begin Late registration for second summer term classes, 8 a.m. - 7 p.m. First summer term grades due, 3 p.m.
July 15	Friday	Late registration and schedule changes, 8 a.m. - 5 p.m. Registration closes, 5 p.m. Tuition and fees must be paid by 5 p.m. (payment plan not available)
August 3	Wednesday	Last day to drop/withdraw from 12-week or second summer term classes by noon
August 12	Friday	LVN Graduation and Pinning Ceremony, 7 p.m.
August 16	Tuesday	Final exams for second summer term and 12-week classes Summer II and 12-week semesters end Dining Services closes after noon meal Summer student housing closes, 10 a.m. Summer I and 12-week sessions end
August 17	Wednesday	Second summer term and 12-week grades due by 3 p.m.
August 19	Friday	Last day to pay for fall pre-registered classes by 5 p.m.

2011 FALL SEMESTER

August 22	Monday	New Faculty Orientation First housing payment due by 5 p.m.
August 23	Tuesday	Faculty Convocation
August 24	Wednesday	Registration, 8 a.m. - 7 p.m. Student housing opens - Regular check-in 8 a.m. - 7 p.m. Dining Services open for evening meal
August 25	Thursday	Registration, 8 a.m. - 7 p.m. Housing check-in, 8 a.m. - 7 p.m.
August 26	Friday	Registration, 8 a.m. - 5 p.m. Late housing check-in, 3 - 5 p.m.
August 27	Saturday	Registration, 9 a.m. - noon Late housing check-in, 9 a.m. - noon
August 29	Monday	Classes begin Late registration, 8 a.m. - 7 p.m.
August 30	Tuesday	Late registration, 8 a.m. - 7 p.m.
August 31	Wednesday	Late registration closes, 7 p.m., Second eight-week classes continue to register
September 2	Friday	All tuition/fees for fall and first eight-week classes due by 5 p.m.
September 3	Saturday	Saturday classes will meet Labor Day Weekend
September 5	Monday	Labor Day holiday - college closed
September 30	Friday	Last day to drop or withdraw from an eight-week class by noon
October 15	Saturday	Homecoming
October 22	Saturday	First eight-week classes end
October 24	Monday	Late registration for second eight-week classes, 8 a.m. - 5 p.m. Second eight-week classes begin
November 7	Monday	All tuition/fees for second eight-week classes due by 5 p.m. Early registration begins for Spring
November 18	Friday	Last day to drop or withdraw from college for 16-week classes and second eight-week classes by noon
November 22	Tuesday	College closed after evening classes Dining Services closes after evening meal Student Housing closes, 5 p.m.
November 23-25	Wednesday - Friday	Thanksgiving holidays
November 27	Sunday	Student Housing re-opens, 2 p.m.
November 28	Monday	Dining Services opens, 7 a.m. Classes resume - college opens
December 12	Monday	Final exams begin
December 16	Friday	Dining Services closes after noon meal Student Housing closes, 5 p.m.
December 17	Saturday	Final exams end Fall semester ends
December 19	Monday	Fall semester grades due by noon
December 21	Wednesday	Christmas holidays - college closes at 5 p.m.

2012 SPRING SEMESTER

January 2	Monday	College re-opens following holidays Early registration for spring, 8 a.m. - 5 p.m. Early registration for spring ends, 5 p.m.
January 6	Friday	Last day to pay for early registration by 5 p.m.
January 9	Monday	First housing payment due
January 10	Tuesday	Faculty return for Spring Semester
January 11	Wednesday	Registration, 8 a.m. - 7 p.m. Student Housing opens - Regular check-in, 8 a.m. - 7 p.m. Dining Services opens for evening meal
January 12	Thursday	Registration, 8 a.m. - 7 p.m. Student Housing regular check-in, 8 a.m. - 7 p.m.
January 13	Friday	Registration, 8 a.m. - 5 p.m. Housing check-in, 8 a.m. - 3 p.m.
January 14	Saturday	Regular registration continues, 9 a.m. - noon Late housing check-in, 9 a.m. - noon
January 16	Monday	Martin Luther King Jr. holiday - college closed
January 17	Tuesday	Classes begin Late registration, 8 a.m. - 7 p.m.
January 18	Wednesday	Late registration, 8 a.m. - 7 p.m. Last day for schedule changes Registration closes, 7 p.m.
January 20	Friday	All tuition/fees for spring and first eight-week classes due by 5 p.m.
January 21	Saturday	Weekend College classes begin
Mar. 5 - Mar. 9	Monday - Friday	Registration for second eight-week classes, 8 a.m. - 5 p.m.
March 9	Friday	Dining Services closes after noon meal Housing closes for Spring Break, 5 p.m.
March 10	Saturday	Saturday classes meet First eight-week classes end
March 12	through March 16	Spring Break
March 17	Saturday	Saturday classes meet
March 18	Sunday	Student Housing re-opens, 2 p.m.
March 19	Monday	College re-opens following mid-semester break, 8 a.m. Dining Services opens, 7 a.m. Classes resume Registration continues for second eight-week classes Second eight-week classes begin
March 20	Tuesday	All tuition/fees for second eight-week classes due by 5 p.m. Registration for second eight-week classes ends First eight-week grades due by 3 p.m.
March 30	Friday	Deadline to apply for graduation
April 5	Thursday	College closes after evening classes Dining Services closes after evening meal
April 6	Friday	Good Friday holiday - college closed
April 7	Saturday	Saturday classes will not meet
April 9	Monday	College re-opens Dining Services re-opens, 7 a.m.
April 13	Friday	Early registration begins for Summer and Fall Semesters Last day to drop/withdraw from college for 16-week and second eight-week classes by noon
May 2	Wednesday	Final exams begin
May 8	Tuesday	Final exams end Dining Services closes after noon meal

May 11	Friday	Housing closes for non-graduating students, 5 p.m. Graduation list posted, 10 a.m. Texas A&M Commerce graduation
May 12	Saturday	Graduation, AA and AS Degrees, 9 a.m. Graduation AAS and Certificates, 1 p.m. Graduation Ellis Campus, 4 p.m. Student Housing closes for graduating students, 3 p.m.
May 14	Monday	Semester grades due by noon
May 25	Friday	Early registration for summer terms ends, 5 p.m. Last day to pay for early registered classes by 5 p.m.
May 28	Monday	Memorial Day holiday - college closed
May 30	Monday	Last day to pay for summer early registered classes by 5 p.m.
June 1	Friday	Registration for Summer I and Fall Semesters, 8 a.m. - 7 p.m. Summer I Housing opens - check-in, 8 a.m. - 5 p.m.

FIRST SUMMER TERM 2012

June 4	Monday	Classes begin (Summer I and 12-week) Dining Services opens, 7 a.m.
June 5	Tuesday	Schedule changes and late registration, 8 a.m. - 7 p.m. Schedule changes and late registration, 8 a.m. - 5 p.m. Late registration closes, 5 p.m. All tuition and fees must be paid by 5 p.m. (payment plan not available)
June 19	Tuesday	Last day to drop or withdraw from first summer term classes by noon
July 4	Wednesday	Fourth of July holiday - college closed
July 5	Thursday	College Open - Classes will not meet
July 9	Monday	Registration for second summer term classes, 8 a.m. - 5 p.m. Housing payment for second summer term due by 5 p.m.
July 11	Wednesday	Summer I Session ends Finals for Summer I Housing closes at 10 a.m. Summer II Housing opens - Check-in, 8 a.m. - 5 p.m

SECOND SUMMER TERM 2012

July 12	Thursday	Classes begin Late registration for second summer term classes, 8 a.m. - 7 p.m. First summer term grades due, 3 p.m.
July 13	Friday	Late registration and schedule changes, 8 a.m. - 5 p.m. Registration closes, 5 p.m. Tuition and fees must be paid by 5 p.m. (payment plan not available)
August 1	Wednesday	Last day to drop/withdraw from 12-week or second summer term classes by noon
August 10	Friday	LVN Graduation and Pinning Ceremony, 7 p.m.
August 16	Thursday	Final exams for second summer term and 12-week classes Summer II and 12-week semesters end Dining Services closes after noon meal Summer student housing closes, 10 a.m. Summer I and 12-week sessions end
August 17	Friday	Second summer term and 12-week grades due by 3 p.m. Last day to pay for fall pre-registered classes by 5 p.m.



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's status. Navarro College adheres to the policies and procedures as prescribed under ADA-504.

MISSION

Our Quest

We pursue wisdom, truth, and knowledge for ourselves and our students.

Vision

Through visionary leadership, outstanding teaching, and high-quality service, Navarro College will achieve distinction as an exemplary two-year institution where quality teaching and learning prevail and students are well-prepared to engage in higher levels of education, leadership, and employment.

Purpose

Navarro College seeks to maintain a stimulating and culturally diverse environment wherein students will be inspired to commit themselves to a high level of personal integrity and intellectual rigor. Through an integrated program of general education and support services, students are afforded the opportunity to develop abilities that enable them to be responsible stewards of their talents, skills, and material resources and to acquire a passion for life-long learning. An open-door, public, comprehensive community college, Navarro College primarily serves the educational, civic, and business communities in Navarro, Ellis, Limestone, Freestone, and Leon Counties. The college also attracts students from the rest of Texas, throughout the United States, and many other countries, welcoming students from all cultural, educational, and socioeconomic backgrounds. Navarro College is alert to the changing educational requirements of its constituency and the social and political forces at work within the communities it serves and responds to these changing needs with enthusiasm, creativity, intelligence, and hard work.

The college operates in harmony with its enabling statute identified in the Texas Education Code, Section 130.003, which states that the charge of each public community college shall be to provide:

- technical programs up to two-years in length leading to associate degree or certificates;
- vocational programs leading directly to employment in semi-skilled or skilled occupations;
- freshman or sophomore courses in arts and sciences;
- continuing adult education programs for occupational or cultural upgrading;
- compensatory education programs designed to fulfill commitment of an admissions policy allowing the enrollment of disadvantaged students;
- a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- workforce development program designed to meet local and statewide needs;
- adult literacy and other basic skills programs for adults; and
- such other purposes as may be prescribed by the Texas Higher Education Coordinating Board for post-secondary education in Texas.

In evaluating its mission, Navarro College considers insti-

tutional research an essential element in determining how effectively it achieves the purposes stated above. Additionally, the college supports academic research consistent with the primary function of the institution.

Core Values

We believe in:

- providing an accepting, comfortable, and safe learning environment conducive to personal growth and development,
- recruiting and cultivating a caring faculty and staff dedicated to teaching and service excellence,
- ensuring universal access to affordable higher education through both traditional and innovative delivery systems,
- encouraging students to actively participate in the learning and decision-making process,
- and in upholding the dignity and worth of every human being.

PHILOSOPHY

In accomplishing the mission/purpose of the college, the board, administration, faculty, and staff shall be guided by the following philosophy:

Navarro College is dedicated to serving the educational needs of students, to promoting the professional development and well-being of all college personnel, and to informing and involving the citizens it serves. The college devotes human and financial resources to create and maintain a collegial environment. This environment is characterized by an institutional emphasis on excellence demonstrated by qualified faculty, administrators, and staff who possess a caring attitude toward students, ethical and professional standards of conduct, and respect for the individual. Navarro College also accepts the charge of providing an atmosphere in which students can exercise initiative and personal judgment, leading to a greater awareness of personal self worth.

Through commitment to enhancing student learning by creative and dedicated teaching strategies, the college provides students the opportunity to develop abilities needed to enter and succeed in college programs and as contributing members of society. The college is committed to maintaining standards through self-appraisal, community involvement, accreditation, statutes, and state/federal guidelines.

HISTORY

In spring 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 23 buildings. In 1954, Navarro was accredited by the Southern Association of Colleges and Schools. The accreditation was reaffirmed in 1964, 1974, 1985, and again in 1995.

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

Navarro College has had five presidents: Mr. Ray Waller, the founding president served until his death in 1956. Dr. Ben W. Jones served from 1956 until 1973. In 1974, the Board named Dr. Kenneth P. Walker as president, and he served until 1988. Dr. Gerald E. Burson, joined the college in 1989, serving until his retirement in January 1998. The current president, Dr. Richard M. Sanchez, assumed the presidency in March 1998.



ADMISSION AND REGISTRATION INFORMATION

ADMISSION PROCEDURES

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

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

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

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

1. **Application for Admission.** This form will be furnished by the Registrar's Office upon request.
2. **Official Transcript.**
 - a) Beginning Students. An official transcript of the applicant's high school record must be filed in the Office of Admissions & Records before an application for admission will be considered,
 - b) Transfer Students. Transfers from another college are required to present a complete transcript bearing the signature of the appropriate official and seal from each college attended.
3. **Assessment Scores.** Students must take a state-approved placement test and submit test scores at the time of registration. Students otherwise qualified will not be refused admission on the basis of their scores. These results are used in advising and placing students in proper sections of certain course areas.
4. **Proof of Residency**

METHODS OF ADMISSION

The student is 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 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. **General Educational Development (GED) Test Scores.** An applicant who is not a high school graduate may be admitted by successfully completing the General Educational Development Test, High School Level and providing a GED transcript showing passing scores. This test is administered at Navarro College, and applicants interested in gaining admission by this method should inquire at the Counseling Center or the Adult Basic Education Program office.
3. **Individual Approval.** An applicant who is 18 years of age or older may be admitted on individual approval by the registrar provided appropriate experience can be justified in lieu of a high school diploma and provided evidence exists that the student is competent to benefit from a program of the institution. Such students may be admitted upon the recommendation of the principal or superintendent of the last high school attended or on the basis of a state-approved placement examination.

Students under age 18 who attended a non-accredited public or private high school, or who were schooled in a non-traditional setting, may be admitted upon special approval of the director of admissions/registrar.

4. **Transfer From Another College or University.** A student who wishes to transfer from another college or university may be admitted to Navarro College provided he/she is eligible for readmission at the college last attended. An official transcript from each college or university previously attended must be provided to the Office of Admissions & Records before the admission is considered complete.

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. **International Students.** The Office of International Student Services is housed in Admissions and Records and is provided for both the admissions and residential needs of international students at Navarro College. For admission purposes, international students should provide the following documents:
 - a) International application (provided in application packet.),
 - b) Navarro college admission application (available on the College Web site 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 support at a level of \$12,376 US dollars or more for a 12-month duration,
- e) Official high school, GED, or college transcripts submitted in both the native language and English translation, if applicable,
- f) Minimum TOEFL paper-based score of 450; computer-based score of 133; or Internet-based of 45 or more
- g) Application fee of \$60 (Please make check or money order payable to Navarro College),
- h) Housing deposit of \$210 (if student is interested in living on campus; please note that the housing deposit must be accompanied with the housing application),
- 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 ONLY receive 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

6. **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, Oil and Gas Program, and John Deere Ag Tech. Applicants wishing to enter one of these limited access programs should contact the appropriate assistant dean or department chair for program requirements and admission procedures.

7. **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 to the following conditions:

(1) Participants must have completed their sophomore year in high school and have written approval of the high school and parent/guardian. (2) Students must have successfully completed or be exempt from one of the state-approved placement instruments (THEA, ASSET, COMPASS, or ACCUPLACER). (3) 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.

8. **Dual Credit Enrollment.** The Dual Credit Program at Navarro College offers an opportunity for high school students to take college-level academic or career education 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 arts, sciences & humanities.
 9. **Summer 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 session of Navarro College upon receipt of a statement of standing or presentation of a transcript from the records office of the other college showing the number of semester hours completed and indicating that the student is entitled to honorable dismissal. Such transfer students must adhere to the same rules and standards concerning admission procedures and placement testing as all other students.
 10. **Tech-Prep.** Tech Prep is a way to start a college technical major in high school. In a tech prep program, the student begins his/her course of study in high school and continues in a community or technical college. The result can lead to a certificate or associates degree in a career field.
 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. An updated Application for Admission, proof of Texas residency and official transcripts from institutions attended after the last enrollment at Navarro College are required.
3. have a combined score of 1070 on the SAT with a minimum score of 500 on both the mathematics and verbal tests. Scores must have been earned within the last five years.
 4. scored a minimum of 1770 on the TAAS writing test and minimum Texas Learning Indexes of 86 on the mathematics and 89 on the reading tests. Scores must have been earned within the last three years.
 5. scored a minimum of 2200 on the TAKS ELA with a subscore of 3 and a minimum of 2200 on the TAKS math.
 6. transferred to Navarro College from a private or independent institution of higher education or an accredited out-of-state institution of higher education, having satisfactorily completed college-level coursework at the previous institution.
 7. have previously attended any accredited institution of higher learning and have been determined to have met readiness standards by that institution.
 8. are enrolled in a certificate program of one year or less (Level-One certificates, 42 or less semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
 9. are serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and have been serving for at least three years preceding enrollment.
 10. on or after Aug. 1, 1990, were 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.
 11. Students enrolling in a certificate program that includes less than nine credit hours of general education courses, with the exception of the Vocational Nursing Certificate Program, are waived from placement testing. A student may not enroll in any courses outside the certificate curriculum without completing the placement test. If a stratified course is required in the degree plan for the certificate (i.e., English 1301), the student must successfully complete the associated component of a placement test before enrolling in the credit course. If the student fails the associated component, he/she must be remediated according to the Navarro College Developmental Education Plan.
 12. People 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. Stratified courses are those that require a passing score on the related section of the placement test as a prerequisite to enroll. Stratified courses include:
 - a) History 1301; History 1302; Government 2305; Government 2306; Psychology 2301; any 200-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.

STUDENT SUCCESS INITIATIVE

The Texas State Education Code requires that undergraduate students entering a public institution of higher learning be tested to measure their skill levels in reading, writing, and mathematics prior to enrolling in any coursework. For these purposes, the Texas Higher Education Coordinating Board has approved THEA, Quick THEA, COMPASS, ASSET, and ACCUPLACER as assessment instruments. Students who meet one of the following conditions are exempt from the test:

1. hold a baccalaureate or an associates degree from a regionally accredited college or university.
2. have a composite score of 23 on the ACT with a minimum of 19 on both the English and mathematics tests. Scores must have been earned within the last five years.

- b) English 1301- A student must have passed the writing component of the placement test or successfully completed the remediation sequence for developmental reading before enrolling in this course.
- c) All college-level mathematics courses - A student must have passed the mathematics component of the placement test or successfully completed the remediation sequence for developmental math before enrolling in any college-level math course.

Scores required for exemption must be attained in "one sitting" for an appropriate test instrument (ACT, SAT, TAAS). Scores from different exemption instruments or from different administrations of those instruments can not be used for exemption purposes. (As of April 2004, scores from ACT, SAT, and TAKS can be mixed to meet exemption requirements as long as composite scores are met on ACT/SAT. The TAKS ELA score may not be divided to meet reading/writing exemptions.) Students may not be exempt from the testing requirement based on end-of-course exams.

Students whose scores fall below the mandated minimum scores on the test are required to enroll and participate in appropriate remedial courses or other remedial activity provided by the college until they demonstrate college readiness. Attendance and participation in remedial courses are mandatory. Students who exceed the allowable number of absences or who do not participate in the required classes may be dropped from the remedial courses as well as from all courses for the semester.

Students needing to retest may use any of the approved assessment instruments (ACCUPLACER or Quick THEA); however, there is a 30 day waiting period between Quick THEA tests. Students are responsible for paying the testing fees.

INDIVIDUAL ACADEMIC PLANNING

Navarro College offers a full program of assessment and counseling to assist students in selecting appropriate educational and career directions. The Carl Perkins Career Center and career and technical faculty are available to assist students who are uncertain about their career choice. The personnel in these offices have experience in business and industry and can give first-hand knowledge about various occupations. Counselors and faculty in the academic transfer area are available to assist students who plan to continue their education at a senior institution. Whether it is with undecided majors, or with students who have chosen a career program, or with those who have selected a senior college to which they wish to transfer, Navarro College advisers work one-on-one to design a written 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. An "undecided" degree plan is available for students who have not chosen a major area of study.

REGISTRATION

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

LATE REGISTRATION

All students are urged to register on the days set aside for this purpose. 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. Students may not register for classes after the date specified in the calendar printed in this catalog.

TUITION & FEE INFORMATION

A complete schedule of tuition and fees is found at the end of this section. Additionally, a listing of available scholarships and loans is found in this catalog. For additional information regarding tuition and fees, please contact the Business Office. Scholarship information and application forms are available from the Office of Financial Aid.

SETTLEMENT OF OBLIGATIONS

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. 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 REFUNDS

To be eligible for a tuition refund, a student must officially withdraw through the Office of Admissions & Records and must complete a "Request for Refund" form. "Class



Day" is defined as any day a college class meets. Class days are computed beginning the first day of classes for the semester, not according to the number of times a particular class has met.

After classes begin, certain fees are not refundable including general service, vehicle registration and matriculation.

In the event a student's official withdrawal or reduction of hours carried, tuition and fees are refundable on the following basis:

REFUND OF TUITION & FEES

Fall and Spring Semesters

Prior to the first class day	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 and fees paid directly to Navarro College by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student. Refunds will be processed after the twelfth class day.

*A withdrawal fee of \$15 may be charged to all students who terminate enrollment before classes begin.

RETURN OF TITLE IV FUNDS

Students who withdraw during the first 60 percent 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.

CONTINUING EDUCATION

TUITION SCHEDULE

Tuition for Continuing Education courses is approved by the Board of Trustees and published in a class schedule. Charges vary depending on the course content, length, and administrative costs. Refunds for Continuing Education courses will not be offered after the first day of class.

ROOM & BOARD

Navarro College has an 18-meal plan that provides three meals a day, Monday through Friday, and adds lunch and dinner on Saturday and a luncheon buffet Sunday. A 15-meal plan provides three meals a day, Monday through Friday. Housing alone is not available for students living in residence halls. Below is the cost per person per semester for room and board.

All halls except Jones and Eady:	
15 Meal Plan	\$2,339
18 Meal Plan	\$2,470

Jones and Eady Hall	
15 Meal Plan	\$2,234
18 Meal Plan	\$2,365

NO REFUNDS ON ROOM AND BOARD

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

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

Summer semester rates are $\frac{3}{4}$ of fall and spring rates (15 meal plan).

Housing Property Deposit	\$200
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All students planning to reside in college housing are required to pay a \$200 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:

While on the waiting list:	At any time
Returning residents with assignments:	June 1 for fall
New residents with assignments:	August 1 for fall
All residents with assignments:	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 cleared housing and made application for refund provided the student has no damages assessed and has no unpaid balance at the college. Applications for housing are available in the Housing Office. Students must be enrolled in 15 semester hours to be eligible to live in the residence halls.

NOTE: Payment plans are not available for Summer terms.



OTHER FEES

Foreign Citizen Application Fee -	\$60
CLEP (College Level Exam Placement) \$72 to CLEP/\$25 to Navarro College -	\$97
Housing Key Replacement -	\$50
Library Deposit - Non Students -	\$20
Overnight Housing Charge -	\$ 8
Returned Check Charge -	\$30
Student ID or Meal Ticket Replacement -	\$10
GED Test Fee -	\$85
Retest Fee (GED) per test -	\$15
Course Challenge Fee Per semester hour -	\$10
American College Testing (ACT) (paid to ACT) -	Non-Writing \$30 Plus Writing \$44.50
Placement Testing Fee -	\$29
Placement Score Transcript -	\$25
Placement Retest Fee -	\$29
Quick THEA Testing Fee (paid to NES) - (30 day waiting period between tests)	\$29
Transcript fee after 10 lifetime copies -	\$3 each

Tuition & fees paid directly to Navarro College by a sponsor, donor or scholarship shall be refunded to the source rather than directly to the student.

All tuition & fees are subject to change.

No refunds on test fees.



FIRE/POLICE ACADEMY PROGRAM COSTS

The cost of the academies is approximately \$2,500, which includes tuition, insurance, uniforms, supplies, equipment, and books. For more information, contact the Office of Continuing Education.

ATHLETIC TICKET PRICES

	Basketball	Football
Season Ticket	\$30	\$25
General Admission	\$3	\$4
Reserved Seat	\$4	\$5
Student	\$1*	\$2*

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

Tuition and Fee Schedules

Tuition & Fees Fall 2011

Navarro County Residents

Credit Hours	Tuition	Matriculation	Building Use	Vehicle	Total Charges
		Fee	Fee	Registration	
1	105.00	11.00	18.00	10.00	144.00
2	105.00	11.00	36.00	10.00	162.00
3	105.00	11.00	54.00	10.00	180.00
4	140.00	11.00	72.00	10.00	233.00
5	175.00	11.00	90.00	10.00	286.00
6	210.00	11.00	108.00	10.00	339.00
7	245.00	11.00	126.00	10.00	392.00
8	280.00	11.00	144.00	10.00	445.00
9	315.00	11.00	162.00	10.00	498.00
10	350.00	11.00	180.00	10.00	551.00
11	385.00	11.00	198.00	10.00	604.00
12	420.00	11.00	216.00	10.00	657.00
13	455.00	11.00	234.00	10.00	710.00
14	490.00	11.00	252.00	10.00	763.00
15	525.00	11.00	270.00	10.00	816.00
16	560.00	11.00	288.00	10.00	869.00
17	595.00	11.00	306.00	10.00	922.00
18	630.00	11.00	324.00	10.00	975.00
19	665.00	11.00	342.00	10.00	1028.00
20	700.00	11.00	360.00	10.00	1081.00
21	735.00	11.00	378.00	10.00	1134.00
22	770.00	11.00	396.00	10.00	1187.00
23	805.00	11.00	414.00	10.00	1240.00
24	840.00	11.00	432.00	10.00	1293.00

No Maximum Ceiling on Tuition

In-District Students include those students enrolling at Navarro College who have lived in Navarro County for at least one year with the intent of establishing a permanent residence.

Tuition & Fees Fall 2011

Texas Residents Outside Navarro County

Credit Hours	Tuition	Matriculation	Building Use	Vehicle	Out of	Total Charges
		Fee	Fee	Registration	District Fee	
1	108.00	11.00	18.00	10.00	33.00	180.00
2	108.00	11.00	36.00	10.00	66.00	231.00
3	108.00	11.00	54.00	10.00	99.00	282.00
4	144.00	11.00	72.00	10.00	132.00	389.00
5	180.00	11.00	90.00	10.00	165.00	456.00
6	216.00	11.00	108.00	10.00	198.00	543.00
7	252.00	11.00	126.00	10.00	231.00	630.00
8	288.00	11.00	144.00	10.00	264.00	717.00
9	324.00	11.00	162.00	10.00	297.00	804.00
10	360.00	11.00	180.00	10.00	330.00	891.00
11	396.00	11.00	198.00	10.00	363.00	978.00
12	432.00	11.00	216.00	10.00	396.00	1065.00
13	468.00	11.00	234.00	10.00	429.00	1152.00
14	504.00	11.00	252.00	10.00	462.00	1239.00
15	540.00	11.00	270.00	10.00	495.00	1326.00
16	576.00	11.00	288.00	10.00	528.00	1413.00
17	612.00	11.00	306.00	10.00	561.00	1500.00
18	648.00	11.00	324.00	10.00	594.00	1587.00
19	684.00	11.00	342.00	10.00	627.00	1674.00
20	720.00	11.00	360.00	10.00	660.00	1761.00
21	756.00	11.00	378.00	10.00	693.00	1848.00
22	792.00	11.00	396.00	10.00	726.00	1935.00
23	828.00	11.00	414.00	10.00	759.00	2022.00
24	864.00	11.00	432.00	10.00	792.00	2109.00

No Maximum Ceiling on Tuition

Tuition and Fees Continued

Tuition & Fees Fall 2011

Non-Texas Residents

Credit Hours	Tuition	Matriculation Fee	Building Use Fee	Vehicle Registration	Out of District Fee	Total Charges
1	243.00	11.00	18.00	10.00	33.00	315.00
2	243.00	11.00	36.00	10.00	66.00	366.00
3	243.00	11.00	54.00	10.00	99.00	417.00
4	324.00	11.00	72.00	10.00	132.00	549.00
5	405.00	11.00	90.00	10.00	165.00	681.00
6	486.00	11.00	108.00	10.00	198.00	813.00
7	567.00	11.00	126.00	10.00	231.00	945.00
8	648.00	11.00	144.00	10.00	264.00	1077.00
9	729.00	11.00	162.00	10.00	297.00	1209.00
10	810.00	11.00	180.00	10.00	330.00	1341.00
11	891.00	11.00	198.00	10.00	363.00	1473.00
12	972.00	11.00	216.00	10.00	396.00	1605.00
13	1053.00	11.00	234.00	10.00	429.00	1737.00
14	1134.00	11.00	252.00	10.00	462.00	1869.00
15	1215.00	11.00	270.00	10.00	495.00	2001.00
16	1296.00	11.00	288.00	10.00	528.00	2133.00
17	1377.00	11.00	306.00	10.00	561.00	2265.00
18	1458.00	11.00	324.00	10.00	594.00	2397.00
19	1539.00	11.00	342.00	10.00	627.00	2529.00
20	1620.00	11.00	360.00	10.00	660.00	2661.00
21	1701.00	11.00	378.00	10.00	693.00	2793.00
22	1782.00	11.00	396.00	10.00	726.00	2925.00
23	1863.00	11.00	414.00	10.00	759.00	3057.00
24	1944.00	11.00	432.00	10.00	792.00	3189.00

No Maximum Ceiling on Tuition

*The fees contained herein are subject to continuous review and evaluation. Navarro College reserves the right to make changes at any time without notice.

Lab Fees

Accounting	\$8	Bus. & Comm	\$22	Crim. Justice	\$24	Internet Courses	\$35	Nursing - VN	\$24	Priv. Inst.- 1hr	\$90
Ag Tech	\$8	Ceramics	\$20	Dance (Beg.)	\$10	Keyboarding	\$22	OTA Therapy	\$24	Pri. Inst.- 30 min.	\$50
Agriculture	\$16	CETech	\$8	Drafting	\$19	Micro Biol.	\$24	Bus. Inf. Tech	\$22	Scuba Diving	\$8
Anat./Phy	\$18	Chemistry	\$20	Drama	\$20	MLT	\$24	PE Aerobics	\$8	Spanish/French	\$12
Art	\$16	Child. Dev.	\$8	Emer Med	\$24	Multi-Media	\$24	PHED	\$8	Welding	\$24
Biology	\$16	Computer	\$18	Geology	\$20	Music	\$12	Photography	\$16	Word. Proc.	\$22
Botany	\$10	Comp. Art	\$24	Golf	\$50	Music Class	\$40	Physics	\$16	Zoology	\$10
Bowling	\$65	Cosmetology	\$24	Int Engl	\$24	Nursing- ADN	\$24	Phys. Sci.	\$16		



SCHOLARSHIPS AND LOANS

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

LOANS

Stafford Student Loan	Federal
Parent Loan for Undergraduate Students (PLUS)	Federal
"B" on Time Loan	State of Texas

GENERAL SCHOLARSHIPS

Ag-Tech Scholarship	Navarro College
Oliver L. Albritton Scholarship	Oliver L. Albritton
Bailey/Jackson Scholarship	Friends of Anita Bailey/Navarro LVN Class
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
Corsicana Kiwanis Club Scholarship	Kiwanis Club of Corsicana
M. C. and Mattie Caston Scholarship	M.C. and Mattie Caston
Cavender-Walker-Pitts Professional Business Womens' Club Scholarship	Professional Business Women's Club
Geneva Duncan Davis Scholarship	Family and Friends of Geneva Duncan Davis
Myrtle S. Dockum Memorial Scholarship	Corsicana Music Teachers Association
Tom & Vera Duncan Psychiatric Inst. Of America Health Prof. Scholarship	Children of Tom & Vera Duncan
James Edgar Scholarship	Navarro College Alumni Association
Mary and Van Elkins Memorial Scholarship	Family of Mary and Van Elkins
Faculty Scholarship Navarro College Faculty	Navarro College Faculty
Louis E. Gibson Health Professions Scholarship	Louis Wolens & Wolens Foundation
Drew and Billy 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
A. Lee Smith Scholarship Fund	Friends of A. Lee Smith
Monte Smith Memorial Scholarship	Corsicana Daily Sun
Elizabeth & William Stokes Scholarship	Dr. William Stokes
Louis & Ann Wolens Health Professions Scholarship	Louis & Ann Wolens
Kenneth Wylie Memorial Scholarship	Friends of Kenneth Wylie
Corsicana LULAC	Corsicana LULAC Council
Navarro College Art Scholarship	Louis Wolens & Wolens Foundation Matched by Navarro
Navarro College Foundation Scholarship	Navarro College Foundation Board of Directors
Choral & Instrumental Music	Navarro College

OTHER FUNDS

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

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 Financial Aid Office or www.navarrocollege.edu/financialaid.

STUDENT SERVICES

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

COUNSELING

Navarro College has a staff of professional counselors and faculty advisers who help students make educational and career decisions, select courses, adjust to college life, understand transfer requirements, improve study skills, and experience personal and social growth. Student Support Services is a federally sponsored program that funds many services that assists students in reaching their educational goals. Counselors can arrange for testing to identify the student's abilities, special aptitudes, interests, values, and personality traits. Information concerning employment opportunities in various fields is available in the Carl Perkins Career Center. For the student who intends to pursue a four-year program, catalogs from many colleges and universities are available.

FACULTY-CENTERED ADVISEMENT

As part of the college president's vision on meeting student needs, Counseling Services has implemented a program in which groups of students are assigned to faculty advisers. As part of the Faculty-Centered Student Advisement Program, the faculty/staff advisers work closely with the students either through e-mail, phone, or personal contacts to make sure students are meeting their individual goals. The Faculty-Centered Student Advisement Program is being implemented in stages and currently focuses all efforts on the success of first-time, full-time students. However, all students are asked to see an adviser prior to their first semester of enrollment.

CAREER CENTER

The Career Center offers a variety of services to Navarro College students. The Center is funded through the Carl Perkins Act of 2006, a federal grant, and the level of service depends on available funding. Services are provided at no cost to Navarro College students who meet specific program requirements as defined by the federal government. Services include textbook loans and child care scholarships as well as personal and career counseling.

Information concerning employment opportunities while attending college is available. If you are interested in career exploration, KUDER is available at the Navarro College Web site (www.navarrocollege.edu) on the Internet and will guide the user through a decision-making

process to develop a plan designed to meet your specific educational and career planning needs. You can do this from your home, student housing, or computer lab.

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
Alpha Omega Society (Art)
ADN Nursing Club
Association of Legal Assistants
LVN Nursing Club
Spring Video Show (SVS) Crew
Student Occupational Therapy Association
Teachers of Tomorrow
Navarro College Chemistry Club
Navarro College Biology Club

SOCIAL/SERVICE ORGANIZATIONS

LEO Club
Que Pasa
Student Government Association
Tempo Band Society
Vocal Majority (Choir)
Student Ambassadors
Ladies of Navarro
RA Club
Navarro College Characters
Navarro College Fashion Club
Bulldog Steppers
Beauregard's Bodyguards
Criminal Justice Club
Navarro College Chemistry Club
Navarro College Biology Club

RELIGIOUS ORGANIZATIONS

Baptist Student Ministries
United Christian Fellowship
Chi Alpha (Waxahachie Campus)
Chosen Ministries
Fellowship of Christian Athletes
Navarro College is represented by a variety of athletic

teams and performing groups. Membership in these organizations is by selection and scholarships are available.

PERFORMING GROUPS

Cheerleaders (coed)
Marching Band Jazz/Stage Band
College Chorale Chamber Singers Collegiate Singers

ATHLETIC TEAMS

Football Softball (women)
Basketball Soccer (women)
Baseball Volleyball (women)

HOUSING

Residence halls are available for men and women on the Navarro College Corsicana campus. They provide the basics needed for a comfortable, convenient, and relaxed living environment. Navarro College has numerous on-campus residence halls from which to choose. The residence halls have a variety of floorplans ranging from suite-style rooms to one-and-two-bedroom apartments. All rooms are furnished with single beds, desks, drawer space, and chairs. Students furnish pillows, bed linens, towels, and the creativity to make their room unique.

HOUSING REGULATIONS

Each apartment complex and residence hall at Navarro College features a live-in housing supervisor to help ensure the students' safety and security. The housing supervisors are authorized to enforce regulations in college housing. These regulations are not designed to interfere with the rights or privacy of students, but to assure a mutual respect among students and to optimize opportunities to live together harmoniously.

HOUSING COSTS

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

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 hospital-

izations 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

Residence life students are required to be vaccinated for meningitis prior to moving in.

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.

PLACEMENT

The Navarro College Placement Office is located in the Carl Perkins Career Center and provides services to students and alumni seeking full-time or part-time employment. Counselors and faculty advisers provide students assistance with job placement, information about career market trends, and part-time employment opportunities, skills for interviewing techniques, and methods of securing job interviews. Counselors will assist the student to help secure employment commensurate with the student's qualifications.

SPECIAL ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

With a commitment to equal access of facilities, activities, and programs, Navarro College provides reasonable and appropriate accommodations 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 and the Americans with Disabilities Act of 1990. Such disabilities include but are not limited to speech, hearing, and visual impairments, learning disorders, and other identified handicaps, with an identified potential for success in higher education. Students requesting special accommodations must adhere to the following guidelines as per institutional policy set forth by the Navarro College Board of Trustees:

- Students should make requests for accommodations at least two weeks in advance of expected services and up to 30 days for profound disabilities. It is highly recommended that students allow this sufficient time prior to the first day of class for greater likelihood of academic success that semester.
- An accommodation request is considered on an individual basis once a completed application is submitted along with current and complete documentation of the disability as per an appropriate licensed professional such as a medical doctor. ARDs or IEPs are not valid documents for this purpose. Additionally, for documentation to be considered "current" in indicating the need for reasonable and appropriate accommodations, the following limits are set:

Learning Disability: For Adult students (>20 years of age) documentation must be no more than five years old; 17 to 20 year old students must have documentation that is no more than three years old.

ADD/ADHD: Documentation must not be older than three years.

Psychiatric Disorder: Documentation must be no more than six months old; beyond this, a letter updating current status and rationale for requested modifications must be submitted.

- Students should submit all paperwork to the Student Support Services office at the Gooch One-Stop Student Center on the Corsicana Campus. Applications are available at all campus locations and on the college Web site. For more information, call (903) 875-7455 or (903) 875-7377.

STUDENT FINANCIAL AID

Financial aid helps alleviate financial barriers that can prevent access to 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." The title IV code for Navarro College is 003593.

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	Oct. 15
Summer applicants	March 1

Scholarships: Students interested in applying for a scholarship available through Navarro College should inquire in the office of Student Financial Aid or www.navarrocollege.edu/financialaid.

\$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 results in financial savings to students, parents and the state.

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 his or her degree.

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 bache-

lor'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 you have dropped more than one course after the official census date, you 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 degree, using forms provided by their college or university. Contact the Financial Aid Office for additional information.

VETERAN'S BENEFITS

Veteran's benefits may be used at Navarro College. The College's Office of Veterans' Affairs should be consulted to obtain accurate, complete, and current information concerning VA educational benefits.

In view of the fact that veteran's benefits are legislatively controlled, it is necessary to alter requirements for continued receipt of veteran's benefits as the laws and guidelines change. Consequently, the veteran's benefit recipient is advised that the standard of progress expressed previously in this catalog may not be the only standard of progress requirement he or she must meet. The recipient must consult with the Office of Veterans' Affairs on campus about specific up-to-date requirements.

Veterans with military service, selected reservists and dependents of veterans may be eligible for federal payments and benefits while attending Navarro College.

The veterans affairs certifying official is assigned to help assure the proper handling of veterans' educational benefits applications.

EDUCATIONAL OBJECTIVES: The Veterans' Administration requires each student drawing educational benefits be enrolled for courses that lead to his/her approved educational objective (degree or certificate). VA

students may not draw benefits for courses for which they have already received credit, for courses that are in excess of degree requirements or for courses that do not apply to a planned degree.

A college counselor is available to help prospective students determine that the courses they wish to take qualify for VA educational benefits.

First-time Applicants:

- 1) Chapter 30 (Served active duty):
 - a. Copy of DD Form 214
 - b. VA Form 22-1990 Application for Education Benefits
 - c. Official transcripts from previous colleges
 1. All transcripts
Credit from military community college can be found on www.militaryguides.acenet.edu
 2. Police and fire academy cadets will have to produce unofficial transcripts to the VA certifying official. Some EMS students will need to produce transcripts also if not in degreed paramedic program.
- 2) Chapter 1606 (Selective Reservist and Guardsmen) 14 years of benefits:
 - a. Copy of DD 214
 - b. DD Form 2384, Notice of Eligibility (NOBE)-contact reserve officer for form.
 - c. VA form 22-1990 (application for educational benefits).
- 3) Chapter 35 (Spouse/Children/Survivors)
 - a. VA form 22-5490 - application for survivor's and dependents' educational assistance.
 - b. All official transcripts
- 4) Hazelwood Act - Contact the Navarro College Office of Admissions and Records
 - a. Student must have entered active service in Texas.
 - b. Guardsmen and reservists are eligible if you entered service in Texas.
 - c. Served 180 days of active duty not including training time.
 - d. Student must have completed Free Application for Federal Student Aid (FAFSA).
- 5) Chapter 33 - Post 9/11 GI Bill (Selective Reserves, National Guardsmen, and Active Duty Veterans)
 - a. Copy of DD214
 - b. VA Form 22-1990 (VONAPP electronically)
 - c. Payments are based upon percentage of time served after 9-11-01, (VA determines percentage and not the VA Certifying Official).
 - d. VA will send the percentage rate once determined the eligibility of the student.
 - e. Student DOES NOT certify end of month.
- 6) Chapter 33 - Transfer benefits to Dependents
 - a. DOD approves student's transfer and sends letter of approval to the student. For Transferability (www.gibill.va.gov)

- b. VA Form 22-1990 (VONAPP electronically)
- c. Student DOES NOT certify end of month.

Veterans should consult the school veterans' affairs certifying official for information and assistance in applying for benefits.

Note: Allow four-to-eight weeks for VA application or any paperwork to be processed by the Veterans' Administration Regional Office in Muskogee, Okla.

ADVANCE PAY: All VA students must pay their tuition and fees up front. Advance pay is available for eligible students upon request. Students cannot request advance pay before 120 or after 30 days before class begins. This will allow time for the monies to get to the student. Navarro College does not determine eligibility of students. **All financial responsibility rests upon the student and not Navarro College.**

CAUTION: VA students may be required to pay their tuition and fees. It is the responsibility of the student receiving benefits to notify the veterans' affairs certifying official immediately if there are any changes in his/her enrollment. If a student changes his/her curriculum or transfers to another college, the veteran should notify the VA certifying official immediately.

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

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.

STUDENT LOAD

The normal load for a student is five courses exclusive of kinesiology, orientation, and applied music. A regular full-time student is defined as a student who takes a minimum of 12 semester hours in a fall or spring semester and one who takes a minimum of six (6) semester hours during a six-weeks summer session. Students may only enroll in one course in a three (3) week mini-term.

Students may take up to 19 semester hours in a fall or spring semester and up to six (6) semester hours in a six-weeks summer term not to exceed 12 semester hours for the entire summer. Exceptional students, whose grade-point average exceeds 3.0, may take up to 21 semester hours in a fall or spring semester or seven (7) semester hours in a six-weeks summer term not to exceed 14 semester hours for the entire summer. Approval of a student overload must be in writing from the appropriate instructional 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.

ACADEMIC & GENERAL INFORMATION

RULES AND REGULATIONS

All Navarro College students, personnel, college representatives and people 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. "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)

This principle in no way negates 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 his/her/its area of concern. These rules are not intended to deny the lawful exercise of constitutional rights.

CLASSROOM BEHAVIOR/DECORUM

The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of Navarro College and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event, or to reside in an environment that is clean, quiet, and conducive to study, is prohibited. The college reserves the right to ask for the withdrawal of any student who violates policy or refuses to adhere to the standards established by the institution.

