



College of the Mainland®

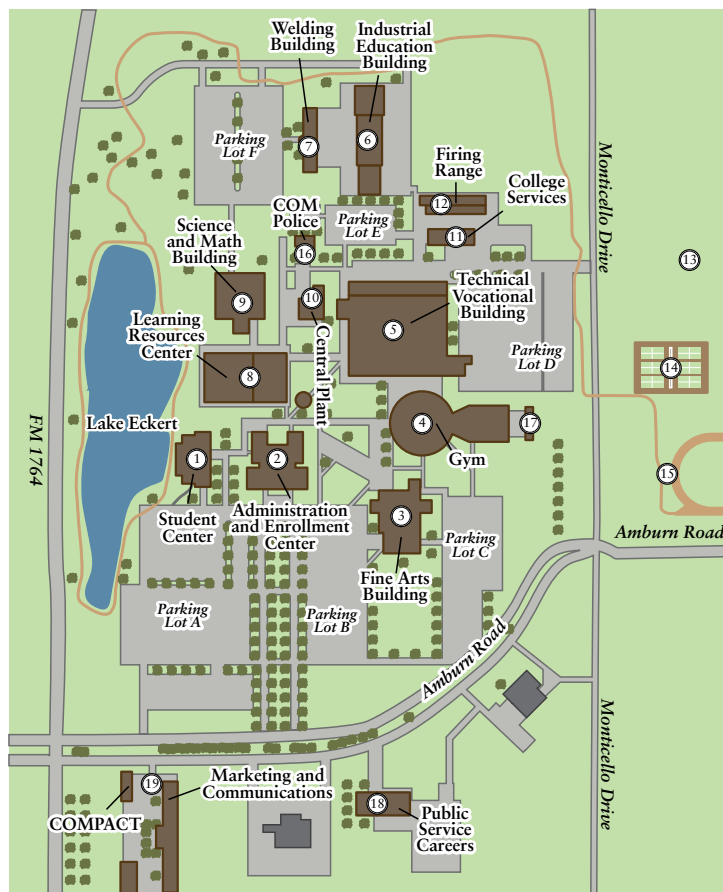


# 2013–2014 Catalog

**Find  
Your  
Voice**  
at COM  
Quality Enhancement Plan (QEP)  
Oral Communication  
across the Curriculum



## Campus Map



### CAMPUS OFFICES

#### MAIN CAMPUS

1. Student Center (SC)
  - 1st Floor
    - College Student Advocate
    - Student Government
    - Student Clubs and Organizations
    - Bookstore
    - Cafeteria
    - Student Lounge
  - 2nd Floor:
    - Human Resources
    - Institutional Research and Effectiveness
    - Student Services and Conduct
    - Student Support Services Center
    - Student Support Services/Offices
    - Upward Bound Office
2. Administration/Enrollment Center (ADM)
  - President's Office
  - VP - Instruction
  - VP - Student Services
  - VP - College and Financial Services
  - Admissions/Registrar
  - Advising Center
  - Counseling Center
  - Services for Students with Disabilities
  - Transfer Center
  - Dual Credit Center
  - Testing Center
  - Services for Hispanic/Latino Students
  - Services for African American Students
  - Business Office/Cashiers
  - Career Services
  - Community Outreach Recruiting Center
  - Enrollment Management
  - Resource Development
  - COM Foundation
  - COM Press
  - Campus Switchboard
  - Student Financial Services
  - EEO Office
  - Welcome Center
  - Student Help Center
3. Fine Arts Building (FAB)
  - Art Gallery
  - COM Community Theatre
  - Fine Arts Auditorium
  - Fine Arts Offices/Classrooms
4. Physical Education Complex (GYM)
  - Gym, Exercise Rooms and Pool
  - Sauna
  - PE and Recreation Offices
  - Classrooms
  - Wellness Center
5. Technical/Vocational Building (TVB)
  - Nursing Program Offices
  - K-12 Partnerships Office
  - Collegiate High School Offices
  - Child Development and Labs
  - Innovations Computer Lab
  - Computer Services Offices
  - Continuing Education Offices/Labs
  - Business and Computer Technologies/Labs
  - Instructional Administration Office
  - Process Technology/Labs
  - Math Classrooms/Labs
  - Speaking, Reading and Writing Center
6. Industrial Education Building
  - 6a. Automotive/Diesel lab (AUD)
  - Classrooms
7. Welding Building (WLD)
8. Learning Resources Center (LRC)
  - 1st Floor:
    - Library and Media Services
    - Main Auditorium
  - Mezzanine:
    - Study Rooms/Lounge
    - Professional Development Academy
    - Student Success Counselor Office
  - 3rd Floor:
    - Suite A: Social/Beh. Sciences Offices
    - Suite B: Humanities Offices
    - Suite C: Adult Ed/GED/ESL Offices
    - Academic Success Offices/Lab
    - Classrooms
9. Science/Math Building (SCI)
  - Science and Math Offices
  - Greenhouse
  - Science Classrooms and Labs
10. Central Plant
11. College Services (Maintenance)
12. Firing Range
13. Baseball Field
14. Tennis Courts
15. Track
16. Campus Police
17. Racquetball Courts
18. Public Service Careers Bldg. (PSC)
  - EMS
  - Police Academy
  - Fire Academy
  - Pharmacy Tech
  - PSC Offices
  - Classrooms/Labs
20. Offices located at Appomattox Square:
  - Marketing and Communications
  - CAPT

#### LEARNING CENTERS:

COM Cosmetology Lab/Offices  
Gulfway Plaza Outlet Mall  
15009 Delaney Road  
La Marque, Texas

COM Learning Center – Delmar  
1130 Delmar at Laurel  
La Marque, Texas

COM Learning Center – North County  
200 Parker Court at FM 518  
League City, Texas

COM Learning Center – Allied Health Center  
200 Parker Court at FM 518  
League City, Texas

Gulf Coast Safety Institute  
320 S. Delaney Road  
La Marque, Texas

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## A MESSAGE FROM THE PRESIDENT



### *Greetings!*

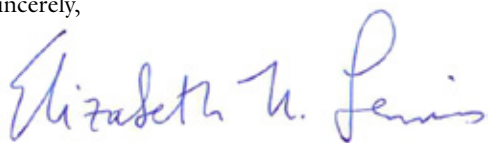
Welcome to College of the Mainland. As you explore this publication, you will discover more about how our outstanding faculty and dedicated support staff can help you design an academic roadmap to your future success.

Our career-related training prepares you for 21st-century jobs and allows you to immediately enter the workforce with an in-demand credential in business, health care or process technology. For those whose educational plans include a bachelor's degree, COM's Associate of Arts lays the solid academic foundation essential for success in transferring to a university. Our affordable, high-quality higher education options include day, evening and Internet classes.

We are committed to academic excellence and offer all of our students—whether new high school graduates or those returning to school after an absence—a wide range of academic support from advising to free tutoring to computer labs and technical support. Developmental classes prepare students for college-level courses in math, English or reading, and we offer both classroom and self-paced options to help you quickly reach your goals.

College of the Mainland is the best place to begin your journey to a brighter future as you prepare to enter the workforce, change careers or update your credentials. Let us be your launching pad for success.

Sincerely,

A handwritten signature in blue ink that reads "Elizabeth H. Lewis". The signature is fluid and cursive, written in a professional style.

Beth Lewis, Ed.D.

## ACADEMIC CALENDAR 2013 - 2014

### FALL 2013

August 3	Last day of Saturday Summer II 2013 Classes
August 9	Last day of Monday-Friday Summer II 2013 Classes
August 12	Summer II 2013 Grades due in Admissions by 12 Noon
August 13	Fee Payment Deadline for Fall 2013 *Fee payment due at time of registration after this date
August 14	Application Deadline for Fall 2013 16-Week Session & 1st 8-Week Session
August 23	Last Day to Register for Fall 2013
August 24	Fall 2013 Saturday Classes Begin
August 26	Fall 2013 Monday-Friday Classes Begin
September 2	College Closed, Labor Day Holiday
September 11	Census Date for Fall 2013 16-Week Classes
September 11	Application Deadline for Fall 2013 12-Week Session
October 9	Application Deadline for Fall 2013 2nd 8-Week Session
November 1	Priority Deadline for Spring 2014 FAFSA
November 5	Spring 2014 Early Online Registration *CURRENT ENROLLED STUDENTS ONLY*
November 25	"W" Day for Fall 2013 16-Week Classes
Nov.28-Dec. 1	College Closed, Thanksgiving Holidays
December 2	Classes Resume
December 3	Spring 2014 Open Registration Begins *ALL ADMISSIONS REQUIREMENTS MUST BE COMPLETED 2-4 DAYS BEFORE REGISTERING.
December 7	Last Day of Saturday Classes, Fall 2013
December 9-13	Finals Week
December 13	Last Day of Monday-Friday Classes, Fall 2013
December 13	All Fall 2013 Grades Due in Admissions by 12 Noon
Dec. 14-Jan. 1	College Closed, Winter Holidays

### FALL 2013 1ST 8-WEEK SESSION

August 23	Last Day to Register for Fall 2013 1st 8-Week Session
August 26	Classes Begin for Fall 2013 1st 8-Week Session
September 3	Census Date for Fall 2013 1st 8-Week Session
October 9	"W" Day for Fall 2013 1st 8-Week Session
October 18	Last Class Day for Fall 2013 1st 8-Week Session

### FALL 2013 2ND 8-WEEK SESSION

October 18	Last Day to Register for Fall 2013 2nd 8-Week Session
October 21	Classes Begin for Fall 2013 2nd 8-Week Session
October 28	Census Date for Fall 2013 2nd 8-Week Session
December 5	"W" Day for Fall 2013 2nd 8-Week Session
December 13	Last Class Day for Fall 2013 2nd 8-Week Session

### FALL 2013 12-WEEK SESSION

September 20	Last Day to Register for Fall 2013 12-Week Session
September 23	Classes Begin for Fall 2013 12-Week Session
October 3	Census Date for Fall 2013 12-Week Session
December 2	"W" Day for Fall 2013 12-Week Session
December 13	Last Class Day for Fall 2013 12-Week Session

## ACADEMIC CALENDAR 2013 - 2014

### SPRING 2014

January 2	College Reopens, Campus Registration Resumes
January 2	Application Deadline for Spring 2014 16-Week Session
January 3	FEE PAYMENT DEADLINE FOR SPRING 2014 *FEE PAYMENT DUE AT TIME OF REGISTRATION AFTER THIS DATE
January 10	Last Day to Register for Spring 2014
January 11	Spring 2014 Saturday Classes Begin
January 13	Spring 2014 Monday-Friday Classes Begin
January 20	College Closed, Martin Luther King Day Observed
January 29	Census Date for Spring 2014 16-Week Classes
January 29	Application Deadline for Spring 2014 12-Week Session
March 5	Application Deadline for Spring 2014 2nd 8-Week Session
March 10-16	College Closed, Spring Break
March 17	Classes Resume
April 4	Deadline to Submit Graduation Application
April 8	Summer 2014 Campus and Online Registration Begin *ALL ADMISSIONS REQUIREMENTS MUST BE COMPLETED 2-4 DAYS BEFORE REGISTERING.
April 18-20	College Closed, Spring Holiday
April 21	"W" Day for Spring 2014 16-Week Classes
May 1	Priority Deadline for Summer 2014 FAFSA
May 3	Last Day of Saturday Classes, Spring 2014
May 5-9	Finals Week
May 9	Last Day of Monday-Friday Classes, Spring 2014
May 9	Graduate Grades Due by 2 p.m.
May 9	Commencement Ceremony
May 12	All Spring 2014 Grades Due in Admissions by 12 Noon
May 20	FEE PAYMENT DEADLINE FOR SUMMER I 2014 5-, 8- AND 10-WEEK SESSIONS *FEE PAYMENT DUE AT TIME OF REGISTRATION AFTER THIS DATE.
May 21	Application Deadline for Summer I 2014, 5-, 8- and 10-Week Sessions
May 26	College Closed, Memorial Day Holiday

### SPRING 2014 1ST 8-WEEK SESSION

January 10	Last Day to Register for Spring 2014 1st 8-Week Session
January 13	Classes Begin for Spring 2014 1st 8-Week Session
January 21	Census Date for Spring 2014 1st 8-Week Session
February 26	"W" Day for Spring 2014 1st 8-Week Session
March 7	Last Class Day for Spring 2014 1st 8-Week Session

### SPRING 2014 2ND 8-WEEK SESSION

March 7	Last Day to Register for Spring 2014 2nd 8-Week Session
March 17	Classes Begin for Spring 2014 2nd 8-Week Session
March 24	Census Date for Spring 2014 2nd 8-Week Session
April 30	"W" Day for Spring 2014 2nd 8-Week Session
May 9	Last Class Day for Spring 2014 2nd 8-Week Session

### SPRING 2014 12-WEEK SESSION

February 7	Last Day to Register for Spring 2014 12-Week Session
February 10	Classes Begin 12-Week Session
February 20	Census Date 12-Week Session
April 24	"W" Day 12-Week Session
May 9	Last Class Day 12-Week Session