The college classroom is a learning environment. Classroom conduct that interferes with the learning process is not expected and will not be tolerated, and instructors have the right to have students removed from class if the behavior is deemed disruptive to the learning process.

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.
- **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 Enrollment Management.
- **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.

ACADEMIC STANDARDS

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 scholastic probation.

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 shall be dropped by the college and shall not be enti-

tled to special consideration on a plea of lack of knowledge of scholastic status.

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" carries three points. A "C" allows two points, while a "D" carries one point for each semester hour. No points are allowed for an "F," "I," "W," or "P" grade.

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 carrying 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.

GRADES AND VALUES

<i>Grade</i>	<i>Value</i>	<i>Grade Pts./Hr.</i>
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	Below 60	0
I	Incomplete	0
P	Pass	0
W	Withdrawal	0

To receive credit for a course, a student must earn a semester grade of not less than "D" or must receive a grade of "P." Health Profession students in the ADN, OTA, VN, and MLT programs must score at least a "C" in each course in the program to progress.

The Vocational Nursing Program grading scale is as follows:

- A = 90-100
- B = 80-89
- C = 75-79
- Below 75 = Failing

The Board of Nurse Examiners recommends that VN students maintain at least 75 percent in each of the courses taught in the Vocational Nursing Program.

The Professional Nursing (ADN) Program grading scale is as follows:

- A = 90-100
- B = 80-89
- C = 75-79
- D = 60-74
- F = <60

Note: If grade is below 75, the student cannot progress in the program.

"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 emergency prevents the student from completing the work in a course. A student must be passing the course at the time the "I" is awarded. If the work required to remove the "I" grade is not completed by the end of the first regular semester following the semester in which the student received the grade of "I," the "I" grade will become an "F" grade.

With the exception of the "I" grade, no grade may be changed 30 days after the close of a semester.

SCHOLASTIC PROBATION/SUSPENSION

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

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 scholastic suspension for one regular semester (fall or spring).

Students who are on scholastic probation/suspension will not be allowed to pre-register for classes.

RIGHT OF APPEAL

A student who has met the conditions for scholastic suspension and who feels that his or her case deserves special consideration may appeal the decision in person to the appropriate instructional dean who may, in extenuating circumstances, reinstate the student for one additional semester. If readmission is granted, the student will re-enter on scholastic probation and may be required to enroll in developmental studies courses.

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 an approved placement test are required to enroll and participate in developmental classes or a non-course-based activity until competency is achieved. Failure to attend or participate in developmental studies classes will subject the student to being administratively withdrawn from college.

Students in developmental studies are limited to 16 hours each semester, excluding ORIN and activity KINE courses. Students may enroll in certain courses within their major area of study while simultaneously enrolled in developmental classes; however, a student in basic skills courses will need to reduce the course load in his/her major area or college-level classes since basic skills courses have a large amount of lab time. Students should be aware that their grade-point average on Webadvisor does not include their developmental class grades. Grades from developmental classes could determine whether a student is placed on academic probation, suspension, or is in good academic standing at the college.

Students are expected to achieve mastery of basic skills concepts in a maximum of three semesters of developmental work. Students must meet exit criteria objectives prior to receiving an associates degree from Navarro College. Basic skills courses cannot be used in meeting graduation requirements for any degree or certificate.

COURSE NUMBER EXPLANATION

Each course is designated by a four-digit number. The first digit denotes the level of the course. Course numbers beginning with the 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. Beginning fall, 1992, Navarro College joined with other two- and four-year colleges in Texas to adopt a common course numbering system. The purpose of this system is to assist students who are transferring between participating institutions.

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.

ACADEMIC HONESTY

The college expects all students to do their own school-work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action. College officials 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 administered.
5. Substituting for another student, or permitting another person to substitute for oneself, to take a test or prepare other academic work.
6. Stealing and deliberately using ideas or writings of others without giving credit, in writing, to them (plagiarism).

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.

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 Registrar's Office.

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 non-resident 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 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.

ADULT EDUCATION/ABE, GED & ESL PROGRAM

The Adult Education Program offers ABE, GED, and ESL classes free of charge in Navarro, Ellis, Freestone, and Limestone counties.

ABE (Adult Basic Education) is a program that provides instruction for adults whose ability to compute, speak, read, or write the English language only at or below the ninth-grade level substantially impairs their ability to find or retain employment commensurate with their real ability. The instruction 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 GED (General Educational Development) 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 the GED 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.

TECH PREP

Tech Prep is a way to start a college technical major in high school. In a Tech Prep program, the student begins his/her course of study in high school and continues in a community or technical college. The result can be a certificate or associates degree in a career field.

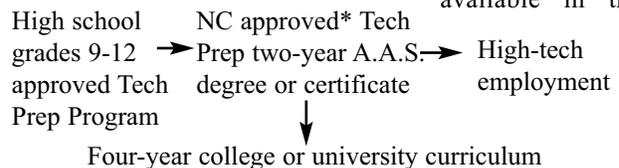
Tech Prep helps prepare today's youth for high-demand technical careers by offering a focused, sequenced program of secondary and post-secondary study consisting of a four-year high school graduation plan, based on the Recommended High School Program, and a two-year Associate of Applied Science (A.A.S.) degree plan (or certification program). Known as six-year plans (4+2), Tech Prep educational plans may also include provisions for continuation for a baccalaureate degree (4+2+2) and/or enhanced opportunities in military service.

The high school graduation plan includes two or more career and technology courses totaling three or more high school credits. One or more of these career and technology courses may be eligible for college credit either through course articulation or dual credit.

Tech Prep programs combine the academic courses needed for success in college AND technical courses that begin to help prepare the student for a career.

Navarro College is actively involved in developing and providing Tech Prep associate degree programs in cooperation with area independent school districts. Tech Prep programs that are currently implemented include: accounting, ag tech, business administration, business information technology, child development, computer information systems, criminal justice, legal assistant, and multimedia.

Additional information on Navarro College Tech Prep is available in the



Career Center upstairs at the Gooch One-Stop Student Center, (903) 875-7481.

THE SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

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 www.ncsbdc.org for more information.

COLLEGE CREDIT POLICY

Navarro College awards semester hour credit and posts it on the student's permanent record (transcript), maintained in the college Registrar's Office, for all credit hours courses successfully completed at Navarro College. Navarro accepts semester hour credit in transfer only from post-secondary institutions that are accredited by one of the regional accrediting agencies. A course from a regionally accredited institution will be accepted in lieu of a specific course at Navarro only if evidence indicates the course is equivalent. The Registrar's Office 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 instructional dean.

Students who have completed courses at non-regionally accredited institutions, 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 - 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, continuing education courses, or televised 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 assistant dean. If the course is approved for challenge by departmental examination, the assistant dean will:

- 1) direct the student to the Registrar's Office to complete a Request to Challenge Course form.
- 2) notify the testing center and arrange a date for the test to be administered.

The student will:

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

The assistant dean will forward test results to the Registrar's Office 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 Counseling 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. 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 instructional dean. Students who are awarded credits on this basis will have the subject area and credit earned recorded on their permanent record card after they have completed twelve (12) semester hours in residence at Navarro with a grade-point-average of 2.0 ("C") or better. Students are not permitted to receive evaluated credit by this procedure and credit by examination for the same work.

ACT/SAT/AP/DANTES Credit - Students may receive credit for selected courses by achieving designated scores on the ACT/SAT/AP or DANTES assessments. Courses

for which credit is awarded based on these assessments is available from the dean of academics. Students who are awarded credits on this basis will have the subject area and credit earned recorded on their permanent record card after they have completed twelve (12) semester hours in residence at Navarro with a grade-point-average of 2.0 ("C") or better.

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

NEW STUDENT ORIENTATION

All full-time students are encouraged to enroll in ORIN 1100, Education and Career Planning, during the first regular semester of enrollment at Navarro College, or take the two-day summer orientation program offered several times. This freshman seminar course is designed to help prepare students for success in college. Completion of the course is required for graduation from Navarro College for students seeking the A.A., A.S., or AA.S. degree.

ATTENDANCE POLICY

Regular and punctual class attendance is expected at Navarro College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a 16-week semester and may result in failure or being dropped from the course.

The attendance policy for certain courses may be more stringent than the general policy at the discretion of the instructor or as required by THECB (Texas Higher Education Coordinating Board) policy and law. 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. Class rosters will be certified at 60 percent of the semester by all instructors. Students not attending classes will be dropped.

Veteran's benefits recipients must be dropped from a course for benefit purposes within three (3) weeks after their last date of attendance. 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 a "W" grade is received.

EXCUSED ABSENCES FOR RELIGIOUS HOLY DAYS

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 if, not later than the 15th day after the first day of the semester, the student notifies the instructor of each class scheduled on the date the student would be absent for a religious holy day. A "religious holy day" means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code. The notice shall be in writing and shall be delivered by the student personally (or by certified mail, return receipt requested) to the instructor of each class, with receipt of the notice acknowledged and dated by the instructor. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

DROPPING AND/OR ADDING COURSES

Prior to the "registration closes" date as specified in the college calendar for each individual semester, a student may drop and/or add courses. After the "registration closes" date, classes may not be added, and approval of the course instructor must be obtained in order to drop a class. It is the student's responsibility to submit the required paperwork to the Registrar's Office 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.

Additionally, an instructor may drop a student from a course 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 freshmen 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."

WITHDRAWAL FROM THE COLLEGE

Any student who voluntarily withdraws from all classes for which he/she is enrolled must contact the Registrar's Office for a withdrawal form. 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 and the current class schedule. See "Refund Policy" for possible refund eligibility.

TRANSFER OF CREDITS

Navarro College has the highest accreditation possible for any college or university. Because of this recognition, Navarro College credits are regarded as equivalent to courses of the same description at all colleges and universities. Transfer problems occur only when students elect to deviate from their approved degree plan. Examples of transfer difficulties include those encountered by students who change majors or who change from a two-year career education program to a transfer program.

Counselors have complete information on credit transfer. Students should work with a counselor to design a degree plan consistent with the student's educational goals. Changes in plans should be discussed with the counselor to help avoid potential problems.

STUDENT RIGHTS AND RESPONSIBILITIES

Enrollment at Navarro College carries with it both certain responsibilities and certain privileges and freedoms for the student. It is understood by all concerned that the privileges and responsibilities noted here are to be exercised within the framework of the mission of the college. Any clarification shall be made within the framework of the college disciplinary system.

Rights

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 his/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 Rights and Privacy Act);
- The right to see their records and, if necessary, challenge their accuracy;
- The right to know the graduation rates for full-time 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 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 pursue grievances against instructors, administrators, or fellow students.

Responsibilities

Students who are admitted to Navarro College and continue their enrollment are expected to conform to established rules and regulations of the college. Also, they are expected to have reasonable probability of success and adjustment to the social and educational climate of the college. Because some students have difficulty adjusting to the total college environment, students may be denied admission or readmission to Navarro College for reasons other than academic. Such reasons include, but are not limited to: (1) inappropriate conduct and behavior; (2) observable social or emotional characteristics that would cause resistance to the overall educational process of the college or would cause disruption of the social and academic environment; (3) disrespect for college personnel and other students; (4) harassment; (5) misrepresentation of factual information; and (6) inability to comply with college rules, regulations, and policies.

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

RESOLUTION OF DISPUTES CONCERNING TRANSFER COURSES

All public colleges and universities must accept transfer of academic courses that are substantially equivalent to courses that are listed in the current edition of the Community College General Academic Course Guide Manual and that are applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in the same major. Certain rules and conditions regarding minimum grade standards, number of credits accepted for transfer, age of credit being transferred, etc. must be met before a transfer dispute can be initiated.

Navarro College students who have transfer course credit denied at another institution of higher education in Texas may present written notice of denial of such credit to the dean of arts, sciences, and humanities within 15 calendar days of receipt of the denial. The dean of arts, sciences, and humanities will identify courses that are applicable to transfer and will work with the student and the institution that denied the credit to resolve the dispute in accordance with regulations specified in the Transfer Dispute Resolution Guidelines and using form CB-TDR 2/92 supplied by the Texas Higher Education Coordinating Board. If the dispute is resolved, the Transfer Dispute Resolution form will be forwarded to the commissioner of higher education indicating resolution of the dispute. If the transfer dispute is not resolved to the satisfaction of the student or the institution whose credit was denied within 45 days after the date the student received written notice of denial, the dean of arts, sciences, and humanities will notify the commissioner of higher education and request a ruling on the dispute.

TRANSCRIPT OF CREDITS

Official copies of a student's transcript are free up to 10 lifetime copies. Transcripts are \$3 each after the initial 10 copies. All requests should be sent to the Office of Admissions and Records specifying name, social security number and dates of attendance. No student transcript will be released without written consent of the student.

ALTERNATIVE DELIVERIES OF COURSES

In addition to traditional classroom settings, Navarro College also offers courses as telecourses, through interactive television, via the Internet, and through the Virtual College of Texas. For information, contact the director of media integration services at (903) 875-7422.

TEXTBOOKS

A college store is maintained for the convenience of students. New and used textbooks, supplies, and class materials are available to the student for reasonable costs.

LIBRARY SERVICES

The Navarro College Libraries serve the students, faculty, and staff at Navarro College's four campuses in Corsicana, Mexia, Midlothian, and Waxahachie. In addition to its core collection of approximately 55,000 print books and 33,000 eBooks, the library's holdings include an extensive collection of sound recordings and DVDs. Through its electronic and printed serials subscriptions, the library provides access to the full text of thousands of magazines, newspapers, and scholarly journals. Librarians are available to provide formal and informal instruction in the use of all these materials. Special collections include the Samuels' Hobbit Collection and the Roe/Ralston Law Library. At the Corsicana campus, the library maintains two computer labs - one in the Sanchez Library and one in the Gooch Student Center. Laptop computers are also available for in-library use in the Sanchez Library. The Sanchez Library also offers classroom and conference room spaces. Interlibrary and intercampus loan services are available to all Navarro College students, faculty and staff. For more complete information, consult the library's Web site at <http://www.navarrocollege.edu/library.php>.

THE 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, and the Pearce Civil War and Western Art Museum. 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. In addition to planetarium shows, the center offers 70 mm/large-format films. <http://www.cookcenter.us/>

NAVARRO COLLEGE FOUNDATION INC.

The Navarro College Foundation Inc., a 501(c)(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. Oliver L. Albritton
- Ms. Kathy Armstrong
- Mr. Doug Barnes
- Dr. Toni Brown
- Mr. Dick Flatt
- Mr. Bruce Howard
- Mr. Lloyd D. Huffman
- Dr. Bill Lowry
- Ms. Judy Nelson
- Mr. Tom Shelman
- Mr. Carl Wells
- Ms. Debbie Wilson

Ex-Officio Members of the Foundation Board are:

- Chair, Faculty Association
- Dr. Richard M. Sanchez
- Dr. Tommy Stringer, Executive Director
- Navarro College Foundation

CHANGE OF ADDRESS

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

EVENING CLASSES

Evening classes are offered for the convenience of people who cannot enroll in day classes. Most courses offered during the regular day program are offered during the evening.

NAVARRO COLLEGE CENTERS

Navarro College has a commitment to increase the availability and economy of educational opportunities. Many college courses are offered in communities throughout the five-county college service area.

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

- Navarro College - Mexia Campus
901 N. MLK
Mexia, TX 76667-2816
Phone: (254) 562-3848
- Navarro College - Waxahachie Campus
1900 John Arden Drive
Waxahachie, TX 75165-5220
Phone: (972) 937-7612
- Navarro College - Midlothian Campus
899 Mt. Zion Road
Midlothian, TX 76065
Phone: (972) 775-7200

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.

DEANS' LIST

The purpose of the deans' list is to honor students for academic achievement. To be eligible for the deans' 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.

ACCESS TO STUDENT RECORDS

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

Family Rights and Privacy Act

In compliance with the Family Educational Rights and Privacy Act of 1975, (PL93-380, section 513), as amended (PL 93-568, section 2), information classified as "directory information" may be released to the general public without consent of the student.

Navarro College hereby designates the following student information as public or "directory information", name, address, telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (includes dean's list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), and date and place of birth.

A student may request that the above directory information be withheld from the public by making written request

to the Office of Admissions and Records during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information will be released upon inquiry. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. Navarro College assumes that failure on the part of any student to specifically request the withholding of "directory information" indicates individual approval for disclosure.

The Family Education Rights and Privacy Act also provides that in addition to Navarro College employees having a "legitimate educational interest," certain other governmental, quasi-governmental agencies and parents certifying that a student is carried as a dependent for federal income tax purposes may have access to student records. Parents may certify by completing a form and attaching a photocopy of their federal income tax form each filing year. For more information, contact the Registrar's Office.

Information regarding student grades and attendance may not be released to the student's parents without a signed release from the student.

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.), for materials overdue at the Learning Resource Center, 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.

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**. The Student Handbook is available at registration or from the Counseling Center.

Students are responsible for obtaining, reading, understanding, and abiding by the guidelines in the **Student Handbook**.

APPEAL PROCEDURES

The appeals procedure is a process, which takes place in a college setting, and is a community of individuals working together for the benefit of the student clientele. Within this framework, the institution embodies the laws of the state and nation, but maintains the authority to govern itself. As such, it produces its own format for adjudicating differences, using the laws of the land as guidelines. These appeal procedures serve to provide due process in principle and in fact. In practice, the procedures are not

viewed or intended to be courts; rather, they are procedures with hearings to air differences and seek solutions within the expectations of the academic community.

In light of these principles, individuals may have witnesses for the Appeals Board to interview. If counsel is requested, the attorney's purpose is to guarantee rights of due process. Should the student plan to have an attorney present, the institution must be informed in adequate time prior to the scheduled event.

After an original decision is rendered, the student shall be given his/her right-of-appeal. The accused student must initiate with an appeal meeting with the vice president of student services, who will determine with the student if the appeal has merit.

The student must then receive a second notice restating the charges, stating the disciplinary sanction or decision and stating the appeal procedure.

Students will be informed that if they elect to appeal a decision, they will have twenty-four (24) hours, or one class day, from the time of the receipt of their letter of notice of sanctions to notify the vice president of student services.

Students will be informed that the written appeal should be submitted to the vice president of student services, who is designated as the non-voting convener of the Appeals Board. The vice president of student services will appoint the Appeals Board; facilitate the hearing; and prepare all supporting information for board members.

Only the student, legal counsel, if desired, and a representative of the college may be present during the appeal hearing. Any witness testifying will appear before the board only while testifying. The board will render a final decision that:

- 1) the original decision be upheld; or
- 2) the original decision be reversed; or
- 3) add to or minimize the severity of the decision or action.

After the hearing, a verbal decision may be given to the student, or a personalized letter stating the decision of the Appeals Board and the stipulations, such as a time frame for vacating the campus and/or instructions for processing the proper withdrawal papers. Also, it should contain the student's final right-of-appeal to the president. Representation by legal counsel is not required, but may be permitted according to local policy. When criminal charges are pending against the student or when criminal charges are likely, an attorney shall be permitted to advise the student during the hearing. In addition, if Navarro College utilized an attorney to present the case, the student shall have similar right to utilize an attorney.

Listed below are additional guidelines for the appeal

process:

- 1) An opportunity will be provided for the accused to present his/her own version of the facts and present other evidence in support of the case.
- 2) The right to hear evidence and to ask questions of witnesses, whether directly or through Navarro College must be allowed.
- 3) Navarro College has the burden of proving its case by the preponderance of evidence. The preponderance of evidence means that proof that leads a reasonable person to find that the facts at issue are more likely to have occurred than not.
- 4) A determination of the facts will be based only on the evidence as presented.
- 5) A student may not be compelled to testify on his/her own behalf. If the student chooses not to testify, no inference may be drawn from the failure to testify. If the student does testify, he/she may be fully cross-examined.
- 6) The right to make a record of the hearing at an individual's own expense should be preserved. Navarro College will provide a recording of the proceeding by electronic means, or by notes or minutes taken by an impartial recording secretary. The record will be retained by the institution for a period of one year.
- 7) After hearing all the evidence, the committee shall determine by a majority vote, or if a hearing officer is used in lieu of a committee, the hearing officer shall determine if the student violated the policy. The committee by unanimous vote, shall recommend or assess the appropriate penalty.
- 8) A written statement of the findings of the hearing committee/hearing officer will be provided to the student within three days after completion of the hearing.

The above constitutes the minimum constitutionally mandated due process. In addition to these guaranteed rights, the following will be Navarro College's practice to help ensure fairness in serious disciplinary offenses:

- 1) The right to appeal to a higher authority within the institution.
- 2) The right to cross-examine witnesses.
- 3) The right to have counsel at a hearing, not necessarily to participate, but to advise.

Federal statutory law also requires disciplinary proceedings to be closed to the public upon request by the accused.

NOTE: Prior to an initial hearing or appeals hearing, if it is decided that the student is a danger to himself/herself or the college community and/or the educational process, the student may be removed from college housing and/or the campus until such time as the hearing is scheduled.

STUDENT ACADEMIC GRIEVANCE

A student grievance is any dissatisfaction, complaint or alleged injustice a person may have while associated with

the college, as a student or prospective student. A grievance may result from academic experiences, non-academic matters involving administrators, staff or student organizations, or matters related to alleged discrimination on race, color, national origin, age, gender disability, creed, marital status or limited English proficiency. All grievants should resolve problems where they arise and with parties involved. Academic grievances are categorized as **GRADE-RELATED or NON-GRADE RELATED TO CLASSROOM.**

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

STUDENT/INSTRUCTOR CONFLICT RESOLUTIONS

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

- 1) The student should first meet with the instructor to discuss the issue or concern. This approach ensures the instructor is aware of the issue/concern and provides an opportunity for resolution.
- 2) If after meeting with the instructor, the student feels the issue has not been resolved, he/she should next meet with the department chair and/or the appropriate assistant dean for further discussion. The instructor or the registrar's office can provide the name of the appropriate assistant dean.
- 3) If the student continues to believe the issue/concern remains unresolved, the student may meet with the appropriate instructional dean.
- 4) The expectation is that the issue/concern involving an instructor and student will be resolved by the time it reaches the instructional dean. However, if necessary the student may continue to pursue the issue with the vice president of academic affairs.
- 5) If after following all the above procedures, the student feels the issue has not been resolved satisfactorily, he/she may arrange a meeting with the district president. The district president is the final authority regarding student/instructor disputes.

(Navarro College Administrative Policies and Procedures Manual, Section VI.17.00, 2009)

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 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 after the final grade for the course is assigned. If, in the judgment of the dean, there are valid reasons for a grade challenge, the dean will appoint a Grade Review Committee, which will consist of one student, one instructor, and one administrator, with the chairman of the committee also being appointed by the dean.

The Grade Review Committee will call a meeting, at which time the case will be reviewed by first hearing the instructor's justification for the grade awarded and hearing the student's challenge of the grade. The instructor may present a rebuttal testimony based on valid evidence after the student has stated his or her own position. The committee will then question both parties. The student and instructor may address questions to each other only through the chairman of the committee. Both parties have the right to counsel, but the hearing will be conducted in private with no spectators allowed in the meeting; both parties will be allowed to make a summary statement. After hearing both sides of the case, the committee will discuss the case in a closed session. Any decision must be based upon clear and convincing evidence. A written report of the committee's decision will be prepared and mailed or delivered within 48 hours to the student and the instructor.

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 for academic affairs. If there are valid reasons to continue the investigation, the vice president for academic affairs will then appoint the Administrative Staff Committee, consisting of three administrators, who will receive all evidence of the Grade Review Committee meeting and any additional evidence provided by the student and the instructor. 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.

STUDENT GRIEVANCE PROCEDURE

Navarro College provides all college services on a non-discrimination basis. These services are provided without regard to sex, color, race, national origin, age, and handicap. The college each year assembles a Student Dialogue Committee through which students meet on a regular basis with college personnel to voice concerns/grievances and offer suggestions regarding the improvement of college services.

If a student has a grievance of any type and does not wish to voice it through the Student Dialogue Committee, the student may pursue the grievance on an individual basis. If the grievance is related to educational matters, the student should attempt to resolve the matter first with the

instructor. If the problem is not resolved, the student should request subsequent conferences through existing channels available through the assistant dean and dean; if the problem is not resolved, the student may present the grievance in written form to the vice president of student services who will initiate the formal process described below.

Students who have a grievance related to student services (activities, clubs, counseling, etc.) should first contact the director of counseling; if the problem is not resolved, the student may present the grievance in written form to the vice president of student services who will initiate the formal process described below. A grievance related to housing will be brought to the attention of the director of residence life. If the problem is not resolved, the student may present the grievance in writing to the vice president of finance and administration. A grievance related to athletics will be brought to the attention of the director of athletics. If the problem is not resolved, the student may present the grievance to the vice president of student services

Students who have a grievance related to discipline must follow the Disciplinary Hearing Procedure found in the student handbook.

Students who have a grievance related to a final course grade must follow the "Grade Challenge Policy" found in the student handbook and the college catalog.

FORMAL PROCEDURE

- 1) 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, should contact the office of the vice president of student services.
- 2) The office of the vice president of student services will hear the student's complaint and assist him/her by providing forms for them to document the issue.
- 3) After documentation is completed, the office of the vice president of student services will provide a copy of this information to the district president.
- 4) The vice president of student services may attempt to reconcile the matter if the complainant is agreeable.
- 5) The vice president of student services may collect and review salient points related to the issue or he may appoint a committee to assist him in this matter.
- 6) The committee will have a faculty member, an administrator, a member from student services, and a student.
- 7) The purpose of the review will be to determine if discrimination has occurred. After review, s/he/they will render a judgment with the basis for that judgment. The judgment will be forwarded to the vice president of student services for communication to the complainant.
- 8) If the complainant agrees with the decision, the vice president of student services will, in the case where there was discrimination, seek appropriate redress.

- 9) The complainant, when not satisfied with the decision, may appeal the judgment to the district president.
- 10) The district president will review the data and judgment rendered, make its own inquiries, including interviewing the complainant. After due study, a judgment will be decided. This judgment will represent the final institutional decision.

(Navarro College Administrative Policies and Procedures Manual, part of Section VI.11.00, 2009)

WEEKEND COLLEGE

Navarro College realizes that some students may not be able to attend college during the week due to job or family commitments. In an effort to meet the educational needs of our service area population, the college will offer weekend courses when and where student interests are adequate to justify the program expenses. Where possible, course offerings will be organized such that a student could complete the associates degree in a two-year time period. In order to offer a weekend college program, it will require the use of some hybrid or blended courses that involve online assignments. In order to take a hybrid course, it will require the student to have a computer and Internet access, as well as good understanding of the Internet and e-mail procedures.

CONTINUING AND WORKFORCE EDUCATION

The Navarro College Continuing and Workforce Education Program is designed to fill a need in the community for lifelong learning and training. Workforce education and continuing education courses are open to interested individuals 17 years of age or older regardless of educational background. Classes are available on a flexible schedule and are not necessarily tied to standard semester dates.

Continuing and workforce education classes address professional updating, personal enrichment, recreation, or special certifications. Registration for these classes is ongoing and may continue from the time a class is announced right up to the day the class begins. Enrollment may be limited, therefore pre-registration is required. Tuition for continuing and workforce education classes is published in the class schedule. Charges vary depending on the course, content, length and administrative costs.

The Office of Continuing Education works closely with state licensing agencies, such as the Texas Department of State Health, the Texas Commission on Law Enforcement Officer Standards and Education, the Texas Department of Aging and Disability Services, the Texas Department of Insurance, among others, to help ensure that students who enroll in certification classes receive up-to-date training.

Upon successful completion of a continuing education course, students receive continuing education units (C.E.U.s). For every 10 hours of classroom time, the student earns one C.E.U. These C.E.U.s are transcribed and available to the student upon request. The college meets the requirements of the Southern Association of Colleges and Schools, as well as the Texas Higher Education Coordinating Board in awarding C.E.U.s.

Contract courses are available to business and industry through customized training, as well as the regular continuing education courses. Navarro College can provide complete or supplemental training onsite to help enhance employee skills.

For a listing of available continuing education courses, contact the Office of Continuing Education at Navarro College.

GRADUATION INFORMATION

A formal graduation exercise is held annually at the end of the spring semester at Navarro College. This exercise is for students who are completing requirements during that spring semester, who have completed requirements during the preceding summer or fall semesters, or who will complete the course(s) required for graduation during the next summer term. To participate in the graduation exercise, the student must submit an application for graduation to the Registrar's Office 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.

BASIC SKILLS COURSES

Navarro College offers basic skills courses designed for the student 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. **BASIC SKILLS COURSES CANNOT BE USED IN MEETING GRADUATION REQUIREMENTS FOR ANY DEGREE OR CERTIFICATE.**

MAJOR/MINOR AREAS OF CONCENTRATION

The individual degree plans listed on the following pages outline major areas of concentration and provide the min-

imum and maximum number of credits in each discipline required to obtain a degree from Navarro College.

PRESIDENT'S DISTINGUISHED SERVICE AWARD

The President's Distinguished Service Award may be presented at spring graduation to a student who has displayed exceptional scholarship and leadership abilities and who has brought recognition to the college by enhancing the academic, social, and service image of the student body and college as a whole.

PRESIDENT'S HONOR AWARD

The President's Honor Award is annually presented during the spring graduation ceremony to give special recognition to the associate degree-level graduate or graduates who compile the highest academic record. Summa cum laude will be denoted on the transcript of students achieving a 4.0 grade-point average. Only students fulfilling all requirements for graduation prior to ceremonies are eligible to graduate summa cum laude.

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 honor students are as follows:

- President's Honor Award - 4.0 GPA - Summa Cum Laude
- Dean's List - 3.5 GPA - Magna Cum Laude
- Honor Graduate - 3.25 GPA - Cum Laude

To graduate on the dean's list, 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. Only students fulfilling all requirements for graduation prior to the ceremonies are eligible to graduate magna cum laude.

To be an honor graduate, 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." They must complete a minimum of 15 hours of "honors" courses and 15 hours of community service. See the section below on the Honors Program for more details.

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 cum laude or summa 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.

HONORS PROGRAM

To be eligible to enter the Navarro College Honors Program, incoming high school students must have graduated in the top 10 percent of their class and have a cumulative or what's equivalent to a 3.5 grade-point average on a 4.0 scale. Current Navarro College students and transfer students who want to be considered for the Honors Program must have achieved a minimum of a 3.25 grade-point average and be a full-time student. To graduate cum laude, students selected for the Honors Program must accumulate a minimum of 15 credit hours of honors courses and 3.25 grade-point average, in addition to 15 hours of community service per year. Students who do not maintain full-time status and a 3.25 GPA will be placed on probation for one semester. Should the student fail to meet the minimum standards within the probationary semester, he/she will be removed from the Honors Program and associated scholarships and benefits of the program.

GRADUATE GUARANTEE

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

INDIVIDUALIZED DEGREE PLANS

The degree requirements outlined in this publication are intended to provide general information for students who are seeking a college degree. Navarro College emphasizes the importance of individualized attention so that each student may realize his or her academic goals with a minimum of problems or delay. It is essential that students work closely with their academic adviser to establish a plan of educational objectives.

The Associate in Arts and Associate in Science degree plans in this catalog are for the use of students who intend to transfer to a senior institution. Students should select courses from these plans based upon the requirements of the senior institution to which they plan to transfer. Students must complete the 45-hour general education core and an additional 18 hours of academic work to receive the A.A. or A.S. degrees. Substitutions for any course in the general education core may be made only with the prior approval of the dean of arts, sciences, and humanities.

Students seeking the Associate in Applied Science Degree or certificate must complete the courses outlined in the degree plan section of this publication. Substitution for any course in the A.A.S. degree or certificate requires prior approval of the dean of career and technical education.

Students desiring to transfer coursework to Navarro College to be applied toward a degree or certificate must have their transcripts evaluated during their first semester of enrollment.

Transcript evaluation is conducted by the Registrar's Office and approved by the appropriate instructional dean. Students are then notified in writing by the Registrar's Office concerning the status of the transfer credit. Quantitative and qualitative limitations determining the acceptability of transfer work are available from the Counseling Center or Registrar's Office.

GENERAL REQUIREMENTS FOR ASSOCIATE DEGREES

Navarro College awards the following degrees: Associate in Arts, Associate in Science, 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 instructional 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. All students are expected to display competency in reading, writing, oral communication and math skills prior to receiving an associate degree.
6. Satisfactory score on a state-approved placement examination.
7. Completion of ORIN 1100, Education and Career Planning.
8. Satisfaction of exit criteria from required developmental studies course(s).
9. Completion of the College Application for Graduation.
10. Demonstration of attainment of college-level competencies of reading, writing, speaking, listening, critical thinking, and computer literacy.

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.

DEGREE REQUIREMENTS

ASSOCIATE IN APPLIED SCIENCE DEGREE

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

ASSOCIATE IN APPLIED SCIENCE DEGREE

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:

Subject	Sem. Hrs
Approved Humanities/Fine Arts	3
Speech	3
Computer Science***	4
Approved Math	3
Approved Social or Behavioral Science*	3
ORIN 1100 (Institutional Credit)**	1
Engl 1301	<u>3</u>
Total General Education Requirements	20
Courses from specific A.A.S. programs	<u>43(52)</u>

Grand Total 63(72)

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

**Students must complete ORIN 1100 and a capstone experience.

***Except Associate Degree Nursing. Computer competencies are included in course syllabi for this program.

CERTIFICATE OF COMPLETION

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

ASSOCIATE IN ARTS - GENERAL STUDIES DEGREE

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

Subject	Sem. Hrs.
English	6
Government	6
History	6
Computer Science	4
Speech	3
Kinesiology	2
Fine Arts	3
Mathematics (transferable)	3
Physical Science/Life Science	8
Behavioral Science (Psychology, Sociology, Anthropology or Economics)	3
Foreign Language	4-8
Humanities	3
ORIN 1100 (institutional credit)	1
Courses from major area/electives as listed on the degree plans.	<u>7-11</u>
	59-67

ASSOCIATE IN ARTS - TEACHING DEGREE

Leading to Initial Texas teacher certification

EC-6, 6-8, EC-12

Core Curriculum	42-48
MATH 1350 & 1351 or equivalent	6
Science	8
Redesigned EDUC 1301 & EDUC 2301	<u>6</u>
Degree Requirements	Total: 60-66

8-12

Core Curriculum	42-48
Redesigned EDUC 1301 and EDUC 2301	6
Content are teaching fields/academic disciplines	<u>12</u>
Degree Requirements	Total 60-66

ASSOCIATE IN SCIENCE - GENERAL STUDIES DEGREE

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

Subject	Sem. Hrs.
English	6
Government	6

History	6
Math (college algebra or above)	6
Computer Science	4
Physical Science/Life Science	8
Fine Arts	3
Speech	3
Humanities	3
Behavioral Science (Psychology, Sociology, Anthropology, or Economics)	3
Kinesiology	2
ORIN 1100 (institutional credit)	1
Courses from major area/electives as listed on the degree plans.	<u>12</u>
	63

SECOND DEGREE

Students wishing to graduate from Navarro College may apply for only one associate degree during the semester in which he or she plans to meet graduation requirements for a particular degree. After receiving any associate degree from Navarro, a student must complete an additional 12 semester hours at Navarro College before an additional associate degree will be awarded.

These 12 semester hours, excluding physical activity and orientation, must be completed after the date on which the first degree was awarded. A student may not receive the same degree or certificate twice from Navarro College.

CURRICULUM COMPETENCIES

Navarro College complies with Senate Bill (SB) 148, enacted in 1997 by the 75th Texas Legislature that addresses content, component areas and the objectives of core curriculum. Part of this compliance consists of the periodic assessment of core courses based on the Assumptions, Defining Characteristics of Intellectual Competencies, Perspectives, Advisory Committee on Core Curriculum (1977-98). Intellectual competencies that are addressed within the Navarro College core curriculum include reading, writing, speaking, listening, critical thinking, and computer literacy. The list of Perspectives and Exemplary Educational Objectives suggested by the Texas Higher Education Coordinating Board can be found at the following URL <http://www.thecb.state.tx.us> under the heading "Core Curriculum: Assumptions and Defining Characteristics (Rev. 1999)." Each of these items is addressed as part of the program review and student learning outcomes assessment process carried out within departments that offer core curriculum.

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

CORE COMPONENT	COURSE SELECTIONS	HOURS
Composition	ENGL 1301 and 1302 or 2311	6
Computer Science*	COSC 1401	4
History	HIST 1301, 1302, or 2301	6
Humanities	Select from one of the following: ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2341 PHIL 1301, 1304, 1316, 1317, 2306 HIST 2311, 2312 HUMA 1301	3
Mathematics	Select one college-level math course MATH 1314, 1316, 1324, 1332, 2342, 2412, 2413	3
Physical/Life Sciences	Select two courses from the following: BIOL 1406, 1407, 1411, 1413, 2401, 2402, 2404, 2406, 2420 CHEM 1405, 1407, 1411, 1412 GEOL 1403, 1405 PHYS 1401, 1402, 1411, 1412, 1415, 1417, 2425, 2426	8
Political Science	GOVT 2305 and 2306	6
Speech	SPCH 1311, 1315 or 1321	3
Social/Behavioral Science	Select one from the following: ECON 2301,2302 PSYC 2301, 2315, 2319 SOCI 1301, 2301	3
Visual/Performing Arts	Select one from the following: ARTS 1301, 1303, 1304, 1311, 1312, 1316, 1317, 2316, 2317 MUSI 1301, 1306, 1308, 1310 DRAM 1310, 1351, 1352, 2366	3
Total		45

*Institutionally Designated Option

Accounting

THE OCCUPATIONS

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

ABOUT THE OCCUPATIONS

An accounting degree is one of the most sought-after credentials today. (5) In the corporate world, accounting is more than just processing numbers. As a member of an accounting department, you may be expected to organize, analyze and interpret financial data for managers and executives, as well as, participate in strategic planning and decision-making. Whether the economy is strong or weak, the demand for accountants thrives. When there is an economic downturn, companies may trim costs by cutting back investments in management or marketing, but they still need to monitor the flow of money in order to identify organizational inefficiencies. With all this in mind, consider the value an accounting certificate or degree from Navarro College would have for you.

Accounting personnel generally work in three areas: public accounting, business (profit or non-profit), and/or 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, “Accounting clerks who can carry out a wide range of bookkeeping and accounting activities will be in greater demand than specialized clerks.”(3) Therefore, Navarro College’s Accounting Program is designed to provide students with a broad range of accounting knowledge and experiences, which will help develop the skills employers value.

According to the United States Bureau of Labor (May 2006), the area of accounting is expected to show a 12 percent growth rate through the year 2016, with more than 264,000 new jobs projected. (3) 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. “Demand for full-charge bookkeepers is expected to increase as they are called upon to do much of the work of accountants.”(3) Additionally, an accounting degree is preferred by many companies when hiring or promoting employees. An accounting certificate and/or degree from Navarro College can open new doors. 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 organization. Some may even find entrepreneurial opportunities available.

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 associates 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 associates degree. With this in mind, the Accounting Program at Navarro College offers a “*Step*” approach. Full-time students can receive an Accounting Clerk Certificate in as few as two semesters, allowing them to pursue an entry-level accounting position and/or continue their education. In as few as one more semester, the full-time student can enhance their 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 completely into Navarro College’s A.A.S. in accounting, which can be completed by the accounting paraprofessional graduate in as little as one additional semester. For those who wish to pursue a bachelor’s degree, such as a B.A.A.S., the A.A.S. in Accounting serves as an excellent foundation and allows students to pursue this as either a full-time student or part-time, while working in the accounting field. “Regardless of specialty, accountants and auditors who have earned professional recognition through certification, will have the best job prospects.”(3) National certifications, such as the Certified Professional Bookkeeper (CB) and Accredited Business Accountant (ABA) are available for individuals with accounting training, like offered at Navarro College, plus some work experience. 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 available.

WORK ENVIRONMENT

Employers:

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

Typical Schedule:

Standard 40-hour work week with overtime during peak times

Tools and Equipment:

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

Accounting cont.

WORKER PORTRAIT

Skills and Aptitudes:

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

Interests

Enjoys helping people and providing a vital service to society
Enjoys high level of responsibility and maintains high ethical standards

CAREER OUTLOOK

Outlook	Occupation
Good	Accounting Clerks & Supervisors

Position	Salary per Year
Clerks/Bookkeepers	\$24,500 - \$37,780
Accounting Supervisor/ Office Mgr.	\$31,850-\$53,110

The median salary for an accounting clerk is \$30,560. With experience and additional certifications one can become a full charge bookkeeper making up to \$46,020 per year, or an accounting supervisor/manager, making more than \$50,000 per year. (3)

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

Sources: ¹ Accreditation Council for Accountancy and Taxation, <http://www.acatcredentials.org>

² American Institute of Professional Bookkeepers, <http://www.aipb.org>

³State U.S. Dept. of Labor, Bureau of Labor Statistics, <http://www.bls.gov>

⁴ Texas Workforce Commission: <http://www.twc.state.tx.us>

⁵ Accounting has been ranked as the most sought-after college major by the National Association of Colleges and Employers (NACE). <http://www.naceweb.org/>



A.A.S. IN ACCOUNTING

PROGRAM INFORMATION: The A.A.S. in Accounting Program at Navarro College is designed to help prepare students for entry-level accounting positions in accounting firms, industry or government. The program can provide a solid foundation in accounting principles and students will be able to demonstrate accounting and technology competency through hands-on application. Upon successful completion of this program, students will have a strong accounting foundation for entrance into the accounting field. Students will also have the opportunity to pursue certification(s) and/or expand their educational experience.

FRESHMAN

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		17
POFT 1325	Business Math & Machine Applications OR Approved Business Elective	3	COSC 1401	Microcomputer Applications	4
POFT 1127	Intro. to Keyboarding	1	ACNT 1329*	Payroll & Business Tax Accounting	3
ORIN 1100	Education & Career Planning	1	ACNT 1304*	Introduction to Accounting II	3
MATH 1324	Math for Business & Social Sciences I	3	ACNT 1411*	Intro. to Computerized Accounting	4
ENGL 1301	Composition & Rhetoric I	3	POFT 2312*	Bus. Correspondence & Comm.	3
ACNT 1303	Introduction to Accounting I	3			
POFT 1301	Business English	3			
	_____				17

SOPHOMORE

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		16
ACNT 1331	Federal Income Tax Accounting-Ind.	3	Approved Humanities/Fine Arts Elective		3
ACCT 2401	Principles of Financial Accounting	4	ACNT 2402*	Principles of Managerial Accounting	4
ACNT 2409*	Cost Accounting	4	ECON 2301	Principles of Micro or Macro Econ.	3
ACNT 2302**	Accounting Capstone OR		BUSI 2301	Business Law	3
ACNT 1368**	Practicum	3	SPCH 1321	Business & Professional Speaking OR	
BUSI 1301	Business Principles	3	SPCH 1315	Public Speaking	3
	_____				16
		17			

**Prerequisite required - see course catalog inventory for more information.*

***Practicum must be taken in the sequence provided in the degree plan and requires 336 hrs. (21 hrs/wk) 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 program coordinator before the semester begins. The accounting capstone may be taken in place of the practicum. Contact the program coordinator the semester prior to course registration.*

ACCOUNTING CERTIFICATES

ACCOUNTING CLERK CERTIFICATE

PROGRAM INFORMATION: The Accounting Clerk Certificate is designed for individuals who want basic accounting skills. Students who pursue this certificate do not require remediation.

TECH PREP: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
ACNT 1303	Introduction to Accounting I3	ACNT 1304*	Introduction to Accounting II3
POFT 1325	Bus. Math & Machine Applications OR Approved Business Elective3	COSC 1401	Microcomputer Applications4
POFT 1301	Business English3	ACNT 1329*	Payroll Business Tax Accounting3
POFT 1127	Intro to Keyboarding1		
	10		10

ACCOUNTING ASSISTANT/PARAPROFESSIONAL CERTIFICATE

PROGRAM INFORMATION: The Accounting Assistant/Paraprofessional Certificate is designed to help prepare individuals who want more advanced accounting skills.