### SPRING 2014 MINI SESSION

May 9	Last Day to Register for Spring 2014 Mini Session
May 12	Spring 2014 Mini Session Classes Begin
May 13	Census Date for Spring 2014 Mini Session
May 27	"W" Day for Spring 2014 Mini Session
May 30	Last Day of Class for Spring 2014 Mini Session
June 2	Grades Due in Admissions by 5 pm

## ACADEMIC CALENDAR 2013 - 2014

### SUMMER I 2014

May 30	Last Day to Register for Summer I 2014, 5-, 8- and 10-Week Sessions
May 31	Summer I 2014 Saturday Classes Begin
June 2	Summer I 2014 Monday-Friday Classes Begin
June 5	Census Date for Summer I 2014 5-Week Session
June 9	Census Date for Summer I 2014 8-Week Session
June 10	Census Date for Summer I 2014 10-Week Session
June 17	Fall 2014 Early Online Registration *CURRENT ENROLLED STUDENTS ONLY*
June 24	FEE PAYMENT DEADLINE FOR SUMMER II 2014 *FEE PAYMENT DUE AT TIME OF REGISTRATION AFTER THIS DATE
June 25	Application Deadline for Summer II 2014
June 30	"W" Day Summer I 2014 5-Week Session
July 1	Priority Deadline for Fall 2014 FAFSA
July 3	Last Class Day for Summer I 2014 Mon.-Fri. 5-Week Session Classes
July 4	College Closed, Independence Day
July 7	Summer I 2014 5-Week Session Grades Due in Admissions by 12 Noon
July 15	Fall 2014 Open Registration Begins *ALL ADMISSIONS REQUIREMENTS MUST BE COMPLETED 2-4 DAYS BEFORE REGISTERING.
July 16	"W" Day for Summer I 2014 8-Week Session
July 25	Last Class Day for Summer I 2014 8-Week Session
July 28	"W" Day for Summer I 2014 10-Week Session
August 8	Last Class Day for Summer I 2014 10-Week Session
August 11	Grades Due in the Admissions Office for Summer I 2014 8- and 10-Week Sessions by 12 Noon

### SUMMER I 2014 8-WEEK SESSIONS

May 30	Last Day to Register for Summer I 2014 8-Week Session
June 2	Summer I 2014 Monday-Friday Classes Begin 8-Week Session
June 9	Census Date for Summer I 2014 8-Week Session
July 4	College Closed, Independence Day
July 16	"W" Day for Summer I 2014 8-Week Session
July 25	Last Day of Summer I Classes 8-Week Session
August 11	Grades Due in the Admissions Office for Summer I 2014 8-Week Session by 12 Noon

### SUMMER I 2014 10-WEEK SESSIONS

May 30	Last Day to Register for Summer I 2014 10-Week Session
June 2	Summer I 2014 Monday-Friday Classes Begin 10-Week Session
June 10	Census Date for Summer I 2014 10-Week Session
July 4	College Closed, Independence Day
July 28	"W" Day for Summer I 2014 10-Week Session
August 8	Last Day of Summer I 2014 10-Week Session
August 11	Grades Due in the Admissions Office for Summer I 2014 10-Week Session by 12 Noon

### SUMMER II 2014

July 3	Last Day to Register for Summer II 2014
July 5	Summer II 2014 Saturday Classes Begin
July 7	Summer II 2014 Monday-Friday Classes Begin
July 10	Census Date for Summer II 2014
August 4	"W" Day for Summer II 2014
August 2	Last Day of Summer II 2014 Saturday Classes
August 8	Last Day of Summer II 2014 Monday-Friday Classes
August 11	Grades Due in the Admissions Office for Summer II 2014 by 12 Noon







College of the Mainland®

1200 Amburn Road, Texas City, Texas 77591

409-938-1211 • Toll-free: 888-258-8859

Fax: 409-938-1306

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

A Union of Dickinson, Hitchcock, La Marque, Santa Fe, and Texas City school districts

## APPROVED AND ACCREDITED BY:

College of the Mainland is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of College of the Mainland. The Commission is to be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.

American Association of Health-System Pharmacists  
Association of Texas Colleges and Universities  
Texas Board of Nursing

Commission on Accreditation for Allied Health  
Education Programs

Commission on Accreditation for Health Informatics  
and Information Management Education

Commission on Accreditation of Programs for  
EMS Professionals

National Association for the Education of Young  
Children (NAEYC)

~~National League for Nursing Accrediting Commission~~  
~~-(NLNAC) Accreditation Commission for~~  
~~Education in Nursing (ACEN)~~

Southern Association of Colleges and Schools

Texas Department of State Health Services

Texas Higher Education Coordinating Board

Texas Education Agency

Texas Commission on Fire Protection

Texas Commission on Law Enforcement Officer  
Standards and Education

Texas Department of Licensing and Regulations  
(TDLR)

Texas Real Estate Commission

## MEMBER OF:

American Association of Colleges and Universities  
(AACU)

American Association of Collegiate Registrars and  
Admissions Officers (AACRAO)

American Association of Community Colleges (AACC)  
Association of Records Managers and Administrators  
(ARMA)

Hispanic Association of Colleges and Universities (HACU)

Instructional Technology Council (ITC)

National Association of Student Financial Aid  
Administrators (NASFAA)

National Association of Veteran's Program  
Administrators (NAVPA)

Southern Association of College and University  
Business Officers (SACUBO)

Southern Association of Community, Junior, and  
Technical Colleges (SACJTC)

Texas Association of Music Schools (TAMS)

Texas Association of Collegiate Registrars and  
Admissions Officers (TACRAO)

Texas Association of Community College Business  
Officers (TACCBO)

Texas Association of College Technical Educators  
(TACTE)

Texas Association of Collegiate Veteran Program  
Officials (TACVPO)

Texas Association of Community Colleges (TACC)

Texas Association of Continuing Education (TACE)

Texas Association of Student Financial Aid  
Administrators (TASFAA)

Texas Community College Association (TCCA)

Texas Community College Teachers Association  
(TCCTA)

## NONDISCRIMINATION STATEMENT

College of the Mainland is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, color, sex, age, national origin, religion, disability or veteran status.

College of the Mainland does not discriminate in its education programs and activities on the basis of sex. Inquiries concerning application of Title IX of the Education Amendments of 1972, as amended, may be referred to the College's Title IX Coordinator or the U.S. Department of Education's Office of Civil Rights. The College District designates the following person to coordinate its efforts to comply with Title IX of Education Amendments: Lonica Bush, lbush@com.edu, 1200 Amburn Road, Texas City, TX 77591, 409-933-8413.

## APPLICABILITY OF CATALOG REGULATIONS

This catalog is for information purposes and does not constitute a contract. This catalog expires and cannot be used for graduation after five years.

A student may receive a certificate or degree from COM in accordance with the requirements stated in the catalog in effect at the time he/she enters COM or those catalogs of any subsequent years. The requirements must be completed within five years of the beginning date of the catalog selected. A minimum of three semester hours must be completed during the academic year the selected catalog was in effect except in cases of reverse transfer used to complete a degree or certificate. (See page 20) Degree and certificate requirements must be from one catalog, which begins in the fall semester and runs through the end of summer school of the next calendar year. All regulations and conditions other than those stated above are subject to change. These changes may supersede catalog regulations. The electronic version of the catalog found on the College of the Mainland website is the official catalog. Please refer to the catalog on the COM website for changes/updates.

## STATEMENT OF VISION AND PURPOSE

### Mission

College of the Mainland is a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic prosperity of the diverse communities we serve.

### Vision

College of the Mainland will be a valued and vital community partner by striving to enrich our expanding community and preparing our students to learn, work, and live in a diverse, dynamic, and global environment.

### Values

- Student Success and Academic Excellence
- Continuous Improvement and Accountability
- Mutual Respect, Civility, and Integrity
- Diversity and Inclusiveness
- Innovation and Adaptability
- Campus and Community Collaboration

## 2010-2014 INSTITUTIONAL GOALS

1. Increase enrollment, retention and completions, and improve students' attainment of their educational goals.
2. Increase underrepresented populations and the diversity of our students and employees to reflect our service area.
3. Increase positive community awareness and collaboration through a supportive culture which promotes college accountability.
4. Obtain the necessary resources, through bonds, grants and fundraising/philanthropic endeavors, to continue to improve and expand services, technology, programs and facilities.
5. Advance innovation and effectiveness in teaching and student services through collaboration, professional development, training and technology.

Maintain and enhance high quality services in the areas of administration, instruction, student services and college operations.

## HISTORY

College of the Mainland was a beckoning vision in the minds of community leaders as far back as the early 1960s. The first concrete step was taken in October 1966 when the College of the Mainland Junior College District was formed. The area of the College District encompasses 237 square miles and its boundaries are coterminous with the five independent school districts of Dickinson, Hitchcock, La Marque, Santa Fe and Texas City.

The second step toward realization of the "impossible dream" was taken on December 10, 1966 when the voters of the College District approved a bond issue of \$2,850,000 and supporting taxes for debt service and operation. In quick succession, the Board of Trustees selected a president, hired faculty members and staff, located temporary facilities and College of the Mainland came into existence. The first class of 414 students enrolled for classes in September 1967.

Students attended classes in temporary quarters until the first phase of construction was completed on 120 acres bounded by Palmer Highway and Amburn Road in Texas City. On February 27, 1970, the college moved to its beautiful new campus that consisted of an Administration Building, Learning Resources Center, Math-Science Building, Technical-Vocational Building and a Central Utilities Building.

On May 16, 1970, the citizens of the Junior College District approved a second bond issue of \$4,750,000 and supporting taxes for operation and debt service of the second phase of construction. The second building program included a Fine Arts Building, a Physical Education Complex, a Student Center, an increase of 100 percent in the Technical-Vocational facilities and 60 percent expansion of the Math-Science facilities. The second construction phase was completed in September 1972, followed by a print shop building and a firing range.

A 20,000-foot addition to the Technical-Vocational Building was completed in the fall of 1985. The expansion houses computer labs, classrooms, offices and a Child Development Lab designed as a training ground for students enrolled in the Child Development Program.

In 1991, two Industrial Education Buildings were completed to house the Auto Mechanics Technology and Diesel Mechanics Technology Programs. The well-equipped facilities added 25,335 square feet of building space to the campus, for a grand total of 300,745 square feet.

In 1999, a new 10,800 square-foot Public Service Careers Building was opened across the esplanade from the Fine Arts Building. The new facility houses faculty offices, classrooms and labs for four major public service career fields—law enforcement, emergency medical services, pharmacy technician and fire protection.

In 2003, the College opened a 7,500-square foot Learning Center in League City to address the growing education and training needs of COM's North Galveston County service area. The Learning Center offers college credit as well as continuing education classes.

## BOARD OF TRUSTEES

The seven-member Board of Trustees holds full legal and financial responsibility for the college. It is empowered to formulate policy and philosophy, employ a President and, on the President's recommendation, approve the hiring of personnel.

Trustees are elected by the residents of the College District to serve six-year terms. The current trustees are: Ralph E. Holm, Rosalie Kettler, Bennie Matthews, Roney G. McCrary, Wayne H. Miles, Clemon P. Prevost and N. E. "Nick" Stepchinski.

Monthly meetings are held in the Administration Building Board Room. The meetings are posted on campus and in local newspapers. The general public is cordially invited to attend.

## PUBLIC INFORMATION STATEMENT

College of the Mainland offers academic, occupational and technical programs published in the current college catalog. Admission to these programs is based on graduation from an accredited high school, a GED certificate or individual approval. (See Admission Procedures starting on page 15.)

College of the Mainland is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, color, sex, age, national origin, religion, handicap or Vietnam veteran status.

College of the Mainland will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Vice President for Student Services, 1200 Amburn Road, Texas City, Texas 77591, 409-933-8619.

## DECLARACION DE INFORMACION PUBLICA

El College of the Mainland ofrece programas vocacionales y académicos publicados en el presente catálogo. La admisión a estos programas se efectúa a base de la graduación de una escuela secundaria acreditada o por medio de un certificado de GED o aprobación individual.

Es la política del College of the Mainland no discriminar a base de sexo, desventaja física, raza, color, edad u origen nacional en sus programas educativos y vocacionales, ni en las actividades y el empleo, de acuerdo con los requisitos del Título IX, Sección 504, y del Título VI.

El College of the Mainland tomará medidas para asegurar que el desconocimiento del idioma inglés no sea obstáculo a la admisión y participación en todos los programas educativos y vocacionales.

Para información sobre sus derechos o los procedimientos para presentar quejas, comuníquese con el Decano, 1200 Amburn Road, Texas City, Texas 77591, 409-933-8619.

## THE GUARANTEE PLAN

Students who complete the Associate of Applied Science and Certificate Programs are guaranteed they will acquire the job skills needed for entry-level employment in the occupational field for which they have been trained.

If the employer decides a student who has completed the program lacks these skills, College of the Mainland will provide additional skill training tuition free.

In order to be eligible for the Guarantee Plan, the following conditions must be met:

1. Students must earn their degrees or certificates in an occupational program listed in a COM catalog published in the last five years;
2. Students must complete their program within five years, with the majority of the credits to be earned at COM;
3. Students must be employed full time in an occupation directly related to the specific program completed at COM;
4. Employers must certify in writing that a COM graduate lacks the entry-level job skills identified as such by the College for the program in which he/she was enrolled. The employer must specify the areas of deficiency within 90 days of the graduate's initial employment;
5. An educational plan for retraining will be written. The plan will be initiated through the office of the President;

6. The guarantee does not imply that COM graduates will pass any licensing or qualifying examination for a particular career.

Additional information regarding the Guarantee Plan may be obtained by calling 409-933-8229 or 1-888-258-8859, ext. 8229.

## WHAT IS ACHIEVING THE DREAM (ATD)?

We're part of a national initiative to help more community college students succeed, particularly low-income students and students of color. These students come to us with high hopes, but too many leave without earning a certificate or degree or transferring to another institution to continue their studies. We want to learn what we can do as an institution to change this trend.

The primary strategies for years one and two include:

- ❖ A comprehensive restructuring of the student advisement system;
- ❖ The development and implementation of a First Year Experience course; and
- ❖ Professional development for faculty and staff on topics such as preferred learning styles, cultural influences on learning and the effects of generational poverty.

AtD funding, provided by the Houston Endowment, includes \$50,000 planning grant and \$400,000 implementation money to be spent over four years. To learn more, check out the COM Achieving the Dream website at [www.com.edu/atd](http://www.com.edu/atd).

## QUALITY ENHANCEMENT PLAN

A Quality Enhancement Plan (QEP) is a central component of reaccreditation with the Southern Association of Colleges and Schools (SACS). The QEP is a course of action that addresses a well-defined topic or issue related to improving student learning. The topic of College of the Mainland's Quality Enhancement Plan is "Find Your Voice: Oral Communication Across the Curriculum."



## Important Services and Programs

409-938-1211 • 1-888-258-8859

If calling a number directly, dial 409-933-XXXX (example: to call Financial Aid directly, dial 409-933-8274.)

Presidential	Instructional	Student Services	College and Financial Services	Institutional Advancement
President Dr. Beth Lewis Ext. 8271	Vice President <del>Dr. Amy Locklear</del> <del>Dr. Pamela Millsap</del> Ext. 8229	Vice President Dr. Vicki Stanfield Ext. 8619	Vice President Lisa Templer, CPA Ext. 8262	Vice President Institutional Advancement <del>Mary Ann Amelang, CFRE</del> Ext. 2674
Human Resources, Ext. 8269 Internal Auditor, Ext. 8483 <del>Resource Development</del> <del>Ext. 8140/Ext. 8141</del>	Academic Success, Ext. 8677 Adult Education, Ext. 8294 Articulated Credit Programs, Ext. 8110 Business and Computer Technologies, Ext. 8311 Child Development/Education Ext. 8390 Collegiate High School, Ext. 8169 Continuing Education, Ext. 8586 Cosmetology, Ext. 8480 Distance Education, Ext. 8445 Dual Credit Program, Ext. 8679 Fine Arts, Ext. 8348 Humanities, Ext. 8214 Instructional Administration, Ext. 8284 Instructional Lab Department, Ext. 8364 Instructional Technology, Ext. 8445 Library, Ext. 8205 Nursing, Ext. 8425 Occupational Safety and Health Technology, Ext. 8242 Physical Education, Ext. 8417 Process Technology, Ext. 8536 Public Service Careers, Ext. 8285/8224 Science and Mathematics, Ext. 8244 Senior Adult Program, Ext. 8226 Social & Behavioral Sciences, Ext. 8212 <del>Speaker, Reading and Writing</del> <del>Center, Ext. 8702</del> <del>Student Recreation, Ext. 8421</del> Theater, Ext. 8345	Admissions and Records, Ext. 8264 Advising, Ext. 8379 Career Services, Ext. 8520/8379 Counseling, Ext. 8379 Services for Students with Disabilities, Ext. 8520/8524 Facilities and Student Recreation, Ext. 8421 <del>Student Advocate, Ext. 8660</del> Student Clubs and Organizations, Ext. 8180 Student Conduct, Ext. 8131 Student Financial Services, Ext. 8274 Student Help Center, Ext. 8663 <del>Student Recreation, Ext. 8421</del> Student Support Services, Ext. 8525 Testing Center, Ext. 8379 Upward Bound, Ext. 8525 Welcome Center, Ext. 8227 <del>Writing Center, Ext. 8214</del>	Bookstore, Ext. 8239 Campus Police, Ext. 8403 COM Press, Ext. 8238 Custodial Services, Ext. 8401 Facility Services, Ext. 8401 Financial Services, Ext. 8262 Grounds, Ext. 8203/8318 Information Technology Services, Ext. 8302 <del>Institutional Research, Ext. 8232</del> Maintenance, Ext. 8401/8562 Purchasing, Ext. 8473/8474 <del>Telecommunications, Ext. 8500</del>	COM Foundation, Ext. 8508/Ext. 8557 <del>Grant Development, Ext. 8140</del> Marketing and Communications, Ext. 8434/Ext. 8438 Membership and Community Wellness, Ext. 8190 Outreach and Special Project, Ext. 8417



## ADMISSION PROCEDURES AND POLICIES

All students planning to enroll in credit courses for the first time must take the **TSI Assessment THEA- (formerly TASP)** exam or an approved alternative test prior to admission. College of the Mainland's diagnostic/placement test **TSI Assessment (ACCUPLACER)** may be taken to satisfy this mandatory state admission requirement.

Placement decisions for enrollment in college-level courses are determined by scores on the ACT, SAT, COM's placement test, or successful completion of specific courses taken at an approved college or university. Scores are used to determine appropriate courses or areas where additional preparation may be required and/or advised for the student. If a student's diagnostic scores indicate a need for developmental courses, most courses in the curriculum are closed to that student; therefore, it is important that the diagnostic measures be taken seriously. Individuals with reading, writing and mathematical deficiencies must achieve basic skills by taking developmental courses as soon as possible.

Students transferring from a Texas state-supported institution must provide an official transcript indicating they have satisfied TSI enrollment requirements at a previously attended institution.

The TSI status of a student transferring from private or "out-of-state" institutions shall be determined by the student's intent and by courses completed at the private or out-of-state institution. The **TSI THEA- or a THEA-alternative test** may be required prior to enrolling at COM.

Responsibility rests with the student for ensuring that all necessary materials are submitted for admission.

Students may be admitted by one of following methods (appropriate documentation is required):

1. Graduation from an accredited high school recognized by TEA or recognized regional accrediting agencies for out-of-state high schools. Verified with a copy of a high school transcript.
2. Transfer from another college. Student must provide an official transcript from all previous colleges attended.
3. Individual approval may be granted for veterans, military personnel, or non-high school graduates

whose high school class has been graduated and who, in the judgment of admission officials, are prepared to undertake post-secondary educational or college work.

4. Returning students:  
Students who have not attended COM during the past 12 months must reestablish residency by updating their student information by submitting a new application.
5. Grounds for denial of admission.  
If, upon an examination of the applicant's personal history and a thorough pre-admissions interview, the College considers it probable that the applicant's pattern of behavior would be disruptive to the College program, COM may deny admission, or may admit on a provisional basis, with certain conditions required.

## College Opportunities for High School Students

### 1. Collegiate High School

Get Ready for Success!

Collegiate High School (CHS) is a program for high school students who want to start college early but still want to be involved with clubs and activities at their home high school. Students attend their full school day at College of the Mainland, but they are still enrolled at their regular high school campus.

CHS's mission is to help high school students in their transition to college and to prepare them for exciting careers. Supported by COM, public school districts, and local business and industry, students use college classes to satisfy their high school graduation requirements and to get a head start on their college degree. High school instruction in core academic areas is also offered. Work-based activities, career mentoring, service learning experiences and a variety of other activities are offered to challenge these exceptional students.

COM waives 40 percent of CHS students' tuition and fees. A textbook library is also available exclusively to CHS students.

To apply, students must:

- 1) Meet with their high school counselor,
- 2) Complete COM's application for admission,
- 3) Take the **TSI Accuplacer** and Score a minimum Reading Composition score of **351 78**. (Mini-

mum required scores on other sections of the **TSI Accuplacer** vary according to the college courses a student plans to take. See course descriptions in this catalog to view individual course requirements),

- 4) Complete a separate application to CHS (available from the high school counselor, the CHS web page, or the CHS office),
- 5) Obtain recommendations from their high school,
- 6) Write an essay on why they should be accepted into CHS, and
- 7) Be interviewed.

Students not attending participating high schools may contact the CHS office directly.

For more information, students may contact their high school counselor, call the Collegiate High School Office at 409-933-8169 or visit the website at [www.com.edu/chs](http://www.com.edu/chs).

## 2. Dual Credit

The Dual Credit program is designed to allow high school juniors and seniors the opportunity to earn college credit while still in high school. Students enrolled in local high schools or students who are home-schooled may be eligible to be awarded credit toward high school graduation for completing certain college-level courses. This process is called Dual Credit where college credit, as well as high school credit, is granted.

Students wishing to take advantage of Dual Credit enrollment opportunities must meet all of the following eligibility requirements:

1. Be classified as a high school junior or senior, have a minimum of a “B” overall average, and pass all sections of the TAKS test.
2. Meet established admissions requirements at College of the Mainland as well as appropriate prerequisites for any course.
3. Comply with the state-mandated Texas Success Initiative (TSI) program.
4. If required, take applicable College of the Mainland placement tests prior to enrolling.
5. Complete the Dual Credit Endorsement Form acquiring the appropriate school and parental signatures.
6. See an advisor to register for classes.

Courses are taught at the high school campus, the Learning Center (League City), online through the

Internet, and at the College of the Mainland campus. For more information on Dual Credit, contact your high school counselor, and then contact an advisor at 409-933-8679 or stop by the Dual Credit Office in the Enrollment Center.

## 3. Articulated Credit Programs

Save time and money; start a college degree while in high school. Articulated Credit Programs are educational programs that begin in high school and continue at a community college. They are designed to prepare high school students for post-secondary career education and entry into the workforce. Students are able to earn college credit for many career development courses taken in high school so they do not have to repeat the curriculum of their high school courses. This saves time and money once a student begins attending COM.

Students in Articulated Credit Programs at COM can earn college credit through:

- Content-enhanced articulated courses (Texas’s Advanced Technical Credit Program and/or local articulation)
- Dual credit (or concurrent enrollment)
- College Board Advanced Placement (AP)

Many of the Associate of Applied Science degree programs at COM offer courses that have been articulated either with local high schools or are articulated statewide with many Texas high schools. Students who have successfully completed articulated course(s) with a grade of “B” or better, and enroll in a related AAS program at COM within 15 months of high school graduation may receive articulated credit (at no additional cost) for certain courses in their technical degree plan. A petition for Articulated Credit can be obtained in the Admissions and Records Office.

Local high schools and COM have worked together to create Articulated Credit Programs. Through these partnerships, Six-Year Plans have been developed to help students determine which courses should be taken in high school in order to have a smooth transition to COM programs. To obtain a copy of the Articulated Credit Programs Six-Year Plan for your high school and the program of study you are interested in, contact either your high school teacher or the COM Articulated Credit office. Visit our website at [www.com.edu/degrees-programs/high-school-programs](http://www.com.edu/degrees-programs/high-school-programs).



## Articulated Credit Programs:

Business Administration with Emphasis in Accounting, Entrepreneurship, Management, Marketing or Office Management

Child Development/Education in Classroom Teacher or Leadership Tracks

Computer Systems Technology

Criminal Justice

Drafting

Graphic Design/Web Design

Health Information Management

Nursing

## Texas Success Initiative (TSI)

The Texas Success Initiative (TSI) requires each public institution of higher education to assess basic skills of entering college students in reading, writing, and mathematics unless the student qualifies for an exemption.

- Students entering College of the Mainland (COM) must have appropriate assessment scores or be assessed on a state-approved test in the areas of reading, writing and mathematics. Course prerequisites and co-requisites must be met regardless of TSI status.
- Students scoring below the minimum standards in any **all three** areas of the **TSI Accuplacer** will be required to enroll in Adult Basic Education for instruction and can retake the **TSI Accuplacer** after completing the program.

## Minimum Standards - Fall 2013 and Spring 2014

Reading: **TSI** score of **320 ACCUPLACER-49**

Writing: **TSI** score of **320 ACCUPLACER-51**

Math: **TSI** score of **336 ACCUPLACER-35**

## Minimum Standards - Summer 2014

Reading: **TSI** score of **320**

Writing: **TSI** score of **320**

Math: **TSI** score of **336**

- Students not meeting the required college-ready standards in any of the three areas should meet with a counselor or advisor to develop their individualized education plan that lists the developmental coursework needed to become college-ready.
- During fall and spring semesters, full-time students are required to enroll in all disciplines of

developmental education until the standards are met. Part-time students must address at least one developmental need each semester; if multiple developmental needs are present, the student should address the reading deficiency first. **For full-time and part-time students, both** summer sessions will be considered a single semester, and students will be required to enroll in at least one developmental course, preferably reading.