TECH PREP: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

FRESHMAN

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
ACNT 1303	Introduction to Accounting I3	ACNT 1304*	Introduction to Accounting II3
POFT 1325	Bus. Math & Machine Applications OR Approved Business Elective3	COSC 1401	Microcomputer Applications4
POFT 1301	Business English3	ACNT 1411*	Intro. to Computerized Accounting4
POFT 1127	Intro. to Keyboarding1	ACNT 1329*	Payroll & Business Tax Accounting3
	10	POFT 2312*	Business Communications II3
			17

SOPHOMORE

FALL	
Subjects	Sem. Hrs.
ACCT 2401	Principles of Financial Accounting4
ACNT 1331	Federal Income Tax - Individual3
ACNT 2409*	Cost Accounting4
ACNT 2302**	Accounting Capstone OR
ACNT 1368**	Practicum-Accounting Technology3
	14

**Prerequisite Required - see course catalog inventory for more information*

*** Practicum must be taken in the sequence provided in the degree plan and requires 336 hrs (21 hrs/wk) 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 program coordinator 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.*

Ag Tech/John Deere Tech

THE OCCUPATIONS

Service Technician
Shop Foreman
Service Manager
Customer Service Representative

ABOUT THE OCCUPATIONS

The technical revolution in the agricultural tractor and equipment industry has quickly changed the way service technicians perform their jobs. The rapid spread of the use of electronics and hydraulics in the industry has created a demand for technicians who are technically and academically prepared. Technicians must be prepared for updated training on new machines as they are introduced. John Deere dealers need technicians who understand good work ethics and are willing to accept change.

The service department at most dealerships of today is responsible for the repair and maintenance on all equipment sold at that dealership. The success of any dealership depends on the efficiency of the service department employees. Service technicians perform assigned set-up, repair, and warranty jobs on agricultural machines, old and new. This work may be performed at the dealership or in the field. Shop foremen, depending on the structure of the service department, may schedule service jobs for service technicians or work as a technician while assisting other technicians in the service department. Managerial positions are open to individuals who develop the technical, organizational, communication, and social skills necessary to represent the dealership in a managerial position in the service department. Many dealerships also employ a customer service representative to promote the dealership with current and prospective customer interaction.

WORK ENVIRONMENT

Employers:

John Deere dealerships provide an excellent opportunity to continue employment after graduation because students perform a paid internship at a sponsoring John Deere dealership as part of the degree program. Graduates from this program typically work for John Deere dealerships but may also be employed by other agricultural equipment companies. Labor market statistics 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 judgement and common sense
Understands what "doing the job right" means

Interests:

Likes to work with hands
Enjoys helping people in need
Interested in working on a variety of products
Enjoys a variety of inside and outside work

CAREER OUTLOOK

Outlook

Excellent
Excellent
Excellent

Occupation

Service Technician
Shop Foreman
Service Manager

Position

Service Manager
Shop Foreman
Service Technician

Salary per Year

average \$36,000
average \$27,000
average \$24,000



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

DIESEL ENGINE MAINTENANCE CERTIFICATES

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.

TECH PREP: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

CERTIFICATE I

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
DEMR 1406	Diesel Engine I4	DEMR 1391	Special Topics in Diesel Engine (<i>JD Information Systems</i>)3
POFT 1301	Business English3	DEMR 1225	Small Air-Cooled Engines2
DEMR 1405	Basic Electrical Systems4	DEMR 1449 *	Diesel Engines II4
AGME 1207	Agriculture Equipment and Tools2	AGME 1209	Equipment Repair2
		13	DEMR 1166	Practicum I1
					12

* Capstone must be taken in final semester

SUMMER

DEMR 1466	Practicum II - Diesel Engine Mechanic & Repairer.....	4
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CERTIFICATE II

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
DEMR 1416	Basic Hydraulics4	DEMR 1323	HVAC3
AGME 1353	Harvesting Equipment3	DEMR 1391 *	Special Topics (<i>JD Harvesting Equipment II</i>)3
DEMR 1421	Power Trains I4	DEMR 2335	Advanced Hydraulics3
Approved Welding Course4	DEMR 2166	Practicum III1
		15	DEMR 1391	Special Topics (<i>JD Agricultural Management Solutions</i>)3
					13

* Capstone must be taken in final semester

A.A.S. in AG MECHANIZATION TECHNOLOGY

PROGRAM INFORMATION: The John Deere TECH program is designed to help prepare students for a career in the field of agriculture mechanization technology. The student will study the theory and practice required for employment with John Deere and other farm implement dealers as agriculture technicians (ag. tech) where they will repair and maintain complex mechanized farm equipment. This is a high-tech program with limited enrollment. Students are asked to make applications to the John Deere TECH Department in early spring. They must have a John Deere sponsor for whom they will work between semesters; and they must take the Accuplacer and Mechanical Reasoning Tests prior to being accepted into the program. Students successfully completing the two-year program will receive an A.A.S. Degree in Agriculture Mechanization technology or a Certificate of Completion. For more information, please contact the Navarro College John Deere TECH Department.

TECH PREP: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs
Subjects			Subjects		
DEMR 1405	Basic Electrical Systems4	DEMR 1225	Small Air-Cooled Engines2
ORIN 1100	Education & Career Planning1	AGME 1209	Equipment Repair2
AGME 1207	Agriculture Equipment and Tools2	DEMR 1391	Special Topics in Diesel Engine (<i>JD Information Systems</i>)3
ENGL 1301	Composition & Rhetoric I3	DEMR 1449	Diesel Engines II4
DEMR 1406	Diesel Engines I4	SPCH 1321	Business/Professional Speaking OR	
MATH 1332	College Math I3	SPCH 1315	Public Speaking3
		17	Approved Humanities/Fine Arts Elective3
			DEMR 1166	Pract. I - Diesel Eng. Mech & Repair1
					18

SUMMER

Subjects		Sem. Hrs.
DEMR 1466	Practicum II - Diesel Eng. Mech. & Repair .	4

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
DEMR 1416	Basic Hydraulics4	DEMR 1323	Heating, Ventilation & AC3
AGME 1353	Harvesting Equipment3	DEMR 1391*	Special Topics (<i>JD Harvesting Equipment II</i>)3
DEMR 1421	Power Trains I4	DEMR 2335	Advanced Hydraulics3
COSC 1401	Microcomputer Applications **4	DEMR 1391	Special Topics (<i>JD Agricultural Management Solutions</i>)3
SOCI 1301	Introduction to Sociology3	Approved Free Elective2
		18	DEMR 2166	Pract. III - Diesel Eng. Mech & Repair1
					15

* Capstone must be taken in the final semester.

**ITSC 1409 will substitute for COSC 1401 for students receiving Tech Prep credit.

A.A.S. in AG. MECHANIZATION TECHNOLOGY COMMERCIAL & CONSUMER OUTDOOR POWER

PROGRAM INFORMATION: The John Deere TECH program is designed to help prepare students for a career in the field of agriculture mechanization technology Consumer and commercial equipment division. The student will study the theory and practice required for employment with John Deere and other farm implement dealers as agriculture technicians (ag. techs) where they will repair and maintain complex mechanized outdoor power equipment found in the agriculture industry. This is a high-tech program with limited enrollment. Students are asked to make application to the John Deere TECH Department in early spring. They must have a John Deere sponsor for whom they will work between semesters; and they must take the Accuplacer and Mechanical Reasoning Tests prior to being accepted into the program. Students successfully completing the two-year program will receive an A.A.S. Degree in Commercial and Consumer Outdoor Power Technology or a Certificate of Completion. For more information, please contact the Navarro College John Deere TECH Department.

TECH PREP: Articulated credit may be available for some courses students complete while in high school. See Tech Prep director for more information.

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
DEMR 1405	Basic Electrical Systems4	DEMR 1225	Small Air-Cooled Engines2
ORIN 1100**	Education & Career Planning1	SMER 1291	Small Engine Mechanic and Repair2
AGME 1207	Agriculture Equipment and Tools2	DEMR 1391	Special Topics in Diesel Engine (JD Information Systems)	.3
Engl 1301	Composition & Rhetoric3	SPCH 1321	Business/Professional Speaking OR	
DEMR 1406	Diesel Engines I4	SPCH 1315	Public Speaking3
MATH 1332	College Math3	Approved Humanities/Fine Arts Elective3
		17	DEMR 1449	Diesel Engines II4
			SMER 1166	Pract. I - Sm. Eng. Mech & Repair1
					18

SUMMER

Subject	Sem. Hrs.
SMER 1466	Practicum II - Small Engine Mechanic & Repair 4

SOPHOMORE YEAR

Subject	Sem. Hrs.
SMER 2166	Practicum III - Small Engine Mechanic & Repair 1

FALL		Sem. Hrs.	Subjects		Sem. Hrs.
Subjects			DEMR 1323	Heating, Ventilation, & AC3
DEMR 1416	Basic Hydraulics4	SMER 1391	Small Engine Mechanic & Repair (Special Topics)3
SMER 2337	Advanced Equipment Service3	DEMR 2335	Advanced Hydraulics3
DEMR 1421	Power Trains I4	DEMR 1391	Special Topics (JD Agricultural Management Solutions)	.3
COSC 1401	Microcomputer Applications4	Free Elective2
SOCI 1301	Introduction to Sociology3	SMER 2166	Pract. III - Sm. Eng Mech & Repair1
		18			

SPRING

15

COMMERCIAL & CONSUMER EQUIPMENT MAINTENANCE CERTIFICATE

PROGRAM INFORMATION: The certificate I and certificate II programs will help enable students in the John Deere TECH Program Commercial and Consumer Outdoor Power Division 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.

TECH PREP: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

CERTIFICATE I

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
DEMR 1406	Diesel Engines I	4	DEMR 1391	Special Topics in Diesel Engine (JD Information Systems)	3
POFT 1301	Business English	3	DEMR 1225	Small Air-Cooled Engines	2
DEMR 1405	Basic Electrical Systems	4	DEMR 1449	Diesel Engines II	4
AGME 1207	Agriculture Equipment and Tools	2	SMER 1291	Small Engine Mechanic and Repair	2
		13	SMER 1166	Practicum I Small Engine Mechanic and Repair	1
					12

SUMMER

Subject	Sem. Hrs.
SMER 1466 Practicum II - Small Engine Mechanic & Repair	4
	4

CERTIFICATE II

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
DEMR 1416	Basic Hydraulics	4	DEMR 1323	Heating, Ventilation, & AC	3
SMER 2337	Advanced Equipment Service	3	SMER 1391	Small Engine Mechanic & Repair (Special Topics)	3
DEMR 1421	Power Trains I	4	DEMR 2335	Advanced Hydraulics	3
Approved Welding Course		4	SMER 2166	Practicum III	1
		15	DEMR 1391	Special Topics (JD Agricultural Management Solutions)	3
					13

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

A.S. in AGRIBUSINESS

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

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition & Rhetoric I3	ENGL 1302	Composition and Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Technical & Business Writing3
HIST 2301	History of Texas3	HIST 1302	American History OR	
ORIN 1100	Education and Career Planning1	HIST 2301	History of Texas3
MATH 1324	Math for Business & Social Sciences I.3	Approved Social/Behavioral Science Elective	3
AGRI 1131	Introduction to Agriculture Industry1	MATH 1342	Statistics3
SPCH 1315	Public Speaking3	AGRI 2317	Agricultural Economics3
KINE Activity	1	KINE Activity	1
		15			16

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government3	GOVT 2306	State and Local Government3
Approved Humanities Elective	3	COSC 1401	Microcomputer Applications4
ECON 2301	Principles of Economics3	AGRI 1319	Animal Science OR	
Approved Natural Science Elective	4	AGRI 1315	Horticulture3
Approved Visual/Performing Arts Elective	3	Approved Natural Science Elective	4
		16	Approved Free Elective	3
					17

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

A.S. in AGRICULTURE

PROGRAM INFORMATION: The transfer curriculum shown below is designed for students who plan to pursue a degree in agriculture 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 with an emphasis in agriculture. If the student elects not to follow the recommended sequence, a counselor will help the student select courses needed to reach his or her educational goals.

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition & Rhetoric I	3	ENGL 1302	Composition and Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	3
HIST 2301	History of Texas	3	HIST 1302	American History OR	
ORIN 1100	Education and Career Planning	1	HIST 2301	History of Texas	3
MATH 1324	Math for Business & Social Sciences I . . .	3	AGRI 1315	Horticulture OR	
AGRI 1131	Introduction to Agriculture Industry	1	AGRI 1319	Animal Science	3
SPCH 1315	Public Speaking	3	MATH 1325	Math for Business and Social Sciences II. 3	
KINE Activity	1	AGRI 2317	Agricultural Economics	3
		15	KINE Activity	1
					16

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	3	GOVT 2306	State and Local Government	3
Approved Social/Behavioral Science	3	COSC 1401	Microcomputer Applications	4
Approved Natural Science Elective	4	Approved Natural Science Elective	4
AGRI 1307	Agronomy	3	Approved Humanities Elective	3
Approved Visual/Performing Arts Elective	3	Approved Free Elective	3
		16			17

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

Allied Health Programs

THE OCCUPATIONS

Registered Nurse (A.D.N.)
LVN - RN Bridge
Licensed Vocational Nurse
A.S. in Pre-Bachelor of Science in Nursing
Medical Lab Technician
Occupational Therapy Assistant
Paramedic

ABOUT THE OCCUPATIONS

The field of allied health 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 allied health. 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 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	Avg. Salary
Excellent	Registered Nurse	\$40,000-80,000
Excellent	Licensed Voc. Nurse	\$28,000-38,000
Good	Medical Lab Tech	\$22,200-34,600
Excellent	Occupational Therapy Asst.	\$48,230

Sources: U.S. Department of Labor Statistics and the Texas Workforce Commission.

REGISTERED NURSE ASSOCIATE DEGREE NURSING

PROGRAM INFORMATION: The two-year 72-credit hours curriculum in nursing leads to an **Associate in Applied Science Degree (A.A.S. A.D.N.)** and helps prepare the graduate to take the National Council Licensure Examination for Registered Nurses. 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 ADN Program is approved by the Texas Higher Education Coordinating Board and the BON, P.O. Box 430, Austin, TX 78767, (512) 305-7400. The program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006, (212) 363-5555 ext. 153, (800) 669-1656, ext. 153. The nursing curriculum includes on-campus coursework and clinical experiences in health care agencies. Applications to the program are available only at nursing information sessions, which are conducted at various times starting each October or November. All students wishing to apply to the program must first attend an ADN information session. Applicants who pass the entrance test and are TSI complete are admitted on a points system. Priority status is determined from the following data: grades in non-nursing courses (completed prior to application deadline) on the ADN degree plan, entrance exam score, current (unexpired) health care certification, and county of residence. Priority criteria are available at nursing information sessions and on the ADN program page of the NC Web site. Additional points are granted for completion of specific chemistry and statistics courses. **ACCEPTANCE TO NAVARRO COLLEGE DOES NOT GUARANTEE ADMISSION TO THE ASSOCIATE DEGREE NURSING PROGRAM.**

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 "satisfactory" in order to pass and progress in the program and graduate. The 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, criminal background checks, American Heart Association Health Care Provider CPR certification, health screenings and immunizations. **PLEASE NOTE:** The Texas Department of Health Administrative Code requires that students enrolled in health-related courses in institutions of higher education must have specific immunizations. In planning for possible admission to the ADN Program, students must plan to receive the complete series of Hepatitis B or AB vaccine and all other 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 other immunization requirements at the orientation session held for students accepted into the program.
- To be eligible for graduation, students must successfully pass a standardized exit exam or complete faculty-developed remediation to prepare for the NCLEX-RN exam.

Information Regarding Eligibility for RN License

The Texas Board of Nursing has mandated that applicants for licensure as registered nurses 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) permits individuals to petition for a Declaratory Order of Eligibility prior to starting a nursing program.

PLEASE NOTE: Prospective students who have a criminal history **MUST** obtain a Declaratory Order of Eligibility from the Texas Board of Nursing **PRIOR** to final approval for entry into the nursing program. This order must support the student's potential for eligibility to take the licensure examination pending completion of the Associate Degree Nursing Program. See the Web site for the Texas Board of Nursing (BON) for information and forms, www.bon.state.tx.us. Please note: A Declaratory Order does not guarantee clinical placement.

REGISTERED NURSE ASSOCIATE DEGREE NURSING

REQUIRED PREREQUISITES

Subjects		Sem. Hrs.
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
BIOL 2420	Microbiology	4
		12

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
ORIN 1100**	Education & Career Planning	1	PSYC 2314	Lifespan Growth & Development	3
PSYC 2301	General Psychology	3	SPCH 1311*	Introduction to Speech Communication OR	
MATH 1314	College Algebra	3	SPCH 1315*	Public Speaking	3
RNSG 1413	Foundations of Nursing Practice	4	RNSG 2504	Care of the Client with Common Health	
RNSG 1201	Pharmacology	2		Care Needs	5
RNSG 1261	Clinical-Nursing (Foundations)	2	RNSG 1361	Clinical-Nursing (Common Health Care	
		15		Needs)	3
					14

SUMMER SESSION

Subject		Sem. Hrs.
ENGL 1301	Composition & Rhetoric I	3
RNSG 2201	Care of Children & Families	2
RNSG 2261	Clinical-Nursing (Children & Families)	2
		7

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
BIOL 1322	Nutrition & Diet Therapy	3	Approved Fine Arts/Humanities Elective***	3
RNSG 2514	Care of the Client w/Complex Health Care		RNSG 2213	Mental Health Nursing	2
	Needs	5	RNSG 2161	Clinical-Nursing (Mental Health)	1
RNSG 2461	Clinical-Nursing (Complex Health Care		RNSG 2435	Integrated Client Care Management	4
	Needs)	4	RNSG 2262	Clinical-Nursing (Integrated Client	
		12		Management)	2
					12

* SPCH 1315 is preferred.

** ORIN 1100 is required of all first-semester degree-seeking students. Credit for this course does not transfer nor apply to degree requirements.

***Fine Arts/Humanities (PHIL 1301 Introduction to Philosophy, PHIL 1304 World Religions, PHIL 2305 Introduction to Ethics, ARTS 1301 Art Appreciation, or MUSI 1306 Music Appreciation are preferred. With approval, a core curriculum Humanities course or Visual /Performing Arts course may be substituted.

LVN TO RN BRIDGE OPTION

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 64 hours required for an Associate in Applied Science Degree (A.A.S. A.D.N. Bridge). LVNs must have 9-12 months of full-time acute-care work experience, must satisfy all of the general education requirements of the first year of the ADN program as well as meet other specific program admission requirements. Upon successful completion of the bridging courses, the student is eligible for entry into the sophomore year of the Associate Degree Nursing Program. Applications to the program are available at nursing information sessions, which are conducted at various times starting each October or November. All students wishing to apply to the program must attend an information session. Information session dates are posted on the Navarro College Web site. **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).

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ORIN 1100	Education & Career Planning	1	PSYC 2314	Lifespan Growth & Development	3
PSYC 2301	General Psychology	3	SPCH 1311*	Introduction to Speech Communication OR	
MATH 1314	College Algebra	3	SPCH 1315*	Public Speaking	3
BIOL 2401	Anatomy & Physiology I	4	ENGL 1301	Composition & Rhetoric I	3
BIOL 2420	Microbiology	4	BIOL 2402	Anatomy & Physiology II	4
		15			13

FIRST SUMMER SESSION

Subjects		Sem. Hrs.
RNSG 1417	Concepts of Nursing Practice I for Articulating Students	4
RNSG 1262	Clinical-Nursing Practice I for Articulating Students	2
		6

SECOND SUMMER SESSION

Subjects		Sem. Hrs.
RNSG 1442	Concepts of Nursing Practice II for Articulating Students	4
RNSG 1263	Clinical-Nursing Practice II for Articulating Students	2
		6

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
BIOL 1322	Nutrition & Diet Therapy	3	Approved Fine Arts/Humanities Elective**	3	
RNSG 2514	Care of the Client w/Complex Health Care Needs	5	RNSG 2213	Mental Health Nursing	2
RNSG 2461	Clinical-Nursing (Complex Health Care Needs)	4	RNSG 2161	Clinical-Nursing (Mental Health)	1
		12	RNSG 2435	Integrated Client Care Management	4
			RNSG 2262	Clinical-Nursing (Integrated Client Management)	2
					12

*SPCH 1315 preferred

** Fine Arts/Humanities PHIL 1301 Introduction to Philosophy, PHIL 1304 World Religions, PHIL 2305 Introduction to Ethics, ARTS 1301 Art Appreciation, or MUSI 1306 Music Appreciation are preferred. With approval, a core curriculum Humanities course or Visual/Performing Arts course may be substituted.

LICENSED VOCATIONAL NURSING (LVN)

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. All students wishing to apply to the program must first attend a mandatory information session. These sessions are conducted at various times from September to February. Registration for the information session is not required. All interested students must also take and pass a state-approved placement test (i.e. THEA, COMPASS, ACUPLACER) and be TSI (Texas State Initiative) complete and take a college-approved nursing entrance exam in order to receive an application to the program. The entrance exam must be taken during the application year.

Applicants are ranked according to test scores, health care certification, county of residence, 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 VOCATIONAL NURSING PROGRAM.

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 has reason to believe they may not meet eligibility requirements, they should contact the BON at the address and telephone number listed in the “Program Information” section **prior** to acceptance in the nursing program. This information can also be obtained via the Web site for the BON at www.bon.state.tx.us. NOTE: A Declaratory Order does not guarantee clinical placement at health care facilities during the vocational nursing program.

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
VNSG 1505	Health Science5	VNSG 1133	Growth & Development..... 1
VNSG 1423	Basic Nursing Skills4	VNSG 1429	Medical-Surgical Nursing I.....4
VNSG 1331	Pharmacology3	VNSG 1334	Pediatrics..... 3
VNSG 1327	Essentials of Medication	VNSG 2431	Advanced Nursing Skills..... 4
	Administration3	VNSG 1330	Maternal-Neonatal Nursing.....3
VNSG 1260	Clinical I-Practical Nurse2	VNSG 1460	Clinical II-Practical Nurse..... 4
VNSG 1122	Vocational Nursing Concepts1		<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>
	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>		19
	18		

SUMMER	
Subject	Sem Hrs
VNSG 1191	Special Topics in Practical Nursing (Role Transition)1
VNSG 1432	Medical-Surgical Nursing II4
VNSG 1236	Mental Health2
VNSG 1238	Mental Illness2
VNSG 1219	Professional Development2
VNSG 1261	Clinical III-Practical Nurse2
	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>
	13

A.S. in PRE-BACHELOR OF SCIENCE IN NURSING

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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition & Rhetoric I	3	ENGL 1302	Composition & Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	3
HIST 2301	History of Texas	3	HIST 1302	American History OR	
ORIN 1100	Education & Career Planning	1	HIST 2301	History of Texas	3
CHEM 1411	General Chemistry I	4	BIOL 2420	Microbiology	4
BIOL 2401	Anatomy & Physiology I	4	BIOL 2402	Anatomy & Physiology II	4
MATH 1314	College Algebra	3	COSC 1401	Micro Computer Applications	4
		18			18

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	3	GOVT 2306	State and Local Government	3
PHIL 2306	Introduction to Ethics	3	MATH 1342	Statistics	3
PSYC 2301	General Psychology	3	BIOL 1322	Nutrition	3
SPCH 1315	Public Speaking	3	PSYC 2314	Lifespan Growth & Development	3
Approved Visual/Performing Arts Elective		3			
		15			12

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

A.A.S. in MEDICAL LABORATORY TECHNOLOGY

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 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 health professions office, the MLT program office (Drane Hall Room 210), or at www.navarrocollege.edu (download from the MLT program site). 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.**

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 Web site.

University programs are available that accept transfer MLT courses to a Bachelor of Science (clinical laboratory science) Degree. Students should check with their chosen university regarding any transfer possibilities.

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
MLAB 1201	Intro. to Clinical Lab Science2	MLAB 1415	Hematology4
MLAB 1311	Urinalysis & Body Fluids3	MLAB 1227	Coagulation2
MLAB 1235	Immunology/Serology2	PLAB 1223	Phlebotomy2
BIOL 2401	Anatomy & Physiology I4	BIOL 2402	Anatomy & Physiology II4
ORIN 1100	Education & Career Planning1	Approved Humanities/Fine Arts Elective3
ENGL 1301	Composition & Rhetoric I3	Approved COSC Elective4
Approved MATH Elective3			19
		18			

SUMMER SESSION

Subjects		Sem. Hrs.
MLAB 1460	Clinical I4

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
MLAB 2434	Clinical Microbiology4	MLAB 1331	Parasitology/Mycology3
MLAB 2431	Immunohematology4	MLAB 2401	Clinical Chemistry4
CHEM 1411	General Chemistry I OR		MLAB 2238	Advanced Topics2
CHEM 1405	Introductory Chemistry I4	MLAB 2460	Clinical II4
Approved SPCH Elective3			13
Approved Social/Behavior Science Elective3			
		18			

OCCUPATIONAL THERAPY ASSISTANT

PROGRAM INFORMATION: The Occupational Therapy Assistant Program helps prepare students to enter the field of occupational therapy through academic and clinical studies. The OTA curriculum includes both classroom education at the college and fieldwork(clinical) training in traditional and non-traditional OT practice settings.

Upon successful completion of academic and clinical studies, students are awarded an Associate of Applied Science Degree. Graduates are eligible to sit for the national certification exam provided by the National Board for Certification in Occupational Therapy (NBCOT) to become a Certified Occupational Therapy Assistant (COTA). Additional employment requirements, such as state licensure, vary from state to state and among countries. Each student is encouraged to determine the additional employment requirements of the state or nation in which he or she wishes to work.

The curriculum is designed to meet the standards of the Accreditation Council for Occupational Therapy Education (ACOTE) located at 4720 Montgomery Lane, (P.O. Box 31220), Bethesda, MD 20824-1220. The phone number for ACOTE is (301) 652-AOTA or (301) 652-2682. The Navarro College Occupational Therapy Assistant Program is accredited by ACOTE.

ADMISSION TO THE OTA PROGRAM IS A SEPARATE PROCEDURE FROM ADMISSION TO NAVARRO COLLEGE. Applicants must meet all admission criteria for Navarro College. After acceptance by Navarro College the student may submit an application to the OTA Program. Positions in this program are limited. Admission decisions will be made through a point-ranking system based on the following:

1. Completion of Texas Success Initiative requirements (THEA) or exemption from Texas Success Initiative (TSI) requirements.
2. Completion of the required science or science elective with a grade "C" or better.
3. Core GPA - Overall grade-point average of OTA core courses (i.e. english, psychology, math, etc.) and required HPRS courses.
4. Completion of prior college degree and previous health care work experience.
5. Documentation of 24 completed volunteer/observation hours within the profession of occupational therapy.

Applicants with the highest number of points will be selected for the number of vacant positions in the next class admission. Students who are ranked but not admitted due to program resources will be held as alternates for the current class admission.

Prospective students must also furnish a copy of a FBI Identification Record (Criminal History Record).

Additional Program Requirements:

- ♦ Completion of all required coursework with a grade of "C" or better.
- ♦ Proof of required or state-mandated health screenings and immunizations and CPR training. Clinical and practicum training will require drug screenings.
- ♦ Clinical and practicum training in OT practice settings, which may require extended travel (early mornings, evenings, weekends) within 60 miles of Corsicana.
- ♦ Entry into Level II Fieldwork (practicum) within six months of completing academic studies.
- ♦ Completion of Level II Fieldwork (practicum) of 16 weeks within 16 months of completion of academic studies.
- ♦ Interruption in sequence of studies may require additional coursework to help ensure clinical readiness.

Information on applying to the OTA program, including scheduled information sessions, may be obtained by contacting the health professions office or referring to the OTA page of the Navarro College homepage at www.navarrocollege.edu on the Internet.

OCCUPATIONAL THERAPY ASSISTANT

FRESHMAN YEAR

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
ORIN 1100	Education & Career Planning1	OTHA 1311	Occupational Performance Across the
BIOL	Science Approved Elective4		Lifespan3
HPRS 2301	Pathophysiology3	OTHA 1315	Therapeutic Use of Occupations I3
OTHA 1405	Principles of Occupational Therapy4	OTHA 1161	Clinical for OTA I1
HPRS 1206	Essentials of Medical Terminology2	HPRS 1102	Wellness & Health Promotion1
OTHA 2204	Neurology in OT2	OTHA 1309	Human Structure and Function3
	16		11

SUMMER SESSION

Subjects	Sem. Hrs.
PSYC 2301	General Psychology3
ENGL 1301	Composition and Rhetoric3
COSC 1401	Microcomputer Applications4
	10

SOPHOMORE YEAR

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
OTHA 2301	Pathophysiology in OT3	Approved Math Elective3	
OTHA 2335	Health Care Management in OT3	OTHA 1163	Clinical for OTA III1
OTHA 2209	Mental Health in OT2	OTHA 2402	Therapeutic Use of Occupations II4
OTHA 1162	Clinical for OTA II1	OTHA 1341	Occupational Performance
OTHA 1319	Therapeutic Interventions I3		Birth - Adolescence3
Elective Approved Humanities/Fine Art3		Approved Speech Elective3	
	15		14

SUMMER SESSION

Subjects	Sem. Hrs.
OTHA 2366	Practicum I for OTA3
OTHA 2367	Practicum II for OTA3
	6

PARAMEDIC CERTIFICATE

Required Prerequisite

		Sem. Hrs.
BIOL 2401	Anatomy & Physiology I	4
Biol 2420	Microbiology	4
ORIN 1100	Education and Career Planning	1
		9

FALL

Subjects		Sem. Hrs.
EMSP 1438	Introduction to Advanced Practice	4
EMSP 1456	Patient Assessment and Airway Mgt.	4
EMSP 2348	Emergency Pharmacology	3
EMSP 1355	Trauma Management	3
EMSP 1161	Clinical I	1
		15

SPRING

Subjects		Sem. Hrs.
EMSP 2444	Cardiology	4
EMSP 2434	Medical Emergency	4
EMSP 2330	Special Populations	3
EMSP 2338	EMS Operations	3
EMSP 1162	Clinical II	1
		15

SUMMER SESSION

Subjects		Sem. Hrs.
EMSP 2143	Assessment Based Management	1
EMSP 2366	Clinical III	3
		4



A.A. in ART

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		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
ENGL 1301	Composition and Rhetoric I3	ENGL 1302	Composition and Rhetoric II OR
HIST 1301	American History OR	ENGL 2311	Bus/Tech Writing3
HIST 2301	History of Texas3	HIST 1302	American History OR
ORIN 1100	Education and Career Planning1	HIST 2301	History of Texas3
ARTS 1311	Design I3	ARTS 1316	Drawing I3
COSC 1401	Microcomputer Applications4	ARTS 1301	Art Appreciation OR
Approved Mathematics3	ARTS 1303	Art History I OR
	17	ARTS 1304	Art History II3
		Approved Social/Behavioral Science Elective3
			15

SOPHOMORE YEAR

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
GOVT 2305	American National Government3	GOVT 2306	State and Local Government3
Approved Humanities Elective3	Approved Physical/Life Science4
SPCH 1315	Public Speaking OR	Approved Humanities Elective3
SPCH 1321	Business & Professional Speaking3	Approved KINE Activity1
ARTS *	Select one from the list3	Approved Fine Arts Elective3
Approved KINE Activity1	Foreign Language4
Approved Physical/Life Science4		
	17		18

Some universities may require ARTS 1317, Drawing II

* LIST:
 ARTS 1311/1312 - Design I/II
 ARTS 2316/2317 - Painting I/II
 ARTS 1316/1317 - Drawing I/II

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

A.S. in BIOLOGY

PROGRAM INFORMATION: The transfer curriculum shown below is designed for students who plan to pursue a Degree in biology at a senior college or university after completing their studies at Navarro College. The Associate in Science degree with a specialization in biology will be awarded to those students who successfully fulfill the general requirements for the degree and who complete BIOL 1406/ BIOL 1407 or BIOL 1411/BIOL 1413, and one of the following courses: BIOL 1406, BIOL 1407, BIOL 1411, BIOL 1413, BIOL 2401, BIOL 2402, BIOL 2414, BIOL 2404, BIOL 2421.

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	3	ENGL 1302	Composition and Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	3
HIST 2301	History of Texas	3	HIST 1302	American History OR	
CHEM 1411	General Chemistry I	4	HIST 2301	History of Texas	3
BIOL 1406	General Biology I OR		CHEM 1412	General Chemistry II	4
BIOL 1413	General Zoology	4	BIOL 1407	General Biology II OR	
ORIN 1100	Education & Career Planning	1	BIOL 1411	General Botany	4
		15	MATH 1314	College Algebra	3
					17

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government.	3	GOVT 2306	State and Local Government	3
BIOL 2421	Microbiology for Majors	4	MATH 1316	Plane Trigonometry	3
COSC 1401	Microcomputer Applications	4	Approved Social/Behavioral Science	3	
Approved Visual/Performing ARTS Elective	3		SPCH 1315	Public Speaking	3
KINE Activity	1		Approved Humanities Elective	3	
		15	KINE Activity	1	
					16

Some universities may require the following:

CHEM 2423	Organic Chemistry I
CHEM 2425	Organic Chemistry II
BIOL 1411	General Botany

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

Business Administration

THE OCCUPATIONS

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

ABOUT THE OCCUPATIONS

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

WORK ENVIRONMENT

Employers:

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

Typical Schedule:

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

Tools and Equipment:

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

WORKER PORTRAIT

Skills and Aptitudes:

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

Interests:

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

CAREER OUTLOOK

Outlook	Occupation	Avg. Salary
Good	Production Contoller	\$32,500-35,520
Good	Purchasing Agent	\$24,400-50,400
Good	Sm. Bus. Manager	\$21,500-50,600
Good	Supervisor	\$15,360-43,200
Evolving	Convention Planner	

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

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



A.A.S. IN BUSINESS ADMINISTRATION

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.

Tech Prep: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

FRESHMAN YEAR

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
ENGL 1301	Composition & Rhetoric3	BMGT 1327	Principles of Management3
ORIN 1100	Education & Career Planning1	MRKG 1311	Principles of Marketing3
BUSI 1301	Business Principles3	POFT 2312	Business Corr. & Communication3
BMGT 1301	Supervision3	SPCH 1321	Business & Professional Speaking OR
POFT 1301	Business English3	SPCH 1315	Public Speaking3
MATH 1324	Math for Bus. & Soc. Science3	COSC 1401**	Microcomputer Applications4
	16		16

SUMMER

BMGT 1368****	Practicum - Bus. Admin. & Mgt.	3
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SOPHOMORE YEAR

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
MRKG 1301	Customer Relations3	Approved Humanities/Fine Arts Elective***3
ECON 2301	Principles of Economics3	HRPO 2301	Human Resource Mgt.3
BMGT 1369	Practicum II - Bus. Admin. & Mgt.3	BMGT 2309*	Leadership3
ACCT 2401	Principles of Financial Accounting4	BUSI 2301	Business Law3
HRPO 2307	Organizational Behavior3	ITSW 1404	Intro. to Spreadsheets4
	16		16

*Capstone courses must be taken in final semester
 **ITSC 1409 will substitute for COSC 1401 for students receiving Tech Prep credit.
 ***Spanish 1411 recommended
 ****Students who can't complete the practicum should contact (903) 875-7559.

NOTE: Students desiring to pursue a traditional Bachelor of Business Administration Degree (B.B.A.) should enroll under the Associate of Science (A.S.) in Business Degree Plan.

SUPERVISOR'S CERTIFICATE LEVEL I

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

Tech Prep: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

FALL

Subject:	Sem. Hrs.
BMGT 1301 Supervision	3
BMGT,*** BUSG, MRKG, HRPO, BUSI Elective	3
BMGT,*** BUSG, MRKG, HRPO, BUSI Elective	3
BMGT,*** BUSG, MRKG, HRPO, BUSI Elective	3
BMGT 2309 Leadership	3
	15

BMTG*** BMGT 1368/1369 can't be taken in the Level I Certificate

SUPERVISOR'S CERTIFICATE LEVEL II

FALL

Subjects	Sem. Hrs.
BMGT 1301 Supervision	3
BMGT,*** BUSG, MRKG, HRPO, BUSI Elective	3
BMGT,*** BUSG, MRKG, HRPO, BUSI Elective	3
BMGT,*** BUSG, MRKG, HRPO, BUSI Elective	3
BMGT 2309 Leadership	3
	15

SPRING

Subjects	Sem. Hrs.
MRKG 1301 Principles of Marketing OR	
MRKG 1311 Customer Relations	3
COSC 1401 Microcomputer Applications OR	
ITSC 1409 Integrated Software App. I	4
POFT 1301 Business English	3
SPCH 1321 Business & Prof. Speaking OR	
SPCH 1315 Public Speaking	3
BMGT 1368* Practicum I Business Admin. Mgt.	3
	16

FALL

Subject:	Sem. Hrs.
BMGT 1369* Practicum II - Business Admin. Mgt.	3
HRPO 2307** Organizational Behavior	3
ACCT 2401 Principles of Financial Accounting	4
	10

*Students who can't complete the practicum should contact (903) 875-7559.
 **Capstone course must be taken in final semester.
 ***BMGT 1368/1369 Can't be taken in the Level I Certificate or the Level II Certificate Fall.

MANAGEMENT CERTIFICATE FOR MENTAL RETARDATION WORKERS

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

Subjects	Sem. Hrs.
BMGT 2371 Personnel Management for Mental Retardation Workers3
BMGT 1368 Practicum - Business Adm. & Mgt. - General3
BMGT 2309 Leadership3
BMGT 1369 Practicum - Business Adm. & Mgt. - General3
BMGT 2311 Management of Change3
BMGT 2368* Practicum - Business Adm. & Mgt. General3

18

**Capstone courses must be taken in final semester.*

CUSTOMER SERVICE CERTIFICATE

PROGRAM INFORMATION: The program is designed to help equip individuals with the necessary customer service skills for providing excellent customer service resulting in customer loyalty.

Tech Prep: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

Subjects	Sem. Hrs.
BUSI 1301 Business Principles3
POFT 1301 Business English3
POFT 2312 Business Corr. & Communication3
BMGT 1368 Practicum - Business Adm. & Mgt.3
MRKG 1301 Customer Relations3
HRPO 2307 Organizational Behavior3

18

A.S. IN BUSINESS

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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition & Rhetoric I	3	ENGL 1302	Composition & Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	3
HIST 2301	History of Texas	3	HIST 1302	American History OR	
Approved Visual/Performing Arts Elective		3	HIST 2301	History of Texas	3
Approved Science		4	Approved Science		4
MATH 1324	Math for Business & Social Science	3	MATH 1325	Math for Business & Social Science	3
ORIN 1100	Education & Career Planning	1	KINE Activity		1
		17	BUSI 1301	Business Principles	3
					17

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
Approved Humanities Elective		3	GOVT 2306	State & Local Government	3
GOVT 2305	American National Government	3	ECON 2302	Principle of Economics	3
ECON 2301	Principles of Economics (Soc. Sci.)	3	ACCT 2402	Prin. Of Managerial Accounting	4
ACCT 2401	Principles of Financial Accounting	4	COSC 1401	Microcomputer Applications	4
SPCH 1321	Business & Professional Speaking OR		KINE Activity		1
SPCH 1315	Public Speaking	3			
		16			15

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

Business Information Technology

THE OCCUPATIONS

Administrative Professionals, Administrative Aides, and Administrative Specialists
Administrative Assistants & Senior Administrative Assistants
Executive Assistants and Senior Executive Assistants
Accounting Assistants, Accounting Specialists and Auditing Specialists
Specialized Administrative Professionals - Medical Records & Health Information Technicians
Medical Transcriptionists and Certified Medical Coders
Office/Facilities Coordinators and Administrators

ABOUT THE OCCUPATIONS

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

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

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

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

Medical transcriptionists have the ability to understand medical language and health care documentation to help correctly translate and transcribe patient assessment workup, therapeutic procedures, clinical course, diagnosis, prognosis, etc. Medical coders are skilled in classifying medical data and utilizing computer software to assign codes to the reports in a patient's chart to help facilitate reimbursement of claims.

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

WORK ENVIRONMENT

Employers:

Business, industry, and government agencies
Colleges, universities, professional schools, and public schools
Hospitals, clinics, physician offices, transcription service companies
Insurance companies, home health care agencies, or in their homes as virtual assistants
Banks, insurance and real estate companies

Typical Schedule:

Work customarily during weekdays
35-40 hour work week
May telecommute or have a flexible working arrangement

Tools and Equipment:

Computers (hardware and software)
Multiline-telephone systems, photocopiers, scanners, and other automated office equipment
Forms, budgets, reports, records, and schedules
Correspondence, invoices, catalogs, and brochures
Audio and video-conferencing

Business Information Technology Cont.

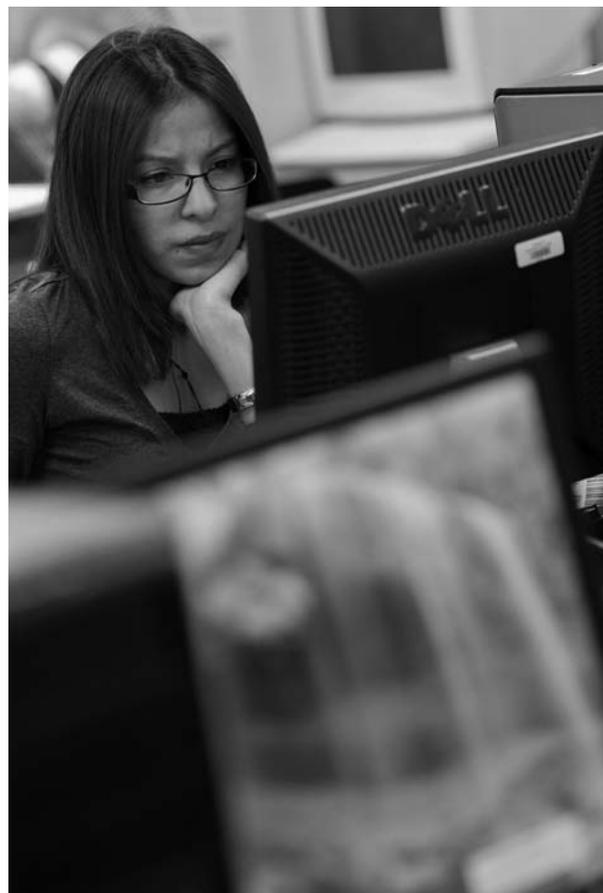
WORKER PORTRAIT

Skills and Aptitudes:

Skilled in the latest office trends, culture, and technology
 Communicates well orally and in writing with other employees, vendors, and customers
 Shows initiative and ability to work and make decisions independently
 Is professional, works well under pressure and meets deadlines
 Listens effectively and uses good judgment, discretion, and common sense
 Dependable, organized and responsible
 Patient, systematic, neat, and accurate
 Thinks critically to help solve problems and make decisions
 Strong interpersonal skills and a team player

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
 Enjoys learning, growing, and accepting challenges



CAREER OUTLOOK

Outlook	Occupation	Avg. Annual Salary
Good	Executive Assistants & Senior Administrative Assistants	\$27,780-64,330
Good	Accounting Assistants & Auditing Specialists	\$21,280-50,450
Excellent	Specialized Administrative Assistants - Medical	\$21,080-44,060
Excellent	Medical Records & Health Information Technicians	\$20,440-50,060
Excellent	Medical Transcriptionists and Coders	\$22,430-45,700
Good	Administrative Assistants, General	\$18,440-43,240

Sources of occupational information include the Bureau of Labor Statistics, 2007-2008; Texas Workforce Commission; and Labor Market Information Department; and International Association of Administrative Professionals; Texas H.O.T. Jobs

Tech Prep: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

ADMINISTRATIVE PROFESSIONAL I CERTIFICATE

FALL

Subjects		Sem. Hrs.
POFT 1301	Business English3
POFT 1313*	Prof. Workforce3
POFT 1325	Business Math & Machine Applications3
POFT 1329	Beginning Keyboarding3
ACNT 1303	Introduction to Accounting I3
POFI 1301	Computer Applications I3
		18

ADMINISTRATIVE PROFESSIONAL II CERTIFICATE

FALL

SPRING

Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
POFT 1301	.3	POFI 1341*	.3
POFT 1313	.3	POFI 2401	.4
POFT 1325	.3	POFT 2312	.3
POFT 1329	.3	POFT 2203	.2
ACNT 1303	.3	Business Information Technology Elective3
POFI 1301	.3		
18		15	

ADMINISTRATIVE SPECIALIST FOR MSSLC WORKERS CERTIFICATE

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

FALL

Subjects		Sem. Hrs.
POFT 1329	Beginning Keyboarding3
POFT 1301	Business English3
POFI 1301	Computer Applications I3
POFT 2401	Word Processing I4
BUSG 2366	Practicum - General Business3
POFI 1341*	Computer Applications II3
		19

*Capstone must be taken in final semester.

MEDICAL OFFICE PROFESSIONAL CERTIFICATE

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
POFT 1329	Beginning Keyboarding	3	POFI 2401	Word Processing I	4
POFT 1301	Business English	3	POFT 2203	Speed & Accuracy Building	2
POFI 1301	Computer Applications I	3	POFI 1341	Computer Applications II	3
HITT 1305	Medical Terminology I	3	MRMT 1307	Medical Transcription I	3
ACNT 1303	Intro. to Accounting I	3	POFM 1317*	Medical Administrative Support	3
POFT 1313	Professional Development	3	HPRS 2321	Medical Law & Ethics	3
		18			18

MEDICAL OFFICE CODING AND TRANSCRIPTION CERTIFICATE

Students must complete all courses with a final grade of "C" or higher in order to progress in this certificate program.

SUMMER

HITT 2346*	Advanced Medical Coding	3
POFT 2203	Speed & Accuracy Building	2
		5

*Capstone must be taken in final semester.

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
POFT 1329	Beginning Keyboarding	3	POFI 2401	Word Processing I	4
HPRS 2301	Pathophysiology	3	MRMT 1307	Medical Transcription I	3
POFT 1301	Business English	3	POFM 1317	Medical Administrative Procedures	3
POFI 1301	Computer Applications I	3	HPRS 2321	Medical Law & Ethics for Office Personnel	3
HITT 1305	Medical Terminology I	3			
POFT 1313	Professional Development	3	POFM 1300	Medical Coding Basics	3
		18			16

BUSINESS INFORMATION TECHNOLOGY

TECH PREP

Up to 15 hours credit toward an A.A.S. degree is available to high school students for skills learned/mastered at the high-school level. This helps eliminate unnecessary duplication of efforts and helps allow the student to complete the Associate of Applied Science Degree in a shorter timespan or the opportunity to add advanced skills. To receive Tech Prep articulated credits, the student must: 1) complete the appropriate classes at the high school in accordance to all articulation agreement guidelines; 2) enroll in an approved Tech Prep program at Navarro; 3) contact the Navarro College Tech Prep office to provide appropriate documentation from their high school and apply for credit.



A.A.S. IN BUSINESS INFORMATION TECHNOLOGY

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 can also earn Certificates of Completion as an administrative professional I, administrative professional II, medical office professional, or medical coding & transcription. A specialized certificate program for employees at Mexia State Supported Living Center is available in Business Information Technology.

TECH PREP: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

ASSOCIATE IN APPLIED SCIENCE DEGREE FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
POFT 1329	Beginning Keyboarding3	POFT 1313	Prof. Workforce3
ACNT 1303	Intro. to Accounting3	POFT 1325	Bus. Math & Machine Applications3
ENGL 1301	Composition & Rhetoric I3	POFI 1301	Computer Applications I3
COSC 1401**	Microcomputer Applications4	POFT 2312	Business Corr. & Communication3
POFT 1301	Business English.3	POFT 2203	Speed & Accuracy Building2
ORIN 1100	Education & Career Planning1		First Course from Major Emphasis3
		17			17

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
POFI 2401	Word Processing4		Approved Social Science/Behavioral Science Elective3
	Approved Humanities/Fine Arts Elective3	MATH 1332	College Math I3
POFI 1341	Computer Applications II3	POFT 2431*	Administrative Systems (Capstone)4
SPCH 1321	Bus. & Prof. Speaking OR		POFI 2431	Desktop Pub. for the Office4
SPCH 1315	Public Speaking3		Third Course from Major Emphasis OR	
	Second Course from Major Emphasis OR		BUSG 2367	Practicum - Gen. Business3
BUSG 2366	Practicum - General Business3			17
		16			

Total Hours.....67

Major Emphasis Areas:

ACCOUNTING

(Courses must be taken in sequence.)

- ACNT 1304 Intro. to Acct II
- ACNT 1329 Payroll and Bus. Tax Acct. OR
- ACNT 1331 Federal Income Tax: Individual
- ACNT 1411 Intro. to Computerized Accounting

LEGAL

- POFL 1305 Legal Terminology

MEDICAL

(Courses must be taken in sequence.)

- HITT 1305 Medical Terminology I
- MRMT 1307 Medical Transcription I
- POFM 1317 Medical Adm. Support

GENERAL (Practicums can substitute for 2nd & 3rd courses from major emphasis or for POFT 2431)

*Capstone

**ITSC 1409 will substitute for COSC 1401 for students receiving Tech Prep credit.

A.S. in CHEMISTRY

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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	3	ENGL 1302	Composition and Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	3
HIST 2301	History of Texas	3	HIST 1302	American History OR	
ORIN 1100	Education & Career Planning	1	HIST 2301	History of Texas	3
CHEM 1411	General Chemistry I	4	COSC 1401	Microcomputer Applications	4
MATH 2413	Calculus I w/Analytic Geometry	4	CHEM 1412	General Chemistry II	4
SPCH 1315	Public Speaking	3	MATH 2414	Calculus II w/Analytic Geometry	4
		18			18

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	3	GOVT 2306	State & Local Government	3
CHEM 2423	Organic Chemistry I	4	CHEM 2425	Organic Chemistry II	4
	Approved Social/Behavioral Science Elective	3		Approved Humanities Elective	3
MATH 2315	Calculus III	3		Approved Visual/Performing Arts Elective	3
KINE Activity	1	KINE Activity	1
		14			14

Some universities may require the following:

MATH 2320	Differential Equations
PHYS 2425	University Physics I
PHYS 2426	University Physics II

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

Students deficient in mathematics should take necessary math courses during the summer. Students can graduate with an Associate in Science Degree without having completed MATH 2315 and MATH 2320, which are recommended for students intending to earn a Bachelor of Science Degree in chemistry.

Child Development

THE OCCUPATIONS

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

About the Occupations

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

WORK ENVIRONMENT

Employers:

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

Typical Schedule:

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

Tools and Equipment:

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

WORKER PORTRAIT

Skills and Aptitudes:

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

Interests:

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

CAREER OUTLOOK

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

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

Sources: AED Foundation, DISCOVER, The Occupational Outlook Handbook, Bureau of Labor Statistics



CHILD DEVELOPMENT CERTIFICATE PROGRAM

PROGRAM INFORMATION: The child development program helps 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.

TECH PREP: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information. CDEC courses do not transfer to a senior university.

FALL

Subjects	Sem. Hrs.
CDEC 1311 Introduction to Early Childhood Education3
CDEC 1413 Curriculum Resources for Early Childhood Programs4
CDEC 1354 Child Growth and Development3
CDEC 1319 Child Guidance3
	13

SPRING

Subjects	Sem. Hrs.
CDEC 1321 The Infant and Toddler3
CDEC 1364* Practicum in Child Development I3
CDEC 1359 Children with Special Needs3
CDEC 1303 Family and the Community3
CDEC 1318 Nutrition, Health & Safety3
	15

**Capstone must be taken in final semester.*

CHILD DEVELOPMENT - DEVELOPMENTAL DISABILITIES CERTIFICATE

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

FALL

Subjects	Sem. Hrs.
PMHS 1301 Pre-Service Training3
CDEC 1319 RT2 Intro. to Training & Documentation3
CDEC 1358 RT13 Learning Activities3
CDEC 1354 Child Growth & Development3
SCWK 2331 Abnormal Behavior3
CDEC 1372 ADM13 Intro. to the IDT Process OR	
CDEC 1371 ADM2 Dorm Administration3
CDEC 1359 MR5 Issues to Dual Diagnosis/Offenders3
CDEC 2467 RT3 Intro. to Vocational Rehab. Training4
CDEC 1327 RT5 Intro. to Active Treatment3
CDEC 2464 Mentoring4
CDEC 1413 RT6 Development Activities & Resources4

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

A.A.S. IN CHILD DEVELOPMENT

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 a Certificate of Completion are offered.

TECH PREP: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information. CDEC courses do not transfer to a senior institution.

FRESHMAN YEAR

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
CDEC 1311	Intro. to Early Childhood Education3	CDEC 1303	Family and the Community3
CDEC 1354	Child Growth and Development3	CDEC 1321	The Infant and Toddler3
CDEC 1319	Child Guidance3	CDEC 1359	Children with Special Needs3
ENGL 1301	Composition and Rhetoric3	CDEC 1318	Nutrition, Health and Safety3
ORIN 1100	Education and Career Planning1	CDEC 1457	Math & Science for Early Child. Prog. . . .4
CDEC 1413	Curriculum Res. for Early Child. Prog. . .4		
	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 17		<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 16

SOPHOMORE YEAR

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
CDEC 1456	Emergent Literacy for Early Childhood . .4	CDEC 1365*	Practicum in Child Development3
	Approved Humanities/Fine Arts Elective3	CDEC 1458	Creative Arts for Early Childhood4
MATH 1332	College Math I OR	COSC 1401	Microcomputer Applications4
MATH 1314	College Algebra3	SPCH 1315	Public Speaking OR
	Approved Social/Behavioral Science Elective3	SPCH 1321	Business & Professional Speaking3
CDEC 2341	The School Age Child3	CDEC 2326	Admin. of Programs for Children I OR
CDEC 1364	Practicum in Child Development.3	BUSI 1301	Business Principles3
	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 19		<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 17

* Capstone must be taken in final semester.

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

A.A.S. IN CHILD DEVELOPMENT - DEVELOPMENTAL DISABILITIES: MEXIA STATE-SUPPORTED LIVING CENTER

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

Navarro College Required Course CORE

Subjects	Sem. Hrs.
CDEC 1354	Child Growth and Development3
CDEC 1358	RT13 Learning Activities3
CDEC 1371	ADM2 Dorm Administration3
CDEC 1413*	RT6 Dev. Activities & Resources4
CDEC 1419	RT2 Intro. to Train. & Documentation . .4
CDEC 1345	MR4 Mental Disorders3
HRPO 2301	Human Resources Mgt.3
ENGL 1301	Comp. & Rhetoric3
MATH 1332	College Math I OR
MATH 1314	College Algebra3
PSYC 2301	General Psychology OR
SOCI 1301	Intro. to Sociology3
SPCH 1315	Public Speaking OR
SPCH 1321	Business & Professional Speaking3
COSC 1401	Microcomputer Applications4
Approved Humanities/Fine Arts3

Navarro College Required Course SPECIALIZED

Subjects	Sem. Hrs.
CDEC 1359	MR5 Issues to Dual Diagnosis/Offenders .3
CDEC 1395	Special Topics in Early Childhood3
	Providers3
CDEC 2326	ADM253
CDEC 2328	ADM26 & 273
CDEC 2467	RT3 Intro. to Voc. Rehab Training4
CDEC 1372	ADM13 Intro. to the IDT Process3
BMGT 2488	Internship I - Management Training I . . .4
HPRS 1206	Medical Terminology2
PMHS 1301	Pre-Service Training3
CDEC 1327	RT5 Intro. to Active Treatment3
CDEC 2464	Mentoring4

* Capstone must be taken in final semester.

**Students should contact the Navarro College Mexia dean for assistance in selecting courses from the following list, based on the student's area of interest. A total of 21 semester hours beyond the core is needed to complete the degree requirements of 63 credit hours.

Computer Science

THE OCCUPATIONS

Computer Programmer
Computer Support Specialist
Information Technology Specialist

ABOUT THE OCCUPATIONS

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

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

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

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

WORK ENVIRONMENT

Employers:

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

Typical Schedule:

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

Tools and Equipment:

Computers and related equipment
Technical manuals
Computer reports and graphs

WORKER PORTRAIT

Skills and Aptitudes:

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

Interests:

Lifelong learning
Enjoys problem-solving
Embraces technical advancements

CAREER OUTLOOK

Outlook

Stable
Excellent
Excellent

Occupation

Information Tech Specialist
Computer Programmer
Computer Support Specialist

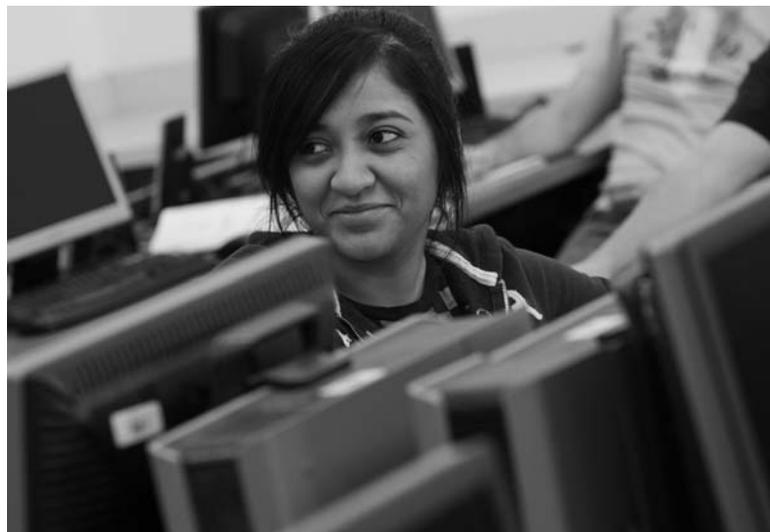
Position

Information Tech Specialist
Programmer
Computer Support Specialist

Salary per Year

average \$19,000-\$41,400
average \$32,300-\$62,700
average \$25,000-\$37,000

(Note: Individual earnings may vary based upon the job setting and position.)
Sources: Texas Work Force Commission, America's Career InfoNet, and Occupational Outlook Handbook, Texas Emerging and Evolving Occupations (SOICC)



COMPUTER INFORMATION TECHNOLOGY CERTIFICATE PROGRAMS

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

Tech Prep: Articulated credit may be available for some courses students complete in high school. See Tech Prep director for more information.

COMPUTER INFORMATION TECHNOLOGY CERTIFICATE

Subjects		Sem. Hrs.
COSC 1401	Microcomputer Applications4
ITSC 1405	Introduction to PC Operating Systems4
POFT 1127	Intro. to Keyboarding I1
	OR	
POFT 1329	Keyboarding and Document Processing3
POFT 1301	Business English3
ITSE 1311	Beginning Web Programming3
		15-17

COMPUTER APPLICATION TECHNOLOGY SUPPORT CERTIFICATE

Subjects		Sem. Hrs.
ITSW 1404	Introduction to Spreadsheets4
ITSW 1407	Introduction to Database4
ITSC 1425	Personal Computer Hardware4
ITSC 1405	Introduction to PC Operating Systems4
POFT 1301	Business English3
		19

COMPUTER INFORMATION TECHNOLOGY WEB DEVELOPER CERTIFICATE

Subjects		Sem. Hrs.
ITSE 1329	Programming Logic and Design3
ITSE 1311	Beginning Web Programming3
ITSE 2417	Java Programming4
ITSE 2413	Web Authoring4
ITSE 2302	Intermediate Web Programming3
		17

COMPUTER INFORMATION TECHNOLOGY PROGRAMMING CERTIFICATE

Subjects		Sem. Hrs.
ITSE 1329	Programming Logic and Design3
ITSE 1430	Intro. to C# Programming4
ITSE 2417	Java Programming4
ITSE 1407	Introduction to C++ Programming4
INEW 2438	Advanced Java Programming4
		19

SOFTWARE DEVELOPMENT CERTIFICATE

Program Information: This program is designed to allow students to complete the coursework required to earn a Software Development Certificate online in less than 12 months and includes a practicum. Students completing the program will obtain highly marketable entry-level computer programming skills desired by Fortune 500 companies like Northrop Grumman. All courses are taught online allowing students to complete all but the practicum from home or office. It is important that students have access to high-speed Internet and a computer with the ability to support instructional software. This program is run in cohort fashion. A new cohort is begun each fall, each spring. Each cohort completes two semesters of classes followed by a practicum (internship). A limited number of students from each cohort may be eligible for internships with Northrop Grumman.

This program provides tremendous potential for career growth.

Subjects		Sem. Hrs.
ITSE 1329	Programming Logic and Design	3
ITSE 1311	Beginning Web Programming	3
ITSE 1430	Intro to C# Programming	4
ITSE 2417	Java Programming	4
ITSE 1345	Introduction to Oracle SQL	3
ITSC 1407	Introduction to C++	4
INEW 2438	Advanced Java Programming	4
ITSE 2413	Web Authoring	4
ITSC 1307	Unix Operating System I	3
ITSE 2302	Intermediate Web Programming	3
ITSC 1265	Practicum	2

A.A.S. IN COMPUTER INFORMATION TECHNOLOGY

COMPUTER PROGRAMMER/SOFTWARE DEVELOPER

PROGRAM INFORMATION: The two-year Associate in Applied Science Degree helps prepare students for immediate employment as computer programmers and programmer analysts.

Tech Prep: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ORIN 1100	Education & Career Planning1	ITSC 1307	Unix Operating System I3
ENGL 1301	Composition & Rhetoric I3	ITSE 1430	Intro. to C# Programming4
MATH 1314	College Algebra OR		ITSE 1311	Beg. Web Programming3
MATH 1324	Math for Busi. & Social Science3	Approved Humanities Elective3
COSC 1401**	Microcomputer Applications4	ITNW 1425	Fundamentals of Networking Technologies4
ITSE 1329	Programming Logic & Design3			
POFT 1301	Business English3			
		17			17

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ITSW 1407	Intro. to Database4	ITSE 2302	Intermediate Web Programming3
Approved Social/Behavior Science Elective3	ITSE 1407	Intro. to C++ Programming4
SPCH 1321	Bus. and Professional Speaking OR		ITSC 2264*	Practicum - Capstone2
SPCH 1315	Public Speaking3	ITSE 2413	Web Authoring4
ITSC 2417	Java Programming4	INEW 2438	Advanced Java Programming4
ITSE 1345	Intro. to Oracle SQL3			
		17			17

*Capstone must be taken the final semester.

**ITSC 1409 will substitute for COSC 1401 for students receiving Tech Prep credit.

A.A.S. IN COMPUTER INFORMATION TECHNOLOGY

COMPUTER APPLICATION SUPPORT TECHNICIAN

PROGRAM INFORMATION: The two-year Associate in Applied Science Degree program is designed for those who desire to function as a support, help-desk or application support technician for computer end-users. Current software in the area of spreadsheets, micro databases, word processing, and other user-oriented software will be presented.

Tech Prep: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

FRESHMAN YEAR

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
ORIN 1100	Education & Career Planning1	ITSW 1310	Presentation Media Software3
ENGL 1301	Composition and Rhetoric3	MATH 1314	College Algebra OR
	Approved Social/Behavioral Science Elective3	MATH 1332	College Math I3
ACNT 1303	Intro. To Accounting I.3	ITNW 1425	Fundamentals of Networking Tech4
COSC 1401**	Microcomputer Applications4	ITSC 1405	Intro. to PC Operating Systems4
POFT 1127	Intro. to Keyboarding OR	POFT 2312	Business Corr. & Communication3
POFT 1329	Keyboarding & Document Processing. .1(3)		
POFT 1301	Business English3		
	18(20)		17

SOPHOMORE YEAR

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
ITSC 2439	Personal Computer Help Desk Support . .4	POFI 2331	Desktop Publishing in the Office3
ITSW 1404	Introduction to Spreadsheets4	ITSE 2413	Web Authoring4
SPCH 1321	Business & Prof. Speaking OR	ITSC 1425	Personal Computer Hardware4
SPCH 1315	Public Speaking3	ITSC 2264*	Practicum - Capstone2
POFI 2401	Word Processing I4	ITSW 1407	Introduction to Database4
	Approved Humanities/Fine Arts Elective3		
	18		17

*Capstone must be taken the final semester.

**ITSC 1409 will substitute for COSC 1401 for students receiving Tech Prep credit.

A.S. IN COMPUTER INFORMATION TECHNOLOGY

TRANSFER PROGRAM (Business Emphasis)

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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ORIN 1100	Education & Career Planning	1	ENGL 1302	Composition & Rhetoric II OR	
ENGL 1301	Composition & Rhetoric I	3	ENGL 2311	Business & Technical Writing	3
MATH 1324	Math for Bus. And Social Science	3	HIST 1302	American History OR	
HIST 1301	American History OR		HIST 2301	History of Texas	3
HIST 2301	History of Texas	3	MATH 1325	Math for Business & Social Science	3
COSC 1401	Microcomputer Applications	4	Approved Visual/Performing Arts Elective		3
COSC 1309	Logic and Design	3	KINE Activity		1
		17	Approved Speech		3
					16

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	3	GOVT 2306	State & Local Government	3
COSC 1436	Programming Fundamentals I	4	ACCT 2401	Principles of Financial Acct.	4
ECON 2301	Principles of Economics	3	KINE Activity		1
Approved Science		4	COSC 1437	Programming Fundamentals II	4
Approved Humanities Elective		3	Approved Science		4
		17			16

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

A.S. IN COMPUTER INFORMATION TECHNOLOGY

TRANSFER PROGRAM

(Engineering and Scientific Emphasis)

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

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ORIN 1100	Education & Career Planning	1	ENGL 1302	Composition and Rhetoric II OR	
ENGL 1301	Composition & Rhetoric I	3	ENGL 2311	Business & Technical Writing	3
MATH 2413	Calculus I w/Analytic Geometry	4	HIST 1302	American History OR	
HIST 1301	American History OR		HIST 2301	History of Texas	3
HIST 2301	History of Texas	3	MATH 2414	Calculus II w/Analytic Geometry	4
COSC 1401	Microcomputer Applications	4	Approved Humanities Elective		3
COSC 1309	Logic and Design	3	KINE Activity		1
		18			14

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	3	GOVT 2306	State & Local Government	3
PHYS 2425	University Physics I	4	PHYS 2426	University Physics II	4
COSC 1436	Programming Fundamentals I	4	Approved Social/Behavioral Science Elective		3
KINE Activity		1	Approved Speech		3
Approved Visual/Performing Arts Elective		3	COSC 1437	Programming Fundamentals II	4
		15			17

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

A.A.S. IN COSMETOLOGY

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

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
CSME 1401	Orientation to Cosmetology	4	CSME 1443	Manicuring & Related Theory	4
CSME 1405	Fundamentals of Cosmetology	4	CSME 1447	Principles of Skin Care	4
CSME 1451	Artistry of Hair	4	CSME 2439	Advanced Hair Design	4
CSME 1453	Chem. Reformation & Related Theory ..	4	CSME 2401	Principles of Hair Coloring and Related Theory	4
		16			16

SUMMER

CSME 2337	Advanced Cosmetology	3
CSME 2344	Prep for TCC Exam	3
CSME 2343	Salon Development	3
		9

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
MATH 1332	College Math	3	COSC 1401	Microcomputer Applications	4
ENGL 1301	Composition & Rhetoric	3	SPCH 1311	Intro. to Speech Communication OR	
MRKG 1311	Principles of Marketing	3	SPCH 1315	Public Speaking	3
CSME 1265	Practicum	2	BUSG 2309	Small Business Management	3
Approved Humanities/Fine Arts Elective	3	MRKG 1301	Customer Relations	3
		14	CSME 2265	Practicum	2
					15

COSMETOLOGY INSTRUCTOR CERTIFICATE

PROGRAM INFORMATION: Successful completion of the cosmetology instructor certificate qualifies the student to sit for the Texas Department of Licensing and Regulation Instructor Examination and seek employment in the field of cosmetology as an instructor. Students entering the cosmetology instructor program must possess a current Texas Operator’s License. Meet with department chair for assessment prior to enrolling.

FALL

CSME 1434	Cosmetology Instructor I4
CSME 1435	Orientation to the Instruction of Cosmetology4
CSME 2414	Cosmetology Instructor II4
		12

SPRING

CSME 2415	Cosmetology Instructor III4
CSME 2444	Cosmetology Instructor IV4
CSME 2445	Instructional Theory and Clinic Operation4
		12

COSMETOLOGY CERTIFICATE

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

FALL

CSME 1401	Orientation to Cosmetology4
CSME 1405	Fundamentals of Cosmetology4
CSME 1451	Artistry of Hair4
CSME 1453	Chemical Reformation & Related Theory4
		16

SPRING

CSME 1443	Manicuring & Related Theory4
CSME 1447	Principles of Skin Care/Facials & Related Theory4
CSME 2439	Advanced Hair Design4
CSME 2401	Principles of Hair Coloring & Related Theory4
		16

SUMMER

CSME 2337	Advanced Cosmetology Techniques3
CSME 2344	Prep for TCC Exam3
CSME 2343	Salon Development3
		9

COSMETOLOGY CERTIFICATE

PART-TIME DUAL CREDIT HIGH SCHOOL PROGRAM

PROGRAM INFORMATION: The 1,000 hour, four-semester curriculum plus 500 academic hours in cosmetology 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 from the state for academics. Successful completion of the examination will allow graduates to practice as a licensed cosmetologist in Texas.

FALL

CSME 1401	Orientation to Cosmetology4
CSME 1405	Fundamentals of Cosmetology4
		<hr/>
		8

SPRING

CSME 1451	Artistry of Hair4
CSME 1453	Chemical Reformation & Related Theory4
		<hr/>
		8

FALL

CSME 1443	Manicuring & Related Theory4
CSME 1447	Principles of Skin Care/Facials & Related Theory4
		<hr/>
		8

SPRING

CSME 2439	Advanced Hair Design4
CSME 2401	Principles of Hair Coloring & Related Theory4
		<hr/>
		8

NAIL TECHNOLOGY CERTIFICATE

PROGRAM INFORMATION: The 600-hour, two-semester curriculum in nail technology leads to a Certificate of Completion and helps prepare graduates to take the Texas Department of Licensing and Regulation nail technician examination. Successful completion of the examination will allow graduates to practice as a licensed nail tech in Texas.

FALL

CSME 1543	Manicuring & Related Theory5
CSME 1531	Principles of Nail Technology I5
		10

SPRING

CSME 1541	Principles of Nail Technology II5
CSME 2530	Nail Enhancement5
		10

ESTHETICIAN/FACIAL CERTIFICATE

PROGRAM INFORMATION: The 750-hour, three-semester curriculum in facial specialist leads to a Certificate of Completion and helps prepare graduates to take the Texas Department of Licensing and Regulation facial specialist examination. Successful completion of the examination will allow graduates to practice as licensed facialist in Texas.

FALL

CSME 1520	Orientation to Facialist Specialist5
CSME 1521	Principles of Facial/Esthetic Tech I5
CSME 1348	Principles of Skin Care3
		13

SPRING

CSME 1545	Principles of Facial/Esthetic Technology II5
CSME 1447	Principles of Skin Care/Facials & Related Theory4
CSME 2531	Principles of Facial/Esthetic Technology III5
		14

Criminal Justice

THE OCCUPATIONS

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

ABOUT THE OCCUPATIONS

Police officers, detectives, guards and correctional officers are employed to help safeguard lives and property. They enforce the laws and regulations that protect individuals' safety and constitutional rights.

Responsibilities range from controlling traffic to helping prevent crimes, and 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 waiting 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, either in the community or those that are incarcerated offenders, by identifying problem areas and developing plans of action to assist the person in working toward becoming a productive law-abiding citizen. They make court recommendations, prepare sentencing assessments, and provide services for inmates, offenders, and their families.

WORK ENVIRONMENT

Employers:

Correctional institutions
Municipal, county, state or federal police departments
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, night-sticks, and firearms
Radio, telephones, and computer equipment
Electronic surveillance devices
Patrol car

WORKER PORTRAIT

Skills and Aptitudes:

Acts quickly
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

Interests:

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

CAREER OUTLOOK

Outlook

Good
Good
Good
Good
Good
Stable

Occupation

Probation/Parole Officer/Counselor
Police Officer
Correction Officer
Security Guard
Dispatcher
Detective

Position

Probation/Parole Officer
Police Officer
Correction Officer
Security Guard
Dispatcher
Detective
Airport Security

Salary Average per Year

\$26,000-37,000
\$26,000-43,500
\$27,340-32,100
\$18,000-26,000
\$22,000-26,000
\$26,000-43,500
\$23,508 - 35,276

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

Sources: Horizons, Discover, the Occupational Outlook Handbook

A.A. IN CRIMINAL JUSTICE

Program Information: The transfer curriculum 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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition & Rhetoric I	3	ENGL 1302	Composition & Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	3
HIST 2301	History of Texas	3	HIST 1302	American History OR	
CRIJ 1301	Intro. to Criminal Justice	3	HIST 2301	History of Texas	3
CRIJ 1307	Crime in America	3	CRIJ 1306	Court Systems & Practices	3
Approved Physical/Life Science		4	CRIJ 1310	Fundamentals of Criminal Law	3
ORIN 1100	Education & Career Planning	1	Approved Physical/Life Science		4
		17			16

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	3	GOVT 2306	State & Local Government	3
CRIJ 2313	Correctional Systems & Practices	3	CRIJ 2328	Police Systems and Practices OR	
SPCH 1311	Fundamentals of Speech OR		CRIJ 2314	Criminal Investigation	3
SPCH 1315	Public Speaking OR		SOCI 1301	Intro. To Sociology OR	
SPCH 1321	Business & Professional Speaking	3	PSYC 2301	General Psychology	3
MATH 1314	College Algebra OR		COSC 1401	Microcomputer Applications	4
MATH 1332	College Math I	3	KINE Activity		1
KINE Activity		1	Approved Visual/Performing Arts Elective		3
Approved Humanities Elective		3			17
		16			

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

A.A.S. IN CRIMINAL JUSTICE

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.**

TECH PREP: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition & Rhetoric I3	COSC 1401**	Microcomputer Applications4
ORIN 1100	Education & Career Planning1	CRIJ 1310	Fundamentals of Criminal Law3
Approved Elective3	GOVT 2306	State and Local Government3
CRIJ 1301	Intro. to Criminal Justice3	POFT 1301	Business English3
GOVT 2305	American National Government3	CRIJ 1306	Court Systems & Practices3
Approved Mathematics Elective3			16
		16			

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
SOCI 1301	Introduction to Sociology3	CRIJ 2328	Police Systems & Practices3
Approved Humanities/Fine Arts Elective3	CRIJ 2314*	Criminal Investigation.3
Approved Elective3(4)	Approved Speech Elective3
CRIJ 2313	Correctional Systems & Practices OR		Approved Elective3(5)
CRIJ 2323	Legal Aspects of Law Enforcement3	Approved Elective3
PSYC 2301	General Psychology3	CRIJ 2301	Community Resources in Corrections3
CRIJ 1307	Crime in America3			18(20)
		18(19)			

Approved Electives:

- SPAN 1411 Beginner Spanish I
- CRIJ 1313 Juvenile Justice System
- CRIJ 2301 Community Resources in Corrections
- CJSA 2364 Practicum (or Field Experience) - Criminal Justice Studies
- SOCI 2319 Minority Studies or
- SOCI 1306 Social Problems
- CJCR 1474 Occupational Educ
- CJCR 1166 Occupational Exp.

Successful completion of Police Academy (13 hours credit) and TCLEOSE Certification can be applied after 12 hours course completion at Navarro College.

*Capstone must be taken the final semester.

**ITSC 1409 will substitute for COSC 1401 for students receiving Tech Prep credit.

POLICE ACADEMY

Navarro College has a fully licensed police academy offering basic peace officer certification and in-service training for licensed law enforcement officers. The program includes 680 hours of training in law, defensive tactics, firearms, first aid, patrol tactics, and cultural diversity. Upon successful completion of the program, students are eligible to take the TCLEOSE licensing exam.

- CJLE 2420
- CJLE 2421
- CJLE 2522

All in-service courses are accredited by TCLEOSE and are offered year-round through the police academy.

CRIMINAL JUSTICE CORRECTIONS CERTIFICATE

PROGRAM INFORMATION: The certificate program shown below is designed for students who plan to work in the corrections field and have attended the pre-service training academy at Navarro College.

CJCR 1474	Occupational Training/Educ	4
CJCR 1166	Practicum - On the Job Training	1
CRIJ 1313	Juvenile Justice System	3
CRIJ 2313	Correctional System	3
CRIJ 2301	Community Resources in Corrections	3
CRIJ 1301	Intro. to Criminal Justice	3

Approved Agencies:

- TDCJ
- TYC
- TJPC
- CJAD

Federal Law Enforcement Agencies

Armed Services

Other agencies may be considered for approval.

LAW ENFORCEMENT TEXAS PEACE OFFICER CERTIFICATE

PROGRAM INFORMATION: The Texas Peace Officer Certificate Program affords students the opportunity to earn college credit from the following list of courses prior to entering the police academy.

	FALL	Sem. Hrs.		SPRING	Sem. Hrs.
Subjects	OR		Subjects	Legal Aspects of Law Enforcement	3
CRIJ 1307	Crime in America	3	CRIJ 2323	OR	
CISA 1312	OR		CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1301	Introduction to Criminal Justice	3	CJSA 1327	OR	
CISA 1322	Police Systems and Practices	3	CRIJ 1307	Court Systems and Practices	3
CRIJ 2328	Criminal Investigation	3	CJSA 1313		
CRIJ 2314					

12

9



A.S. in PRE-DENTISTRY

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

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	3	ENGL 1302	Composition and Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	3
HIST 2301	History of Texas	3	HIST 1302	American History OR	
CHEM 1411	General Chemistry I	4	HIST 2301	History of Texas	3
BIOL 1406	General Biology I	4	CHEM 1412	General Chemistry II	4
Approved Mathematics Elective		3	BIOL 1407	General Biology II	4
ORIN 1100	Education and Career Planning	1	MATH 2413	Calculus I w/Analytic Geometry	4
		18			18

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	3	GOVT 2306	State and Local Government	3
CHEM 2423	Organic Chemistry I	4	COSC 1401	Microcomputer Applications	4
SPCH 1315	Public Speaking	3	Approved Humanities Elective		3
Approved Visual/Performing Arts Elective		3	Approved Social/Behavioral Science Elective		3
KINE Activity		1	KINE Activity		1
		14			14

Some universities may require the following:

BIOL 1413	General Zoology
BIOL 1411	General Biology
CHEM 2425	Organic Chemistry II
PHYS 1401	or PHYS 2425
PHYS 1402	or PHYS 2426

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

A.S. in PRE-DENTAL HYGIENE

PROGRAM INFORMATION: The program outlined below has been designed for students who plan to pursue a degree in dental hygiene 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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	.3	ENGL 1302	Composition and Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	.3
HIST 2301	History of Texas	.3	HIST 1302	American History OR	
ORIN 1100	Education & Career Planning	.1	HIST 2301	History of Texas	.3
CHEM 1405	Introduction to Chemistry I	.4	MATH 1316	Plane Trigonometry	.3
MATH 1314	College Algebra	.3	CHEM 1407	Introduction to Chemistry II	.4
SPCH 1315	Public Speaking	.3	KINE Activity		.1
		17			14

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	.3	GOVT 2306	State and Local Government	.3
BIOL 2401	Anatomy and Physiology I	.4	BIOL 2402	Anatomy and Physiology II	.4
COSC 1401	Microcomputer Applications	.4	BIOL 2420	Microbiology	.4
KINE Activity		.1	Approved Social/Behavioral Science Elective		.3
Approved Humanities Elective		.3	Approved Visual/Performing Arts Elective		.3
		15			17

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

EDUCATION - *A.A.T. EC-6, 6-8, EC-12

Associate of Arts in Teaching 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, 6-8 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 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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	.3	ENGL 1302	Composition and Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	.3
HIST 2301	History of Texas	.3	HIST 1302	American History OR	
Approved Science Elective*		.4	HIST 2301	History of Texas	.3
ORIN 1100**	Education and Career Planning	.1	Approved Science Elective*		.4
Approved Social/Behavioral Sciences		.3	MATH 1314	College Algebra	.3
KINE Activity		.1	COSC 1401	Microcomputer Applications	.4
		15			17

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	.3	GOVT 2306	State and Local Government	.3
Approved Humanities Elective**		.3	SPCH 1311	Introduction to Speech Communication OR	
MATH 1350	Fundamentals of Math	.3	SPCH 1315	Public Speaking OR	
EDUC 1301	Introduction to Education	.3	SPCH 1321	Business & Professional Speaking	.3
Approved Visual/Performing Arts Elective		.3	Approved Science Elective*		.4
KINE Activity		.1	MATH 1351	Fundamentals of Math II	.3
		16	EDUC 2301	Special Populations	.3
					16

*Science electives must be from different areas.

**For Humanities elective, select ENGL 2322, 2323, 2327, 2328, 2332, 2333, or PHIL 1301.

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.

8-12 EDUCATION - *A.A.T.

Associate of Arts in Teaching 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 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 Art 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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	.3	ENGL 1302	Composition and Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	.3
HIST 2301	History of Texas	.3	HIST 1302	American History OR	
ORIN 1100	Education and Career Planning	.1	HIST 2301	History of Texas	.3
Approved Physical/Life Science		.4	Approved Physical/Life Science		.4
SPCH 1311	Introduction to Speech Communication OR		COSC 1401	Microcomputer Applications	.4
SPCH 1321	Business & Professional Speaking OR		Academic Specialization		.3
SPCH 1315	Public Speaking	.3			
Academic Specialization		.3			17
		17			

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	.3	GOVT 2306	State and Local Government	.3
Approved Visual/Performing Arts Elective		.3	Academic Specialization		.3
MATH 1314	College Algebra	.3	Approved Humanities Elective		.3
Academic Specialization		.3	Approved Social/Behavioral Science		.3
EDUC 1301	Introduction of Education	.3	EDUC2301	Special Populations	.3
		15			15

This is a sample degree plan; students should consult catalog of senior institution he or she plans 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 the academic counselor.

Emergency Medical Services

THE OCCUPATIONS

EMT-Basic
EMS-Paramedic

ABOUT THE OCCUPATIONS

EMT-Basic and EMT-Paramedics are highly trained and skilled medical professionals who are educated to carry out some of the duties of a physician. EMT-Basics and EMS-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 EMS-Paramedic is the sole or highest trained medical provider in these areas.

WORK ENVIRONMENT

Employers:

EMS providers
Municipal EMS/fire departments
Industrial manufacturing plants
Cruise ship medical departments
Offshore oil drilling platforms
Helicopter or fixed wing medical transport

Typical Schedule:

40-48 hour workweek normal
Shift work normal
Overtime normal

Tools and Equipment:

Ambulance
ECG monitor
Pulse ox monitor
Stretcher

WORKER PORTRAIT

Skills and Aptitudes:

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 judgement
Ability to take the initiative

Interests:

Not adverse to risk-taking
Motivated to take responsibility
Desire to serve the general public

CAREER OUTLOOK

Outlook	Occupation
Stable	EMT-Basic
Favorable	EMS-Paramedic

Position	Salary per Year (Average)
EMT-Basic/ EMS Paramedic	Varies \$19,000-\$48,000

(Note: Individual earnings may vary based upon the job setting and position. These are ranges, not guarantees of earnings.) Sources of occupational information include the Bureau of Labor Statistics, Occupational Outlook Handbook, and Americas Career Information Net.



EMT BASIC CERTIFICATE

(Institutional Certificate)

Subjects		Sem. Hrs.
EMSP 1501	Emergency Medical Technician-Basic5
EMSP 1160	Clinical-Emergency Medical Technology/Technical1
ORIN 1100	Education and Career Planning1

7

PARAMEDIC CERTIFICATE

(Must have EMT Basic Certificate Certification)

REQUIRED PREREQUISITES

BIOL 2401	Anatomy & Physiology I4
BIOL 2420	Microbiology4
ORIN 1100	Education and Career Planning (If not completed as part of the EMT certificate)1

9

FALL

Subjects		Sem. Hrs.
EMSP 1438	Introduction to Advanced Practice4
EMSP 1456	Patient Assessment & Airway Mgt.4
EMSP 2348	Emergency Pharmacology3
EMSP 1355	Trauma Management3
EMSP 1161	Clinical I1

15

SPRING

Subjects		Sem. Hrs.
EMSP 2444	Cardiology4
EMSP 2434	Medical Emergencies4
EMSP 2330	Special Populations3
EMSP 2338	EMS Operations3
EMSP 1162	Clinical II1

15

SUMMER SEMESTER

Subjects		Sem. Hrs.
EMSP 2143	Assessment Based Management1
EMSP 2366	Clinical III3

4

ADVANCED PARAMEDIC (A.A.S. DEGREE)

(Must have EMS Paramedic Certificate (Level II Certificate))

FALL		Sem. Hrs.
Subjects		
SPCH 1311*	Fundamentals of Speech OR	
SPCH 1315*	Public Speaking	3
BIOL 2402	Anatomy and Physiology II	4
COSC 1401	Microcomputer Applications	4
		11

SPRING		Sem. Hrs.
Subjects		
MATH 1314	College Algebra	3
PSYC 2301	General Psychology	3
ENGL 1301	Freshman Composition I	3
	Approved Humanities/Fine Arts elective	3
		12



*SPCH 1315 preferred

A. S. in PRE-ENGINEERING

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 adviser 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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	3	ENGL 2311	Business & Technical Writing	3
HIST 1301	American History OR		HIST 1302	American History OR	
HIST 2301	History of Texas	3	HIST 2301	History of Texas	3
ORIN 1100	Education and Career Planning	1	PHYS 2426	University Physics II	4
PHYS 2425	University Physics I	4	MATH 2414	Calculus II w/Analytic Geometry	4
MATH 2413	Calculus I w/Analytic Geometry	4	KINE Activity	1
		15			15

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	3	GOVT 2306	State and Local Government	3
COSC 1401	Microcomputer Applications	4	Approved Visual/Performing Arts Elective	3	
MATH 2315	Calculus III	3	Approved Humanities Elective	3	
ENGR 2301	Engineering Mechanics I OR		MATH 2320	Differential Equations	3
ENGR 2305	Fundamentals of Electrical Circuits	3	ENGR 2302	Engineering Mechanics II OR	
KINE Activity	1	ENGR 2303	Engineering Mechanics III	3
SPCH 1315	Public Speaking	3	Approved Social/Behavioral Science Elective	3	
		17			18

Some universities may require the following:

- CHEM 1411 General Chemistry I
- CHEM 1412 General Chemistry II

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

A.A. in ENGLISH

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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	.3	ENGL 1302	Composition and Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	.3
HIST 2301	History of Texas	.3	HIST 1302	American History OR	
ORIN 1100	Education and Career Planning	.1	HIST 2301	History of Texas	.3
Approved Foreign Language		.4	COSC 1401	Microcomputer Applications	.4
Approved Visual/Performing Arts Elective		.3	Approved Foreign Language		.4
KINE Activity		.1	Approved Physical/Life Science		.4
		15			18

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	.3	GOVT 2306	State and Local Government	.3
Sophomore English		.3	Sophomore English		.3
Approved Social/Behavioral Science		.3	MATH 1332 or higher		.3
Approved Physical/Life Science		.4	Approved Elective from English		.3
SPCH 1315or 1321		.3	Approved Free Elective		.3
KINE Activity		.1			15
		17			

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

Fire Science Protection Technology

THE OCCUPATIONS

Firefighter
Fire Inspector
Fire Chief

ABOUT THE OCCUPATIONS

Firefighters respond to a variety of emergency situations in which life, property, or the environment are at risk, such as residential structures and businesses. Firefighters are frequently the first emergency response team at the scene of an accident. They help protect the public against these dangers. Today, firefighters respond to medical emergencies, and their departments require them to have training in medical emergency procedures. Firefighting is dangerous and complex work, which requires the firefighters to work as teams.