- Before a student can withdraw from any developmental course, the student must meet with a counselor or advisor to develop strategies for completing the course the following semester.
- Instructors will submit recommendations electronically to advisors and counselors for all students not completing their developmental courses successfully ("D," "F" or "W"), and these students will be required to meet with a Student Success staff member before registering for the next semester. At the time of the meeting, the Student Support staff member will discuss appropriate strategies outlined in a contract related to the specific needs of the student. The Early **Warning Alert** System will be utilized by instructors within the first month of each semester to identify students who have poor attendance and/or unsatisfactory progress.
- Students **failing with a grade below "C"** or withdrawn from the same developmental course for the second time will be limited to six credit hours for any future semester. Within the six credit hour limit, students who are TSI-liable will be required to register for developmental courses first. After successfully completing the developmental course with a "C" or better, students will be permitted to register for more than six credit hours.
- The academic progress of all students will be monitored through a local GPA that includes both credit and developmental courses. (The official GPA does not include developmental courses.) Students placed on academic probation will follow the college guidelines.
- TSI obligation met when:
  1. Students complete the sequence for the area(s) of deficiencies. (Students must meet the prerequisites and co-requisites for the courses.)

## Reading Sequence

READ 0300 BASIC READING  
READ 0340 READING IMPROVEMENT I  
READ 0370 READING IMPROVEMENT II

## Writing Sequence

ENGL 0330 WRITING IMPROVEMENT I  
ENGL 0360 WRITING IMPROVEMENT II or  
ENGL 0390 WRITING IMPROVEMENT III

## Mathematics Sequence - Fall 2013

**Math** MATH 0303 BASIC ARITHMETIC  
**Math** MATH 0305 PRE-ALGEBRA  
**Math** MATH 0310 ELEMENTARY ALGEBRA  
**MATH 0320 INTERMEDIATE ALGEBRA**

## Mathematics Sequence - Spring 2014

**MATH 0305 PRE-ALGEBRA**  
**MATH 0310 ELEMENTARY ALGEBRA**  
**MATH 0320 INTERMEDIATE ALGEBRA**

## Mathematics Sequence - Summer 2014

**MATH 0310 ELEMENTARY ALGEBRA**  
**MATH 0320 INTERMEDIATE ALGEBRA**

2. Students test out of the highest course in sequence by using assessment tools within the department.
3. Students retest using the **TSI Accuplacer**.
- The following are the freshman-level credit courses offered at College of the Mainland that are designated college-level courses for the purposes of demonstrating college readiness in each respective area. Students must not register for these courses until the student has completed the developmental courses that are the prerequisites for the college course. The college level courses for each area are listed below:

## Writing

English 1301	Composition I
English 1302	Composition II

## Reading (Reading intensive courses at College of the Mainland)

English 2322, 2323	British Literature
English 2332, 2333	World Literature
English 2327, 2328	American Literature
Government 2305, 2301, 2306, 2302	American National and State Government
History 1301, 1302	U.S. History
History 2301	Texas History

## Psychology 2301

ogy

## Psychology 2314

## Sociology 1301

## Sociology 1306

## Sociology 2319

Introduction to Psychol-

Lifespan Development

Introduction to Sociology

Sociology Problems

Multicultural Studies

## Math

## Mathematics 1314

## Mathematics 1316

## Mathematics 1332

College Algebra

Trigonometry

Mathematics for Liberal Arts

## Texas Success Exemptions

The following provisions shall exempt a student from TSI:

- For TSI exemption purposes, ACT/SAT tests are valid for exactly five years from the qualifying test date, and Exit Level TAKS scores are valid for exactly three years. ACT/SAT/TAKS exemption standards are as follows:
  - ◆ ACT – Composite score of 23 with a minimum of 19 on the English and/or the mathematics tests shall exempt a student for the corresponding section(s). Partial exemptions are granted.
  - ◆ SAT – Combined critical reading and mathematics score of 1070 with a minimum score of 500 on the critical reading test and/or the mathematics test shall exempt a student from the corresponding section(s). Partial exemptions are granted for reading or mathematics.
  - ◆ TAKS (Eleventh Grade Exit Level) – Minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least three shall exempt a student from the corresponding section(s). Partial exemptions are allowed for either math or reading/writing.
- Graduate – Students who have graduated with an associate degree or higher from an accredited institution of higher education.
- Military – Students who on or after August 1, 1990, were honorably discharged, retired or released from (a) active-duty as a member of the armed forces of the United States or the Texas National Guard, or (b) service as a member of a reserve component of the armed forces of the United States.

- Transfer Student –
  - ◆ Students transferring from a regionally accredited private or public institution having satisfactorily completed college-level coursework with a “C” or better in the related area(s)
  - ◆ Students completing equivalent developmental coursework with a “C” or better from a Texas public institution of higher education in reading (READ 0370), writing (ENGL 0360) and mathematics (Math 0310). Partial exemptions are granted.
  - ◆ Students transferring from another Texas public institution of higher education identified on the incoming transcripts as “complete” for all or parts of TSI.

## TSI Waived

- Level-One certificate programs – Students enrolled in Level-One certificate programs that are designed to be completed in one year or less and that consist of no more than 42 semester credit hours are TSI waived. Students are only waived from the TSI requirement while enrolled in their waived program and are restricted to the courses within the waived program. ~~However, students receiving a certificate must meet the following minimum standards unless the specific program requires higher standards:~~  
 Reading: ACCUPLACER score of 49 or — Reading 0300  
 Writing: ACCUPLACER score of 51 or — English 0330  
 Math: ACCUPLACER score of 35 or Math 0303
- Casual students – Students enrolling for personal enrichment must self-disclose by meeting with a counselor or advisor. Students who accumulate more than nine credit hours are TSI-liable.
- Transient students – Students from a private or an out-of-state institution are waived from TSI requirements for one semester. Students must apply for the temporary waiver in the Admissions Office by providing official documentation from the private or out-of-state institution. The waiver is for only one semester, but students are eligible to reapply after one or more semesters at a private or an out-of-state institution. (Transient students from Texas public institutions of higher education are TSI-liable.)
- Non-degree-seeking or non-certificate-seeking students – Students declaring that they are non-degree-seeking or non-certificate-seeking students are waived from the requirements of TSI for one semester. Students must meet with a counselor or advisor

to declare the status of non-degree or non-certificate status. Students who are non-degree-seeking or non-certificate-seeking students are not eligible for federal financial aid. Students who accumulate more than nine credit hours are TSI-liable.

## Academic Success Developmental Program

Students whose TSI THEA or TSI THEA-alternative scores are below the established standard must participate in a developmental program in the areas of need.

Participation in developmental education coursework is required for all TSI-obligated students. TSI obligated students must remediate at least one TSI-deficient area each semester. Summer I and Summer II are considered to be one semester.

~~COM's Academic Success Program Developmental courses is~~ are designed to help students strengthen their academic skills to better ensure success in their college-level coursework. Students having difficulties are encouraged to contact an academic advisor in the Student Success Center so an individualized development educational plan may be prepared. ~~The Academic Success faculty may refer students experiencing difficulties in developmental education to the Academic Success counselor for services and support.~~

## Developmental Requirements/Course Prerequisites

All students with below college-level scores on an approved college entrance examination, or those students who have not taken an approved college entrance exam, must take the TSI Assessment ~~college-designated placement test~~. Students must meet all relevant developmental deficiencies before registering in college-level courses.

~~Students with a grade below “C” or withdrawn from the same developmental course for the second time will be limited to six credit hours for any future semester. Within the six credit hour limit, students who are TSI-liable will be required to register for developmental courses first. After successfully completing the developmental course with a “C” or better, students will be permitted to register for more than six credit hours.~~

Relevant course prerequisites must be met before students will be allowed to begin courses requiring prerequisites.

## Learning Communities

A Learning Community is composed of students who take a combination of courses, such as Reading, Psychology for Success, and Physical Health as a group. The goal is to increase student success by providing academic and social support for one another as the cohort of students take a set of courses together. Students enrolled in a Learning Community must take all of the courses offered for the Learning Community. Learning Communities have proven to be highly successful for students who might otherwise struggle if taking similar courses on their own. Students interested in Learning Communities should contact an advisor.

## Nursing Students

Admission to the College does not ensure admission to either the Associate Degree Nursing program or to the Licensed Vocational Nursing program. Individuals interested in the Nursing programs should contact the Academic Advisor for Allied Health, located in room 1238B of the Technical-Vocational Building (or call 409-933-8684, for an appointment). See the Nursing section for special admissions requirements.

## International Student Admission

International students, by definition, are individuals who are citizens of countries other than the United States, have visas for educational purposes, and intend to return to their home country upon completion of an educational program.

International students must carry a minimum of 12 semester hours to meet requirements of the U.S. Immigration and Customs Enforcement. It is essential that international students have sufficient funds to cover their expenses while in this country. The international student tuition is outlined on the Tuition and Fee Schedule.

International students should contact the Office of International Affairs located in the Admissions and Records Office or visit the International Student website for specific details on the admission process. Call 409-933-8653 or 409-933-8662.

## Transfer of Credit to COM

It is the student's responsibility to arrange for official transcripts from former institutions to be received by the Admissions and Records Office prior to be-

ing admitted. Transcripts are considered official only when received through the mail or in a sealed envelope, signed by the Registrar and bearing the seal of the school from which they are issued. Transcripts received become the property of College of the Mainland. Transcript evaluations must be requested by submitting a transcript evaluation form to the Admissions and Records Office. Transcript evaluation forms may be found at [www.com.edu](http://www.com.edu) or the Admissions and Records Office.

## General Regulations Governing Transfer of College Credit

1. The college from which credit is to be transferred must be accredited by one of the nine regional accrediting associations.
2. Courses with a letter grade of "C" or better transfer with the corresponding number of semester hours.
3. Courses that are not applicable to programs at COM may not transfer or fulfill degree requirements.
4. When a course has been repeated for credit, the highest grade and hours will determine the acceptance of the course.
5. Transfer grades earned at other institutions are not included in computing the cumulative GPA at COM.
6. College transcript evaluations are completed within two to four weeks after a transcript evaluation form has been submitted to the Admissions and Records Office. To check the status of an evaluation, a student can run a program evaluation in WebAdvisor.
7. All foreign transcripts must be evaluated by SpanTran Educational Services, Inc., or any other agency approved by COM for acceptance of equivalent coursework.

## Reverse Transfer

Students who have not completed all course requirements but have completed the residency requirements for a degree or certificate from College of the Mainland may fulfill their course requirements at another regionally accredited institution and transfer the credits to College of the Mainland. If the requirements for a degree or certificate are met, College of the Mainland will automatically issue the award. Students may graduate in accordance with the requirements stated in the catalog in effect up to 5 years prior to the date of graduation.



## **Petition for Credit for Non-credit Courses**

Petition for Credit is only granted for non-credit courses taken at College of the Mainland with the exception of courses to be applied to the Law Enforcement and Fire Technology academies and Emergency Medical Services (EMS). A maximum of 24 credit hours may be requested. Coursework must have been completed in the previous five years. The following requirements must be met before credit will be awarded: Petitioner has satisfactorily completed a minimum of 6 semester hours at College of Mainland; Petitioner is currently enrolled at College of the Mainland; Documentation of content and level of non-credit courses (non-credit course syllabus, including Student Learning Outcomes) demonstrating credit course equivalency is provided; Documentation demonstrating non-credit instructor credentials are equivalent to credit faculty requirement is provided; Law Enforcement and Fire Technology Academies: Petitioner must be a certified peace officer or firefighter; Law Enforcement, Fire Technology, and EMS: For any coursework not completed at COM, petitioner will take credit by exam, scoring 75 percent or higher. A Petition for Credit form must be completed and signed by the program faculty, appropriate dean, chief academic officer and the Registrar before credit is granted. Certain fees may apply.

## **Petition for Credit for Professional Certifications**

College credit may be granted for certain professional certifications if specific criteria are met. Documentation must be provided showing that the certification and work experience is equivalent to a specified credit course that the College offers. Students must have completed at least six (6) hours of college credit courses at College of the Mainland in order to petition for credit. A Petition for Credit form must be completed and signed by the program faculty, appropriate dean, chief academic officer and the Registrar before credit is granted. Certain fees may apply.

## **Transfer Credit for Educational Experiences Completed Through the US Armed Forces**

College credit may be granted for educational experiences completed while in the US Armed Forces. Veterans submitting original copies of their DD Form 214, Armed Forces of the United States Report of Transfer or Discharge, or an official Report of Educational Achievement through the U.S. Armed Forces

Institute (USAFI), may receive transfer credit and advanced placement as recommended by the Commission of Accreditation of Service Experiences of the American Council on Education. Acceptable transfer credit courses will be recommended by the Registrar and approved by the appropriate program area and the Vice President for Instruction. The limits of transfer credit are specified under each degree and diploma program listed in the College Catalog.

## **Transfer Credit for Non-Traditional Learning Programs Through (PONSI) the National Program on Noncollegiate Sponsored Instruction**

Credit may be granted for non-traditional learning programs through (PONSI), the national program on Noncollegiate Sponsored Instruction, as recommended by the American Council on Education. Credit will be accepted for matriculation upon receipt of the student's transcript in the Admissions and Records Office.

Equivalent credit may be granted after the student applies for transcript evaluation through the Admissions and Records Office. Limits regarding transfer credit will be specified by the Registrar, the appropriate program area, or the Vice President for Instruction.

## **Retention of Records**

Transcripts and other records submitted by applicants not registering for the term indicated on the application for admissions are normally retained in the Admissions and Records Office for a period of 90 days after the last day of the admission period. At the end of this time, these records and files are destroyed unless the applicant has notified the Admissions and Records Office expressing a continued interest in attending COM. Records become property of the College and are not returned to the student.

## **Prospective Students**

Students interested in attending COM are encouraged to contact or visit the Student Help Center at 409-933-8663, located in Room A-146 of the Enrollment Center.

Information and assistance is also available from the Welcome Center Information Desk located in the Enrollment Center. Call 409-933-8227.

## Student Help Center

The Student Help Center works with prospective and current students who aren't sure where to begin solving their problems by getting them connected to the right place, at the right time, the first time!

The Student Help Center offers onsite, phone and/or email:

- Assistance and guidance for prospective and current students who are struggling with multiple concerns and aren't sure whom to ask.
- Assistance with completing the admissions, registration and fee payment processes.
- Support with completing necessary college forms and applications: FASFA, ApplyTexas, email, Blackboard, WebAdvisor
- Help with navigating our website

The Student Help Center is located in the Enrollment Center. Hours of operation are Monday and Tuesday, 8 a.m. - 7 p.m. and Wednesday through Friday, 8 a.m. - 5 p.m. By phone, call 409-933-8663 or toll-free 888-258-8859, ext. 8663.

## Registration

When students meet all admissions requirements, they are eligible to register for classes. Registration periods for regularly scheduled classes are listed in the College Calendar, which is posted online and published in the Catalog. Specific times, dates and class information are posted separately in WebAdvisor prior to each registration period. Early registration is encouraged to ensure the best selection of classes and times.

All currently enrolled eligible students, full or part-time, may register and pay for classes through the College's website or in person.

## Mandatory New Student Orientation Seminar

COM provides all new students a mandatory free orientation seminar that meets one time. This seminar is designed to assist students with the transition to college life, to familiarize them with the expectations and requirements for academic success and to register for classes. On-campus orientation is offered in the fall and spring semesters and online is available monthly. Parents of new students are also encouraged to attend on campus sessions as information is provided

on college life. To register for on-campus or online orientation, go to the COM website to the Continuing Education webpage, [www.com.edu/ce](http://www.com.edu/ce) and sign up for the session that is convenient for you. You must complete new student orientation on campus or online before you register for classes. If you attend on-campus orientation you will register at that time. If you complete orientation online, you will need to visit Advising on campus to register for classes. Before attending new student orientation, be sure to get all required documentation in to the Admissions office. For a complete list of requirements, please check [www.com.edu/apply](http://www.com.edu/apply).

Participation in COM's non-credit new student orientation seminar is mandatory if a student: 1. Has never attended college; 2. Has attended another college but not earned at least 12 credit hours with a GPA of 2.0 or higher; 3. Has not attended college and/or not received college credit within the previous five years, and has not been awarded an associate degree or higher from an accredited institution of higher learning; or 4. Has been placed on academic/scholastic probation at the last institution attended. Students who want to request a waiver for mandatory orientation must present the appropriate documentation to the Admissions and Records Office at the time of registration. New student orientation, on campus or online, should be completed before the end of the first week of classes. For more information regarding orientation, call the Student Success Center at 409-933-8379.

## Residence Requirements

The State of Texas requires that each student sign an oath of residency certifying his/her legal residence at the time of applying. The responsibility for registering under the proper residence classification belongs with the student, and any question concerning the right to classification as a resident of Texas or the College of the Mainland District must be clarified before enrolling.

Students must live in Texas at least 12 months prior to registration to be classified as state residents. The State Auditor requires additional documentation to support the Oath of Residency. The following documents are acceptable:

- Driver's License (12 months prior)
- Employment Verification (employer, check, contract)
- Voter Registration Card
- Property Purchase
- Rental Agreement
- Utility Bills

**Residents:** Residents of the College of the Mainland District and the State of Texas. To be a legal resident of the College of the Mainland District, a person must reside in the Dickinson, Hitchcock, La Marque, Santa Fe or Texas City school districts.

**Non-resident of District:** Residents of the State of Texas but not residents of the College of the Mainland District.

**Non-residents of Texas:** Texas law defines a non-resident student of Texas as a U.S. citizen younger than 18 years of age who lives away from his/her family and whose family has not resided in Texas 12 months preceding the date of registration; or a student 18 years of age or older who resides out of state; or who has not been a resident of the state 12 months subsequent to his/her eighteenth birthday; or for the 12 months immediately preceding the date of registration.

**International Students:** Non-citizens who cannot be classified as residents of Texas or the United States. Any question concerning residency should be referred to the Admissions and Records Office.

**Residency Status:** Residency status is determined in accordance with Rules and Regulations for Determining Residency Status, published by the Texas Higher Education, Coordinating Board, and pursuant to Title 3, Texas Education Code. Information concerning residence requirements is available in the Admissions and Records Office.

## Photo and Videotape Policy

The COM Marketing and Communications Office takes photographs (still and video) of students throughout the year. These photographs often include students in classrooms, study areas, attending events, etc. COM reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at COM do so with the understanding that these photographs might include their likeness and might be used in College publications,

both printed and electronic, for recruiting and advertising purposes.

## Regulations Concerning Checks

1. A charge of \$10 will be made for checks presented in payment of a student's obligation to the College in the event that such checks are returned for any reason.
2. No check presented in payment of fees, deposits or tuition, or for the purchase of books or equipment will be accepted for a sum larger than the total amount due the College in the transaction. The check signer's valid Texas driver's license or a Texas State ID is required as identification for all checks made payable to the College or its affiliated auxiliary enterprises.
3. Checks returned unpaid for any reason must be promptly redeemed or registration in the College may be forfeited, all records withheld and legal action taken.
4. The College retains a list of those who have given checks that have been returned for non-payment and reserves the right to require cash payments for obligations due from anyone on that list.

## Concurrent College Enrollment Tuition Adjustment

Section 54.062 of the Texas Education Code permits an adjustment in the minimum tuition charge when students are concurrently registered at more than one public institution of higher education. The student shall pay the full tuition charge at the first institution where the student registers.

If the minimum tuition at the first institution where the student registers is equal to or greater than the minimum tuition at the second institution where the student registers concurrently, the student shall not be required to pay the specified minimum charge to the second institution, but shall pay only the hourly rates to the second institution.

If the minimum tuition for the student's first institution is less than the minimum tuition of the second institution, then the student shall pay to the second institution only the amount equal to the difference between the total tuition charge of the second institution, and the total tuition charge of the first institution; but in no case shall the student pay to the second institution less than the hourly rate.

## TUITION AND FEE SCHEDULE

### 2013 - 2014 Schedule of Tuition and Fees Fall and Spring Semesters

SCHEDULE OF TUITION & FEES							TOTAL IN DISTRICT		TOTAL OUT OF DISTRICT		TOTAL OUT OF STATE/COUNTRY	
Credit Hours	Processing Fee (no refund)	Facilities Fee	Tech- nology Fee	Campus Fee	Student Service Fee	Total Fees	IN District Tuition	Total Tuition & Fees	OUT OF District Tuition	Total Tuition & Fees	Out of State/ Country Tuition	Total Tuition & Fees
1	45.00	90.00	30.00	15.00	15.00	195.00	270.00	465.00	510.00	705.00	690.00	885.00
2	45.00	90.00	30.00	15.00	15.00	195.00	270.00	465.00	510.00	705.00	690.00	885.00
3	45.00	90.00	30.00	15.00	15.00	195.00	270.00	465.00	510.00	705.00	690.00	885.00
4	45.00	90.00	30.00	15.00	15.00	195.00	270.00	465.00	510.00	705.00	690.00	885.00
5	45.00	90.00	30.00	15.00	15.00	195.00	270.00	465.00	510.00	705.00	690.00	885.00
6	45.00	90.00	30.00	15.00	15.00	195.00	270.00	465.00	510.00	705.00	690.00	885.00
7	45.00	90.00	30.00	15.00	24.00	204.00	315.00	519.00	595.00	799.00	805.00	1,009.00
8	45.00	90.00	30.00	15.00	24.00	204.00	360.00	564.00	680.00	884.00	920.00	1,124.00
9	45.00	90.00	30.00	15.00	24.00	204.00	405.00	609.00	765.00	969.00	1,035.00	1,239.00
10	45.00	90.00	30.00	15.00	24.00	204.00	450.00	654.00	850.00	1,054.00	1,150.00	1,354.00
11	45.00	90.00	30.00	16.50	24.00	205.50	495.00	700.50	935.00	1,140.50	1,265.00	1,470.50
12	45.00	90.00	30.00	18.00	24.00	207.00	540.00	747.00	1,020.00	1,227.00	1,380.00	1,587.00
13	45.00	90.00	30.00	19.50	24.00	208.50	585.00	793.50	1,105.00	1,313.50	1,495.00	1,703.50
14	45.00	90.00	30.00	21.00	24.00	210.00	630.00	840.00	1,190.00	1,400.00	1,610.00	1,820.00
15	45.00	90.00	30.00	22.50	24.00	211.50	675.00	886.50	1,275.00	1,486.50	1,725.00	1,936.50
16	45.00	90.00	30.00	24.00	24.00	213.00	720.00	933.00	1,360.00	1,573.00	1,840.00	2,053.00
17	45.00	90.00	30.00	25.50	24.00	214.50	765.00	979.50	1,445.00	1,659.50	1,955.00	2,169.50
18	45.00	90.00	30.00	27.00	24.00	216.00	810.00	1,026.00	1,530.00	1,746.00	2,070.00	2,286.00
19	45.00	90.00	30.00	28.50	24.00	217.50	855.00	1,072.50	1,615.00	1,832.50	2,185.00	2,402.50
20	45.00	90.00	30.00	30.00	24.00	219.00	900.00	1,119.00	1,700.00	1,919.00	2,300.00	2,519.00
21	45.00	90.00	30.00	31.50	24.00	220.50	945.00	1,165.50	1,785.00	2,005.50	2,415.00	2,635.50

Itemization of Standard Charges for Fall and Spring Registration				
Description of Charges	Charges Per Hour	Fixed Amt Charged	Minimum Charge	Maximum Charge
TUITION (6 hour minimum charge):				
In District	\$ 45.00	\$ -	\$ 270.00	\$ -
Out of District	85.00	-	510.00	-
Out of State/Country	115.00	-	690.00	-
FEES (Lab and other course/program specific fees itemized with course information):				
Processing Fee (non-refundable)	\$ -	\$ 45.00	\$ -	\$ 45.00
Facilities Fee	-	90.00	-	90.00
Technology Fee	-	30.00	-	30.00
Campus Fee	1.50	-	15.00	-
Student Service Fee (1-6 hours)	-	15.00	-	15.00
Student Service Fee (7-12 hours)	-	24.00	-	24.00



## Refunding of Fees and Charges

College policy for the refund of tuition and fees is set by the Texas Higher Education Coordinating Board. COM shall administer these state-mandated college and university refund policies in the best possible interest of students, while maintaining compliance with the letter and intent of these policies.

COM shall refund mandatory fees and tuition collected for courses from which the students drop or withdraw, according to the schedules that follow. The indicated percentages are to be applied to the tuition and mandatory fees collected for each course from which the student is withdrawing. Students withdrawing from only a portion of their course load shall receive the appropriate percentage of refunds in excess of the College's minimum tuition and fees. **The processing fee is not refundable.**

Class Days refer to the number of days since the first class day of the semester and not the number of days a particular class has met or the number of scheduled classes the student has attended or missed.

Tuition refunds for approved semester-length courses for which semester credit hours are awarded:

1. 16-week Fall and Spring semesters with the Census Day the twelfth class day:
  - A. A 100 percent refund of tuition and eligible fees shall be made for courses dropped during the first through sixth class days.
  - B. A 70 percent refund of tuition and eligible fees shall be made for courses dropped during the seventh through the fifteenth.
  - C. A 25 percent refund of tuition and eligible fees shall be made for courses dropped during the sixteenth through the twentieth class day.
  - D. After the twentieth class day, no tuition or fees shall be refunded.
2. Five-week Summer semesters with the Census Day the fourth class day:
  - A. A 100 percent refund of tuition and eligible fees shall be made for courses dropped during the first and second class day.
  - B. A 70 percent refund of tuition and eligible fees shall be made for courses dropped during the third through fifth class day.
  - C. A 25 percent refund of tuition and eligible fees shall be made for courses dropped on the sixth class day.
  - D. After the sixth class day no tuition or fees shall be refunded.

Tuition refunds for non-semester-length courses with a Census Date other than the twelfth or fourth class days shall be made according College policy FBB-LOCAL, which can be found at the College website: [www.com.edu](http://www.com.edu).

Credit hours can be dropped and added without penalty if the exchange is equal. When the charges for dropped hours are greater than for hours added, the refund policy outlined above applies to the net charges being dropped.