Firefighters must respond immediately to emergencies, and each situation presents a unique and challenging experience. Superior officers, such as a captain or chief, guide firefighting teams to accomplish specific duties. Today, firefighters assume a wider range of responsibilities, which require the utilization of sophisticated equipment. They can expect to operate a pump, position ladders, and connect hose lines to hydrants. In many cases, the firefighters will change duties several times at an emergency scene. Ambulances, fireboats, and emergency rescue vehicles may be operated by some firefighters.

Fire stations have dining and sleeping quarters to allow the firefighters to respond to emergencies 24-hours a day. Between emergency responses, the firefighters conduct practice drills, clean and maintain equipment, participate in classroom training, conduct fire inspections, conduct demonstrations to the public, participate in fitness training, check building plans, and inspect fire escapes. Firefighting is hazardous work resulting in environments where floors suddenly cave in, walls topple, and there is exposure to gases, chemicals, and smoke. Firefighters face dangerous situations where injury and death are a risk.

WORK ENVIRONMENT

Employers:

Municipal fire departments
Industrial manufacturing plants
Government agencies
Forest protection agencies

Typical Schedule:

40-48 hour workweek normal
Shift work normal
Overtime normal

Tools and Equipment:

Protective clothing
Building and fire codes
Chemicals to put out fires
Emergency rescue vehicles
Firefighting apparatuses

WORKER PORTRAIT

Skills and Aptitudes:

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 judgement
Ability to take the initiative

Interests:

Not adverse to risk-taking
Motivated to take responsibility
Desire to serve the general public

CAREER OUTLOOK

Outlook	Occupation
Stable	Fire Chief
Stable	Fire Inspector
Stable	Firefighters
Position	Salary per Year (Average)
Firefighter	\$19,000-\$48,000

(Note: Individual earnings may vary based upon the job setting and position. These are ranges, not guarantees of earnings.) Sources of occupational information include the Bureau of Labor Statistics, Occupational Outlook Handbook, and Americas Career Information Net.



BASIC FIREFIGHTER CERTIFICATE

PROGRAM INFORMATION: This certificate program was developed to help prepare students for a career as a professional firefighter. The Navarro College Fire Academy meets the curriculum requirements for certification as a basic firefighter for the state of Texas.

BASIC FIREFIGHTER CERTIFICATE

First Semester

Subjects		Sem. Hrs.
FIRS 1301	Firefighter Certification I3
FIRS 1407	Firefighter Certification II4
FIRS 1313	Firefighter Certification III3
FIRS 1319	Firefighter Certification IV3
FIRS 1323	Firefighter Certification V3
FIRS 1329	Firefighter Certification VI3
FIRS 1433	Firefighter Certification VII4

23

Note: Night students take two semesters to complete.

FIRE ACADEMY

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 Firefighter Academy will qualify the student to take all state exams to qualify for certification.

Continuing Education classes are also offered through the fire academy, including, but not limited to, arson investigation, and driver operator training.

FIRE SCIENCE PROTECTION TECHNOLOGY CERTIFICATE

Subjects		Sem. Hrs.
FIRT 1301	Fundamentals of Fire Protection	3
FIRT 1307	Fire Prevention Codes and Inspections	3
FIRT 1315	Hazardous Materials I	3
FIRT 1338	Fire Protection Systems	3
FIRT 1329	Building Codes and Construction	3
FIRT 2309	Firefighting Strategies and Tactics	3
		18

A.A.S. FIRE SCIENCE PROTECTION DEGREE

Fire Science Protection Certificate	18
Fire Academy Certificate	23

FALL

Subjects		Sem. Hrs.
ORIN 1100	Education and Career Planning	1
SPCH 1311	Fundamentals of Speech OR	
SPCH 1315*	Public Speaking	3
MATH 1314	College Algebra	3
ENGL 1301	Freshman Composition	3
CHEM 1405	Introduction to Chemistry OR	
FIRT 1492	Special Topics	4
		14

SPRING

Subjects		Sem. Hrs.
PSYC 2301	General Psychology	3
COSC 1401	Microcomputer Application	4
ECON 2301	Principles of Economics/Macro OR	
ECON 2302	Principles of Economics/Micro	3
GOVT 2306	State & Local Government	3
	Approved Humanities/Fine Arts elective	3
		16

*SPCH 1315 preferred

FIRE OFFICER CERTIFICATE

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
FIRT 1329	Building Codes and Construction	3	FIRT 2309	Firefighting Strategies and Tactics	3
FIRT 1303	Fire and Arson Investigation I	3	FIRT 1345	Hazardous Materials II	3
FIRT 1315	Hazardous Materials I	3	FIRT 1353	Legal Aspects of Fire Protection	3
FIRT 1307	Fire Protection Codes and Inspections	3	FIRT 1349	Fire Administration II	3
FIRT 1309	Fire Administration I	3	FIRT 2305	Fire Instructor*	3
		15			15

SUMMER SEMESTER

Subjects		Sem. Hrs.
FIRT 2351	Company Fire Officer	3

*Hybrid Course

Fire Officer Certificate33

A.A.S. FIRE OFFICER DEGREE

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ORIN 1100	Education and Career Planning	1	PSYC 2301	General Psychology	3
SPCH 1311/1315	Fundamentals of Speech/Public Speaking	3	COSC 1401	Microcomputer Application	4
MATH 1314	College Algebra	3	ECON 2301	Principles of Economics/Macro OR	
ENGL 1301	Freshman Composition	3	ECON 2302	Principles of Economics/Micro	3
CHEM 1405	Introduction to Chemistry OR		GOVT 2306	State & Local Government	3
FIRT 1492	Special Topics	4	Approved Humanities/Fine Arts elective		3
		14			16

*SPCH 1315 preferred

A.A. IN GENERAL STUDIES

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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	3	ENGL 1302	Composition & Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	3
HIST 2301	History of Texas	3	HIST 1302	American History OR	
ORIN 1100	Education & Career Planning	1	HIST 2301	History of Texas	3
Approved Physical/Life Science		4	Approved Physical/Life Science		4
SPCH 1311	Intro. to Speech Communication OR		COSC 1401	Microcomputer Applications	4
SPCH 1315	Public Speaking OR		KINE Activity		1
SPCH 1321	Business & Professional Speaking	3	Approved Elective		3
KINE Activity		1			18
		15			

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	3	GOVT 2306	State and Local Government	3
Approved Visual/Performing Arts		3	Approved Humanities Elective		3
MATH 1314	College Algebra	3	Approved Foreign Language		4
Approved Foreign Language		4	Approved Elective		3
Approved Elective		3	Approved Social/Behavioral Science		3
		16			16

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

A.S. IN GENERAL STUDIES

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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	.3	ENGL 1302	Composition & Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	.3
HIST 2301	History of Texas	.3	HIST 1302	American History OR	
ORIN 1100	Education & Career Planning	.1	HIST 2301	History of Texas	.3
Approved Physical/Life Science		.4	Approved Physical/Life Science		.4
KINE Activity		.1	COSC 1401	Microcomputer Applications	.4
Approved Elective		.3	KINE Activity		.1
		15	Approved Elective		.3
					18

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	.3	GOVT 2306	State and Local Government	.3
Approved Visual/Performing Arts		.3	Approved Humanities Elective		.3
MATH 1314	College Algebra	.3	Approved Social/Behavioral Science		.3
SPCH 1311	Intro. to Speech Communication OR		Approved MATH (transfer)		.3
SPCH 1315	Public Speaking OR		Approved Elective		.3
SPCH 1321	Business & Professional Speaking	.3			15
Approved Elective		.3			
		15			

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

INDUSTRIAL EQUIPMENT MAINTENANCE AND REPAIR

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.

INDUSTRIAL EQUIPMENT MAINTENANCE AND REPAIR CERTIFICATE

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
INMT 1305	Intro. to Ind. Maintenance	3	ELMT 1301	Basic Programmable Logic Controllers . .	3
POFI 1301	Computer Application I	3	ELMT 2337	Electronic Troubleshooting, Service and Repair	3
ELPT 1311	Basic Electrical Theory	3	Approved Elective		3
ELMT 2333	Industrial Electronics	3	HYDR 1305	Basic Hydraulics	3
ELPT 1341	Motor Controls	3	BUSG 2366*	Practicum	3
		15			15

* *Capstone*

Approved Electives

- DEMR 1323 HVAC
- WLDG 1223 Intro. to Welding
- WLDG 1428 Intro to Sheilded and Metal Arc Welding

A.S. in KINESIOLOGY

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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition & Rhetoric I	3	ENGL 1302	Composition & Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	3
HIST 2301	History of Texas	3	HIST 1302	American History OR	
Approved Physical/Life Science	4	HIST 2301	History of Texas	3
KINE 1301	Foundations of Physical Ed.	3	Approved Physical/Life Science	4
KINE Activity course	1	KINE 1338	Concepts of Fitness/Wellness	3
ORIN 1100**	Education and Career Planning	1	MATH 1314	College Algebra	3
		15			16

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Govt.	3	GOVT 2306	State and Local Government	3
Approved KINE Lecture Elective	3	Approved MATH*	3
Approved Humanities Core Elective	3	Approved KINE Activity Elective	1
SPCH 1315 or 1321		3	Approved KINE Lecture Elective	3
Approved KINE Activity Elective	1	Approved Visual/Performing Arts Elective	3
COSC 1401	Microcomputer Applications	4	Approved Social/Behavioral Science	3
		17			16

*College-level math or higher

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

A.S. in MATHEMATICS

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 2342, or MATH 2412.

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	.3	ENGL 1302	Composition and Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	.3
HIST 2301	History of Texas	.3	HIST 1302	American History OR	
MATH 2413*	Calculus I	.3	HIST 2301	History of Texas	.3
BIOL 1406	General Biology I OR		MATH 2414	Calculus II	.4
CHEM 1411	General Chemistry I	.4	BIOL 1407	General Biology II OR	
ORIN 1100	Education & Career Planning	.1	CHEM 1412	General Chemistry II	.4
Approved Behavioral/Social Science Elective		.3	COSC 1401	Microcomputer Applications	.4
		17			18

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	.3	GOVT 2306	State and Local Government	.3
PHYS 2425	University Physics I	.4	MATH 2320	Differential Equations or	
MATH 2315	Calculus III	.3	MATH 2318	Linear Algebra.	.3
SPCH 1315	Public Speaking	.3	Approved Humanities Elective		.3
Approved Free Elective		.3	Approved Visual/Performing Arts Elective		.3
KINE Activity		.1	KINE Activity		.1
		17			13

Some universities may require the following:
PHYS 2426 University Physics II

**Students deficient in mathematics should take college algebra and trigonometry or pre-calculus during the summer preceding their enrollment in MATH 2342 or MATH 2413.*

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

A.S. in PRE-MEDICINE

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

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	.3	ENGL 1302	Composition and Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	.3
HIST 2301	History of Texas	.3	HIST 1302	American History OR	
CHEM 1411	General Chemistry I	.4	HIST 2301	History of Texas	.3
BIOL 1406	General Biology I	.4			
ORIN 1100	Education and Career Planning	.1	CHEM 1412	General Chemistry II	.4
		15	BIOL 1407	General Biology II	.4
			MATH 2412	Pre-Calculus w/Analytic Geometry	.4
			KINE Activity		.1
					19

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	.3	GOVT 2306	State and Local Government	.3
CHEM 2423	Organic Chemistry I	.4	SPCH 1315	Public Speaking	.3
COSC 1401	Microcomputer Applications	.4	Approved Humanities Elective		.3
Approved Visual/Performing Arts Elective		.3	Approved Social/Behavioral Science Elective		.3
KINE Activity		.1	MATH 2413	Calculus I	.4
		15			16

Some universities may require the following:

- BIOL 1413 General Zoology
- CHEM 2425 Organic Chemistry II
- MATH 1348 Analytic Geometry
- Either PHYS 2425 or PHYS 1401
- Either PHYS 2426 or PHYS 1402
- BIOL 1411 General Botany

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

Multimedia Technology

THE OCCUPATIONS

Multimedia Technology Specialist
Web page Designer
Graphic Designer
Audio/Visual Production Technician
2D-3D animator
Computer Game Specialist

ABOUT THE OCCUPATIONS

Multimedia specialists combine the use of audio, video, graphics, and text to provide and disseminate information to others in an aesthetic manner. Often, their final output is distributed on CD ROMs or DVD as catalogs, training sessions, books on disk, and tutorials. By combining graphics, audio files, animation, and video components, the product of multimedia specialists can often make stronger impacts than printed guides or tutorials.

Multimedia specialists must have an understanding of the production of audio files, video, 2-D and 3-D animation design, and computer graphics, as well as how to edit and enhance these files for use in a multimedia presentation. They must also be competent with computer hardware and software, not only on the production side, but on the user side as well, to help ensure the product will run properly on any computer. As multimedia moves to the Internet, many multimedia specialists may do work comparable to that of a webmaster.

Graphic designers use a variety of print, electronic, and film media to create designs that meet client needs. Most graphic designers use computer software to generate new images. They design promotional displays and marketing brochures for products and services, develop distinctive company logos for products and businesses, and create visual designs for annual reports and other corporate literature. Additionally, graphic designers, usually under the supervision of a design or art director, develop the overall layout and design of magazines, newspapers, journals, corporate reports, and other publications. Many graphic designers develop the graphics and layout of Internet Web sites. Graphic designers also produce the credits that appear before and after television programs and movies.

WORK ENVIRONMENT

Employers:

Multimedia agencies
Business, industry, and government agencies
Educational and health care institutions
Banks, insurance and real estate companies

Typical Schedule:

Flexible work schedule
40+ hours per workweek

Tools and Equipment:

Computers, scanners, printers, digital cameras, servers, digital and analog audio and video equipment, multimedia software

WORKER PORTRAIT

Skills and Aptitudes:

Communicates well
Works under pressure
Knowledge of design techniques
Dependable and responsible
Knowledge of media production

Interests:

Likes to work with computers
Enjoys generating new approaches to problems
Interested in a variety of media

OUTLOOK CAREER

Outlook	Occupation	Avg. Salary
Excellent	Multimedia Specialist	\$35,000-45,000
Excellent	Webmaster	\$22,800-34,800

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

MULTIMEDIA TECHNOLOGY

LEVEL I CERTIFICATE

PROGRAM INFORMATION: Multimedia Technology Level I Certificate is designed for teachers and other individuals who are retraining and who want basic multimedia technology skills. Courses completed in this certificate may be applied to an A.A.S. Degree in Applied Multimedia Technology.

Tech Prep: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

FRESHMAN

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
IMED 1301	Introduction to Multimedia3	ARTV 1303	Basic Animation3
ARTC 1302	Digital Imaging3	ARTC 1359	Visual Design for New Media3
GRPH 1359	Object Oriented Computer Graphics3	IMED1416	Web Page Design I4
IMED 1345	Interactive Multimedia3	IMED 2301	Instructional Design3
	12		13

MULTIMEDIA TECHNOLOGY

LEVEL II CERTIFICATE

PROGRAM INFORMATION: The Multimedia Technology Level II Certificate is designed to help prepare individuals who are retraining and who want more advanced multimedia technology skills. Courses completed in this certificate may be applied to an A.A.S. Degree in Applied Multimedia Technology.

FRESHMAN

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
IMED 1301	Introduction to Multimedia3	IMED 1416	Web Page Design I4
ARTC 1302	Digital Imaging3	ARTC 1359	Visual Design for New Media3
GRPH 1359	Object Oriented Computer Graphics3	ARTV 1303	Basic Animation3
COSC 1401	Microcomputer Applications4	ARTC 1313	Digital Publishing I3
	13		13

SOPHOMORE

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
IMED 1345	Interactive Multimedia3	IMED 2301	Instructional Design3
ARTV 1343	Digital Sound3	Arts 1317	Drawing II3
ARTS 1316	Drawing I3	ARTV 2341	Advanced Digital Video3
ARTV 1351	Digital Video3	ARTV 1341	3-D Animation I3
	12	ARTC 1317	Typography3
			15

*Capstone courses must be taken in the final semester.

MULTIMEDIA TECHNOLOGY DIGITAL PUBLISHING CERTIFICATE

PROGRAM INFORMATION: This certificate will enable students to use the computer and industry-standard software to master the graphic design/publishing process. It will provide the students with information needed to use the computer, to utilize industry standard software and produce high-quality graphic designs.

FRESHMAN

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
IMED 1301	Intro. to Multimedia	3	ARTS 1316	Drawing I	3
ARTS 1311	Design I	3	ARTC 1359	Visual Design for New Media	3
ARTC 1302	Digital Imaging I	3	ARTC 1313	Digital Publishing I	3
GRPH 1359	Object-Oriented Computer Graphics	3	ARTC 1317	Typographic Design	3
		<hr style="width: 20%; margin: 0 auto;"/> 12			<hr style="width: 20%; margin: 0 auto;"/> 12



A.A.S. IN MULTIMEDIA TECHNOLOGY

PROGRAM INFORMATION: This curriculum is designed to help prepare students for immediate employment in the field of multimedia technology. Students will receive job specific training in web design, graphic design, computer 2-D and 3-D image creation, traditional and digital video and video editing, digital photography, instructional and interface design, computer animation and multimedia authoring. Upon successful completion of the two-year curriculum, students will receive the Associate in Applied Science Degree.

Tech Prep: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
IMED 1301	Introduction to Multimedia3	MATH 1332	College Math I3
COSC 1401**	Microcomputer Applications4	IMED 1416	Web Page Design I4
ORIN 1100	Education & Career Planning1	ARTC 1359	Visual Design for New Media3
ARTS 1316	Drawing I3	ARTC 1313	Digital Publishing3
ENGL 1301	Composition & Rhetoric3	SPCH 1321	Business & Professional Speaking3
		14			16

SUMMER

PSYC 2301	General Psychology3
POFT 1301	Business English3
Approved Humanities/Fine Arts Elective*3
		9

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ARTV 1343	Digital Sound3	POFT 2312	Business Corr. & Comm.3
ARTC 1302	Digital Imaging3	ARTV 2341	Advanced Digital Video3
GRPH 1359	Object Oriented Computer Graphics3	IMED 2301	Instructional Design3
IMED 2366	Practicum3	ARTV 1303	Basic Animation3
ARTV 1351	Digital Video3	ARTV 1341	3-D Animation3
IMED 1345	Interactive Multimedia3			
		18			15

*ARTS 1317 Drawing II recommended

A.A. in MUSIC

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 adviser 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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	3	ENGL 1302	Composition and Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	3
HIST 2301	History of Texas	3	HIST 1302	American History OR	
ORIN 1100	Education and Career Planning	1	HIST 2301	History of Texas	3
MUSI 1211*	Music Theory I	2	MATH 1314	College Algebra	3
MUSI 1216	Ear Training I	2	MUSI 1212	Music Theory II	2
MUSI 1308	Music Literature	3	MUSI 1217	Ear Training II	2
Applied Concentration		2	Applied Concentration		2
Class Piano I		1	Class Piano II		1
Ensemble		1	Ensemble		1
		18			17

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	3	GOVT 2306	State & Local Government	3
MUSI 2211	Music Theory III	2	MUSI 2212	Music Theory IV	2
MUSI 2216	Ear Training III	2	MUSI 2217	Ear Training IV	2
Applied Concentration		2	Applied Concentration		2
Class Piano III		1	Class Piano IV		1
Ensemble		1	Ensemble		1
KINE Activity		1	COSC 1401	Microcomputer Applications	4
Approved Physical/Life Science		4			
		16			15

*All incoming music majors must meet with a music adviser and take a theory placement test before registering for classes.

Marching Band may be substituted for KINE requirements.

Paralegal Studies

THE OCCUPATIONS

Legal Assistant
Paralegal

ABOUT THE OCCUPATIONS

The terms "legal assistant" and "paralegal" are used interchangeably to denote a person who assists licensed attorneys in the delivery of legal services. In this occupation, paralegal/legal assistants perform many of the same tasks as lawyers under their direct supervision. Paralegals generally work for one law firm or sole practitioner, but they may also provide their services to licensed attorneys on a contract basis as a freelance paralegal. In either case, legal assistants may assume a variety of responsibilities, such as drafting legal documents, conducting legal research to ascertain the applicable law in a given case, and investigating the facts of cases.

A career as a paralegal also provides diverse employment settings. In addition to having the option to work for small, medium, or large law firms, legal assistants may work for corporations assisting attorneys with such tasks as drafting employee contracts, maintaining corporate minute books, or preparing annual financial reports. Other paralegal assistants may work for the state or federal government in one of their numerous administrative agencies performing a variety of duties. When assigned a legal problem on which to work, legal assistants must be able to communicate their findings to their supervising attorney(s), both orally and in writing. In order to do this effectively, paralegal assistants must not only understand legal terminology and have good research and investigative skills, but also must have excellent communication skills. Proficiency in the operation of computers in legal research and litigation is also essential. As legal assistants gain experience they are usually delegated increasingly challenging tasks, and can be a great asset to their employers. The paralegal occupation provides virtually unlimited opportunities to self-motivated people who recognize the importance of details, are able to work under pressure, and will abide by the strict rules of ethics and confidentiality of the legal profession.

WORK ENVIRONMENT

Employers:

Law firms
Corporations
Government agencies

Typical Schedule:

Corporations or government employers - 40-hour workweek
Law firms - 40 hours/week with possible frequent overtime
Part-time or temporary employment may be available

Tools and Equipment:

Sources of law (case law, statutes, constitutions, agency rules and regulations, ordinances)
Sources that discuss the law
Pleadings, motions and other legal documents
Computers, word processing and research software
Form books

WORKER PORTRAIT

Skills and Aptitudes:

General knowledge of the law
Good research and investigative skills
Familiarity with computers
Able to handle stressful situations and to solve problems
Communicates clearly
Organized and self-motivated
Team member, flexible, courteous, trustworthy, & dependable
High ethical standards

Interests:

Likes to read and communicate
Enjoys challenges
Likes the law
Enjoys helping people

CAREER OUTLOOK

Outlook	Occupation
Excellent	Paralegal personnel
Position	Salary per Year (Average)
Paralegal	\$38,020-\$56,080

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

PARALEGAL STUDIES CERTIFICATE PROGRAM

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.

Tech Prep: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

FALL

Subjects	Sem. Hrs.
LGLA 1313 Introduction to Paralegal Studies3
LGLA 1355 Family Law3
LGLA 1311 Introduction to Law3
LGLA 1345 Civil Litigation3
LGLA 1353 Wills, Trusts and Probate Administration3
LGLA 1301 Legal Research & Writing3
	18

SPRING

Subjects	Sem. Hrs
LGLA 2335 Advanced Civil Litigation OR	
LGLA 2331 Advanced Legal Research3
LGLA 2188* Internship - Paralegal/Legal Assistant OR1
LGLA 2388 Internship1
LGLA 2307 Law Office Management3
LGLA 2313 Criminal Law3
LGLA 2309 Real Property3
LGLA 2303 Torts and Personal Injury Law3
POFT 1329 Keyboarding & Document Processing3
	19
Total	37

*Capstone must be taken in the last semester.

A.A.S. PARALEGAL STUDIES

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 corporations 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.

Tech Prep: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
LGLA 1301	Legal Research & Writing	3	LGLA 2307	Law Office Management	3
LGLA 1313	Intro. to Paralegal Studies	3	LGLA 2303	Torts & Personal Injury	3
LGLA 1311	Intro. to Law	3	LGLA 2313	Criminal Law	3
POFT 1329	Keyboarding & Doc. Processing	3	GOVT 2305	American National Govt.	3
ORIN 1100	Education & Career Planning	1	SPCH 1315	Public Speaking OR	
ENGL 1301	Composition & Rhetoric	3	SPCH 1321	Business & Professional Speaking	3
		16			15

Summer

COSC 1401**	Microcomputer Applications	4
ACCT 2401	Principles of Financial Acct. OR	
ACNT 1301	Intro. to Accounting I	3(4)
		7(8)

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
LGLA 1345	Civil Litigation	3	LGLA 2331	Adv. Legal Research & Writing	3
LGLA 1355	Family Law	3	LGLA 2309	Real Property	3
LGLA 1353	Wills, Trusts & Probate Admin	3	LGLA 2335	Advanced Civil Litigation	3
MATH 1324	Math for Business & Social Sciences OR		LGLA 2388*	Internship	3
MATH 1332	College Math I	3		Approved Humanities/Fine Arts Elective	3
GOVT 2306	State and Local Government	3			
		15			15

*Capstone course. Must be taken in the last semester.

**ITSC 1409 will substitute for COSC 1401 for students receiving Tech Prep credit.

LGLA 1311 and 1313 are prerequisites for all other LGLA courses except LGLA 1301.

A.A.S. PARALEGAL STUDIES WITH CRIMINAL JUSTICE EMPHASIS

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.

Tech Prep: Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
LGLA 1301	Legal Research & Writing	3	LGLA 2307	Law Office Management	3
ORIN 1100	Education & Career Planning	1	LGLA 2313	Criminal Law and Procedure OR	
LGLA 1313	Intro. to Paralegal Studies	3	CRIJ 1310	Fund. of Criminal Law	3
LGLA 1311	Intro. to Law	3	GOVT 2305	American National Govt.	3
CRIJ 1301	Intro. to Criminal Justice	3	SPCH 1315	Public Speaking OR	
POFT 1329	Keyboarding & Doc. Processing	3	SPCH 1321	Business & Professional Speaking	3
		16			12

Summer

COSC 1401**	Microcomputer Applications	4
ENGL 1301	Composition & Rhetoric	3
		7

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
LGLA 1345	Civil Litigation	3	LGLA 2331	Adv. Legal Research & Writing	3
LGLA 1355	Family Law	3	LGLA 2335	Advanced Civil Litigation	3
MATH 1324	Math for Business & Social Sciences OR		LGLA 2388*	Internship/Paralegal	3
MATH 1332	College Math I	3	Approved Elective*	3
GOVT 2306	State and Local Government	3	Approved Humanities/Fine Arts Elective		3
Approved Elective*	3			
		15			15

*Approved Electives:

CRIJ 1313 *Juvenile Justice System*
 SOCI 2301 *Intro. to Sociology*
 LGLA 1353 *Wills, Trusts and Probate*

CRIJ 1307 *Crime In America*
 PSYC 2301 *Intro. to Psychology*
 LGLA 2309 *Real Property*

CRIJ 2301 *Community Resources in Corrections*
 LGLA 2303 *Torts and Personal Injury*

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

A.A.S. in PETROLEUM TECHNOLOGY

PROGRAM OBJECTIVES: 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 (lease operators). 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		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
PHYS 1415	Physical Science4	PTRT 1317	Natural Gas Processing I3
PTRT 1191	Petroleum Orientation1	ENGL 1301	English Composition 13
PTRT 1301	Intro to Petroleum Industry3	PTRT 1307	Recovery and Production Methods3
PTRT 1313	Industrial Safety3	PTRT 2323	Natural Gas Production3
MATH 1314	College Algebra OR	ARTS 1301	Art Appreciation OR
MATH 1332	College Math3	MUSI 1307	Music Appreciation OR
INMT 2345	Industrial Troubleshooting OR	DRAM 1310	Intro to Theatre3
RBTC 1309	Pneumatics OR		
INTC 1305	Introduction to Instrumentation3		
	17		15

SOPHOMORE YEAR

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
PTRT 2280	Cooperative Ed. - Pet. Tech/Technician . .2	BMGT 2309	Leadership3
PTRT 1309	Corrosion Basics3	PTRT 2359	Petroleum Computer Applications3
PTRT 1312	Petroleum Regulations3	PTRT 2332	Artificial Lift3
PTRT 1324	Petroleum Instrumentation3	PTRT 1391	Special Topics in Pet. Tech/Technician . .3
PTRT 1321	Oil Field Hydraulics3	ECON 2302	Elective3
SPCH 1321	Business & Professional Speaking OR	GOVT 2305 or Approved Elective3	
SPCH 1315	Public Speaking	HIST 1301 or Approved Elective3	
INTC 1305	Introduction to Instrumentation3		
	17		15

NAVARRO COLLEGE OIL & GAS TECHNOLOGY CERTIFICATE DEGREE PLAN

Length: Three semester (one year) program

Purpose: 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.

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
PTRT 1301	Overview of Petroleum Industry	3	PTRT 1317	Natural Gas Processing I	3
PTRT 1313	Industrial Safety	3	PTRT 1321	Oil Field Hydraulics	3
PTRT 2345	Industrial Troubleshooting	3	PTRT 1324	Petroleum Instrumentation	3
RBTC 1309	Pneumatics	3	PTRT 2323	Natural Gas Production	3
INTC 1305	Intro. to Instrumentation	3	PTRT 1307	Production Methods	3
		15			15

SUMMER		
PTRT 2280	Cooperative Education-Petroleum Technology/Technician	2
PTRT 1391	Natural Gas Processing II	3
PTRT 2432	Artificial Lift	4
		9

A.S. in PRE-PHARMACY

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 pharmacy 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. 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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	.3	ENGL 1302	Composition and Rhetoric II OR	
ORIN 1100	Education & Career Planning	.1	ENGL 2311	Technical & Business Writing	.3
CHEM 1411	General Chemistry I	.4	HIST 1302	American History OR	
BIOL 1406	General Biology I	.4	HIST 2301	History of Texas	.3
HIST 1301	American History OR		CHEM 1412	General Chemistry II	.4
HIST 2301	History of Texas	.3	BIOL 1407	General Biology II	.4
Approved Visual/Performing Arts Elective		.3	KINE Activity		.1
		18	MATH 2342	Statistics	.3
					18

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	.3	GOVT 2306	State and Local Government	.3
CHEM 2423	Organic Chemistry I	.4	CHEM 2425	Organic Chemistry II	.4
SPCH 1315	Public Speaking	.3	Approved Humanities Elective		.3
KINE Activity		.1	Approved Social/Behavioral Science Elective		.3
COSC 1401	Microcomputer Applications	.4	MATH 2413*	Calculus I w/Analytic Geometry	.4
		15			17

Some universities may require the following:

PHYS 1401	
PHYS 2425	University Physics I
BIOL 2421	Microbiology for Majors

*Note: Calculus prerequisite

A.S. in PHYSICS

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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	3	ENGL 1302	Composition and Rhetoric II OR	
HIST 1301	American History	3	ENGL 2311	Business & Technical Writing	3
ORIN 1100	Education and Career Planning	1	HIST 1302	American History	3
CHEM 1411	General Chemistry I	4	COSC 1401	Microcomputer Applications	4
MATH 2413	Calculus I	4	MATH 2414	Calculus II	4
		15			14

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	3	GOVT 2306	State and Local Government	3
PHYS 2425	University Physics I	4	PHYS 2426	University Physics II	4
SPCH 1315	Public Speaking	3	MATH 2320	Differential Equations	3
Approved Humanities Elective		3	Approved Social/Behavioral Science		3
KINE Activity		1	Approved Visual/Performing Arts Elective		3
MATH 2315	Calculus III	3	KINE Activity		1
		17			17

Some universities may require the following:
 CHEM 1412 General Chemistry II

Students deficient in mathematics should take college algebra and trigonometry during the summer preceding their enrollment in MATH 1348 or MATH 2413.

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

POWER PLANT OPERATIONS & MAINTENANCE CERTIFICATE

Offered at the NRG Plant in Jewett, Texas

PROGRAM INFORMATION: The Power Plant Operations and Maintenance Certificate helps prepare students for careers in the operations and maintenance of today's modern electrical generating plants. The program is designed for entry-level employment in the operation of modern fossil fuel power plants, gas turbine facilities, water treatment facilities, or other facilities where steam and/or electricity is generated. Students learn the technical and safety aspects of plant operations, the responsibilities of plant operators, and the mechanical and chemical technology needed for working in related industrial operations.

Subjects	FALL	Sem. Hrs.
IEIR 1306	Electric Motors	3
ELPT 1311	Basic Electrical Theory	3
BMGT 2309	Leadership	3
MCHN 1320	Precision Tools & Measurement	3
HYDR 1305	Basic Hydraulics	3
		15

Subjects	SPRING	Sem. Hrs.
ELMT 1491	Special Topics in Electromechanical	4
ELMT 2337	Electronic T/S	3
ELPT 1341	Motor Control	3
ELMT 1266	Practicum	2
IEIR 1443	Industrial Equip. Maintenance	4
		16

A.S. in PSYCHOLOGY

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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I3	ENGL 1302	Composition and Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing3
HIST 2301	History of Texas3	HIST 1302	American History OR	
PSYC 2301	General Psychology3	HIST 2301	History of Texas3
Approved Mathematics	3	PSYC 2315	Psychology of Adjustment3
COSC 1401	Microcomputer Applications4	SOCI 1301	Introduction to Sociology3
ORIN 1100	Education and Career Planning1	Approved Physical/Life Science	4
		_____	Approved KINE Activity	1
		17			_____
					17

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government3	GOVT 2306	State and Local Government3
PSYC 2319	Social Psychology3	SPCH 1315 or 1321	3
Approved Humanities Core Elective	3	PSYC 2314	Human Growth & Development3
Approved Physical /Life Science Elective	4	Approved Visual/Performing Arts Elective	3
Approved KINE Activity	1	Approved Mathematics	3
		_____			_____
		14			15

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

A.S. in SOCIOLOGY

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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	3	ENGL 1302	Composition and Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	3
HIST 2301	History of Texas	3	HIST 1302	American History OR	
ORIN 1100	Education and Career Planning	1	HIST 2301	History of Texas	3
SOCI 1301	Introduction to Sociology	3	Approved Physical/Life Science		4
Approved MATH		3	KINE Activity		1
Approved Physical/Life Science		4	Approved Visual/Performing Arts Elective		3
		17			14

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	3	GOVT 2306	State and Local Government	3
Approved Humanities Core Elective		3	Approved MATH		3
SOCI 1306	Social Problems	3	SOCI 2319	Minority Studies	3
SPCH 1315 or 1321		3	COSC 1401	Microcomputer Applications	4
Approved Free Elective		3	Approved SOCI Elective		3
KINE Activity		1			
		16			16

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

A.A. in SPEECH

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		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	.3	ENGL 1302	Composition and Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	.3
HIST 2301	History of Texas	.3	HIST 1302	American History OR	
ORIN 1100	Education and Career Planning	.1	HIST 2301	History of Texas	.3
SPCH 1311	Introduction to Speech	.3	MATH 1314	College Algebra	.3
PSYC 2301	General Psychology OR		SPCH 1315	Public Speaking	.3
SOCI 1301	Introduction to Sociology	.3	Approved Humanities Elective		.3
Approved Visual/Performing Arts Elective		.3			15
		16			

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government.	.3	GOVT 2306	State and Local Government	.3
Approved Humanities		.3	SPCH 1321	Business & Professional Speaking	.3
Approved Foreign Language		.4	Approved Foreign Language		.4
Approved Physical/Life Science		.4	Approved Physical/Life Science		.4
COSC 1401	Microcomputer Applications	.4	KINE Activity		.1
KINE Activity		.1			15
		19			

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

A.A. in THEATRE

FRESHMAN YEAR

FALL		Sem. Hrs.
Subjects		
ENGL 1301	Composition and Rhetoric I	.3
HIST 1301	American History OR	
HIST 2301	History of Texas	.3
ORIN 1100	Education and Career Planning	.1
DRAM 1310	Introduction to Theatre	.3
DRAM 1120	Basic Theatre Practicum	.1
COSC 1401	Microcomputer Applications	.4
KINE Activity		.1
		16

SPRING		Sem. Hrs.
Subjects		
ENGL 1302	Composition and Rhetoric II OR	
SPAN 1411	Beginner's Spanish I	.3
HIST 1302	American History OR	
HIST 2301	History of Texas	.3
DRAM 2336	Voice for the Theatre	.3
DRAM 1351	Acting I	.3
DRAM 1121	Theatre Practicum II	.1
Approved MATH		.3
KINE Activity		.1
		17

SOPHOMORE YEAR

FALL		Sem. Hrs.
Subjects		
GOVT 2305	American National Government	.3
Approved Social/Behavioral Science Elective		.3
DRAM 1341	Makeup	.3
DRAM 2120	Theatre Practicum III	.1
SPAN 1411	Beginner's Spanish	.4
Approved Physical/Life Science		.4
		18

SPRING		Sem. Hrs.
Subjects		
GOVT 2306	State and Local Government	.3
Approved Humanities Elective		.3
DRAM 1352	Acting II	.3
Approved Physical/Life Science		.4
SPCH 1315 or SPCH 1321		.3
		16

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



A.S in VETERINARY SCIENCE

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

PRE-VETERINARY

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
ENGL 1301	Composition and Rhetoric I	.3	ENGL1302	Composition and Rhetoric II OR	
HIST 1301	American History OR		ENGL 2311	Business & Technical Writing	.3
HIST 2301	History of Texas	.3	HIST 1302	American History OR	
CHEM 1411	General Chemistry I	.4	HIST 2301	History of Texas	.3
MATH 2412	Precalculus with Analytic Geometry	.4	CHEM 1412	General Chemistry II	.4
ORIN 1100	Education & Career Planning	.1	MATH 2413	Calculus I	.4
			KINE Activity		.1
		15			15

SOPHOMORE YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
GOVT 2305	American National Government	.3	GOVT 2306	State and Local Government	.3
BIOL 1413	General Zoology	.4	COSC 1401	Microcomputer Applications	.4
	Approved Visual/Performing Arts Elective	.3		Approved Social/Behavioral Science Elective	.3
SPCH 1315	Public Speaking	.3		Approved Humanities Elective	.3
BIOL 1406	General Biology I	.4	BIOL 1407	General Biology II	.4
KINE Activity		.1			
		18			17

Some universities may require the following:

CHEM 2423 Organic Chemistry I
 CHEM 2425 Organic Chemistry II
 PHYS 2425 or PHYS 1401
 PHYS 2426 or PHYS 1402

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

Welding Technology Certificate

PROGRAM INFORMATION: The Welding Program will prepare students for careers in welding positions in general fabrication shops, construction, and pipe welding. The welding program provides for instruction and hands-on experience in welding, layout, and fitting skills. Welding practices and principles will guide students in welding processes. Students will have a strong working knowledge of welding processes; oxy-fuel welding, gas tungsten arc welding, and AC/DC arc welding using plasma torch. Completion of the program will include an understanding of how the welding processes work and why certain welding processes are used. Successful completion of the welding certificate qualifies the student to test for the American Welding Society certificate.

FRESHMAN YEAR

FALL		Sem. Hrs.	SPRING		Sem. Hrs.
Subjects			Subjects		
WLDG 1428	Intro. to Shielded Metal Arc Welding4	WLDG 1312	Intro to Flux Cored Arc Welding3
WLDG 1313	Intro. to Blueprint Reading for Welders . .	.3	WLDG 1430	Intro to Gas Metal Arc Welding4
WLDG 1435	Intro. to Pipe Welding4	WLDG 1457	Intermediate Shielded Metal Arc Welding	4
WLDG 1323	Welding, Safety, Tools, & Equip.3	WLDG 2406	Intermediate Pipe Welding	4
		14			15

SOPHOMORE YEAR

FALL		Sem. Hrs.
Subjects		
WLDG 1434	Introduction to Gas Tungsten Arc Welding4
WLDG 2447	Advanced Gas Metal Arc Welding4
WLDG 1327	Welding Codes3
WLDG 2288	Internship - Welding Technology/Welder.2
		13

COURSE DESCRIPTIONS

ACCOUNTING (ACCT, ACNT)

ACCT 2401 PRINCIPLES OF FINANCIAL ACCOUNTING

3 lec/3 lab (4 Cr.)

Introduction to generally accepted accounting principles and financial reporting for corporations.

ACCT 2402 PRINCIPLES OF MANAGERIAL ACCOUNTING

3 lec/3 lab (4 Cr.)

Introduction to generally accepted accounting principles and financial reporting for corporations. Introduction to budgeting, cost accounting, and management accounting for decision-making. Prerequisite: ACCT 2401 or accounting program coordinator approval.

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.

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.

ACNT 1329 PAYROLL AND BUSINESS TAX ACCOUNTING

3 lec (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.

ACNT 1331 FEDERAL INCOME TAX: INDIVIDUAL

3 lec (3 Cr.)

Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual.

ACNT 1368 PRACTICUM (OR FIELD EXPERIENCE) - ACCOUNTING/TECHNOLOGY/TECH 21 external learning experience (3 Cr.)

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experience may be paid or unpaid. 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.

ACNT 1411 INTRODUCTION TO COMPUTERIZED ACCOUNTING

3 lec /3 lab (4 Cr.)

Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. Prerequisite: ACNT 1303 or ACCT 2401 or accounting program coordinator approval.

ACNT 2302 ACCOUNTING CAPSTONE

2 lec./3 lab (3 Cr.)

A learning experience that allows students to apply broad knowledge of the accounting profession through discipline-specific projects involving the integration of individuals and teams performing activities to simulate workplace situations.

ACNT 2409 COST ACCOUNTING

4 lec (4 Cr.)

A study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to alternative costing methods such as activity-based and just-in-time costing. Prerequisite ACNT 1303 and ACNT 1304 or ACCT 2401 or accounting program coordinator approval.

AG TECH (AGAH, AGME, DEMR, SMER)

AGME 1207 AGRICULTURE EQUIPMENT SKILLS AND TOOLS

1 lec/3 lab (2 Cr.)

Introduction to hand tool and shop equipment skills and safety.

AGME 1209 EQUIPMENT REPAIR**1 lec/3 lab (2 Cr.)**

Introduction to the skills required for maintenance, repair, and renovation of equipment.

AGME 1353 HARVESTING EQUIPMENT**2 lec/3 lab (3 Cr.)**

Theory of operation, and service and adjustment techniques for harvesting equipment.

DEMR 1166, 2166 PRACTICUM - DIESEL ENGINE MECHANIC AND REPAIRER**39 External learning experience (1 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 experience may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

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 and 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 study of both 2-cycle and 4-cycle engines.

DEMR 1405 BASIC ELECTRICAL SYSTEMS**3 lec/2 lab (4 Cr.)**

An introduction to the basic principles of electrical systems of diesel and gas equipment with emphasis on starters, alternators, batteries, and regulators.

DEMR 1323 HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) TROUBLESHOOTING**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.

DEMR 1391 SPECIAL TOPICS IN DIESEL ENGINE MECHANIC AND REPAIRER (J.D.**Information Systems)****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.

DEMR 1391 SPECIAL TOPICS IN DIESEL ENGINE MECHANIC AND REPAIRER (J.D.**Harvesting Equipment II)****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.

DEMR 1391 SPECIAL TOPICS IN DIESEL ENGINE MECHANIC AND REPAIRER (J.D.**Agricultural Management Solutions)****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.

DEMR 1406 DIESEL ENGINE I**2 lec/6 lab (4 Cr.)**

An introduction to the basic principles of diesel engines and systems.

DEMR 1416 BASIC HYDRAULICS**2 lec/6 lab (3 Cr.)**

An introduction to the fundamentals of hydraulics including components and related systems of tractors and farm equipment. The operation, testing, repair and adjustment of the hydraulic components are emphasized. The use of technical language and JIC symbols are also stressed. Safe operation with high pressure oil is also covered.