If a student withdraws because the student is called into active military service or is required by the government to move to a new location that prohibits completion of the course work, 100 percent of applicable tuition and fees paid by the student for the semester will be refunded. Appropriate documentation will be required.

The College Registrar (with the appeal to the Vice President for Student Services) will have authority to refund applicable tuition and fees for a student who withdraws within 30 days from the beginning of classes (15 days for summer terms) if severe extenuating circumstances have occurred (beyond the student's control) preventing the student from being enrolled. Appropriate documentation will be required.

If a class is canceled by the institution or the student officially withdraws through the Admissions and Records Office prior to class starting date, 100 percent of tuition will be refunded. If more than one course, minimum tuition will be charged.

### Credit Student Fees:

Campus Fee .....	\$1.50/credit hr. minimum \$15.00/semester
Facilities Use.....	\$90.00/semester for fall/spring semesters \$45.00 for summer semesters
Processing Fee (non-refundable)...	\$45.00/semester
Student Service Fee....	\$15.00 for 6 or less credit hrs or \$24.00 for 7 or more credit hrs/fall/spring semesters
Technology Fee .....	\$30.00/semester

### Non-Credit Student Fees:

Facilities Use (For Some CE Courses) .....	\$2.00
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### Testing Fees:

Complete TSI Assessment All ACCUPLACER Tests.....	\$25.00
Reading and Math TSI Assessment Accuplacer- tests.....	\$5.00 per test

**Writing TSI Assessment Accuplacer Essay Retest**.....\$10.00  
**GED Test (In-District Residents)**.....~~\$65.00~~  
**GED Test (Out-of-District Residents)**.....~~\$80.00~~  
**GED Fees**..... include a **\$10 non-refundable fee**  
**Proctoring Fee**.....\$25.00  
 Please go to [www.com.edu](http://www.com.edu) for up-to-date GED testing fees.

## Record Fees:

Duplicate Diploma or Certificate .....\$15.00  
 Transcribing Fee .....\$25.00

## Course/Program Fees:

Art, Ceramics, Painting, Photography,  
 Drawing, Sculpture.....\$20.00/course  
 Basic Peace Officer Academy  
 (Equip fee) ..... \$300/student  
 Child Development/Education  
 (lab/field experience fee) .....\$10.00/course  
 Cosmetology Lab Fee .....\$20.00/course  
 Cosmetology (Texas Dept. of Licensing and  
 Regulations) ..... \$25.00/program  
 Distance Education  
 Internet.....\$35.00/course  
 Hybrid.....\$25.00/course  
 EMS (clinical fee) ..... \$20.00/student  
 EMS Malpractice Fee .....\$16.00  
 EMS Supplies Fee .....\$180.00  
 Music Individual Instruction Fee.....\$80.00/  
 1 credit hr./semester  
 \$160.00/2 credit hr./semester  
 Science Lab Fee .....\$20.00  
 (per science lab course)  
 Welding Fee.....\$100.00/course

## Associate Degree Nursing Program Fees:

Access Code to Sim Chart..... approx. \$109.00 year  
 Nursing Malpractice Insurance Fee ..... approx.  
 \$16.00/semester  
 Nursing Student Lab Fee ..... \$15.00/semester  
 Nurse Pack ..... approx. \$176.00  
 Uniforms and Supplies..... approx. \$200.00  
 Comprehensive NCLEX Prep Test.....\$45.00  
 Standardized Tests ..... \$74.00/semester (variable)  
 NCLEX-RN Review Course ..... approx. \$290.00  
 Application Fees for State Board Exam Licensure and  
 FBI Background Check..... approx. \$150.00  
 Lassi Exam..... \$3.50  
 TEAS Reading Comprehension Exam..... \$60.00  
 ATI Critical Thinking Exam ..... \$58.00

## Vocational Nursing Program Fees:

Access Code to Sim Chart..... approx. \$109.00 year  
 Nursing Malpractice Insurance Fee  
 ..... approx. \$16.00/semester  
 Student Lab Fee .....\$30.00 (1st semester only)  
 Nurse Pack ..... approx. \$153.00  
 Uniforms and Supplies..... approx. \$200.00  
 NCLEX Readiness Test.....\$45.00  
 Standardized Tests ..... approx. \$205.00  
 NCLEX-PN Review Course..... approx. \$260.00  
 Application Fees for State Board Exam Licensure  
 and FBI Background Check..... approx. \$150.00  
 Lassi Exam.....\$3.50

Tuition and fees are subject to change by the State Legislature or by action of the Board of Trustees of the College of the Mainland District. Students must pay the additional tuition for courses added after the twelfth class day or fourth class day of summer sessions. An installment plan for payment of credit tuition is available. For more information, refer to the current course schedule.

## Policy on Third Repeat Courses or Developmental Courses That Exceed 27 Hours

Adopted February 27, 2006

College of the Mainland Board of Trustees

The Texas State Legislature has mandated that state funding be withheld from state-funded college courses when students are enrolling for a third time in a course or when a student exceeds 27 hours for developmental credit courses taken since Fall 2002. In order to mitigate the effect of the loss of state appropriations, COM students will be charged a tuition increase when enrolling in a course for a third time, or for developmental credit courses that exceed 27 credit hours.

When this occurs:

- In-district students will pay-out-of-district tuition.
- Out-of-district students will pay out-of-state-tuition.

To calculate the tuition applicable to you, please review the College's tuition and fee schedule.

## Continuing Education Tuition and Fees

The tuition charge for Continuing Education courses varies according to length of the course, number of class meetings, etc. The College attempts to keep the cost as low as possible. For details regarding tuition charges for specific courses, consult the latest continuing education course schedule at [www.com.edu/ceschedule](http://www.com.edu/ceschedule). All Adult Basic Education, General Education Development and English as a Second Language preparation courses are offered without a charge.

A non-resident of the College of the Mainland District shall be subject to Continuing Education non-resident fees on a per course basis. Consult the current Continuing Education course schedule at [www.com.edu/ceschedule](http://www.com.edu/ceschedule) for details.

Tuition and fees are subject to change by the State Legislature or by action of the Board of Trustees of the College of the Mainland District.

## STUDENT FINANCIAL SERVICES

College of the Mainland is dedicated to the belief that the educational opportunities of students should not be limited by their (lack of) financial resources. Students who need assistance in meeting college expenses may apply for grants, scholarships, loans and part-time employment.

In cases where financial need is documented, COM will assist, as far as possible, using all available local, state and federal funds. Students wishing to complete an application should contact the Student Financial Services Office or access our website at [www.com.edu](http://www.com.edu), under the Student Services tab.

### Steps to Follow

Completing the following steps by the priority processing date will increase the chance of your financial aid application being reviewed prior to the tuition and fee payment deadline:

1. Apply for admission to College of the Mainland online at [www.com.edu](http://www.com.edu) under "Apply Online." Returning students who have not attended College of the Mainland during the past year may need to submit a new admissions application. Keep in mind that you must be admitted to College of the Mainland prior to any financial aid processing taking place.

2. Submit an official high school (or GED) transcript from a Texas Education Association (TEA)-recognized accredited high school to College of the Mainland's Admissions Office.
3. If you are a transfer student, you must submit official college transcripts from all institutions previously attended regardless whether aid was received or not. Transcripts must be submitted to and evaluated by the Admissions Office prior to financial aid being awarded.
4. Register with the Selective Service at [www.sss.gov](http://www.sss.gov) if you are a male age 18 to 25.
5. Apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) (COM school code: 007096).
6. Complete the College of the Mainland Financial Aid Application online at [www.com.edu](http://www.com.edu).

### WebAdvisor Online Inquiry

Students can follow the progress of their financial aid application on the Web.

Go to the WebAdvisor website at [WebAdvisor.com.edu](http://WebAdvisor.com.edu) to

- Check the status of your financial aid file, including documents that are requested.
- View your financial aid awards.
- Check any updates to your financial aid account.
- View your grades and academic transcript.

### Procedures

1. Once you are awarded aid, the Student Financial Services Office will send you an email notification advising you to log in to your WebAdvisor account to view and accept your awards.
2. You MUST accept the awards in order to use the funds to pay for your tuition/fees as well as for charging your books and supplies at the bookstore. You will be able to charge books and supplies a week prior to the start date of your classes. Students awarded prior to payment deadlines will have their tuition and fees charged against any grants, Direct Loans and scholarships, up to their eligibility. Students will be responsible for all balances due after all charges have been deducted.
3. If you have been awarded financial aid, you should expect the aid to be posted as "pending" aid to your account at the time of registration. Updating occurs on a regular basis. Financial aid funds are officially applied against your account on the census date of each enrollment period.

- Any unused balances from your financial aid funds will be credited to a school-issued student debit card. This card is issued to all students by the Business Office. All financial aid credit balances will be issued within 14 days from the census date of each enrollment period.

## FAFSA School Code (007096)

The Free Application for Federal Student Aid (FAFSA) determines your eligibility for aid. The FAFSA worksheet is available online, from high school counselors or from the Student Financial Services Office. The College of the Mainland school code 007096 should be reported on the application. The address for the FAFSA is [www.fafsa.gov](http://www.fafsa.gov).

## Priority Processing

You must apply for financial aid each academic year. If you wish to receive priority consideration, you should complete the application process as soon as the FAFSA is available, usually after January 1 but with complete and accurate information.

Priority processing deadlines are **July 1 for Fall; November 1 for Springs; and May 1 for Summer**. Since late applications may not be processed before classes begin, if you complete your application after the priority date you may still receive aid, but you may have to pay for your own tuition, fees, books and supplies by the payment deadline.

## Developmental

Developmental courses count toward a student's enrollment status and will be funded by financial assistance up to a maximum of 30 semester hours attempted.

## Eligibility

In general, to be eligible for financial aid, you must:

- Be a U.S. citizen or an eligible non-citizen.
- Have a high school diploma from a TEA-recognized accredited high school or a GED.
- Be admitted as a regular student and enrolled in a certificate or degree program.
- Be making satisfactory academic progress.
- Not be in default of a federal or state student loan or owe a repayment on any federal grant.
- Meet requirements specific to the financial aid program for which you are applying.
- Enroll for at least the minimum number of hours required by each financial aid program.

## Types of Financial Aid

- Federal Pell Grant is a federally-funded program designed to help the neediest undergraduate pre-baccalaureate students continue their education. Eligibility for the Federal Pell Grant is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA) and satisfactory academic progress. The exact amount of the Federal Pell Grant award will depend upon the expected family contribution (EFC) as listed on the Student Aid Report (SAR) and the number of hours a student enrolls.
- Federal Supplemental Educational Opportunity Grant (FSEOG) program provides assistance to eligible undergraduate students who show greatest financial need, are making satisfactory academic progress toward their educational goal and receive a Federal Pell Grant.
- Texas Public Education Grant (TPEG) is authorized by the State of Texas from tuition revenues generated by College of the Mainland. TPEG funds are available to those who demonstrate financial need. The amount of the award varies, depending upon residency, the number of hours enrolled and the availability of funds.
- TEXAS Grant (Toward Excellence, Access and Success) is a need-based grant allocated by the State of Texas, and recipients must meet all eligibility requirements set forth by the Coordinating Board.
- TEOG (Texas Educational Opportunity Grant) is a need-based grant allocated by the State of Texas and recipients must meet all eligibility requirements set forth by the Coordinating Board.
- Federal College Work-Study is a program designed to assist students with jobs. To be eligible, students must demonstrate financial need, and be making satisfactory progress toward their educational goal. Students will generally work up to 15 hours per week.
- Student Assistant Program is an institutionally-funded work program designed to assist students who do not qualify for the need-based aid with employment opportunities. Students in this program generally work up to 15 hours per week. Satisfactory academic progress is required.
- Valedictorians of Each Accredited Texas High School are exempted from paying tuition during the first two regular semesters following high school graduation. Documentation is required from your high school.



9. Hazlewood Act Tuition Exemption is a program for Texas veterans who, at the time of entry into the U.S. Armed Forces:
  - ❖ Are Texas residents,
  - ❖ Designated Texas as Home of Record, or
  - ❖ Entered the service in Texas.
- Have served at least 181 days of active military duty, as indicated as “net active service” (the sum of 12(c) and 12(d)) on the DD214),
- Have received an honorable discharge or separation or a general discharge under honorable conditions,
- Have no federal veteran’s education benefits, or have federal veterans education benefits dedicated to the payment of tuition and fees only; such as Chapter 33 Post 9/11, for term or semester enrolled that do not exceed the value of Hazlewood benefits (Pell and SEOG Grants are not relevant),
- Are not in default on a student loan made or guaranteed by the State of Texas, and
- Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs), unless the college’s governing board has ruled to let veterans receive the benefit while taking non-funded courses.
- Benefits may be transferable to children (Legacy Program children only) and spouses. Go to [www.collegefortexans.com](http://www.collegefortexans.com). Click on Make a Plan, then click on For Military and Veterans, then click on Exemptions for Texas Veterans.
10. Persons Employed as Fire Fighters who are enrolled in courses offered as part of a fire science curriculum are exempted from the payment of tuition and lab fees.
11. College of the Mainland Foundation, Inc., offers a wide variety of scholarships to both current and prospective College of the Mainland students. All COM Foundation scholarships are awarded through a competitive application process with no guarantee of an award. The majority of awards are based on academics or GPA. The application deadline is March 31.