DEMR 1421 POWER TRAIN I**2 lec/6 lab (4 Cr.)**

Introduction to fundamentals, repair, and theory of power trains including clutches, transmissions, drive shafts, and differentials of tractors and farm equipment. Emphasis on troubleshooting and repair.

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. This course includes the principles of design and construction of heavy-duty engines used throughout the power equipment and agriculture industries. Emphasis is placed on engine chamber design and injection systems. Principles and theories are studied by running, testing, diagnosing, disassembling and reassembling components, systems, and engines. Safety is emphasized throughout the course.

DEMR 1466 PRACTICUM - DIESEL ENGINE MECHANIC AND REPAIRER**39 external learning experience (4 Cr.)**

Practical general training and experiences in the workplace. The college with the employer develop and docu-

ment 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.

DEMR 2335 ADVANCED HYDRAULICS
2 lec/3 lab (3 Cr.)

Advanced study of hydraulic systems and components including diagnostics and testing of hydraulic systems, which will involve electronics, electro-hydraulic and computer controlled systems as well.

SMER 1166 SMALL MECHANICAL MECHANIC AND REPAIR, PRACTICUM I
39 external learning experience (1 Cr.)

Practical, general workplace training supported by an internship at a sponsoring John Deere dealership. The college with the employer develop and document an individualized plan for the student. The plan relates to the workplace training and experiences to the student's general and technical course of study. This internship may be paid or unpaid.

SMER 1291 SMALL ENGINE MECHANIC AND REPAIR
2 lec/3 lab (3 Cr.)

Topics address recently identified and current events, skill, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

SMER 1391 SMALL ENGINE MECHANIC AND REPAIR. (SPECIAL TOPICS)
2 lec/3 lab (3 Cr.)

Topics address recently identified and current events, skill, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

SMER 1466 SMALL MECHANICAL MECHANIC AND REPAIR, PRACTICUM I
39 external learning experience (4 Cr.)

Practical, general workplace training supported by an internship at a sponsoring John Deere dealership. The college with the employer develop and document an individualized plan for the student. The plan relates to the workplace training and experiences to the student's general and technical course of study. This internship may be paid or unpaid.

SMER 2166 SMALL MECHANICAL MECHANIC AND REPAIR, PRACTICUM I
39 External Learning Experience (1 Cr.)

Practical, general workplace training supported by an internship at a sponsoring John Deere dealership. The college with the employer develop and document an individualized plan for the student. The plan relates to the

workplace training and experiences to the student's general and technical course of study. This internship may be paid or unpaid.

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.

AGRICULTURE (AGRI)

AGRI 1131 INTRO TO AGRICULTURE INDUSTRY
1 lec (1 Cr.)

An overview of agriculture: orientation, career guidance, and current trends.

AGRI 1307 AGRONOMY
2 lec/2 lab (3 Cr.)

Principles and practices in the development, production, and management of field crops including plant breeding, plant diseases, soils, insect control, and weed control.

AGRI 1315 HORTICULTURE
2 lec/2 lab (3 Cr.)

Survey of the general field of horticulture. Growth, fruiting habits, and propagation practices stressed. Study of principles of plant propagation including vegetables, ornamentals, pecans, and fruits. Methods of starting plants from seeds, cuttings, layers, buds, grafts, and bulbs are used. Sites, soils, fertilizers, and other factors influencing growth of plants are studied. Hydroponic growing techniques and indoor plant growth are also covered.

AGRI 1319 ANIMAL SCIENCE
2 lec/2 lab (3 Cr.)

Basic course of study on various types, breeds, market classes and grades of livestock. Factors influencing efficiency in feeding, marketing, breeding, care and management are considered.

AGRI 2301 AGRICULTURAL POWER UNITS
2 lec/2 lab (3 Cr.)

Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems.

AGRI 2317 AGRICULTURAL ECONOMICS
3 lec (3 Cr.)

Survey of farm business and its organization and management; structure and operation of the marketing system; principles of use of credit in money management; lending agencies and their policies in regard to farm loans; and cost of using borrowed capital.

AGRI 2321 LIVESTOCK EVALUATION

3 lec/3 lab (3 Cr.)

Selection, evaluation, and classification of livestock and livestock products.

AGRI 2403 AGRICULTURAL CONSTRUCTION

2 lec/4 lab (4 Cr.)

Selection, use and maintenance of hand and power tools; arc and oxy-acetylene welding; and construction materials and principles.

AMERICAN SIGN LANGUAGE (SLNG)

SLNG 1401 BEGINNING AMERICAN SIGN LANGUAGE I

3 lec/3 lab (4 Cr.)

An introduction to the basic skills in production and comprehension of American Sign Language (ASL). Includes the manual alphabet and numbers. Develops conversational ability, culturally appropriate behaviors, and exposes students to ASL grammar.

SLNG 1402 BEGINNING AMERICAN SIGN LANGUAGE II

3 lec/3 lab (4 Cr.)

Integrates and refines expressive and receptive skills in American Sign Language (ASL), including recognition of sociolinguistic variation. A practice-oriented approach to language acquisition including the use of multimedia. Prerequisite: SLNG 1401.

ANTHROPOLOGY (ANTH)

ANTH 2346 GENERAL ANTHROPOLOGY

3 lec (3 Cr.)

A survey of the diversity and unity of humankind. Introduces the major subfields: physical anthropology, archeology and cultural anthropology.

ART (ARTS)

ARTS 1301 ART APPRECIATION

3 lec (3 Cr.)

A lecture course open to all students. Emphasis is on the concepts and vocabulary related to the better understanding and enjoyment of visual art. Included is a study of important works of art, a study of the elements and principles of design, introduction to 2D and 3D media and critical evaluation of artwork. Field trip to a major art museum. Textbook required. MINIMUM OF 3 TESTS, POSSIBLE OTHER WRITING REQUIREMENTS. SATISFIES VISUAL ARTS CORE REQUIREMENT.

ARTS 1303 ART HISTORY I

3 lec (3 Cr.)

A lecture course that examines crafts, painting, sculpture, architecture and other art forms from the prehistoric through the Gothic timeframe. Emphasis is placed on how the important historical developments, thought, events and cultural exchange of thought results in artistic output. TEXTBOOK REQUIRED, TESTING. SATISFIES THE VISUAL ARTS CORE REQUIREMENT.

ARTS 1304 ART HISTORY II

3 lec (3 Cr.)

A lecture course that examines the painting, sculpture, architecture and other art forms from the Renaissance to the present time. The development of the concept of the artistic movement is emphasized. TEXTBOOK REQUIRED, TESTING. SATISFIES VISUAL ARTS CORE REQUIREMENT.

ARTS 1311 DESIGN I

3 lec/3 lab (3 Cr.)

This studio course stresses the fundamental concepts of two-dimensional design. The elements and principles of design are the tools with which class problems and assignments are creatively solved and new ideas are conceived. Color theory is thoroughly explored. NO TESTING, NO TEXTBOOK REQUIRED. SATISFIES THE VISUAL ARTS CORE REQUIREMENT.

ARTS 1312 DESIGN II

3 lec/3 lab (3 Cr.)

This course applies the elements and principles of design toward creative problem-solving in three-dimensional projects. ARTS 1311 is not a prerequisite for 1312, but is recommended for art majors. NO TESTING, NO TEXTBOOK REQUIRED. SATISFIES VISUAL ARTS CORE REQUIREMENT.

ARTS 1316 DRAWING I

3 lec/3 lab (3 Cr.)

This is a studio course of basic drawing skills based on analytical, responsive and conceptual approaches. Portfolio preparation is included as an integral part of the study. Field trip to major museums. NO TESTING, TEXTBOOK OPTIONAL. SATISFIES VISUAL ARTS CORE REQUIREMENT.

ARTS 1317 DRAWING II

3 lec/3 lab (3 Cr.)

This studio class helps to guide the more advanced student as well as the student who is seeking to transfer toward the development of personal work and portfolio presentation. The student will continue to explore media possibilities and techniques. Field trip to major museums. NO TESTING, TEXTBOOK OPTIONAL. SATISFIES VISUAL ARTS CORE REQUIREMENT. Prerequisite: Arts 1316.

ARTS 2316 PAINTING I**3 lec/3 lab (3 Cr.)**

This studio course explores the techniques of painting media with special emphasis on color theory, painting composition with varied subject matter, traditional studio practice, and includes an introduction to exhibition practices. Field trip to major art museums. NO TESTING, NO TEXTBOOK REQUIRED. SATISFIES VISUAL ARTS CORE REQUIREMENT.

ARTS 2317 PAINTING II**2 lec/4 lab (3 Cr.)**

Along with the continued emphasis on the mastery of basic painting skills, the student is directed toward the development of personal statement and style. Instruction also helps prepare the student for continued painting study in other programs. Field trips to major art museums. NO TESTING, NO TEXTBOOK REQUIRED. SATISFIES VISUAL ARTS CORE REQUIREMENT. Prerequisite: Arts 1316.

ARTS 2326 SCULPTURE I**2 lec/4 lab (3 Cr.)**

Studio course exploring sculptural approaches in a variety of media.

ARTS 2346 CERAMICS I**3 lec/3 lab (3 Cr.)**

Introduction to ceramic processes. Basic materials and techniques, hand building, use of bisque forms, glazing and firing procedures, and introduction to the use of the potter's wheel. Outside work required.

ARTS 2347 CERAMICS II

Further investigation into ceramic processes and techniques. Prerequisite: ARTS 2346.

ARTS 2356 PHOTOGRAPHY I**3 lec/3 lab (3 Cr.)**

Introductory studio course in basic photographic processes and techniques. Includes camera operation, black and white camera techniques, knowledge of chemistry and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. Outside work required. NO TESTING, TEXTBOOK OPTIONAL.

ARTS 2357 PHOTOGRAPHY II**3 lec/3 lab (3 Cr.)**

Further investigation into photographic processes and techniques. Prerequisite: ARTS 2356 or approval of instructor. NO TESTING, TEXTBOOK OPTIONAL.

ARTS 2471 COOPERATIVE EDUCATION I**1 lec/20 lab (4 Cr.)**

Work experience is open to students if their major career field is occupational education. Under supervision of

instructor and employer, student is provided the opportunity to work for wages and is evaluated by instructor and employer. Prerequisite: approval of instructor.

BIOLOGY (BIOL)

BIOL 1322 NUTRITION AND DIET THERAPY**3 lec (3 Cr.)**

Nutrients including functions, food sources, digestion, absorption, and metabolism with application to normal and therapeutic human nutritional needs.

BIOL 1406 GENERAL BIOLOGY I**3 lec/3 lab (4 Cr.)**

A survey course of contemporary biology for students majoring in the sciences. Topics emphasized will include the chemical basis of life, structure and function of cells, energy transformations, molecular biology, and genetics.

BIOL 1407 GENERAL BIOLOGY II**3 lec/3 lab (4 Cr.)**

A survey of current biological concepts for students majoring in the sciences. Emphasis will be placed on topics that include evolution, biological diversity, ecology, and comparative structure and function of organisms.

BIOL 1411 GENERAL BOTANY**3 lec/3 lab (4 Cr.)**

The study of structure and function of plant cells, tissues, and organs. An evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns, and seed-producing organisms. Plants reproductive and functional interactions with their environment and with man will be included. Selected laboratory exercises will complement the lecture topics. Prerequisite: high school biology.

BIOL 1413 GENERAL ZOOLOGY**3 lec/3 lab (4 Cr.)**

Designed for individuals majoring in biology and those pursuing a course of study in preprofessional areas as dentistry, medicine, veterinary science, and ecology as they relate to animal form and function, diversity, behavior, and evolution. Prerequisite: high school biology.

BIOL 2306 ENVIRONMENTAL BIOLOGY**3 lec (3 Cr.)**

Human interaction with and effect upon plant and animal communities. Conservation, pollution, energy, and other contemporary ecological problems. Note: This course does not fulfill the 4-hour lab science requirement.

BIOL 2401 ANATOMY AND PHYSIOLOGY I**3 lec/3 lab (4 Cr.)**

Human anatomy and physiology are studied using a body systems approach with emphasis on the relationships

between form and function at the gross and microscopic levels. Topics include anatomical and directional terminology, cell and cell chemistry, tissues, integumentary system, skeletal system, articulations, muscular system, and nervous system. Laboratory work includes physiological and anatomical studies of mammals. No prerequisite, but BIOL 1406, BIOL 2404 or equivalent recommended.

BIOL 2402 ANATOMY AND PHYSIOLOGY II
3 lec/3 lab (4 Cr.)

Continuation of BIOL 2401. Topics include endocrine system, cardiovascular system, respiratory system, lymphatic system, digestive system, urinary system, fluids and electrolytes, reproductive system, development, and genetics. Laboratory work includes physiological and anatomical studies of mammals. Prerequisite: BIOL 2401 or consent of instructor.

BIOL 2404 INTRODUCTION TO ANATOMY AND PHYSIOLOGY

3 lec/3 lab (4 Cr.)

Survey course of the structure and function of human anatomy and physiology including basic chemistry, cell structure and function, tissues and organ systems of the human body. Serves as a foundation course for allied health disciplines and is recommended as a prerequisite for BIOL 2401 and BIOL 2420.

BIOL 2406 ENVIRONMENTAL BIOLOGY

3 lec/3 lab (4 Cr.)

Survey and introduction to man's environmental problems of life. Emphasis on pollution, population dynamics, and conservation of resources. Stress placed on concept of environmental interdependence with man as a part of, rather than separate from, the ecosystem.

BIOL 2420 MICROBIOLOGY

3 lec/3 lab (4 Cr.)

Topics include morphology and physiology of microorganisms and taxonomy of representative groups of pathogenic bacteria and viruses. Additional subjects consist of immunology, antimicrobial agents, and infectious diseases. Laboratory procedures employ staining techniques, culturing and sensitivity determinations. Identification of unknown microorganisms and other procedures related to microorganisms will be employed. No prerequisite, but BIOL 1406, BIOL 2404, or equivalent recommended.

BIOL 2421 MICROBIOLOGY FOR MAJORS

3 lec/3 lab (4 Cr.)

A study of the classification, morphology, physiology and historical concepts of micro-organisms, including bacteria, viruses, fungi, and protozoa. Emphasis is placed on relationships that influence man: infection, immunity, parasitism, control, public health, biotechnolo-

gy and environmental applications. Laboratory methods with pure cultures and selected media will be used and aseptic technique stressed. Prerequisites: BIOL 1406, BIOL 1407, CHEM 1411, and CHEM 1412.

BUSINESS (BUSG, BUSI, BMGT, HRPO, IBUS, MRKG)

BMGT 1301 SUPERVISION

3 lec (3 Cr.)

The role of the supervisor. Includes functions as applied to leadership, counseling, motivation, and human relations skills.

BMGT 1303 PRINCIPLES OF MANAGEMENT

3 lec (3 Cr.)

Concepts, terminology, principles, theory, and issues that are the substance of the practice of management.

BMGT 1331 PRODUCTION AND OPERATIONS MANAGEMENT

3 lec (3 Cr.)

Fundamentals of the various techniques used in the practice of production management to include location, design, and resource allocation.

BMGT 1368, 1369, 2368 PRACTICUM - BUSINESS ADMINISTRATION AND MANAGEMENT, GENERAL 21 external learning experience (3 Cr.)

Practical, general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.

BMGT 1391 SPECIAL TOPICS IN BUSINESS ADMINISTRATION AND MANAGEMENT

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.

BMGT 2309 LEADERSHIP

3 lec (3 Cr.)

Concepts of leadership and its relationship to management. Helps prepare the student with leadership and communication skills needed to inspire and influence. Topics include the application of leadership skills in relation to the dynamic leader-follower-situational environment, creating an organizational culture and environment for successful leadership at all levels, the role of leadership in the strategic management process including analysis of how organizations develop and implement

strategy for achieving organizational objectives in a changing environment, and leadership's role in the strategic, tactical, and operational planning process.

BMGT 2311 MANAGEMENT OF CHANGE

3 lec (3 Cr.)

Knowledge skills and tools that enable a leader/organization to facilitate change in a pro-active participative style.

BMGT 2371 PRINCIPLES OF PERSONNEL MANAGEMENT FOR MENTAL RETARDATION WORKERS

3 lec (3 Cr.)

Introductory course focusing on basic management situations and problems that the new or potential manager is likely to encounter. The course provides specific grounding in procedures used at mental retardation centers in preparing job descriptions, evaluating work standards, using the Positive Performance Program, interviewing prospective employees and using the TDMHMR Management by Objectives system. It also allows the student to gain familiarity with management skills and communications techniques needed to be an effective manager.

BMGT 2488 INTERNSHIP I - MANAGEMENT TRAINING I

1 lec/20 lab (4 Cr.)

Establishes a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts at Mexia State School. The learning plan is developed between the college and the employer. Mexia State School employees only.

BUSG 2309 SMALL BUSINESS MANAGEMENT

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.

BUSG 2366, 2367 PRACTICUM (OR FIELD EXPERIENCE) - 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. (This guided external experience may be paid or unpaid.)

BUSI 1301 BUSINESS PRINCIPLES

3 lec (3 Cr.)

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

BUSI 1307 PERSONAL FINANCE

3 lec (3 Cr.)

A study of the financial problems encountered in managing family financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial issues, and savings and investment planning.

BUSI 2301 BUSINESS LAW

3 lec (3 Cr.)

Principles of law that form the legal framework for business activity. Nature and scope of law; court systems; law of contracts; principal and agent; business organizations including partnerships and corporations.

HRPO 2301 HUMAN RESOURCES MANAGEMENT

3 lec (3 Cr.)

Behavioral and legal approaches to the management of human resources in organizations.

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.

IBUS 1354 INTERNATIONAL MARKETING MANAGEMENT

3 lec (3 Cr.)

Analysis of international marketing strategies using market trends, costs, forecasting, pricing, sourcing, and distribution factors. Development of an international marketing plan.

MRKG 1301 CUSTOMER RELATIONS

3 lec (3 Cr.)

Topics include general principles of customer service including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student. Emphasis will be placed on the importance of teamwork in an organization, internal and external customer relationships, professional communication, and resolving customer complaints. How to recover from and win back the angry customer and delivering exceptional customer service will be stressed.

MRKG 1311 PRINCIPLES OF MARKETING

3 lec (3 Cr.)

Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

BUSINESS INFORMATION TECHNOLOGY

(HITT, HPRS, MRMT, POFI, POFL, POFM, POFT)

HITT 1305 MEDICAL TERMINOLOGY I

2 lec/3 lab (3 Cr.)

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

HITT 2346 ADVANCED MEDICAL CODING

2 lec/3 lab (3 Cr.)

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.

HPRS 2321 MEDICAL LAW AND 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.

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.

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: POFT 1127 or POFT 1329

POFI 1341 COMPUTER APPLICATIONS 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.

POFI 2401 WORD PROCESSING

3 lec/3 lab (4 Cr.)

Word processing software focusing on business applications. Prerequisite: POFT 1329, POFI 1301, or COSC 1401.

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.

POFL 1305 LEGAL TERMINOLOGY

3 lec (3 Cr.)

An overview of the areas of law and legal professions including spelling, pronunciation, and definition of legal terms.

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, HPRS 2301, basic keyboarding and computer skills.

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 and POFI 2401 or equivalent.

POFT 1127 INTRODUCTION TO KEYBOARDING

1 lec/2 lab (1 Cr.)

Skills development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.

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.

POFT 1313 PROFESSIONAL WORKFORCE

3 lec (3 Cr.)

Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

Prerequisite: POFT 1127 or POFT 1329.

POFT 1325 BUSINESS MATH AND MACHINE APPLICATIONS

2 lec/3 lab (3 Cr.)

Business math problem-solving skills using office technology.

POFT 1329 BEGINNING KEYBOARDING

2 lec/3 lab (3 Cr.)

Skills development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT 2203 SPEED AND ACCURACY BUILDING

1 lec/2 lab (2 Cr.)

Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy. Prerequisite: POFT 1329 or instructor approval.

POFT 2312 BUSINESS CORRESPONDENCE AND COMMUNICATION

2 lec/3 lab (3 Cr.)

Development of writing and presentation skills to help produce effective business communications. Prerequisite: POFT 1301.

POFT 2431 ADMINISTRATIVE SYSTEMS (CAPSTONE)

3 lec/3 lab (4 Cr.)

Advanced concepts of project management and office procedures integrating software applications.

CHEMISTRY (CHEM)

CHEM 1405 INTRODUCTORY CHEMISTRY I

3 lec/3 lab (4 Cr.)

A survey course introducing chemistry to the non-science major, allied health major, and science major who has not taken high school chemistry. Topics include energy, measurement, atoms, molecules, chemical bonding, types of chemical reactions, states of matter, solutions, colloids, rates of reaction, equilibrium, and acids and bases. The relationship of chemistry to daily lives is emphasized.

CHEM 1407 INTRODUCTORY CHEMISTRY II

3 lec/3 lab (4 Cr.)

Continuation of CHEM 1405 with emphasis on organic chemistry. Topics include a study of nuclear chemistry, the chemical behavior of alkanes, alkenes, alkynes, aromatic compounds, alcohols, phenols, ethers, alkyl halides, aldehydes, ketones, carboxylic acids, esters, amines, and amides. Prerequisite: CHEM 1405.

CHEM 1411 GENERAL CHEMISTRY I

3 lec/3 lab (4 Cr.)

Fundamental course for the science major. Topics include atomic structure, periodicity of the elements, chemical formulas and equations, nomenclature, stoichiometry, thermochemistry, Lewis formulas, bonding, molecular geometry, kinetic molecular theory, the electronic structure of the atom, liquids and solids, and an introduction to organic chemistry. Course provides a foundation for work in advanced chemistry and related sciences. Prerequisite: one year of high school chemistry or CHEM 1405 and MTH 1074 or equivalent with grade of at least "C."

CHEM 1412 GENERAL CHEMISTRY II

3 lec/3 lab (4 Cr.)

Continuation of CHEM 1411 with emphasis on gas laws, aqueous solutions, colligative properties, equilibria, kinetics, acids and bases, coordination compounds, oxidation-reduction, electrochemistry, and nuclear chemistry. Prerequisite: CHEM 1411.

CHEM 2423 ORGANIC CHEMISTRY I

3 lec/4 lab (4 Cr.)

Fundamentals of the chemistry of carbon compounds designed for students in science and pre-professional programs. Topics include molecular structure and reactivity, functional groups, chemical bonding, stereochemistry, acid-base reactions, free-radical reactions, resonance, inductive and steric effects, reaction mechanisms, and spectroscopy. Prerequisite: CHEM 1412.

CHEM 2425 ORGANIC CHEMISTRY II

3 lec/4 lab (4 Cr.)

Continuation of CHEM 2423 with emphasis on nucleophilic and electrophilic mechanisms, molecular rearrangements, organic synthesis, spectroscopy, and the chemistry of various functional groups including aromatic hydrocarbons, aldehydes, ketones, carboxylic acids, amines, and carbohydrates. Prerequisite: CHEM 2423.

CHILD DEVELOPMENT (CDEC, PMHS, SCWK, TECA)

CDEC 1303 FAMILY AND THE COMMUNITY

3 lec (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.

CDEC 1311 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

3 lec (3 Cr.)

An introduction to the profession of early childhood education focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues.

CDEC 1318 NUTRITION, HEALTH AND SAFETY

3 lec (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.

CDEC 1319 CHILD GUIDANCE

3 lec (3 Cr.)

An exploration of common behavior problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in an early childhood setting.

CDEC 1321 THE INFANT AND TODDLER

3 lec (3 Cr.)

A study of appropriate infant and toddler (birth to 3 years) programs including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques.

CDEC 1327 RT5 INTRO. TO ACTIVE TREATMENT

3 lec (3 Cr.)

This course provides competency-based education and training to help prepare students to work with people with mental retardation. Focus is on active treatment, normalization, and the integration of roles in the practical application of relevant concepts.

CDEC 1354 CHILD GROWTH AND DEVELOPMENT

3 lec (3 Cr.)

A study of the principles of normal child growth and development from conception to adolescence. Focuses on physical cognitive, social and emotional domains of development.

CDEC 1358 RT13 LEARNING ACTIVITIES

3 lec (3 Cr.)

A study of a variety of learning activities, how they correlate to levels of development, and instruction in the process of designing alternate learning activities based on individual client S.P.O.'s.

CDEC 1359 CHILDREN WITH SPECIAL NEEDS

3 lec/ (3 Cr.)

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues.

CDEC 1364 PRACTICUM IN CHILD DEVELOPMENT I

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.

CDEC 1365 PRACTICUM IN CHILD DEVELOPMENT II

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.

CDEC 1371 DORMITORY ADMINISTRATION

3 lec (3 Cr.)

This course provides competency-based education and training to help prepare students for positions of responsibility in residential life. Focus is on subjects dealing with day-to-day operation of client dormitories. Students will demonstrate principles and skills covered in the written material.

CDEC 1372 INTERDISCIPLINARY TEAM PROCESS

3 lec (3 Cr.)

Provides interdisciplinary team members with the skills and knowledge needed for developing and implementing effective habilitation plans. Topics include habilitation concepts and principles, assessment, developing the individualized program plan, the planning process, writing training programs, and active programming.

CDEC 1395 SPECIAL TOPICS IN EARLY CHILDHOOD PROVIDER

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.

CDEC 1413 CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAMS

3 lec/3 lab (4 Cr.)

Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children.

CDEC 1419 RT 2 INTRODUCTION TO TRAINING AND DOCUMENTATION

4 lec (4 Cr.)

This course provides competency-based education and training to help prepare students to work with people who are mentally retarded. Focus is on the Gentle Teaching model, reinforcement theory, and the implementation and required documentation of behavior plans.

CDEC 1456 EMERGENT LITERACY FOR EARLY CHILDHOOD

3 lec/3 lab (4 Cr.)

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

CDEC 1457 MATH & SCIENCE FOR EARLY CHILDHOOD

3 lec/3 lab (4 Cr.)

An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play.

CDEC 1458 CREATIVE ARTS FOR EARLY CHILDHOOD

3 lec/3 lab (4 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.

CDEC 2326 ADMINISTRATION OF PROGRAMS FOR CHILDREN I

3 lec (3 Cr.)

A practical application of management procedures for early care and education programs including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

CDEC 2341 THE SCHOOL AGE CHILD

3 lec (3 Cr.)

A study of appropriate age (5 to 13 years) programs including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques.

CDEC 2407 MATH AND SCIENCE FOR EARLY CHILDHOOD

2 lec/4 lab (4 Cr.)

An exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

CDEC 2464 MENTORING FOR MENTAL RETARDATION WORKERS

28 hrs. external learning experience (4 Cr.)

Practical general workplace training supported by an individual learning plan developed by Mexia State School and the college. The plan relates the workplace training and experience to practical application in the care of people with mental retardation.

CDEC 2467 PRACTICUM IN CHILD DEVELOPMENT AND EARLY CHILDHOOD

2 lec/26 lab (4 Cr.)

Practical general workplace training supported by an individualized learning plan developed by the employer, college and student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided learning external experiences will be completed at the Mexia State School, and is available for current employees only.

PMHS 1301 PRE-SERVICE TRAINING

3 lab (3 Cr.)

A better survey of the historical development of social services. Emphasis on current needs, practices, and projected changes. Topics include psychoanalytic theories in regard to mental retardation and children with mental disorders, and special problems faced by people with mental retardation.

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.

**COMPUTER SCIENCE
(COSC, IMED, INEW, ITCC,
ITSC, ITSE, ITSW, ITNW)**

COSC 1309 LOGIC & DESIGN

3 lec (3 CR.)

A discipline approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphical tools. Discussion of methods for testing, evaluation, and documentation.

COSC 1401 MICROCOMPUTER APPLICATIONS**3 lec/3 lab (4 Cr.)**

Introduction to the use of computers as a data processing and problem-solving tool for business. Fundamental concepts, technology, and theory with opportunity to use existing word processing, spreadsheet, database and presentation packages including integration with the Internet, to solve various business-oriented problems.

COSC 1436 PROGRAMMING FUNDAMENTALS I
3 lec.3 lab (4 Cr.)

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

COSC 1437 PROGRAMMING FUNDAMENTALS II
3 lec/3 lab (4 Cr.)

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Prerequisite: COSC 1336.

INEW 2438 ADVANCED JAVA PROGRAMMING
(4 Cr.)

A continuation of Java programming techniques such as servlets and advanced graphical functions.

ITNW 1425 FUNDAMENTALS OF NETWORKING
3 lec/3 lab (4 Cr.)

Instruction in networking technologies and their implementation. Topics include the OSI reference model; network protocols, transmission media, and networking hardware and software.

ITSC 1265 PRACTICUM-COMPUTER AND INFORMATION SCIENCES, GENERAL
14 external learning experience (2 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.

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.

ITSC 1405 INTRODUCTION TO PC OPERATING SYSTEMS**3 lec/3 lab (4 Cr.)**

A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

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.

ITSC 1425 PERSONAL COMPUTER HARDWARE
3 lec/3 lab (4 Cr.)

A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting.

ITSC 1491 SPECIAL TOPICS IN COMPUTER AND INFORMATION SCIENCES, GENERAL**3 lec/3 lab (4 Cr.)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to technology or occupation and relevant to the professional development of the student.

ITSC 2264 PRACTICUM, COMPUTER & INFORMATION SCIENCES, CAPSTONE**14 external learning experience (2 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.

ITSC 2439 PERSONAL COMPUTER HELP DESK SUPPORT**3 lec/3lab (4 Cr.)**

Diagnosis and solution of user hardware and software related problems includes on-the-job projects in either a help desk lab or in short-term assignments for local business.

ITSE 1311 BEGINNING WEB PROGRAMMING
(3 Cr.)

Skill development in web page programming, including mark-up and scripting languages.

**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.

**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).

**ITSE 1407 INTRODUCTION TO C++ PROGRAMMING
3 lec/3 lab (4 Cr.)**

Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data file structures, input/output devices, and files. Prerequisite: ITSE 1402 and ITSE 1329 or departmental approval.

**ITSE 1430 INTRODUCTION TO C# PROGRAMMING
(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.

**ITSE 1492 SPECIAL TOPICS IN COMPUTER PROGRAMMING
3 lec/3 lab (4 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.

**ITSE 2302 INTERMEDIATE WEB PROGRAMMING
(3 Cr.)**

Techniques for web development. Includes server-side and client-side scripting.

**ITSE 2413 WEB AUTHORING
3 lec/3 lab (4 Cr.)**

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools.

**ITSE 2417 JAVA PROGRAMMING
3 lec/3 lab (4 Cr.)**

Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets.

**ITSW 1310 INTRODUCTION 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.

**ITSW 1404 INTRODUCTION TO SPREAD-SHEETS
3 lec/3 lab (4 Cr.)**

Instruction in the concepts, procedures, and importance of electronic spreadsheets.

**ITSW 1407 INTRODUCTION TO DATABASE
3 lec/3 lab (4 Cr.)**

Introduction to database theory and the practical applications of a database.

COSMETOLOGY (CSME)

CSME 1265 PRACTICUM

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.

**CSME 1348
PRINCIPLES OF SKIN CARE**

2 lec/4 lab (3 Cr.)

An introduction to the theory and practice of skin care.

**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.

**CSME 1405 FUNDAMENTALS OF COSMETOLOGY
2 lec/6 lab (4 Cr.)**

A course in the basic fundamentals of cosmetology. Topics include service preparation, manicuring, facials, chemical services, shampooing, haircutting, wet styling, comb-out styling, and salon management. 160 contact hours required.

**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 how to implement lesson plans.

**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.

**CSME 1443 MANICURING & RELATED THEORY
2 lec/6 lab (4 Cr.)**

Presentation of theory and practice of nail technology.

Topics include terminology, application, and workplace competencies relating to nail technology. 128 contact hours required.

CSME 1447 PRINCIPLES OF SKIN CARES/FACIALS AND RELATED THEORY

2 lec/6 lab (4 Cr.)

In-depth coverage of the theory and practice of skin care, facials and cosmetics. 128 contact hours required.

CSME 1451 ARTISTRY OF HAIR, THEORY AND PRACTICE

2 lec/8 lab (4 Cr.)

Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. 160 contact hours required.

CSME 1453 CHEMICAL REFORMATION AND RELATED THEORY

2 lec/8 lab (4 Cr.)

Presentation of the theory and practice of chemical reformation. Topics include terminology, application and workplace competencies related to chemical reformation. 160 contact hours required.

CSME 1520 ORIENTATION TO FACIAL SPECIALIST

2 lec/6 lab (5 Cr.)

An overview of the skills and knowledge necessary for the field of facials and skin care.

CSME 1521 PRINCIPLE OF FACIAL/ESTHETIC TECHNOLOGY I

2 lec/8 lab (5 Cr.)

An introduction to the principles of facial/esthetic technology. Topics include anatomy, physiology, theory, and related skills of skin care and cosmetics.

CSME 1531 PRINCIPLES OF NAIL TECHNOLOGY I

4 lec/4 lab (5 Cr.)

A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills of manicuring and pedicuring.

CSME 1541 PRINCIPLES OF NAIL TECHNOLOGY II

4 lec/4 lab (5 Cr.)

A continuation of the concepts and principles of nail technology. Topics include advanced instruction in anatomy, physiology, theory, and related skills of nail technology.

CSME 1543 MANICURING AND RELATED THEORY

4 lec/4 lab (5 Cr.)

Presentation of the theory and practice of nail technology. Topics include terminology, application of nail technology, and workplace competencies in nail technology.

CSME 1545 PRINCIPLES OF FACIAL/ESTHETIC TECHNOLOGY II

2 lec/8 lab (5 Cr.)

A continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial/esthetic technology.

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.

CSME 2337 ADVANCED COSMETOLOGY TECHNIQUES

2 lec/6 lab (3 Cr.)

Mastery of advanced cosmetology techniques including hair design, professional cosmetology workplace competencies. 128 contact hours required.

CSME 2343 SALON DEVELOPMENT

2 lec/4 lab (3 Cr.)

Exploration of salon development. Topics include professional ethics and goals, salon operation and record keeping. 96 contact hours required.

CSME 2401 THE PRINCIPLES OF HAIR COLORING AND RELATED THEORY

2 lec/8 lab (4 Cr.)

Presentation of the theory and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color and chemistry. 160 contact hours required.

CSME 2414 COSMETOLOGY INSTRUCTOR II

2 lec/6 lab (4 Cr.)

A continuation of the fundamentals of instructing cosmetology.

CSME 2415 COSMETOLOGY INSTRUCTOR III

2 lec/6 lab (4 Cr.)

Presentation of lesson plan assignments and evaluation techniques.

CSME2439 ADVANCED HAIR DESIGN

4 lec 6 lab (4 Cr.)

Advanced concepts in the theory and practice of hair design. 160 contact hours required.

CSME 2441 PREPARATION FOR TEXAS DEPARTMENT OF LICENSING & REGULATION EXAMINATION

2 lec/6 lab (4 Cr.)

CAPSTONE COURSE. 128 contact hours required.

CSME 2444 COSMETOLOGY INSTRUCTOR IV

2 lec/6 lab (4 Cr.)

Advanced concepts of instruction in a cosmetology pro-

gram. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques.

CSME 2445 INSTRUCTIONAL THEORY AND CLINIC OPERATION

2 lec/6 lab (4 Cr.)

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

CSME 2530 NAIL ENHANCEMENT

4 lec/4 lab (5 Cr.)

A course in the theory, application, and related technology of artificial nails.

CSME 2531 PRINCIPLES OF FACIALS/ESTHETICS TECHNOLOGY III

2 lec/6 lab (5 Cr.)

Advanced concepts and principles of skin care and other related technologies.

CRIMINAL JUSTICE (CJCR, CJSA, CRIJ)

CJCR 1166

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 TYC site. The OJT training is supervised by a TYC employee at the location where the training occurs.

CJCR 1474 TYC PRE-SERVICE

3 lec/2 lab (4 Cr.)

A four-credit-hour course taught over a two-week period, eight hours per day. Pre-service training is offered for TYC employees. TYC employees/students are exposed to a wide variety of subjects including HIV, AIDS, Juvenile Rights, Juvenile Health, Youth Movement, Preventing Sexual Misconduct, Cultural Awareness, Victims Rights, Suicide Prevention, Gangs and Use of Force Policies.

CJSA 1348 Ethics in Criminal Justice

3 lec (3 Cr.)

Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.

CJSA 2364 PRACTICUM (OR FIELD EXPERIENCE) - CRIMINAL JUSTICE STUDIES

21 External learning experience (3 Cr.)

Practical general training and experiences in the workplace. The college with the employer develop and docu-

ment 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.

CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE (CJSA 1322)

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. (Tech Prep equivalent CJSA 1322)

CRIJ 1306 COURT SYSTEMS AND PRACTICES (CJSA 1313)

3 lec (3 Cr.)

The judiciary in the criminal justice system, right to counsel, pretrial release, grand juries, adjudication process, types and rules of evidence and sentencing.

CRIJ 1307 CRIME IN AMERICA (CJSA 1312)

3 lec (3 Cr.)

The study of the nature of and extent of crime, impact and crime trends, social characteristics of specific crimes, and theories of crime causations and crime typology. (Tech Prep equivalent CJSA 1312)

CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW (CJSA 1327)

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.

CRIJ 1313 JUVENILE JUSTICE SYSTEM

3 lec/3 lab (3 Cr.)

A study of the juvenile justice process. Topics include specialized juvenile law, role of juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

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.

CRIJ 2313 CORRECTIONAL SYSTEMS AND PRACTICES

3 lec (3 Cr.)

Corrections in the criminal justice systems, correctional

role, institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues. (Tech Prep equivalent CJCR 1301)

CRIJ 2314 CRIMINAL INVESTIGATION
3 lec (3 Cr.)

Methods and procedures of types of investigation used in major and minor crimes, variety of sources of information, recognition, evaluation, and preservation of evidence; preliminary and follow-up investigation, and identification of individuals.

CRIJ 2323 LEGAL ASPECTS OF LAW ENFORCEMENT

3 lec (3 Cr.)

History and philosophy of modern law including structure, definition and application of commonly used penal statutes and leading case laws, along with a review of elements of crime.

CRIJ 2328 POLICE SYSTEMS AND PRACTICES
3 lec (3 Cr.)

The police profession, organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction and current and future issues.

DANCE

DANC 1347 JAZZ DANCE I

Instruction and participation in jazz dance technique.

DANC 1348 JAZZ DANCE II

Instruction and participation in jazz dance technique.

DANC 1351 DANCE PERFORMANCE I

Instruction and participation in dance performance.

DANC 1352 DANCE PERFORMANCE II

Instruction and participation in dance performance.

DANC 2347 JAZZ DANCE III

Instruction and participation in jazz dance technique.

DANC 2348 JAZZ DANCE IV

Instruction and participation in jazz dance technique.

DANC 2351 DANCE PERFORMANCE III

Instruction and participation in dance performance.

DANC 2352 DANCE PERFORMANCE IV

Instruction and participation in dance performance.

DEVELOPMENTAL STUDIES

*Developmental studies courses may not be applied toward degrees or certificates. Credit awarded is non-

degree credit (NDCr).

DEVELOPMENTAL MATHEMATICS (MTH)

MTH 1071 ESSENTIALS OF MATHEMATICS I
3 lec/1 lab (3 NDCr.)*

A basic-level course with emphasis on the fundamental arithmetic operations of addition, subtraction, multiplication, and division. Topics include operations with whole numbers, fractions, percents, basic geometry, ratios, decimals, proportions, measurement concepts, and word problems.

MTH 1074 INTRODUCTORY ALGEBRA

3 lec/1 lab (3 NDCr.)*

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real number systems.

MTH 1312 INTERMEDIATE ALGEBRA

3 lec/1 lab (3 NDCr.)*

Introduction to algebra for students not prepared for MATH 1314 or MATH 1324. Topics include relations and functions, solving linear and quadratic equations, inequalities, polynomials, factoring, stated problems, rational expressions, proportions, introduction to complex numbers, and exponential expressions. Prerequisite: Satisfactory score on basic skills test or MTH 1074.

READING (READ)

READ 1071 READING AND STUDY SKILLS I
3 lec/1 lab (3 NDCr.)*

Reading and Study Skills is an introductory non-degree, non-credit course designed to help meet the learning needs of students who enter college under-prepared in the following areas: vocabulary, comprehension, reading rate, and study skills. A portion of the required work is of an independent nature with students selecting from a variety of choices including computer software, newspapers, and other learning resources.

READ 1071 ESOL READING AND STUDY SKILLS I FOR NON-NATIVE ENGLISH SPEAKERS
3 lec/1 lab (3 NDCr.)

Course for speakers of other languages designed to teach basic English reading skills, including vocabulary, comprehension, reading rate, and study skills. Prepares students to function in college classes that require English language reading proficiency. Prerequisite: non-native English speaker whose THEA score (or approved alternative test) indicates that the student should be placed in Developmental Reading 1071.

READ 1072 ADVANCED READING COMPREHENSION

3 lec (3 NDCr.)

A non-degree, non-credit course designed to help meet the needs of students who are only slightly under prepared for their college reading responsibilities. Emphasis

is placed on comprehending college texts and other educational materials.

WRITING (WRIT)

WRIT 1071 WRITING SKILLS I

3 lec/1 lab (3 NDCr.)*

A course designed to identify and help eliminate deficiencies in the basic writing skills that are necessary for college-level academic work. The course reviews the fundamentals of grammar and teaches the basics of writing paragraphs and short essays.

WRIT 1071 ESOL WRITING SKILLS FOR NON-NATIVE ENGLISH SPEAKERS

3 lec/1 lab (3 NDCr.)

A course for speakers of other languages designed to help teach basic English language writing skills. The course reviews the fundamentals of grammar and teaches the basics of writing paragraphs and short essays.

Prepares students to function in college classes that require written English language proficiency.

Prerequisite: non-native English speaker whose THEA score (or approved alternative test) indicates that the student should be placed in Developmental Writing 1071.

WRIT 1072 WRITING SKILLS II

3 lec (3 NDCr.)*

A class intended to give beginning and under-prepared writers experience in the processes of writing and to give them a working knowledge of English grammatical rules. This course is for students whose assessment test scores show a need for work in basic writing skills and for any student who wishes to reinforce existing skills. While grammar, punctuation, and spelling will be emphasized in the course, their primary mastery through application in regular writing assignments will determine the student's success in the course.

DRAMA (DRAM)

DRAM 1220, 1221, 2220 THEATRE PRACTICUM

2 lec/4 lab (2Cr.)

A lecture-laboratory course open to all students interested in theatre. 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.

DRAM 2121 THEATRE PRACTICUM

1 lec/2 lab (1 Cr.)

A lecture-laboratory course open to all students interested in theatre. 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.

DRAM 1310 INTRODUCTION TO THEATRE

3 lec (3 Cr.)

A general survey of all phases of theatre arts including the study of various styles and types of plays and theatre productions, stage techniques, and theatre history. Recommended as an elective to fulfill fine arts requirement of core curriculum. Required of all theatre majors.

DRAM 1330 STAGE CRAFT

3 lec/3 lab (3 Cr.)

A lecture-laboratory course planned to give the student a knowledge of the technical phase of mounting a production on the stage. It includes basic design and execution of stage settings and a study of the physical theatre. Required of all theatre majors. Open to all students.

DRAM 1341 STAGE MAKE-UP

2 lec/1 lab (3 Cr.)

A study of basic makeup techniques for the stage. Practical experience in makeup application in a variety of styles. Purchase of a makeup kit is required. Required of all theatre majors.

DRAM 1351 ACTING I

2 lec/4 lab (3 Cr.)

An introduction to the art of acting with emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. The development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Required of all theatre majors.

DRAM 1352 ACTING II

2 lec/4 lab (3 Cr.)

A continuation of DRAM 1351. Study will focus on practical experience in characterization and styles of acting. Prerequisite: Drama 1351 or consent of instructor. Required of all theatre majors.

DRAM 2336 VOICE FOR THE THEATER

2 lec/4 lab (3 Cr.)

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.

DRAM 2366, 2367 DEVELOPMENT OF THE MOTION PICTURE I & II

2 lec/4 lab (3 Cr.)

Emphasis on the exploration of various film genres, dramatic aspects of narrative films, analysis of visual and aural aspects, and historical growth and sociological effect of film as an art.

ECONOMICS (ECON)

ECON 2301 PRINCIPLES OF ECONOMICS (Macroeconomic Theory)

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.

**ECON 2302 PRINCIPLES OF ECONOMICS
(Microeconomic Theory)**
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.

EDUCATION (EDUC)

EDUC 1301 INTRODUCTION TO EDUCATION
3 lec (3 Cr.)

Introduction to the foundations of education in the teaching profession. This course is required for 4th-grade pre-service teachers. Important knowledge and issues in education are explored creating the bridge between educational research and classroom practice. All future educators should consider this course as a foundation for teaching. Note: 16 hours of observations and a criminal background check are required for this course.

EDUC 2301 INTRODUCTION TO SPECIAL POPULATIONS
3 lec/2 lab (3 Cr.)

Introduction to special populations including characteristics, problems, and needs of the exceptional learner. Field trips may be required. Note: 16 hours of observations and a criminal background check are required for this course.

EMERGENCY MEDICAL SERVICES (EMSP)

**EMSP 1160 CLINICAL-EMERGENCY MEDICAL
TECHNICIAN-BASIC**
4 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.

**EMSP 1161 CLINICAL-EMERGENCY MEDICAL
TECHNOLOGY/TECHNICAL**
(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.

**EMSP 1162 CLINICAL-EMERGENCY MEDICAL
TECHNOLOGY/TECHNICAL**
(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.

**EMSP 1338 INTRODUCTION TO ADVANCED
PRACTICE**
(3 Cr.)

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

EMSP 1355 TRAUMA MANAGEMENT
2 lec/2 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: BIOL 2401, BIOL 2420, EMSP 1438, EMSP 1456, EMSP 2348, EMSP 1161

**EMSP 1438 INTRODUCTION TO ADVANCED
PRACTICE**
3 lec/1 lab (4 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 medications; communicate effectively with patients; and understand the medical/legal and ethical issues relating to EMS practice as well as the issues impacting the well being of the paramedic. Corequisite: concurrent enrollment in EMSP 1456, EMSP 2348, EMSP 1355, 1161.

**EMSP 1456 PATIENT ASSESSMENT AND AIR-
WAY MANAGEMENT**
3 lec/1 lab (4 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 patent airway, oxygenate, and ventilate a patient. Corequisite: Concurrent Enrollment in EMSP 1438, EMSP 2348, EMSP 2444

EMSP 1501 EMERGENCY MEDICAL TECHNICIAN-BASIC

1 lec/9lab

Introduction to the level of Emergency Medical Technician (EMT)-Basic. Includes all the skills necessary to provide emergency medical care at basic life support level with an ambulance service or other specialized services.

EMSP 2143 ASSESSMENT-BASED MANAGEMENT **1 lec/2 lab (1 Cr.)**

The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. At the completion of this course, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for patients with common complaints.

Prerequisites: EMSP 1438, EMSP 1456, EMSP 2348, EMSP 2444, EMSP 1355, EMSP 2434, EMSP 2330, EMSP 2338, EMSP 2268, EMSP 2269.

EMSP 2330 SPECIAL POPULATIONS **3 lec/0 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: EMSP 1438, EMSP 1456, EMSP 2348, EMSP 2444. Corequisite: concurrent enrollment in EMSP 2338, EMSP 2434, EMSP 1355.

EMSP 2338 EMS OPERATIONS **2 lec/2 lab (3 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 situations, hazardous materials and crime scenes. Prerequisites: EMSP 1438, EMSP 1456, EMSP 2348, EMSP 2444. Corequisite: concurrent enrollment in EMSP 2330, EMSP 2434, EMSP 1355.

EMSP 2348 EMERGENCY PHARMACOLOGY **2 lec/1 lab (3 Cr.)**

A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. The course is designed to compliment cardiology, special populations, and medical emergency courses. The student will display a command of general pharmacological terminology and general drug mechanisms, administration routes and procedures, and drug dose calculations. Students will demonstrate understanding of the pharmacodynamics, pharmacokinetics, indications, contraindications,

possible side effects, and common drug interactions of a variety of medications used in out-of-hospital medical care. Corequisite: concurrent enrollment in EMSP 1456, EMSP 1456, EMSP 2444.

EMSP 2366 - Clinical III-EMERGENCY MEDICAL TECHNOLOGY/TECHNICAL **(3 Cr.)**

A health-related, work-based learning experience that helps enable the student apply specialized occupations theory, skills, and concepts. Direct supervision is provided by the clinical professional.

EMSP 2434 MEDICAL EMERGENCIES **3 lec/2 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: EMSP 1438, EMSP 1456, EMSP 2348, EMSP 2444. Corequisite: concurrent enrollment in EMSP 2338, EMSP 2330, EMSP 1355.

EMSP 2444 CARDIOLOGY **3 lec/2 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 pathophysiological principles and assessment findings to formulate a field impression, and implement a treatment plan for the cardiac patient. Corequisite: concurrent enrollment in EMSP 1456, EMSP 1456, EMSP 2348.

ENGINEERING (ENGR)

ENGR 2301 ENGINEERING MECHANICS I **3 lec (3 Cr.)**

This course is a study of the statics of particles and rigid bodies with vector algebra and calculus in three-dimensional space. Topics include the equilibrium of forces and force systems, resultants, free body diagrams, friction, centroids and moments of inertia, equivalent force systems, equilibrium of rigid bodies, and structural analysis. Prerequisites: MATH 2413 and PHYS 2425.

ENGR 2302 ENGINEERING MECHANICS II **3 lec (3 Cr.)**

This course is a study of dynamics using vector algebra and calculus. It includes a review of particle dynamics. Impulse and momentum of particles, area and mass moments are studied. The kinematics and dynamics of rigid bodies are covered using the concepts of force,

mass and acceleration, work and energy, and impulse and momentum. Prerequisites: MATH 2414 and ENGR 2301.

ENGR 2303 ENGINEERING MECHANICS III - STATICS & DYNAMICS

3 lec (3 Cr.)

This course is a combined single-semester study of statics and dynamics using vector algebra and calculus. Topics include free body diagrams, equilibrium of force and force systems, dynamics of rigid bodies, force-mass-acceleration, work-energy and impulse-momentum as they pertain to rigid two- and three-dimensional bodies. Prerequisite: PHYS 2425 and MATH 2413.

ENGR 2305 FUNDAMENTALS OF ELECTRICAL CIRCUITS

3 lec (3 Cr.)

This course is a study of the principles of electrical circuits and systems including analysis of DC, transient, and sinusoidal steady-state circuits using differential and integral calculus. Also covered, computer software to analyze circuits, engineering topics, and this course helps prepare the student with the basic skills of circuit analysis. Recommended that student complete PHYS 2426 before enrolling in this course. Prerequisite: MATH 2413

ENGLISH (ENGL)

ENGL 1301 COMPOSITION AND RHETORIC I
3 lec/1 lab (3 Cr.)

Includes study of grammatical and rhetorical principles as applied in written composition, study of nature and function of language, and study of rhetorical modes as description, narration, process, comparison, contrast, definition, classification, persuasion, argument, and critical review.

ENGL 1302 COMPOSITION AND RHETORIC II
3 lec/1 lab (3 Cr.)

A more complex study of rhetorical principles developing the critical essay and formal research paper. Selected readings used as a springboard for writing include poetry, short story and drama. Prerequisite: ENGL 1301.

ENGL 2307 CREATIVE WRITING I
3 lec (3 Cr.)

An introductory course designed to help give students the opportunity to explore and expand their abilities and interests in a variety of literary genres. This course will emphasize the demands of different genres through formal study of required readings and more critically through first-hand experience of writing exercises. Students will write in at least three of the following genres: poetry, short fiction, drama, screenwriting, and non-

fiction. Prerequisites: ENGL 1301.

ENGL 2311 TECHNICAL AND BUSINESS WRITING
3 lec (3 Cr.)

A study of the fundamental principles, techniques, and skills for scientific, technical, and/or business writing. Emphasis will be on the student's studying and preparing various types of oral and written reports including abstracts, operations manuals, proposals, recommendation reports, feasibility studies, resumes, and correspondence. Prerequisite: ENGL 1301.

ENGL 2322 BRITISH LITERATURE I
3 lec (3 Cr.)

A survey of significant works of British Literature from the Medieval to Restoration periods. Pre-requisite: ENGL 1301 & 1302.

ENGL 2323 BRITISH LITERATURE II
3 lec (3 Cr.)

A survey of significant works of British literature from the Romantic period to the present. Prerequisite: ENGL 1301 & 1302.

ENGL 2327 AMERICAN LITERATURE I
3 lec (3 Cr.)

Selected significant works of American literature from the Colonial period through the Civil War. Prerequisite: ENGL 1301 & 1302.

ENGL 2328 AMERICAN LITERATURE II
3 lec (3 Cr.)

Selected significant works of American literature from the Civil War period to the present. Prerequisite: ENGL 1301 & 1302.

ENGL 2332 WORLD LITERATURE I
3 lec (3 Cr.)

Survey of literature of the western world from antiquity through the English Renaissance. Prerequisite: ENGL 1301 and 1302.

ENGL 2333 WORLD LITERATURE II
3 lec (3 Cr.)

Survey of literature of the western world from Rousseau continuing to contemporary writers. Prerequisite: ENGL 1301 and 1302.

ENGL 2341 FORMS OF LITERATURE
3 lec (3 Cr.)

Intensive analysis of literary works. May be unified by theme, period, or subject matter. Prerequisite: ENGL 1301 & 1302.

FIRE PROTECTION TECHNOLOGY (FIRS/FIRT)

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.

FIRS 1313 FIREFIGHTER CERTIFICATION III 2 lec/3 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.

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.

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.

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.

FIRS 1407 FIREFIGHTER CERTIFICATION II 2 lec/2 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.

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.

FIRT 1301 FUNDAMENTALS OF FIRE PROTECTION 3 lec (3 Cr.)

Orientation 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.

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.

FIRT 1307 FIRE PREVENTION CODES AND INSPECTIONS 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.

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.

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.

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.

FIRT 1338 FIRE PROTECTION SYSTEMS 3 lec (3 Cr.)

Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and

sprinkler systems, water supply for fire protection, and portable fire extinguishers. End-of-Course Outcomes: Identify the applications and explain the operation of fire detection, alarm, and extinguishing systems.

FIRT 1345 HAZARDOUS MATERIALS II
3 lec (3 Cr.)

Mitigation practices and techniques to help effectively control hazardous material spills and leaks. End-of-Course Outcomes: Demonstrate proper methods of mitigating a hazardous material incident; and describe the components of a hazardous incident management system including scene control, protective clothing and equipment, spill and leak control, and decontamination.

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.

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.

FIRT 1492 SPECIAL TOPICS
3 lec/1 lab (4 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 help improve student proficiency.

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.****

FIRT 2309 FIREFIGHTING STRATEGIES AND 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.

FIRT 2351 COMPANY 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.

FOREIGN LANGUAGE (FREN, SGNL, SPAN)

FREN 1411 BEGINNERS' FRENCH I

3 lec/2 lab (4 Cr.)

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

FREN 1412 BEGINNERS' FRENCH II

3 lec/2 lab (4 Cr.)

A continuation of FREN 1411. Prerequisite: FREN 1411 or instructor's approval.

SGNL 1401 BEGINNING 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.

SGNL 1402 BEGINNING SIGN LANGUAGE II

3 lec/2 lab (4 Cr.)

A continuation of SGNL 1401. Prerequisite: SGNL 1401 or instructor's approval.

SPAN 1411 BEGINNERS' SPANISH I

3 lec/2 lab (4 Cr.)

Study of essentials of Spanish: pronunciation, basic vocabulary, common idioms, and functional grammar. Emphasis upon development of ability to speak and read simple Spanish silently with a fair degree of speed and accuracy.

SPAN 1412 BEGINNERS' SPANISH II

3 lec/2 lab (4 Cr.)

A continuation of SPAN 1411. Prerequisite: SPAN 1411 or instructor's approval.

SPAN 2311 COMPOSITION AND READING I

3 lec (3 Cr.)

General review of Spanish grammar with special drill on lists of words and idioms. Emphasis placed on study of advanced conversation and composition accompanied by reading of Spanish literature; short stories, plays, poetry, to develop better understanding and appreciation of Spanish culture. Prerequisite: SPAN 1412 or instructor's approval.

SPAN 2312 COMPOSITION AND READING II

3 lec (3 Cr.)

A continuation of SPAN 2311. Prerequisite: SPAN 2311 or instructor's approval.

Navarro College and some universities accept **American Sign Language** in lieu of a foreign language requirement.

GEOLGY (GEOL)

GEOL 1403 GENERAL GEOLOGY

3 lec/3 lab (4 Cr.)

Principles of physical and historical geology. Study of Earth's composition, structure, and internal and external processes.

GEOL 1405 ENVIRONMENTAL GEOLOGY

3 lec/3 lab (4 Cr.)

The Earth as a habitat. Interrelationships between humans and the environment. Geologic factors in urban and regional land-use planning.

GOVERNMENT (GOVT)

GOVT 2305 AMERICAN NATIONAL GOVERNMENT

3 lec (3 Cr.)

Study of organization, functions and nature of the national government. Emphasis placed on rights, privileges, and obligations of citizenship as set forth by the American Constitution, by statutory law of national Congress and by judicial interpretation. Designed to examine such topics as power, authority, structure of political institutions, constitutions as well as impact of technology on government and society. Uses behavioral objectives, which emphasize involvement of students and instructors in the learning process. Prerequisite: sophomore standing or consent of instructor.

GOVT 2306 STATE AND LOCAL GOVERNMENT

3 lec (3 Cr.)

Study of nature, organization, and general principles of

local government in United States with emphasis on Texas government. Meets requirements for Texas government needed for teacher or other certificates. Both lecture and class activities used to demonstrate public policy making on state and/or local governmental levels. Student participation used to demonstrate governmental policy making and its effect on citizens. Prerequisite: sophomore standing or consent of instructor.

HISTORY (HIST)

HIST 1301 AMERICAN HISTORY

3 lec (3 Cr.)

A survey of political, social, economic, military, cultural and intellectual history of the United States from the discovery of America to 1865. Emphasis placed on major developments such as establishment of Federal Republic, westward movement, growth of democracy, sectionalism, and Civil War.

HIST 1302 AMERICAN HISTORY

3 lec (3 Cr.)

Continuation of HIST 1301. Emphasis given to reconstruction, transition from agrarianism to industrialization and emergence of America as a world power.

HIST 2301 HISTORY OF TEXAS

3 lec (3 Cr.)

History of Texas from Spanish period to present day. Emphasis placed on period of Anglo-American settlement, revolution, republic, and development of modern state.

HIST 2311 WESTERN CIVILIZATION TO 1660

3 lec (3 Cr.)

Survey of occidental history, emphasizing impact of Egypt, Mesopotamia, Greece, and Rome on western civilization. The Middle Ages, Renaissance and Reformation, and the rise of nation states are stressed as background to modern history. Recommended as a basic history course for all liberal arts majors.

HIST 2312 WESTERN CIVILIZATION SINCE 1660

3 lec (3 Cr.)

Survey of occidental history continued from 1660. Special attention given to European expansion overseas, Industrial Revolution, Enlightenment, French Revolution, nineteenth century nationalism and democracy, and problems of the twentieth century. Recommended as second half of a basic history course for all liberal arts majors.

HIST 2327 MEXICAN-AMERICAN HISTORY I

3 lec (3 Cr.)

Historical, economic, social and cultural development of Mexican-Americans/Chicanos. May be applied to U.S. history requirement.

HIST 2328 MEXICAN-AMERICAN HISTORY II
3 lec (3 Cr.)

Historical, economic, social and cultural development of Mexican-Americans/Chicanos. May be applied to U.S. History requirement.

HUMANITIES (HUMA)

HUMA 1301 INTRODUCTION TO HUMANITIES
3 lec (3 Cr.)

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and society.

**INDUSTRIAL EQUIPMENT
MAINTENANCE AND REPAIR
(DEMR, ELMT, ELPT, HYDR,
INMT)**

**DEMR 1323 HEATING, VENTILATION, & AIR
CONDITIONING (HVAC) TROUBLESHOOTING
AND REPAIR**

2 lec/2 lab (3 Cr.)

Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs.

**ELMT 1301 BASIC 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.

ELMT 2333 INDUSTRIAL ELECTRONICS

1 lec/2 lab (2 Cr.)

A study of devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Presentation of programming schemes.

**ELMT 2337 ELECTRONIC TROUBLESHOOTING,
SERVICE, AND REPAIR**

2 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.

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.

ELPT 1311 BASIC ELECTRONIC THEORY

3 lec (3 Cr.)

An overview of the theory and practice of electrical circuits including calculations as applied to alternating and direct current.

ELPT 1345 COMMERCIAL WIRING

2 lec/2 lab (3 Cr.)

Instruction in commercial wiring methods.

HYDR 1305 BASIC HYDRAULICS

2 lec/2lab (3 Cr.)

Fundamentals of hydraulics including types of hydraulic pumps, cylinders, valves, motors, and related systems. Introduction to hydraulic schematic symbols as related to components.

INMT 1305 INTRO. TO INDUSTRIAL MAINTENANCE

2 lec/2 lab (3 Cr.)

Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry including lock-out/tag-out.

KINESIOLOGY (KINE)

KINE 1101 AEROBICS I

3 lab (1 Cr.)

Techniques for low-impact floor and step aerobics to help develop aerobic conditioning. Focus on lowering body fat and increasing muscle through aerobic exercise and basic nutritional guidelines. Three activity hours per week. One hour credit.

KINE 1102 AEROBICS II

3 lab (1 Cr.)

Aerobically fit students interested in maintaining fitness level. Three activity hours per week. One hour credit.

KINE 1104 BOWLING I

3 lab (1 Cr.)

Fundamentals of bowling skills, strategies and scoring. Three activity hours per week. One hour credit.

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. One hour credit.

KINE 1106/1107/2106/2107 CHEERLEADING I, II, III, IV

3 lab (1 Cr.)

Varsity sport (Audition)

KINE 1110/1111/2110/2111 FITNESS DANCE FOR CHEERLEADERS I II, III, IV

3 lab (1 Cr.)

This course is an aerobic workout course for varsity cheerleaders to improve cardiovascular endurance, flexibility, strength, and body composition. Instructor approval required.

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.

KINE 1113 GOLF II

3 lab (1 Cr.)

Exhibit competency in intermediate golf skills.

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.

KINE 1115 JOGGING II

3 lab (1 Cr.)

Maintain cardiovascular fitness. Training principles for distance running and marathons.

KINE 1116 MARTIAL ARTS I

3 lab (1 Cr.)

Martial arts form that stresses physical fitness and self-defense.

KINE 1117 MARTIAL ARTS II

3 lab (1 Cr.)

Demonstrate techniques of karate and mastery of intermediate karate skills.

KINE 1118 RACQUETBALL I

3 lab (1 Cr.)

Selecting equipment and safety gear for racquetball. Serving skills and basic shots for recreational play. Three hours per week. One hour credit.

KINE 1119 RACQUETBALL II

3 lab (1 Cr.)

Intermediate serving, stroke skills, and strategy for singles and doubles play.

KINE 1120/1121/2120/2121 VARSITY WOMEN'S SOCCER I, II, III, IV

3 lab (1 Cr.)

Varsity Sport (Consent of instructor)

KINE 1122* SWIMMING I

3 lab (1 Cr.)

Beginning-level instruction in basic strokes, freestyle, breaststroke, and backstroke. Emphasis on survival skills, floating, emergency procedures.

KINE 1123* SWIMMING II

3 lab (1 Cr.)

Intermediate-level instruction in improving basic strokes. Development of intermediate strokes, sidestroke, butterfly, competitive turns. Emphasis on cardiovascular conditioning, lap swimming.

KINE 1124 TENNIS I

3 lab (1 Cr.)

Stroke techniques for recreational play including groundstrokes, volleys, overhands, and serves. Terminology, scoring, and historical background of tennis.

KINE 1125 TENNIS II

3 lab (1 Cr.)

Intermediate skills for serving, drop shots, doubles and singles tournament play.

KINE 1126/1127/2126/2127 VARSITY BASEBALL I, II, III, IV

3 lab (1 Cr.)

Varsity sport. (Consent of instructor)

KINE 1128/1129/2128/2129 VARSITY BASKETBALL I, II, III, IV

3 lab (1 Cr.)

Varsity sport. (Consent of instructor)

KINE 1130/1131/2130/2131 VARSITY FOOTBALL I, II, III, IV

3 lab (1 Cr.)

Varsity sport. Focuses on on-field practice drills, film study, skill refinement, etc. Consent of instructor required.

KINE 1132/1133/2132/2133 WALK-ON SKILLS FOR ALL SPORTS I, II, III, IV

3 lab (1 Cr.)

Consent of instructor.

KINE 1134/1135/2134/2135 STRENGTH AND CONDITIONING FOR ALL WALK ON SPORTS I, II, III, IV

3 lab (1 Cr.)

Consent of instructor.

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.

KINE 1137 WEIGHTLIFTING II**3 lab (1 Cr.)**

Intermediate applications of principles of progression, specificity, and overload.

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.

KINE 1139 CARDIOKICKBOXING II**3 lab (1 Cr.)**

Intermediate-level fitness course focusing on maintaining cardiovascular endurance. Intermediate kickboxing skills.

KINE 1140/1141/2140/2141 VARSITY VOLLEYBALL I, II, III, IV**3 lab (1 Cr.)**

Varsity sport (Consent of instructor)

KINE 1142/2142 SPECIAL TOPICS**3 lab (1 Cr.)**

Activity. Specific focus of study to be determined on semester basis.

KINE 1144/1145/2144/2145 VARSITY SOFTBALL I, II, III, IV**3 lab (1 Cr.)**

Varsity sport (Consent of instructor)

KINE 1146/1147 FITNESS WALKING I, II**3 lab (1 Cr.)**

Designed to help develop cardiovascular endurance and leads to development of an individual fitness program.

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.

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.

KINE 1151 SCUBA – OPEN WATER**1 lec/3 lab (1 Cr.)**

Classroom and lab activities to help prepare students to complete certification requirements for open-water scuba diving.

KINE 1253 LIFEGUARDING**1 lec/1 lab (2 Cr.)**

Prerequisite: permission of instructor. Graduates are awarded the American Red Cross Advanced Swimmer Card and/or American Red Cross Life Saving Card.

KINE 1301 FOUNDATIONS OF PHYSICAL EDUC.**3 lec (3 Cr.)**

Designed to help orient students in the field of health, kinesiology, and recreation through presentation of scope and organization of professional activities, vocational opportunities offered in field, and essential qualifications of members of profession.

KINE 1304 PERSONAL/COMMUNITY HEALTH**3 lec (3 Cr.)**

Fundamental course in principles and problems of healthful living as they apply today.

KINE 1306 FIRST AID AND SAFETY EDUCATION**3 lec (3 Cr.)**

Course includes training in giving first aid and applying rules of safety.

KINE 1308 SPORTS OFFICIATING I**3 lec (3 Cr.)**

Designed to give students majoring in kinesiology practical insight into rules of football, tennis and volleyball, and procedures and problems of officiating.

KINE 1309 SPORTS OFFICIATING II**3 lec (3 Cr.)**

Designed to give students majoring in kinesiology insight into rules of basketball and baseball, and procedures and problems of officiating.

KINE 1311 CARE & PREVENTION OF ATHLETIC INJURIES**3 lec (3 Cr.)**

The study and application of skills in the prevention and care of injuries affecting the athlete and the physically active.

KINE 1321 SPORTS STUDIES I**3 lec (3 Cr.)**

Methods of coaching are studied through lectures, demonstrations, practice, and reading of current literature. Coaching techniques of football and volleyball are covered.

KINE 1322 SPORTS STUDIES II**3 lec (3 Cr.)**

The history, theories, philosophies, rules, terminology and finer points of competitive sports. Coaching techniques of baseball and basketball are also covered.

KINE 1331 CONCEPTS OF RECREATION**3 lec (3 Cr.)**

Designed for students planning to be elementary teachers or who will direct playground activities. Portion of time is used for actual participation in games for elementary children.

KINE 1338 CONCEPTS OF FITNESS AND WELLNESS**2 lec/1 lab (3 Cr.)**

Principles of nutrition, exercise, stress management, and wellness concerns that helps increase longevity and quality of life. Physical activities that relate to social, mental, physical, spiritual, and emotional domains of wellness.

This course is an activity course that will meet the activity requirement. This is a required course for kinesiology majors.

KINE 1346 SUBSTANCE ABUSE**3 lec (3 Cr.)**

The study of the effects of drugs on society from both an individualistic and holistic approach. It will emphasize the physiological, sociological and psychological factors.

KINE 2126 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.

KINE 2156 TAPING AND BANDAGING**3 lab (1 Cr.)**

This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic-related injuries.

KINE 2255 WATER SAFETY INSTRUCTOR**3 lab (2 Cr.)**

Prerequisite: Advanced swimming skills. The ARC WSI card will be awarded to students successfully completing ARC requirements.

KINE 2375 INTRO. TO ATHLETIC TRAINING**3 lec c (3 Cr.)**

Analysis, treatment and rehabilitation of common injuries associated with movement-related activities and athletics. Basic medical terminology is also a part of this course as it relates to documentation and communication with medical professionals.

LEGAL ASSISTANT (LGLA)

LGLA 1301 LEGAL RESEARCH AND 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.

LGLA 1311 INTRODUCTION 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.

LGLA 1313 INTRODUCTION 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.

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.

LGLA 1353 WILLS, TRUSTS AND 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.

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.

LGLA 2188 INTERNSHIP - PARALEGAL/LEGAL ASSISTANT (CAPSTONE)**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.

**LGLA 2303 TORTS AND PERSONAL INJURY LAW
3 lec (3 Cr.)**

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

**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.

**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.

**LGLA 2311 BUSINESS ORGANIZATIONS
3 lec (3 Cr.)**

This course presents basic concepts of business organizations with emphasis on the paralegal's role. Topics include law of agency, sole proprietorships, forms or partnerships, corporations, and other emerging business entities.

**LGLA 2313 CRIMINAL LAW AND 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.

**LGLA 2331 ADVANCED LEGAL RESEARCH AND 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.

**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.

**LGLA 2388 INTERNSHIP - PARALEGAL/LEGAL ASSISTANT (CAPSTONE)
1 lec/2 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.

MATHEMATICS (MATH)

**MATH 1314 COLLEGE ALGEBRA
3 lec (3 Cr.)**

This course meets degree requirements for most non-science majors and provides a foundation for further studies in mathematics. Topics include linear equations and inequalities, second-degree relations and functions, polynomial functions, rational functions, exponential and logarithmic functions, systems of equations and inequalities, matrices and determinants and sequences and series. Prerequisites: MTH 1312, or meeting college algebra standard on THEA or the basic skills assessment test.

**MATH 1316 PLANE TRIGONOMETRY
3 lec (3 Cr.)**

This course meets the degree requirements of science, science-related and engineering majors. Topics include definition and use of trigonometric functions; solution of right triangles and oblique triangles; use of degree measure and radian measure; application of angular velocity and acceleration; fundamental identities; graphs of trigonometric functions; solutions of trigonometric equations with applications; and investigation of complex numbers and vectors. Prerequisite: MATH 1314 or a satisfactory score on THEA or the basic skills assessment test.

**MATH 1324 MATH FOR BUSINESS & SOCIAL SCIENCES I
3 lec (3 Cr.)**

This course presents some of the mathematical tools that are useful in the analysis of business and social science problems. Topics include functions and graphs, linear and higher order equations, systems of equations, matrices, linear programming, math of finance, logarithms, sets, and probability. Prerequisites: MTH 1312, or a satisfactory score on THEA or the basic skills assessment test.

MATH 1325 MATH FOR BUSINESS & SOCIAL SCIENCES II

3 lec (3 Cr.)

This course presents some of the mathematical tools that are useful in the analysis of business and economic problems and is a continuation of MATH 1324. The course begins with an introduction to probability and statistics and continues with an introduction to differential and integral calculus and applications. Prerequisite: MATH 1324 or MATH 1314.

MATH 1332 COLLEGE MATH I

3 lec (3 Cr.)

This course is designed primarily for non-science majors and liberal arts majors. It is a survey of topics in mathematics that includes problem solving, sets, logic, numeration and mathematical systems, number theory, the real number system, conversion between the English and metric system, and math of finances. Prerequisite: MTH 1074 or a satisfactory score on THEA or the basic skills assessment test. Students who plan on transferring to a senior institution should check the transferability of this course.

MATH 1350 MATH FOR EDUCATION MAJORS I

3 lec (3 Cr.)

This course is designed for education majors. This course includes concepts of sets, functions, numerations systems, number theory, and properties of natural number, integers, rational and real number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 college algebra.

MATH 1351 MATH FOR EDUCATION MAJORS II

3 lec (3 Cr.)

This course is designed for education majors. This course includes concepts of geometry, probability, and statistics as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1350 (C or higher).

MATH 2315 CALCULUS III

3 lec (3 Cr.)

This course meets the degree requirements for most science, science-related, engineering, and mathematics majors. It is a continuation of MATH 2414. Topics include vectors, surfaces, vector-valued functions, partial differentiation, multiple integrals and vector calculus. Prerequisite: MATH 2414.

MATH 2318 LINEAR ALGEBRA

3 lec (3 Cr.)

This course meets the degree requirements for most science, science-related, engineering, and mathematics majors. Topics include: finite dimensional vector spaces, linear transformations and matrices, quadratic forms, and

eigenvalues and eigenvectors. Prerequisite: MATH 2414.

MATH 2320 DIFFERENTIAL EQUATIONS

3 lec (3 Cr.)

This course is designed for mathematics and science majors. Topics include techniques for solving linear homogeneous and non-homogeneous differential equations; series solutions and special equations; and the solution of higher-order differential equations. Prerequisite: MATH 2414.

MATH 2342 ELEMENTARY STATISTICAL METHODS

3 lec (3 Cr.)

Presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and the use of statistical software.

MATH 2412 PRE-CALCULUS WITH ANALYTIC GEOMETRY

4 lec (4 Cr.)

Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. May include topics from analytical geometry. Prerequisite: satisfactory score on THEA or the basic skills assessment test and a strong background in high school mathematics.

MATH 2413 CALCULUS I WITH ANALYTIC GEOMETRY

4 lec (4 Cr.)

This course meets the degree requirements of most science, science-related, and engineering majors. Topics include limits, analytic geometry, derivatives and curve sketching, antiderivatives including trigonometric functions, definite integrals, and applications of definite integrals. Prerequisite: high school pre-calculus, MATH 1316, or MATH 2412.

MATH 2414 CALCULUS II WITH ANALYTIC GEOMETRY

4 lec (4 Cr.)

This course meets the degree requirements of most science, science-related, and engineering majors. It is a continuation of MATH 2413. Topics include plane analytic geometry, differentiation and integration of exponential, logarithmic, trigonometric, hyperbolic, inverse trigonometric and inverse hyperbolic functions; techniques and applications of integration including integration by parts, trigonometric substitutions, partial fractions, use of tables, and finding centroids; improper integrals; and infinite series including Taylor & MacLaurin series. Prerequisite: MATH 2413.

MEDICAL LABORATORY 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.

MLAB 1227 COAGULATION

1 lec/2 lab (2 Cr.)

This course includes a study of the mechanism of coagulation, coagulation disorders, and procedures used to evaluate the coagulation process. Prerequisite: permission of instructor.

MLAB 1235 IMMUNOLOGY/SEROLOGY

2 lec/1 lab (2 Cr.)

This course includes the theory and application of basic immunology including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures. Prerequisite: permission of instructor.

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. Literature research is conducted culminating in a written report. 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.

MLAB 1311 URINALYSIS AND BODY FLUIDS

2 lec/3 lab (3 Cr.)

This course includes the study of renal anatomy and physiology as well as physical, chemical and microscopic examination of urine, cerebrospinal fluid and other body fluids in health and disease. Prerequisite: permission of instructor.

MLAB 1331 PARASITOLOGY/MYCOLOGY

2 lec/3 lab (3 Cr.)

This course includes a study of the taxonomy, morphology, and pathogenesis of human parasites, fungi and viruses with emphasis on laboratory identification of these organisms. Prerequisite: permission of instructor.

MLAB 1415 HEMATOLOGY

3 lec/3 lab (4 Cr.)

This course includes the morphology and function of blood cells in health and disease, the maturation

sequence of blood cells, and theory and practical application of routine and special hematology procedures, both manual and automated. Prerequisite: permission of instructor.

MLAB 1460 CLINICAL I

18 lab (4 Cr.)

This course includes detailed education, training, work-based experience and direct patient/client care at a clinical site in the following areas: phlebotomy, hematology, urinalysis, and immunology/serology. This clinical is generally taken between the student's freshman and sophomore year during the summer and consists of 280 hours in a clinical setting. Prerequisite: permission of instructor.

MLAB 2401 CLINICAL CHEMISTRY

3 lec/4 lab (4 Cr.)

This course includes a study of the biochemistry and physiology of normal and pathological processes and the chemical variations that occur during disease. Laboratory techniques including the procedure, principles and clinical significance of tests used to analyze the following biochemical processes is covered: electrolytes, acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology. Prerequisite: permission of the instructor.

MLAB 2431 IMMUNOHEMATOLOGY

3 lec/3 lab (4 Cr.)

This course includes the study of red blood cell antigens, antibodies, donor selection and processing, blood components, hemolytic transfusion reactions, autoimmune hemolytic anemia, and hemolytic disease of the newborn. Also included is blood group and Rh typing, antibody screens, antibody identification, compatibility testing, elution, and absorption techniques. Prerequisite: permission of instructor.

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.

MLAB 2460 CLINICAL II

18 lab (4 Cr.)

This course includes detailed education, training, work-based experience and direct patient/client care at a clinical site in the following areas: microbiology, clinical chemistry, parasitology, and immunohematology and consists of 280 hours in a clinical setting. Prerequisite: permission of instructor.

PLAB 1223 PHLEBOTOMY**1 lec/2 lab (Cr. 2)**

This course teaches skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Included are vacuum and butterfly collection devices, syringes, capillary skin puncture, blood culture, and specimen collection on adults, children, and infants. Emphasis is placed on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Prerequisite: permission of instructor.

**MULTIMEDIA TECHNOLOGY
(ARTC, GRPH, IMED)**

ARTC 1302 DIGITAL IMAGING I**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.

ARTC 1313 DIGITAL PUBLISHING I**2 lec/3 lab (3 Cr.)**

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

ARTC 1317 TYPOGRAPHY**2 lec/2 lab (3 Cr.)**

A study of letterforms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards.

ARTC 1359 VISUAL DESIGN FOR NEW MEDIA**2 lec/2 lab (3 Cr.)**

Visual design elements as they relate to the application painter. Emphasizes aesthetics and visual problem solving such as design issues, color management, hierarchy of information, image optimization, and effective layout.

ARTV 1303 BASIC ANIMATION**2 lec/4 lab (3 Cr.)**

Examination of concepts, characters and storyboards for basic animation production. Emphasis on creating movement and expression utilizing traditional or electronically generated image sequences. Prerequisite: GRPH 1359.

ARTV 1341 3-D ANIMATION I**2 lec/4 lab (3 Cr.)**

Instruction in three-dimensional (3-D) modeling and rendering techniques including lighting, staging, camera, and special effects. Emphasis on 3-D modeling building blocks using primitives to create simple or complex objects. Prerequisite: GRPH 1359.

ARTV 1343 DIGITAL SOUND**2 lec/4 lab (3 Cr.)**

Instruction in digitizing sound and incorporating it into multimedia titles for various delivery systems. Emphasis on compression issues, sampling, synchronizing, and resource management.

ARTV 1351 DIGITAL VIDEO**2 lec/4 lab (3 Cr.)**

Skill development in producing and editing video and sound for multimedia productions. Emphasis on the capture, editing, and outputting of video using a desktop digital video workstation.

ARTV 2341 ADVANCED DIGITAL VIDEO**2 lec/4 lab (3 Cr.)**

Instruction in the use of advanced digital video techniques for post-production. Emphasis on generation and integration of special effects, 2-D animation, and 3-D animation for film, video, CD-ROM, and the Internet. Exploration of new and emerging compression and video streaming technologies. Prerequisite: ARTV 1351.

GRPH 1359 OBJECT-ORIENTED COMPUTER GRAPHICS**2 lec/4 lab (3 Cr.)**

Mastery of tools and transformation options of an industry-standard drawing program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use the capabilities specific to vector (object-oriented) drawing software to manipulate both text and graphics with emphasis on the use of Bezier curves. Acquisition of images via scanning and the creative use of clip art is included.

IMED 1301 INTRODUCTION TO MULTIMEDIA**3 lec (3 Cr.)**

A survey of theories, elements, and hardware/software components of multimedia. Topics include digital-image editing, digital sound and video editing, animation, web page development, and interactive presentations. There will be an emphasis on conceptualizing and producing effective multimedia presentations.

IMED 1345 INTERACTIVE MULTIMEDIA I**2 lec/4 lab (3 Cr.)**

Exploration of the use of graphics and sound to create time-based interactive multimedia animations using industry-standard authoring software. Prerequisite: ARTC 1302, GRPH 1359.

IMED 1416 WEB PAGE DESIGN I**3 lec/4 lab (4 Cr.)**

Instruction in Internet web page design and related graphic design issues including mark-up languages, Web sites, Internet access software, and interactive topics. Prerequisite: ARTC 1302, GRPH 1359.

IMED 2301 INSTRUCTIONAL DESIGN**3 lec (3 Cr.)**

An in-depth study of the instructional design process based on learning theories including evaluation of models and design examples.

IMED 2366 PRACTICUM**0 lec/21 lab (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. Prerequisite: approval of the instructor.

MUSIC (MUSI, MUEN, MUAP)**MUSI 1159, 2159 MUSICAL THEATER****1 lec/4 lab (1 Cr.)**

Study and performance of works from musical theater repertoire.

MUSI 1211 MUSIC THEORY I**2 lec/1 lab (2 Cr.)**

A study of basic elements relating to the composition of music in the Western world. Includes such concepts as scales, key signatures, intervals, triads, chords, meters, and harmonic analysis. Prior knowledge of basic music fundamentals is necessary including staff, clefs, time signatures, pitches, and rhythms. Must be taken concurrently with Sight-Singing and Ear Training I. (MUSI-1216).

MUSI 1212 MUSIC THEORY II**2 lec/1 lab (2 Cr.)**

Continuing study of basic elements relating to the composition of music in the Western world. Includes such concepts as non-harmonic tones, figured bass, part-writing, voice leading, modulation, secondary dominants, harmonic analysis, and part-writing. Must be taken concurrently with MUSI 1217 Sight-Singing and Ear Training II. Prerequisite: MUSI 1211 or equivalent.

MUSI 1216 ELEMENTARY SIGHT-SINGING AND EAR TRAINING I**2 lec/1 lab (2 Cr.)**

Learning the skill of translating printed music into singing voice. Includes a study of Major and minor mode melodies with harmonic backgrounds of the principal chords. Aural study of beats, their division and subdivisions. Intervals and melodies having backgrounds of the principal chords. Harmonic progressions of the principal chords. To be taken concurrently with Theory I (MUSI 1211).

MUSI 1217 ELEMENTARY SIGHT-SINGING AND EAR-TRAINING II**2 lec/1 lab (2 Cr.)**

A continuation of MUSI 1216. Prerequisite: MUSI 1216 or equivalent. To be taken concurrently with Theory II (MUSI 1212).

MUSI 1306 MUSIC APPRECIATION**3 lec (3 Cr.)**

Survey of music for the non-music major. Includes review of the fundamentals of music and a survey of music and composers from the Medieval period through the 20th Century.

MUSI 1308 MUSIC LITERATURE**3 lec (3 Cr.)**

In-depth study of classical music and composers spanning the medieval, baroque, and classical periods. Includes compositional techniques and society's influence on art music. Recommended for music majors.

MUSI 1309 MUSIC LITERATURE**3 lec (3 Cr.)**

A continuation of MUSI 1308. Begins with the Romantic era and continues into the Twentieth Century including modern day composers.

MUSI 1310 AMERICAN POPULAR MUSIC**3 lec (3 Cr.)**

A survey of American popular music designed for non-music majors. Traces the development of Native American, English, African, and Hispanic music into their current forms: blues, jazz, gospel, Cajun, country, folk, rock 'n' roll, soul, salsa, tejano, asian, and hip hop.

MUSI 2211 MUSIC THEORY III**2 lec/1 lab (2 Cr.)**

A continuation of MUSI 1212. Includes such concepts as part-writing and keyboard study of figured bass, exercises, composition in various small forms, and melodic harmonizations requiring all diatonic seventh chords, altered chords, ninth, 11th and 13th chords. To be taken concurrently with MUSI 2216 Advanced Sight-Singing and Ear-Training III. Prerequisites: MUSI 1211 & MUSI 1212, or equivalents.

MUSI 2212 MUSIC THEORY IV**2 lec/1 lab (2 Cr.)**

A continuation of MUSI 2211. Prerequisite: MUSI 2211 or equivalent. Designed to be taken concurrently with Advanced Sight-Singing and Ear Training IV (MUSI 2217).

MUSI 2216 ADVANCED SIGHT-SINGING AND EAR-TRAINING III**2 lec/1 lab (2 Cr.)**

Learning the skill of translating printed music into singing voice. Includes a study of major and minor

Aural study of harmonic modulations, all diatonic seventh chords. Singing remote modulations and difficult melodies. Aural study of unusual and mixed meters: altered chords; ninth, 11th and 13th chords. To be taken concurrently with Theory III (MUSI 2211).

MUSI 2217 ADVANCED SIGHT-SINGING AND EAR-TRAINING IV
2 lec/1 lab (2 Cr.)

A continuation of MUSI 2216. Prerequisite: MUSI 2216 or equivalent. Designed to be taken concurrently with Theory IV (MUSI 2212).

ENSEMBLES (MUEN)

MUEN 1121, 1122, 2121, 2122 MARCHING AND CONCERT BAND
1 lec/5 lab (1 Cr.)

Required of all wind and percussion majors each semester. Performs at college athletic events and parades. Presents concerts. Open to all students by consent of director. Five rehearsals per week and all performances required. Marching Band may be substituted for KINE.

MUEN 1131, 1132, 2131, 2132 JAZZ/STAGE BAND
2 lec/2 lab (1 Cr.)

A large ensemble that explores all aspects of jazz from improvisation and composition to the performance requirements of such various styles as swing, Latin, ballad, and funk. Membership through audition only.

MUEN 1133, 1134, 2133, 2134 BRASS ENSEMBLE
2 lab (1 Cr.)

Development of musical concepts through a variety of standard brass repertoire for small ensemble.

MUEN 1136, 1137, 2136, 2137 WOODWIND ENSEMBLE
2 lab (1 Cr.)

Development of musical concepts through a variety of standard woodwind repertoire for small ensemble.

MUEN 1138, 1139, 2138, 2139 PERCUSSION ENS.
2 lab (1 Cr.)

Development of musical concepts through a variety of standard percussion repertoire for small ensemble.

MUEN 1141, 1142, 2141, 2142 COLLEGE CHORALE
3 lec/ 3 lab (1 Cr.)

A large choir that performs a wide variety of music covering classical, Broadway, and popular. This group gives several performances each semester both on and off campus and also stages a large-scale musical in the spring. Membership is open to all students wishing to perform and learn more about choral music. Membership through audition only.