The COM Foundation scholarship application is available online at [www.com.edu/com-foundation](http://www.com.edu/com-foundation). Click on “Go To STARS Online” on the COM Foundation web page, and this will take you to the STARS online application. To complete the application, it is recommended that you use Internet

Explorer for this process. If you have never completed a STARS online application at COM, you will enter through the “Start Here” button; otherwise, if you have used the system before, enter your username and password to engage the system.

Only completed applications will be considered during the award process. To have a completed application, you must complete all of the required screens in the online application and turn in all of the required documents. The required documents are as follows:

- COM transcript, transcript from transferring college or high school transcript if coming directly from high school;
- Two letters of reference from employer, teacher, church member, etc., but preferably not a family member;
- Signed degree plan if you are a current COM student.

These **required** documents should be turned in to the COM Foundation Office by the specified deadline date.

If you have any questions or need assistance, contact the Foundation Office at 409-933-8508 or 409-933-8557.

13. Financial Aid for Non-Credit Students  
College of the Mainland offers the Texas Public Education Grant (TPEG) to qualifying students attending certain non-credit courses. The TPEG covers approximately 50 percent of the cost of the course. The course must lead to employment in a specific field. The TPEG is not intended to pay for courses taken for personal enrichment. The FAFSA is required for determining the student’s eligibility for the TPEG. Application forms listing eligible programs are available in the Student Financial Services Office.
14. GED Test Waivers  
Test fee waiver information can be obtained at the COM Foundation office, A-150 of the Administration Building. The Student Financial Services Office has fee waivers for financially needy students who have completed College of the Mainland GED classes and are prepared to take the GED test. More information is available in the Student Financial Services Office located in Room 149 of the Enrollment Center.

15. Federal Direct Loan/Federal Plus Loan: Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution. The FAFSA serves as the application for the loan but borrowers must complete a master promissory note and complete entrance and exit counseling. Please contact the Student Financial Services Office for more information.

➤ **Direct Subsidized Loans**

Are for students with demonstrated financial need, as determined by federal regulations. No interest is charged while a student is in school at least half-time, or during deferment periods.

➤ **Direct Unsubsidized Loans**

Are not based on financial need; interest is charged during all periods, even during the time a student is in school and during grace/deferment periods.

➤ **Direct PLUS Loans**

Are unsubsidized loans for the parents of dependent students and for graduate/professional students. PLUS loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods.

16. Private/Alternative loan programs provide funds for students who are unable to meet the cost of attendance. These loans must be repaid. Students do not have to demonstrate financial need; however, the amount of federal aid for which you are eligible must be deducted from the cost of attendance in determining the loan amount. Students must complete the Free Application for Federal Student Aid (FAFSA). Students applying for all loan programs must meet the minimum satisfactory academic progress criteria. Students must:

- Be enrolled at least half-time (6 hours) in a course of study leading to an associate, bachelor, graduate or higher degree or be enrolled in an approved Alternative Educator Certification Program
- Meet the satisfactory academic progress requirements set by the institution
- Meet lender application requirements in addition to school requirements.

Students may borrow an amount up to the school's cost of attendance less other financial aid.

## Child Care

College of the Mainland has been approved for subsidized child care through Workforce Solutions, formerly The WorkSource. COM has a local initiative contract with Workforce Solutions and they will determine eligibility for the child care scholarship.

The Workforce Solutions office is located at 3547 Palmer Highway in Texas City and its telephone number is 409-949-9055. Students must mention that they are enrolled at College of the Mainland in order to apply for child care assistance.

College of the Mainland also offers the Carl Perkins Child Care grant for its students. This grant is for technical-vocational students who attend full-time and qualify for the Federal Pell Grant. The grant pays \$80 per week per child. Applications are available in the Student Financial Services Office.

The College offers low-cost evening child care for students attending night courses. Students should contact the campus child care lab for availability information.

## Academic Requirements for Financial Aid

The Higher Education Act of 1965 (as amended) and the Texas Higher Education Coordinating Board mandate that institutions of higher education establish a standard of satisfactory academic progress for a student to receive financial aid. This standard must apply to a student's entire academic history, whether financial aid was received or not. Satisfactory academic progress applies to all financial aid programs administered by the Student Financial Services Office, including alternative loans and all work programs.

Requirements for receiving financial aid through College of the Mainland include the following components:

1. **Grade Point Average.** A student is expected to maintain a minimum cumulative GPA of 1.5 based upon the aggregate number of hours attempted at College of the Mainland for the first 30 attempted semester hours. A student is expected to maintain a minimum cumulative GPA of 2.0 based upon the aggregate number of hours attempted at College of the Mainland for 31 or more hours.

2. Rate of Completion. A student is expected to successfully complete a minimum of 75 percent of all hours attempted at College of the Mainland.
3. Time Frame. A student receiving financial aid funds will be expected to complete his/her College of the Mainland educational objective or course of study within the first 90 hours attempted or 150 percent of the hours needed to complete the program, including developmental and transfer hours, for a two-year degree. For a certificate program, the maximum time frame is 45 attempted hours or 150 percent of the hours needed to complete the program.
4. Grades of F, I, W, developmental courses and repeated courses are counted in the aggregate total number of hours attempted.

## Review Procedures

Satisfactory academic progress is measured at the end of each semester, including summer. The Student Financial Services Office will determine each semester whether a student has **successfully** completed the minimum expected number of hours with the required GPA and shows progress toward the educational objectives for all completed semesters.

Grades of “W,” “F” and “I” will not be treated as successfully completed coursework but will be calculated for satisfactory academic progress and for the grade of “F,” will also be used in calculating the GPA.

Grades of “A,” “B,” “C” and “D” will be treated as successfully completed coursework and will be taken into consideration when calculating the number of hours completed and the GPA. For repeat courses, only the highest grade earned is included in the cumulative grade point average, but both courses will remain as a part of the aggregate hours attempted. This includes developmental hours.

Financial aid will not be provided for courses taken by audit, credit hours earned by placement tests, or for any non-credit course work not leading to a certificate or degree.

## Financial Aid Warning and Probation

Following the first semester in which the standards of academic progress are not met, a student will be placed on warning for the next semester. A student who fails to meet the standards of academic progress during the semester of attendance while on warning will be placed on probation for financial aid purposes and denied further funding, unless an appeal is submitted and approved.

Students who have attempted 90 credit hours (see maximum time frame) for an associate’s degree and students who have attempted 45 credit hours for a one-year certificate program are automatically placed on financial aid termination and are ineligible for financial aid, including all loan programs. **Any student with a bachelor’s degree or higher is automatically placed on termination and must submit an appeal.**

## Transfer Students

Students who transfer hours to College of the Mainland from other colleges will have those transfer hours counted in their hours attempted. Students are limited to 150 percent of the time frame that it takes to earn a certificate or degree from College of the Mainland, generally 90 hours for a two-year degree program and generally 45 hours for a certificate program.

## Appeal Procedures

A student who loses financial aid eligibility may appeal to the Student Financial Services Appeals Committee for consideration of mitigating circumstances. Appeal forms are available online and in the Student Financial Services Office. The appeal must be in writing, and supporting documentation regarding special circumstances must be provided. Appeals are considered for extenuating circumstances such as serious personal injury, illness, death in the immediate family or undue hardship. Students who have their appeals approved will continue on financial aid probation provided the student meets the terms and conditions set forth in the appeal and approved academic plan. This requirement must be maintained until the student is no longer failing to meet satisfactory progress requirements. Students may appeal two times during

their entire enrollment at College of the Mainland.

The College of the Mainland Satisfactory Academic Progress applies to all financial aid programs including, but not limited to state, private and institutional loans; all grant and exemption programs; and all work programs.

Appeals will be reviewed at various times in each semester. Check with the Student Financial Services Office for dates and deadlines. If an appeal is denied, the student may file a written request to meet with the Appeal Committee if additional documentation can be provided.

### **Ability-To-Benefit (ATB) Test**

Due to the passage of the Consolidated Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a homeschool setting can no longer gain eligibility for Title IV funds by passing an “ability-to-benefit” test.

### **Return of Title IV Funds for Withdrawal**

Students receiving federal funds to attend college are subject to the federal regulations requiring the student and/or institution to repay any unearned portion of the federal funds awarded, credited or disbursed on behalf of the student if the student completely withdraws, officially or unofficially, from classes prior to completing more than 60 percent of the term.

The federal funds that are subject to return are the Pell Grant, the Federal Supplemental Education Opportunity Grant (FSEOG) and the Federal Direct Loan/PLUS Loan programs. The order of funds returned by the school is: Direct Loan-Unsub, Direct Loan-Sub, PLUS, Pell, FSEOG, Iraq-Afgahistan Service Grant. The order of funds returned by the student is: Pell Grant, FSEOG, Iraq-Afghanistan Service Grant.

### **Official Withdrawals**

Official withdrawal occurs when the student formally completes the withdrawal process. After the student is officially withdrawn, the Student Financial Services Office calculates the amount of aid earned by the student for the payment period and the amount of earned aid and notifies the student at the address on

file in the Admissions Office of any indebtedness created by the complete official withdrawal.

### **Unofficial Withdrawals**

Any student who fails to complete any course successfully during the term is considered unofficially withdrawn. After grades are posted at the end of the term, the Student Financial Services Office completes the return calculation for any Title IV financial aid recipient who fails to successfully complete at least one course during the term. When there is no official withdrawal date, the mid-point of the student’s enrollment must be used as the effective date of the complete withdrawal. Notification is sent to the student at the address on file in the Admissions Office.

Students earning all “Fs” or a combination of “F” and “W” will be required to repay a portion of their Title IV aid.

Students who do not repay will be reported to the federal government for collection.

### **Debts to the Department of Education**

When the student owes the Department of Education, the eligibility to receive federal aid at any school will be on hold until the debt is repaid or acceptable repayment arrangements are made with the National Payment Center of the Department of Education. College of the Mainland will assign any debt due to the Department of Education to its overpayment collection process.

### **Debts to College of the Mainland**

Funds owed to College of the Mainland are subject to the College’s debt collection procedures. A hold is placed on the student’s record for transcripts and registration until the debt is paid.

### **Procedures for Students in Default of Loans and Federal Grants**

Students who owe a repayment on Title IV funds or who are in default on a federal or state loan are not eligible to receive Title IV funds and will have a hold placed on their file for registration and for receiving an official transcript.

When reimbursement of Title IV funds has been made or a loan has been taken out of default, the student can be reinstated for financial aid, register



for classes, and become eligible to receive official transcripts without review by the Director of Student Financial Services.

## VETERANS' EDUCATIONAL BENEFITS

College of the Mainland is an approved facility for VA educational training. The Veterans Affairs Office assists veteran students and their eligible dependents in securing VA educational benefits. The office processes GI Bill and Hazelwood applications. In addition, we provide information, as well as advising and counseling veterans and their dependents regarding eligibility requirements along with monitoring academic progress and providing referrals to other agencies. Veterans and their eligible dependents should contact the VA Regional Office to determine the specific chapter of benefits for which they are eligible. The VA Regional Office can be contacted at 1-888-GIBILL-1 or 1-888-442-4551.

### Applying for Veterans Benefits

VA applicants who have never used educational benefits must complete the VA form 22-1990 online at [www.gibill.va.gov](http://www.gibill.va.gov). Veterans who have previously used educational benefits should complete VA form 22-1995 (Change of Program or Place of Training). The application is submitted to VA online. Applicants must print a hard copy of the application to give the school VA office. In addition, information and other forms are available at [www.com.edu/financial-aid/veterans-information.php](http://www.com.edu/financial-aid/veterans-information.php). You must submit a complete packet with all forms and documents for certification to COM's Veterans Affairs Office, located in the Enrollment Center, Room 149. The Veterans Educational Benefits Form includes a checklist to follow and forms should be downloaded.

Veterans and eligible dependents must provide proof of enrollment each semester along with the appropriate request forms in order to be certified. Advance payment of tuition and fees is not required for Chapter 33 Post 9/11 benefits, but a copy of the Certificate of Eligibility from the VA is required. All other chapters (except Vocational Rehabilitation) must provide proof of payment of tuition and fees.

College of the Mainland will process applications for the following chapters of benefits: Chapter 30 Montgomery GI Bill; Chapter 31 Vocational Rehabilitation

(Disabled veterans who plan to attend school under the vocational rehabilitation program should contact the Counseling and Training Office at the VA Regional Office in Houston at 713-383-1985); Chapter 32 Veterans Educational Assistance Program; Chapter 33 Post 9/11; Chapter 34 Regular GI Bill; Chapter 35 Survivors and Dependents Educational Assistance; Chapter 106/1606 Montgomery GI Bill Selected Reserve Educational Benefits; Chapter 1607 Reserve Educational Assistance Program; VRAP Veterans Retraining Assistance Program (Note: program benefits end April 1, 2014).

For more information on veterans benefits, go to the VA website at [www.gibill.va.gov](http://www.gibill.va.gov) or call COM at 409-933-8274.