MUEN 1143, 1144, 2143, 2144 GUITAR ENSEMBLE
2 lab (1 Cr.)

Development of musical concepts through a variety of standard guitar repertoire.

MUEN 1151, 1152, 2151, 2152 COLLEGIATE SINGERS
2 lec/ 2 lab (1 Cr.)

A small touring group that performs the more popular musical styles from pop to madrigals. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

MUEN 1153, 1154, 2153, 2154 CHAMBER SINGERS
2 lec/2 lab (1 Cr.)

A medium-sized choir that performs chamber and classical music. This group gives several performances each semester both on and off campus. Membership is by audition or invitation only.

APPLIED MUSIC

MUSI 1181 CLASS PIANO I
2 lab (1 Cr.)

Class instruction in the fundamentals of keyboard technique for those with little or no piano background. Designed for the music major in preparation for piano placement exams required by universities. \$40 lab fee.

MUSI 1182 CLASS PIANO II
2 lab (1 Cr.)

A continuation of MUSI 1181. Prerequisite: MUSI 1181 or consent of instructor.

MUSI 1183, 1184 CLASS VOICE
2 lab (1 Cr.)

Class instruction in fundamentals of correct breathing, tone production and diction. Laboratory course designed for students with little or no previous voice training to aid in developing a pleasing tone quality produced with ease and proper enunciation. \$40 lab fee.

MUSI 1192 CLASS GUITAR I
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.

MUSI 1193 CLASS GUITAR II
2 lab (1 Cr.)

A continuation of MUSI 1192. Prerequisite: MUSI 1192 or consent of instructor. \$40 lab fee.

MUSI 2181 CLASS PIANO III**2 lab (1 Cr.)**

Class instruction for second-year music majors. Continued preparation for piano placement exams required by universities. Prerequisite: MUSI 1182 or consent of instructor. \$40 lab fee.

MUSI 2182 CLASS PIANO IV**2 lab (1 Cr.)**

A continuation of MUSI 2181. Prerequisite: MUSI 2181 or consent of instructor. \$40 lab fee.

MUSI 2183, 2184 CLASS VOICE**2 lab (1 Cr.)**

A continuation of MUSI 1184. Prerequisite: MUSI 1184 or consent of instructor. \$40 lab fee.

MUSI 2192 CLASS GUITAR III**2 lab (1 Cr.)**

Class instruction for second-year guitar students. Prerequisite: MUSI 1193 or consent of instructor.

PRIVATE MUSIC INSTRUCTION (MUAP)

Students who enroll for private instruction in applied music must meet the following requirements for the amount of credit indicated for each course.

Credit:	1 semester hour
Lecture:	1 30-minute lesson per week (Semester Fee: \$50)
Credit:	2 semester hours
Lecture:	2 30-minute lessons or 1 hour lesson per week. (Semester Fee: \$90)

Students who register for private instruction in voice, piano, or instrumental must understand that all private instruction is scheduled TBA (to be arranged), meaning the day and time or lesson(s) each week is "to be arranged" with the teacher of that applied area.

Consequently, the student must contact the teacher or arrange his/her lesson time(s) during the first week of the semester.

FLUTE - PRIVATE INSTRUCTION

MUAP 1117 - Freshman - 30 min.
 MUAP 1118 - Freshman - 30 min.
 MUAP 1217 - Freshman - 1 hr.
 MUAP 1218 - Freshman - 1 hr.
 MUAP 2117 - Sophomore - 30 min.
 MUAP 2118 - Sophomore - 30 min.
 MUAP 2217 - Sophomore - 1 hr.
 MUAP 2218 - Sophomore - 1 hr.

OBOE - PRIVATE INSTRUCTION

MUAP 1121 - Freshman - 30 min.
 MUAP 1122 - Freshman - 30 min.
 MUAP 1221 - Freshman - 1 hr.
 MUAP 1222 - Freshman - 1 hr.
 MUAP 2121 - Sophomore - 30 min.
 MUAP 2122 - Sophomore - 30 min.
 MUAP 2221 - Sophomore - 1 hr.
 MUAP 2222 - Sophomore - 1 hr.

BASSOON - PRIVATE INSTRUCTION

MUAP 1125 - Freshman - 30 min.
 MUAP 1126 - Freshman - 30 min.
 MUAP 1225 - Freshman - 1 hr.
 MUAP 1226 - Freshman - 1 hr.
 MUAP 2125 - Sophomore - 30 min.
 MUAP 2126 - Sophomore - 30 min.
 MUAP 2225 - Sophomore - 1 hr.
 MUAP 2226 - Sophomore - 1 hr.

CLARINET - PRIVATE INSTRUCTION

MUAP 1129 - Freshman - 30 min.
 MUAP 1130 - Freshman - 30 min.
 MUAP 1229 - Freshman - 1 hr.
 MUAP 1230 - Freshman - 1 hr.
 MUAP 2129 - Sophomore - 30 min.
 MUAP 2130 - Sophomore - 30 min.
 MUAP 2229 - Sophomore - 1 hr.
 MUAP 2230 - Sophomore - 1 hr.

SAXOPHONE - PRIVATE INSTRUCTION

MUAP 1133 - Freshman - 30 min.
 MUAP 1134 - Freshman - 30 min.
 MUAP 1233 - Freshman - 1 hr.
 MUAP 1234 - Freshman - 1 hr.
 MUAP 2133 - Sophomore - 30 min.
 MUAP 2134 - Sophomore - 30 min.
 MUAP 2233 - Sophomore - 1 hr.
 MUAP 2234 - Sophomore - 1 hr.

TRUMPET - PRIVATE INSTRUCTION

MUAP 1137 - Freshman - 30 min.
 MUAP 1138 - Freshman - 30 min.
 MUAP 1237 - Freshman - 1 hr.
 MUAP 1238 - Freshman - 1 hr.
 MUAP 2137 - Sophomore - 30 min.
 MUAP 2138 - Sophomore - 30 min.
 MUAP 2237 - Sophomore - 1 hr.
 MUAP 2238 - Sophomore - 1 hr.

HORN - PRIVATE INSTRUCTION

MUAP 1141 - Freshman - 30 min.
 MUAP 1142 - Freshman - 30 min.
 MUAP 1241 - Freshman - 1 hr.
 MUAP 1242 - Freshman - 1 hr.
 MUAP 2141 - Sophomore - 30 min.
 MUAP 2142 - Sophomore - 30 min.

MUAP 2241 - Sophomore - 1 hr.
MUAP 2242 - Sophomore - 1 hr.

TROMBONE - PRIVATE INSTRUCTION

MUAP 1145 - Freshman - 30 min.
MUAP 1146 - Freshman - 30 min.
MUAP 1245 - Freshman - 1 hr.
MUAP 1246 - Freshman - 1 hr.
MUAP 2145 - Sophomore - 30 min.
MUAP 2146 - Sophomore - 30 min.
MUAP 2245 - Sophomore - 1 hr.
MUAP 2246 - Sophomore - 1 hr.

EUPHONIUM/BARITONE - PRIVATE INSTRUCTION

MUAP 1149 - Freshman - 30 min.
MUAP 1150 - Freshman - 30 min.
MUAP 1249 - Freshman - 1 hr.
MUAP 1250 - Freshman - 1 hr.
MUAP 2149 - Sophomore - 30 min.
MUAP 2150 - Sophomore - 30 min.
MUAP 2249 - Sophomore - 1 hr.
MUAP 2250 - Sophomore - 1 hr.

TUBA - PRIVATE INSTRUCTION

MUAP 1153 - Freshman - 30 min.
MUAP 1154 - Freshman - 30 min.
MUAP 1253 - Freshman - 1 hr.
MUAP 1254 - Freshman - 1 hr.
MUAP 2153 - Sophomore - 30 min.
MUAP 2154 - Sophomore - 30 min.
MUAP 2253 - Sophomore - 1 hr.
MUAP 2254 - Sophomore - 1 hr.

PERCUSSION - PRIVATE INSTRUCTION

MUAP 1157 - Freshman - 30 min.
MUAP 1158 - Freshman - 30 min.
MUAP 1257 - Freshman - 1 hr.
MUAP 1258 - Freshman - 1 hr.
MUAP 2157 - Sophomore - 30 min.
MUAP 2158 - Sophomore - 30 min.
MUAP 2257 - Sophomore - 1 hr.
MUAP 2258 - Sophomore - 1 hr.

GUITAR - PRIVATE INSTRUCTION

MUAP 1161 - Freshman - 30 min.
MUAP 1162 - Freshman - 30 min.
MUAP 1261 - Freshman - 1 hr.
MUAP 1262 - Freshman - 1 hr.
MUAP 2161 - Sophomore - 30 min.
MUAP 2162 - Sophomore - 30 min.
MUAP 2261 - Sophomore - 1 hr.
MUAP 2262 - Sophomore - 1 hr.

ORGAN - PRIVATE INSTRUCTION

MUAP 1165 - Freshman - 30 min.
MUAP 1166 - Freshman - 30 min.
MUAP 1265 - Freshman - 1 hr.
MUAP 1266 - Freshman - 1 hr.
MUAP 2165 - Sophomore - 30 min.
MUAP 2166 - Sophomore - 30 min.
MUAP 2265 - Sophomore - 1 hr.
MUAP 2266 - Sophomore - 1 hr.

PIANO (Keyboard) PRIVATE INSTRUCTION

MUAP 1169 - Freshman - 30 min.
MUAP 1170 - Freshman - 30 min.
MUAP 1269 - Freshman - 1 hr.
MUAP 1270 - Freshman - 1 hr.
MUAP 2169 - Sophomore - 30 min.
MUAP 2170 - Sophomore - 30 min.
MUAP 2269 - Sophomore - 1 hr.
MUAP 2270 - Sophomore - 1 hr.

VOICE - PRIVATE INSTRUCTION

MUAP 1181 - Freshman - 30 min.
MUAP 1182 - Freshman - 30 min.
MUAP 1281 - Freshman - 1 hr.
MUAP 1282 - Freshman - 1 hr.
MUAP 2181 - Sophomore - 30 min.
MUAP 2182 - Sophomore - 30 min.
MUAP 2281 - Sophomore - 1 hr.
MUAP 2282 - Sophomore - 1 hr.

NURSING

ASSOCIATE DEGREE NURSING

(RNSG) All RNSG courses require admission to the ADN Program

RNSG 1201 PHARMACOLOGY

1 lec/4 lab (2 Cr.)

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities as well as the skills of the nurse in safe administration of medications within a legal/ethical framework. Prerequisites: BIOL 2401, BIOL 2402, BIOL 2420. Corequisites: RNSG 1413, RNSG 1261.

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 longterm 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. Corequisites: RNSG 1413, RNSG 1201.

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 and child population as well as begin to demonstrate RN-level legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: 28 hours of general education courses specified on degree plan. Corequisite: RNSG 1417.

RNSG 1263 CLINICAL--NURSING PRACTICE II FOR ARTICULATING STUDENTS

6 external hours (2 Cr.) (16 hours a week)

Clinical experience involving direct patient/client care of adult populations in selected clinical facilities. The student will be expected to expand the application of concepts and skills of the associate degree nurse as well as demonstrate RN-level legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: RNSG 1417, RNSG 1262. Corequisite: RNSG 1442.

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 surgical, locomotion, maladjustment, and reproductive common health care needs 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 as well as demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: RNSG 1413, RNSG 1261, RNSG 1201. Corequisite: RNSG 2504.

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 knowledge, judgment, skills and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, BIOL 2402, BIOL 2420. Co-requisites: RNSG 1261, RNSG 1201.

RNSG 1417 CONCEPTS OF NURSING PRACTICE I FOR ARTICULATING STUDENTS

3 lec/3 lab (4 Cr.) (8 lec/8 lab)

Provides the LVN articulating student the opportunity to examine the role of the associate degree nurse. Incorporates application of a systematic problem-solving process and critical thinking skills, which includes a focus on the RN role with adult clients and their families in selected settings. Includes competency in RN-level knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: 28 hours of general education courses specified on degree plan. Corequisite: RNSG 1262.

RNSG 1442 CONCEPTS OF NURSING PRACTICE II FOR ARTICULATING STUDENTS

3 lec/3 lab (4 Cr.) (8 lec/8 lab)

Provides the LVN articulating student the opportunity to expand the examination of the role of the associate degree nurse and apply systematic problem-solving processes and critical thinking skills. Focuses on the beginning of utilization of RN-level leadership and management skills in the provision of care to adult and child clients and their families in selected settings. Includes RN-level competency in knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: RNSG 1417, RNSG 1262. Corequisite: RNSG 1263.

RNSG 2161 CLINICAL--MENTAL HEALTH NURSING
4 external hours (1 Cr.) (4 clinical hrs. a week)

Clinical experience involving patient/client nursing care in selected mental health clinical facilities. The student will be expected to apply mental health concepts and skills as well as demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: RNSG 2514, RNSG 2461. Corequisite: RNSG 2213.

RNSG 2201 CARE OF CHILDREN AND FAMILIES
1lec/3 lab (2 Cr.) (3 lec./8 lab)

Study of concepts related to the provision of nursing care for children and families. Content includes applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework. Prerequisites: RNSG 2504, RNSG 1361. Corequisite: RNSG 2261.

RNSG 2213 MENTAL HEALTH NURSING

1 lec/ 4 lab (2 Cr.) Study of the principles and concepts of mental health, psychopathology, and treatment modalities related to mental health nursing care of clients and their families. Emphasis on therapeutic communication, critical thinking skills, and a systematic problem-solving process as a framework for providing care to clients and families experiencing mental health problems as well as the role of the associate degree nurse in caring for clients

and families experiencing mental health problems.
Prerequisites: RNSG 2514, RNSG 2461. Corequisite:
RNSG 2161.

RNSG 2261 CLINICAL--NURSING CARE OF CHILDREN AND FAMILIES

6 external hours (2 Cr.) (16 clinical hrs. a week for 6 weeks)

Clinical experience involving the provision of nursing care to children and families in selected clinical facilities. The student will be expected to apply nursing of children and families theory, concepts, and skills as well as demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate communication. Prerequisites: RNSG 2504, RNSG 1361. Corequisite: RNSG 2201.

RNSG 2262 CLINICAL--INTEGRATED CLIENT MANAGEMENT

12 external hours (2 Cr.) (12 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 2213, RNSG 2161. Corequisite: RNSG 2435.

RNSG 2435 INTEGRATED CLIENT CARE MGT. 4 lec/week (4 Cr.)

Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse clients/families throughout the lifespan whose health care needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include 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 2213, RNSG 2161. Corequisite: RNSG 2262. Exit exam and/or remediation required.

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 2201/2261 or RNSG 1442/1263. Corequisite: RNSG 2514.

RNSG 2504 CARE OF THE CLIENT WITH COMMON HEALTH CARE NEEDS

4 lec/4 lab (5 Cr.)

Application of a systematic problem-solving process and critical-thinking skills to the provision of nursing care to diverse clients/families across the lifespan experiencing surgical, locomotion, maladjustment, and reproductive common health care needs. Care of the woman and family throughout the maternity cycle--pregnancy, labor and delivery, and puerperium, along with care of the normal neonate are included in this course. Also included is the exploration of various opportunities for collaboration with members of the multidisciplinary health care team. Content includes applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework. Prerequisites: RNSG 1413, RNSG 1261, RNSG 1201. Corequisite: RNSG 1361.

RNSG 2514 CARE OF THE CLIENT WITH COMPLEX HEALTH CARE NEEDS

4 lec/4 lab (5 Cr.)

Application of a systematic problem-solving process and critical-thinking skills to provide nursing care to diverse clients/families across the lifespan with complex health care needs in health maintenance and health restoration. Opportunities to collaborate with members of the multidisciplinary health care team. Topics include the role of the registered nurse as client advocate and coordinator of care with applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework. Prerequisites: RNSG 2201/2261 or RNSG 1442/1263. Corequisite: RNSG 2461.

VOCATIONAL NURSING (VN)

All VNSG Courses require admission to the VN Program.

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. Corequisites: VNSG 1505, 1423, 1331, 1327, 1226, 1260.

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, 1226, 1260. Corequisites: VNSG 1429, 1334, 2431, 1230, 1460.

VNSG 1191 SPECIAL TOPICS IN PRACTICAL NURSING (ROLE TRANSITION)

0 lec/2 lab (1 Cr.) (12-week summer course)

This course focuses on the role transition of the student nurse to the graduate nurse with attention to the skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student. Prerequisites: VNSG 1133, 1429, 1334, 2431, 1230, 1460. Corequisites: VNSG 1432, 1136, 1238, 1219, 1261.

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, 1230, 1460. Corequisites: VNSG 1432, 1136, 1238, 1191, 1261.

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, 1230, 1460. Corequisites: VNSG 1432, 1238, 1219, 1191, 1261.

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, 1230, 1460. Corequisites: VNSG 1432, 1136, 1219, 1191, 1261.

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. Corequisites: VNSG 1505, 1423, 1331, 1327, 1122, 1226.

VNSG 1261 CLINICAL III PRACTICE NURSE

16 clinical hours a week for 10 weeks (2 Cr.) (10 external hours)

Clinical experience focusing on direct client care of adult and pediatric populations in selected acute-care facilities. The student will be expected to apply the concepts and skills of the licensed vocational nurse and demonstrate

LVN-level legal and ethical behavior, safety practices, interpersonal and teamwork skills, and utilize appropriate communication with clients, families, staff and peers. Prerequisites: VNSG 1133, 1429, 1334, 2431, 1230, 1460. Corequisites: VNSG 1432, 1136, 1238, 1219, 1191.

VNSG 1327 ESSENTIALS OF MEDICATION ADMIN.

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. Corequisites: VNSG 1505, 1423, 1331, 1122, 1226, 1260.

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, 1226, 1260. Corequisites: VNSG 1133, 1429, 1334, 2431, 1460.

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. Corequisites: VNSG 1505, 1423, 1327, 1122, 1226, 1260.

VNSG 1334 PEDIATRICS

3 lec (3 Cr.)

This course is a study of childhood diseases and child-care from infancy through adolescence. Focus is placed on the care of the well and the ill child utilizing the nursing process. Prerequisites: VNSG 1505, 1423, 1331, 1327, 1122, 1226, 1260. Corequisites: VNSG 1133, 1429, 2431, 1230, 1460.

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. Corequisites: VNSG 1505, 1331, 1327, 1122, 1226, 1260.

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 med-

ical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Prerequisites: VNSG 1505, 1423, 1331, 1327, 1122, 1226, 1260. Corequisites: VNSG 1133, 1334, 2431, 1230, 1460.

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, 1230, 1460. Corequisites: VNSG 1136, 1238, 1219, 1191, 1261.

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, 1323, 1331, 1327, 1122, 1226, 1260. Corequisites: VNSG 1133, 1429, 1334, 2431, 1230.

VNSG 1505 HEALTH SCIENCE
5 lec/1 lab (5 Cr.)

Introduction to the general principles of anatomy and physiology, nutrition, and microbiology that are necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions. Corequisites: VNSG 1423, 1331, 1327, 1122, 1226, and 1260.

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, 1226, 1260. Corequisites: VNSG 1133, 1429, 1334, 1230, 1460.

OCCUPATIONAL THERAPY
ASSISTANT (HPRS, OTHA)

All OTHA courses require admission to the OTA Program. Studies in Health Professions and Related Services (HPRS courses) are open for registration for all Navarro College students.

HPRS 1102 WELLNESS & HEALTH PROMOTION
0 lec/2 lab (1 Cr.)

An overview of wellness theory and its application

throughout the lifespan. Focus is on attitude development, impact of cultural beliefs, and communication of wellness. Through this study, the student will define wellness and health promotion, explain personal, social, cultural, nutritional, and environmental components of wellness, correlate concepts of wellness and healthy lifestyle, and develop health promotion strategies.

HPRS 1205 MEDICAL LAW/ETHICS FOR
HEALTH CARE PROFESSIONALS
1 lec/3 lab (2 Cr.)

Introduction to the relationship between legal aspects and ethics in health care with emphasis on the responsibilities of health care professionals.

HPRS 1206 ESSENTIALS OF MEDICAL TERMINOLOGY
1 lec/2 lab (2 Cr.)

A study of common medical terminology, word origin, structure and application. Focus is on the ability to use medical references as resource tools.

HPRS 2301 PATHOPHYSIOLOGY
2 lec/2 lab (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.

HPRS 2321 MEDICAL LAW/ETHICS FOR
HEALTH CARE PROFESSIONALS
3 lec (3 Cr.)

Introduction to the relationship between legal aspects and ethics in health care with emphasis on the responsibilities of health care professionals.

OTHA 1161, 1162 and 1163 CLINICAL FOR
OCCUPATIONAL THERAPY ASSISTANT
0 lec/6 lab (1 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 professional. Prerequisite: OTHA 1405, OTHA 2204; approval of OTA program director.

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: Approved biology elective; OTHA 1405; OTHA 2204.

OTHA 1311 OCCUPATIONAL PERFORMANCE THROUGHOUT THE LIFESPAN

2 lec/3 lab (3 Cr.)

General principles of occupational performance throughout the lifespan. The student will learn to identify and adapt age appropriate occupations; identify the client factors that affect occupational performance; select appropriate intervention strategies for this population; and adapt contexts to support occupational performance. Prerequisites: OTHA 1405; OTHA 2204.

OTHA 1315 THERAPEUTIC USE OF OCCUPATIONS OR ACTIVITIES I

2 lec/4 lab (3 Cr.)

Various occupations or activities used as therapeutic interventions in occupational therapy are studied. Emphasis on awareness of activity demands, contexts, adapting, grading, and safe implementation of occupations or activities. Prerequisites: OTHA 1405; OTHA 2204.

OTHA 1319 THERAPEUTIC INTERVENTIONS I

2 lec/4 lab (3 Cr.)

Instruction in concepts, techniques, and assessments leading to proficiency in skills and activities used as treatment interventions in occupational therapy. Emphasis on the occupational therapy assistant's role in the OT process. Prerequisites: OTHA 1309; OTHA 1311; OTHA 1315; OTHA 1161

OTHA 1341 OCCUPATION PERFORMANCE BIRTH TO ADOLESCENCE

2 lec/4 lab (3 Cr.)

Instruction in occupational performance of newborns through adolescents. Emphasis on frames of reference, evaluation tools and techniques, and intervention strategies specific to this population. Prerequisites: OTHA 1405; OTHA 2301; OTHA 2209; OTHA 1319; OTHA 1162

OTHA 1405 PRINCIPLES OF OCCUPATIONAL THERAPY

2 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; OT personnel; current health care environment; moral, legal, and ethical issues; and communication in OT, including medical terminology and service documentation. Corequisite: Approved biology elective. Prerequisite: admission into the OTA program.

OTHA 2204 NEUROLOGY IN OCCUPATIONAL THERAPY

1 lec/4 lab (2 Cr.)

Study of neuroanatomy and neurophysiology as it relates to neurological conditions commonly treated in occupa-

tional therapy. Emphasis on neuro-based occupational therapy intervention techniques. Corequisite: Approved biology elective. Prerequisite: admission into the OTA program.

OTHA 2209 MENTAL HEALTH IN OCCUPATIONAL THERAPY

1 lec/4 lab (2 Cr.)

The study of the promotion of mental health and wellness through occupational therapy. Emphasis on theory and intervention strategies to enhance occupational performance. Prerequisites: OTHA 1311; OTHA 1309; OTHA 1315; OTHA 1161.

OTHA 2301 PATHOPHYSIOLOGY IN OCCUPATIONAL THERAPY

2 lec/3 lab (3 Cr.)

Study of the pathology and general health management of disease and injuries across the lifespan encountered in occupational therapy treatment settings. Topics include etiology, symptoms, and physical and psychological reactions to disease and injuries. Prerequisites: OTHA 1311; OTHA 1309; OTHA 1315; OTHA 1161

OTHA 2335 HEALTH CARE MANAGEMENT IN OCCUPATIONAL THERAPY

2 lec/2 lab (3 Cr.)

Explores the roles of the occupational therapy assistant in health care delivery. Emphasis on documentation and reimbursement; credentialing; occupational therapy standards and ethics; health care team role delineation; and management of resources, including environment, personnel, and budget. Prerequisite: OTHA 1311; OTHA 1309; OTHA 1315

OTHA 2366 AND 2367 PRACTICUM FOR THE OCCUPATIONAL THERAPY ASSISTANT

0 lec/21 lab (3 Cr.)

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. Prerequisite: Successful completion of all required courses and approval of OTA program director.

OTHA 2402 THERAPEUTIC USE OF OCCUPATIONS II

3 lec/3 lab (4 Cr.)

Emphasis on advanced techniques and applications used

in traditional practice settings. The student will prioritize techniques for planning, selecting, and implementing occupations or activities for specific populations; teach compensatory strategies to enhance occupational performance; implement safety in practice; and generate advanced documentation. Prerequisites: OTHA 2301; OTHA 2209; OTHA 1319; OTHA 1162

ORIENTATION (ORIN)

ORIN 1100 EDUCATION & CAREER PLANNING

1 lec (1 NDCr.)

Required of all full-time students as entering freshmen. Designed to help prepare students for success in college. Topics include improving study skills, budgeting time, educational and personal choices. Opportunities to appraise abilities, interests, personality traits, and develop plan for career development.

PETROLEUM TECHNOLOGY (INMT, INTC, PTRT, RBTC)

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.

INTC 1305 INSTRUMENTATION

2 lec/2 lab (3 Cr.)

A survey of the instrumentation field and the professional requirements of the instrumentation technician including an introduction to computer and calculator applications involved in basic electronic circuit analysis.

PTRT 1191 SPECIAL TOPICS

16 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 orientation course for students enrolling in the AAS or Certificate in Petroleum Technology Program.

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.

PTRT 1307 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.

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 non-metallic corrosion.

PTRT 1312 PETROLEUM REGULATIONS

3 lec (3 Cr.)

Regulatory requirements and structures associated with the petroleum industry.

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.

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.

PTRT 1321 OILFIELD 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.

PTRT 1324 PETROLEUM INSTRUMENTATION

2 lec/2 lab (3 Cr.)

Surveys the instruments, measurements and control devices used within the major aspects of the petroleum industry. Basic terminology, functions and applications of the various instruments will be discussed.

PTRT 1391 NATURAL GAS PROCESSING II

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.

PTRT 2280 COOPERATIVE EDUCATION - PETROLEUM TECHNOLOGY/TECHNICIAN

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.

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.

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.

PTRT 2432 ARTIFICIAL LIFT

2 lec/4 lab (3 Cr.)

Practical aspects of artificial lift in conventional production systems. Designed for students who have completed production methods PTRT 1307.

RBTC 1309 PNEUMATICS

2 lec/4 lab (4 Cr.)

A study of principles of pneumatics including formulas, functions, and circuits with hands-on experience in these industrial automated systems.

PHILOSOPHY (PHIL)

PHIL 1301 INTRODUCTION TO PHILOSOPHY

3 lec (3 Cr.)

Introduction to critical and reflective thinking as applied to basic problems of existence and meaning of human life and institutions, study of methods and types of evidence utilized by authority, intuition, revelation, reason and scientific methods, and study of nature of philosophy including its relation to religion, science and art.

PHIL 1304 WORLD RELIGIONS

3 lec (3 Cr.)

A comparative study of various world religions including the seven major world religions as well as the "primitive" religions. Students will consider the nature of religion itself and reflect on the significance of religious myth, symbolism, and ritual for human life, and human culture.

PHIL 1316 HISTORY OF RELIGION I

3 lec (3 Cr.)

A historical survey of major religions including Judaism.

PHIL 1317 HISTORY OF RELIGION II

3 lec (3 Cr.)

A historical survey of major religions including Christianity.

PHIL 2306 INTRODUCTION TO ETHICS

3 lec (3 Cr.)

Classical and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards.

PHYSICS (PHYS)

PHYS 1305 ELEMENTARY PHYSICS

3 lec (3 Cr.)

Conceptual level survey of topics intended for liberal arts and other non-science majors. May or may not include a laboratory.

PHYS 1401 COLLEGE PHYSICS I

3 lec/3 lab (4 Cr.)

An algebra/trigonometry-level approach toward physics for students preparing for medical, dental or other science-related fields. Topics include the study of basic mechanics, Newton's laws of motion and gravity, conservation, laws of energy and momentum, rotational motion, thermal properties of matter, heat transfer, wave motion, and acoustical phenomena. Prerequisite: MATH 1314.

PHYS 1402 COLLEGE PHYSICS II

3 lec/3 lab (4 Cr.)

Continuation of PHYS 1401. Topics include the study of the fundamentals of electricity and magnetism for both static and moving charge, the use of Gauss's and Ampere's laws, DC and AC circuits, electromagnetic fields and waves, the propagation of light, reflection and refraction, lenses and mirrors, and an introduction to modern physics. Prerequisite: PHYS 1401.

PHYS 1411 INTRO TO ASTRONOMY I

3 lec/3 lab (4 Cr.)

This course, designed for non-science majors, will explore our solar system, the motions of the planets in the sky, constellations, and the history of astronomy.

PHYS 1412 INTRO TO ASTRONOMY II

3 lec/3 lab (4 Cr.)

This course, designed for non-science majors, will explore our Milky Way galaxy, stars and stellar systems, galaxies, cosmology and the tools used to study astronomy.

PHYS 1415 PHYSICAL SCIENCE I

3 lec/3 lab (4 Cr.)

This course, designed for non-science majors, is a survey of topics in physics and astronomy including their relationship to the environment.

PHYS 1417 PHYSICAL SCIENCE II

3 lec/3 lab (4 Cr.)

This course, designed for non-science majors, is a survey of topics in meteorology, geology, and chemistry and their relationships within the environment.

PHYS 2425 UNIVERSITY PHYSICS I

3 lec/3 lab (4 Cr.)

A calculus-level approach toward physics for students major-

ing in physics, math, engineering, or chemistry. An emphasis is placed on physical concepts as well as mathematical treatment of subject areas covered. Topics include the study of basic mechanics, Newton's laws of motion and gravity, conservation laws of energy and momentum, rotational motion, thermal properties of matter, heat transfer, wave motion, and acoustical phenomena. Corequisite: MATH 2413.

PHYS 2426 UNIVERSITY PHYSICS II
3 lec/3 lab (4 Cr.)

Continuation of PHYS 2425. Topics include the study of the fundamentals of electricity and magnetism for both static and moving charges, the use of Gauss's and Ampere's laws, DC and AC circuits, electromagnetic fields and waves, the propagation of light, reflection and refraction, lenses and mirrors, and an introduction of modern physics. Prerequisite: PHYS 2425.

POWER PLANT OPERATIONS AND MAINTENANCE (ELMT, IEIR, MCHN)

ELMT 1266 PRACTICUM - ELECTROMECHANICAL TECHNOLOGY/ELECTROMECHANICAL ENGINEERING TECHNOLOGY
16 external hrs (2 Cr.)

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

ELMT 1491 SPECIAL TOPICS IN ELECTROMECHANICAL TECHNOLOGY/TECHNICIAN
3 lec/3 lab (4 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 help improve student proficiency.

ELMT 2337 ELECTRONIC TROUBLESHOOTING, SERVICE, AND REPAIR
2 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.

IEIR 1306 ELECTRIC MOTORS
2 lec/3 lab (3Cr.)

Fundamentals of single and three-phase alternating current motors and direct current motors, including operating principles, characteristics, application, selection, installation, maintenance, and troubleshooting.

IEIR 1443 INDUSTRIAL EQUIP. MAINTENANCE
3 lec/3 lab (4 Cr.)

Maintenance and repair of power transmission systems involving gear, V-belt, and chain drives with emphasis on both plain and anti-friction bearings. Introduces theory of various types of pumps and compressors. Laboratory activities include maintenance, repair, and overhaul procedures used on common process pumps and compressors.

MCHN 1320 PRECISION TOOLS AND MEASUREMENT
3 lec/3 lab (4 Cr.)

An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece-part measurements while using standard measuring tools.

PSYCHOLOGY (PSYC)

PSYC 2301 GENERAL PSYCHOLOGY
3 lec (3Cr.)

A survey of the major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior.

PSYC 2302 APPLIED PSYCHOLOGY
3 lec (3Cr.)

Survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work, and government work.

PSYC 2306 HUMAN SEXUALITY
3 lec (3 Cr.)

A study of sexual roles and identity of today's individual from the psychological perspective. Emphasis is placed on gender identity and stereotyping, individual expectations and the influences upon the individual, and the source and prevention of sexually transmitted diseases.

PSYC 2314 LIFESPAN GROWTH AND DEVELOPMENT
3 lec (3 Cr.)

A study of physical, cognitive, personality and interpersonal development of a person from conception to the end of the life cycle with emphasis on the developmental principles and tasks.

PSYC 2315 PSYCHOLOGY OF ADJUSTMENT
3 lec (3 Cr.)

Study of processes involved in growth and adjustment of individuals to their personal and sociocultural environments. Includes application of theory to help students acquire skills of communication, interpersonal relationships, decision-making, self-management, and critical thinking.

PSYC 2319 SOCIAL PSYCHOLOGY
3 lec (3Cr.)

The origin and development of personal behavior in interpersonal situations. Topics include small group behavior, interpersonal attraction, prosocial behavior, socialization and per-

sonality, aggression and conflict, attitude acquisition and change, leadership, and social communication.

Recommended prerequisite: PSYC 2301.

PSYC 2389 ACADEMIC COOPERATIVE IN PSYCHOLOGY

3 lec (3 Cr.)

An instructional program designed to integrate on-campus college study with practical, hands-on experience in the social sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and social institutions. This course is designed for the sophomore student who is interested in pursuing a major in psychology. The student must be recommended for the course by a college adviser, instructor, or administrator and must have the instructor's approval before enrolling in the course.

SOCIOLOGY (SOCI)

SOCI 1301 INTRODUCTION TO SOCIOLOGY

3 lec (3 Cr.)

Introductory study of factors and principles influencing social life of man. Includes social organization culture, socialization, group life, social institutions, population, human ecology, and social changes.

SOCI 1306 SOCIAL PROBLEMS

3 lec (3 Cr.)

Application of sociological principles to the major problems of contemporary society such as inequality, crime and violence, substance abuse, deviance, or family problems. Recommended prerequisite: SOCI 1301.

SOCI 2301 MARRIAGE & FAMILY RELATIONS

3 lec (3 Cr.)

A sociological examination of marriage and family life. Topics include developing intimate relationships, problems and issues confronting the institution of marriage, divorce and remarriage, sound money management, parenting, and changes in family life.

SOCI 2319 MINORITY STUDIES

3 lec (3 Cr.)

Principal minority groups in American society and their sociological significance, problems of intergroup relations, social movements, and related social changes occurring on contemporary scene. Recommended prerequisite: SOCI 1301.

SOCI 2389 ACADEMIC COOPERATIVE IN SOCIOLOGY

3 lec (3 Cr.)

An instructional program designed to integrate on-campus college study with practical, hands-on experience in the social sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of

human social behavior and social institutions. The student will specifically study the social institution of education. This course is designed for the sophomore student who is interested in pursuing a major in sociology or education. The student must be recommended for the course by a college adviser, instructor, or administrator and must have the instructor's approval before enrolling in the course.

SPEECH (SPCH)

SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION

3 lec (3 Cr.)

This course functions as an introduction to theory and practice of speech communication in interpersonal, small group, and public communication situations. Emphasis is placed on increasing self-awareness, improvement of interpersonal communication skills, and preparation and delivery of effective public presentations. Student is responsible to check transferability of this course at university they plan to attend.

SPCH 1315 PUBLIC SPEAKING

3 lec (3 CR.)

An introductory course in research, composition, organization, delivery, and analysis of informative and persuasive speeches for various purposes and occasions. Emphasis is placed on developing students' abilities in presentation of ideas.

SPCH 1321 BUSINESS & PROFESSIONAL SPEAKING

3 lec (3 Cr.)

Theories and practice of speech communication as applied to business and professional situations. Emphasis is on interpersonal principals, leadership strategies, and other communication skills necessary for such types of communications as interviewing, team building, and speech presentation.

WELDING (WLDG)

WLDG 1200 INTRODUCTION TO WELDING FUNDAMENTALS

1 lec/3 lab (2 Cr.)

An introduction to the fundamentals of equipment used in oxyacetylene and arc welding including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes, and basic metallurgy. Tech Prep articulated credit.

WLDG 1221 STUDIES IN WELDER/WELDING TECHNOLOGY WELDING (SMAW)

1 lec/3 lab (2 Cr.)

A continuation of the introductory layout and fabrication course, which covers design and production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Tech Prep articulated credit.

WLDG 1312 INTRO TO FLUX CORED ARC WELDING

2 lec/2 lab (3 Cr.)

An overview of terminology, safety procedures and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes.

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.

WLDG 1323 WELDING SAFETY, TOOLS AND EQUIPMENT

2 lec/2 lab (3 Cr.)

An introduction to welding careers and safety practice, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols, and blueprints.

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.

WLDG 1428 INTRO TO SHIELD AND METAL ARC WELDING (SMAW)

2 lec/ 4 lab (4 Cr.)

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

WLDG 1430 INTRO TO GAS METAL ARC WELDING (GMAW)

2 lec/4 lab (4 Cr.)

A study of the 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

WLDG 1434 INTRO TO GAS TUNGSTEN ARC WELDING (GTAW)

2 lec/4 lab (4 Cr.)

Principles of Gas Tungsten Arc Welding (GTAW) set up, GTAW equipment. Instruction in various positions and joint designs.

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.

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.

WLDG 2288 INTERNSHIP - WELDING TECH WELDER

6 External Hrs/96 Contact Hrs (2 Cr.)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

WLDG 2406 INTERMEDIATE PIPE WELDING

2 lec/4 lab (4 Cr.)

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

WLDG 2447 ADVANCED GAS METAL ARC WELDING (GMAW)

2 lec/4 lab (4 Cr.)

Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions and directions.

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Christian University, St. Thomas University
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A.E., Mount Royal College

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M.S., Amberton University
B.S., Evangel College, Missouri
A.D.N., San Jacinto College

Aaron York

Comptroller

M.B.A.S., University of Mary Hardin-Baylor
B.B.A., University of Mary Hardin-Baylor
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Developmental Math

M.A., Texas State University
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Graduate Studies: Texas A&M University

NAVARRO COLLEGE PIPER PROFESSORS

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

Margaret Pannill, English, 1961
Lucile M. Boyd, Languages, 1971
Geraldine Johnston, English, 1978
H. McAfee Daniel, English, 1986
Richard E. Miller, Ph.D., Psychology/Sociology, 1989
Tommy W. Stringer, Ph.D., History, 1994

NAVARRO COLLEGE PROFESSOR EMERITI

James Chapman, Government
H. McAfee Daniel, English
Sandra Dowd, Art
Sheila Herod, Music
Lary Reed, Executive Vice President

NAVARRO COLLEGE COMMUNITY ADVISORY COMMITTEE

The Navarro College Community Advisory Committee is a representative group of Navarro County citizens appointed by the college district president. The functions of the committee are to advise the district president of programs and services that may be needed in Navarro County and to assist the district president in establishing a stronger college presence within the county. Members of the committee include:

Mr. Dick Aldama	Mr. Mike Gage	Mr. Bernard Porter Jr.
Reverend Earnest Betts	Mr. Richard O. Garcia	Ms. Elmerree Rhodes-Burrell
Ms. Barbara Brown	Ms. Sherry Gullatt	Ms. Ro Ross
Mr. Pedro Cohen	Mr. Lewis Palos	Ms. Jessica Starek

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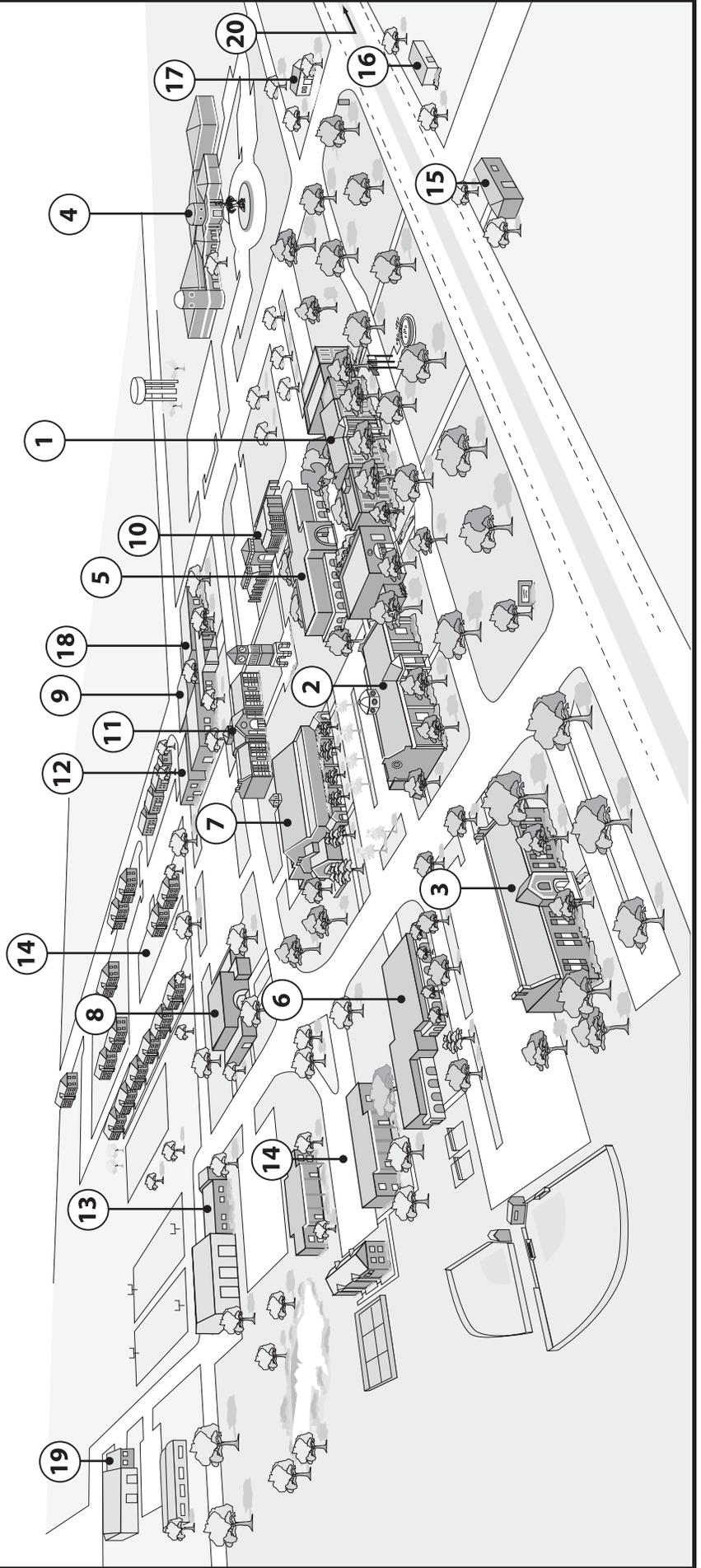
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Navarro College Campus Building Location Map

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| 1. Albritton Academic/Admin Building | 12. Computer Science Building |
| 2. Caston Fine Arts Center | 13. John Deere Ag Tech Building |
| 3. Drane Hall of Science | 14. Student Housing |
| 4. Cook Education Center | 15. United Christian Fellowship |
| 5. Gooch One-Stop Student Center | 16. Baptist Student Ministry |
| 6. Waller Classroom Building | 17. Continuing Education Office |
| 7. Wolen's Special Event Center | 18. Texas A&M Commerce at Navarro College |
| 8. Gibson Hall Student Center | 19. Physical Plant Building |
| 9. Bain Center for Technical Arts | 20. Police Academy |
| 10. Walker Dining Hall/Deli | |
| 11. Sanchez Library | |
- 2301 West 7th Avenue



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