### Veterans Standards of Academic Progress

The Department of Veterans Affairs requires that a student make satisfactory academic progress to be eligible for VA educational benefits.

Minimum academic standards for students receiving VA educational benefits are as follows: Student must maintain a minimum 2.0 cumulative GPA to be considered making satisfactory progress.

Unsatisfactory Progress: Students who fail to maintain a 2.0 cumulative GPA will be placed on probation for the next semester of enrollment. If the student achieves a 2.0 semester GPA or better during the probationary term, but has not achieved the required 2.0 cumulative GPA, the student may be continued for one additional semester of probation for purposes of VA benefits.

Students on probation who fail to achieve a semester GPA of 2.0 shall be reported to the VA Regional Office as making unsatisfactory progress. Students who fail to meet the terms of academic progress for two consecutive semesters will have their educational benefits discontinued and will be reported to the VA as being on suspension for VA educational benefits.

Progress is considered unsatisfactory if the veteran or eligible dependent does not satisfactorily progress according to the regularly prescribed standards and practices of the institution he/she is attending. These standards are in accordance with the Department of Veteran Affairs Code of Federal Regulations, Title 38, Part 21, Subpart D, Section 21.4277. Students on academic suspension will not be eligible for educational

benefit payments. However, veterans and eligible dependents have the option to appeal unsatisfactory progress. See Appeal Procedures on pg. 31 for specific details on how to appeal.

In addition, a student receiving VA educational benefits must also have satisfactory attendance in order to continue receiving payment of benefits. If the veteran or eligible dependent is not exempt from THEA requirements and is enrolled in a mandatory developmental course(s), attendance in classes is required. Unsatisfactory attendance in developmental classes may result in administrative withdrawal from all courses. Administrative withdrawal will be reported to the VA Regional Office, and educational benefits will be discontinued at that time.

## Sign up for eBenefits

The VA website for eBenefits is your gateway to benefit information. All veterans should sign up for a Basic Account as it enters you into the larger registration system and facilitates the successful completion of your Premium Account. The Premium Account gives you full access to all benefits available in eBenefits. We strongly recommend that you sign up for the Premium (Level 2) DS Account. Sign up at [www.gibill.va.gov](http://www.gibill.va.gov) and click on the link for eBenefits. By signing up for eBenefits, you can view your status, access your documents, browse benefits links, and much more.

## GoArmyEd

GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard and Army Reserve Soldiers to request Tuition Assistance (TA) online, anytime, anywhere for classroom and distance learning.

To learn about GoArmyEd visit [www.goarmyed.com](http://www.goarmyed.com).

## Avoiding Overpayment Difficulties

Students are certified for benefits according to the classes on their approved degree plan and class schedule. Students are strongly cautioned about withdrawing from classes and receiving a grade of “W” in order to avoid overpayments to the VA, school or both. Receipt of this grade must be reported to the VA and may result in repayment of benefits received for the course(s). Repeated courses already completed with a passing grade or courses not listed on the VA student’s approved degree plan cannot be certified for payment

of VA educational benefits. If a student registers for a repeated course already completed with a passing grade, the student is responsible for all tuition and fees associated with that course.

If a student receiving VA benefits withdraws from a course(s), it must be reported to COM’s Veterans Affairs Office immediately. Prompt reporting may help to minimize overpayment amounts.

## Veterans’ Tutoring Assistance

Tutors are available through VA funding for the veteran student who has difficulty in achieving course objectives. Arrangements are made through the Veterans Affairs office. Applications for tutorial assistance should be made early enough in the semester to allow satisfactory completion of the course. **However, free tutoring for many courses is available through COM.** To arrange tutoring through the VA, call 1-800-827-1000.

## The Texas Hazlewood Act

The State of Texas allows the governing board of each institution of higher education to exempt tuition and fees (excluding student service fees, property deposit fees, late charges, clothing, books, materials and supplies fees) for qualified veterans who meet the following criteria:

Who, at the time of entry into the U.S. Armed Forces:

- Are Texas residents,
- Designated Texas as Home of Record or
- Entered the service in Texas.
- Have served at least 181 days of active military duty, as indicated as “net active service” (the sum of 12(c) and 12(d)) on the DD214),
- Have received an honorable discharge or separation or a general discharge under honorable conditions,
- Have no federal veterans education benefits, or have federal veterans education benefits dedicated to the payment of tuition and fees only such as Chapter 33 Post 9/11, for term or semester enrolled that do not exceed the value of Hazlewood benefits (Pell and SEOG Grants are not relevant),
- Are not in default on a student loan made or guaranteed by the State of Texas, and
- Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its

costs), unless the college's governing board has ruled to let veterans receive the benefit while taking non-funded courses.

Hazlewood benefits may be transferable to children through the Legacy Program. Spouses of veterans may also be eligible for benefits. Go to [www.collegefortexans.com](http://www.collegefortexans.com). Click on Make a Plan, then click on For Military and Veterans, then click on Exemptions for Texas Veterans for more information.

## Application Procedures for the Hazlewood Act

To find out if a veteran or dependent is eligible to have tuition and fees waived under the Hazlewood Act, he or she MUST complete the statewide Hazlewood application packet. A release form for sharing records regarding the number of hours taken through the program can be found at [www.com.edu/financial-aid/veterans-information.php](http://www.com.edu/financial-aid/veterans-information.php). Click on "How to Register for the THECB." Other documents, such as DD-214, birth certificate, etc. and a letter from the Veterans Administration may also be required. All instructions and documentation requirements are listed in the packet and at [www.com.edu/financial-aid/veterans-information.php](http://www.com.edu/financial-aid/veterans-information.php). Only completed packets with all documents attached will be accepted no earlier than one month prior to payment deadline.

You may obtain information and download application packets from the Texas Higher Education Coordinating Board website at [www.collegefortexans.com/apps/financialaid/tofa2.cfm?ID=579](http://www.collegefortexans.com/apps/financialaid/tofa2.cfm?ID=579) or from the COM web page listed above. If any additional information is required, further assistance may be provided by contacting the COM Veterans Affairs Office at 409-933-8274.

## ENROLLMENT POLICIES

### Schedule Policy

The College reserves the right, when necessary, to cancel classes, change instructors, and otherwise alter the published schedule. No charge to the student will be made for changes due to canceled classes. In order to replace a canceled class, the student should make

changes before the end of late registration. The College will determine when courses are to be offered, class enrollments, and locations.

### Installment Plan Option

To help you plan for and meet your educational expenses, COM is pleased to offer a Payment Installment plan through FACTS e-Cashier located at [www.com.edu](http://www.com.edu). E-Cashier makes paying your tuition affordable and convenient by using a credit card or an ACH bank draft. Students can pay in full or spread their tuition out in smaller, monthly payments throughout the semester and avoid the long line by paying online.

To access e-Cashier:

1. Log into WebAdvisor at [WebAdvisor.com.edu](http://WebAdvisor.com.edu).
2. Register for classes.
3. Click on Make a Payment (FACTS) on the current students menu.
4. Input your COM ID and birth date. Select the term.
5. From next screen, view balance and select e-Cashier link at bottom.
6. Enroll in a payment plan or pay in full by completing the e-Cashier steps.

### First Year Experience Initiative

College of the Mainland is committed to student success and offers a Freshman Year Experience course, Psychology for Success, for incoming and returning students. Psychology for Success (PSYC 1300) is a credit course designed to offer specific College of the Mainland information as well as student success principles such as personal responsibility, self-motivation, self-management, interdependence, self-awareness, emotional intelligence and confidence in lifelong learning.

### Student Course Load

Normally, the standard load for a student (not employed full-time) during a regular semester is five college courses, or a course load of 15 to 17 semester hours credit. However, this varies with each student, and an advisor should be consulted to make this choice. The maximum load for a student during the summer is two courses or eight semester hours per

five-week term. Only under exceptional circumstances will a student be permitted to register for more than the standard load. Students wishing to take a course load above the normal load must get approval. The Associate Vice President/Registrar, Vice President for Student Services and Vice President for Instruction are authorized to approve such overloads.

## Classification of Students

Part-time	A student carrying fewer than 12 semester hours of work in a 16-week semester
Full-time	A student carrying 12 or more semester hours of work in a 16-week semester  A student carrying four or more semester hours per summer session
Freshman	A student with fewer than 30 semester hours of college credits
Sophomore	A student who has earned 30 semester hours of college credits or more
Special	A student enrolled in credit courses who is not working toward a degree or diploma

## Course Numbers

Each numeral in a course number has a distinct meaning. If the first numeral is 1, the course is freshman level; if it is 2, the course is sophomore level. The second numeral indicates the credit in semester hours. The third and fourth numerals indicate the sequence or order in which courses of identical name normally should be taken.

## Changes in Student Schedule

The student is expected to carefully plan a schedule in advance and with the consultation of an advisor. When it is necessary to add and/or drop courses after completion of registration, such course changes must be processed through the Admissions and Records Office on the dates indicated in the College Calendar. This process should be completed on the appropriate form and have the proper signatures.

## Change of Name or Address

A student who, after registration, changes their home or local address, or who changes their name after enrollment, is expected to notify the Admissions

and Records Office of this change immediately. Any communication from the College that is mailed to the name and address on record is considered to have been properly delivered.

## Withdrawal from All Classes

A student who wishes to withdraw from the College must secure a withdrawal slip from the Admissions and Records Office and follow the general procedure for withdrawal.

Withdrawal is not considered official unless this procedure has been followed. Should the student be unable to appear at the Admissions and Records Office, the College should be advised promptly in writing as to the reasons for the decision to withdraw.

## Withdrawal from Class

When a student wishes to withdraw from a class after registration, he/she must complete the proper form for withdrawal in the Admissions and Records Office. The following guidelines determine grades for an official withdrawal:

1. When a student withdraws before twelfth class day (fourth class day for summer sessions), the course will not appear on the student's permanent record.
2. For withdrawals that take place after the twelfth class day (fourth class day for summer sessions) but before "W" day, as indicated in the College Calendar, a grade of "W" will appear on the student's permanent record.

## Students Attending College for the First Time Fall 2007 or Later

### Six-Course Drop Limit (TEC 51.907)

A new law provides that undergraduate students enrolling as first-time freshmen at a public institution of higher education in Texas in fall 2007 or thereafter will be limited to a total of six dropped courses during their entire undergraduate career. Please note the following information.

The six-drop limit includes all drops within the six-drop limit from all Texas public colleges/universities you have attended added together.

Drops that count in the limit are those for which you receive a grade of "W" on your College of the Mainland transcript and those equivalent affected drops reported on transcripts from other Texas public



colleges and universities. All of these combined cannot be more than six. If you started college Fall 2007 or thereafter and then transfer to College of the Mainland from an affected Texas public college or university with six drops the equivalent of “W,” you may not drop any additional courses at College of the Mainland. If you transfer with fewer than six, you may only drop the remainder at College of the Mainland.

After you have the equivalent of six grades of “W” from College of the Mainland and/or other affected institutions in total, you may not drop any additional courses. You must receive grades of “A,” “B,” “C,” “D” or “F.”

Drops that don’t count in the limit are those for which you receive grades the equivalent of a Withdrawal for an entire term (you totally withdraw from all courses at the same time). This means that all parts of term are considered as one term. Ex. If you drop a three-week course (mini) but remain enrolled in a five-week or sixteen-week course, you will not have “withdrawn” for the term. Please notify the Admissions and Records Office if it is your intent to withdraw before you drop so the courses can be marked appropriately.

Drops from developmental courses do not count in the limit (any course with a “0” first in the course number, ex. MATH 0305)

Courses taken while still in high school do not count in the limit. Once you enroll at College of the Mainland after high school graduation, any drops after that time will count.

If you attended college anywhere prior to Fall 2007, you are excluded from this law.

There are exemptions to this six-course drop limit including: severe illness, care for a sick person, death of a family member, active duty military, withdrawing for the term, change of work schedule beyond student’s control, and other good cause as determined by the institution. These exemptions are requested from the Admissions and Records Office and must be made prior to dropping the course. Documentation is required.

You should fully understand this new drop limit before you drop any of your courses. If you have

questions or need assistance, please visit the Student Success Center or the Admissions and Records Office.

## Class Attendance

Students at COM are expected to attend and participate in every session of all classes for which they are registered. Regular attendance is a critical component to being successful in courses. Students should consult with their instructors when it becomes necessary to miss a class.

Students are required to attend all classes. College of the Mainland recognizes no excused absences other than those prescribed by law [see FDB (LEGAL)]. Instructors must clearly state their attendance and withdrawal guidelines in each course syllabus and follow established early intervention procedures.

## Religious Holy Days

Students shall be allowed an excused absence for the observance of a religious holy day. It is the responsibility of students to consult with their instructors when requesting an excused absence. Any class work assigned or examinations missed needs to be completed in the time line set by the instructor.

## Instructor-Initiated Drop

When, in the judgment of the instructor, a student has been absent enough times so that it is unlikely the objectives of the course can be completed, the instructor shall initiate steps to drop him/her by notifying the Admissions and Records Office. When requested to do so by the instructor, the Admissions and Records Office will send this student a notice indicating he/she has been dropped from the course. The student will receive a “W” for that course.

## Audit

COM has adopted as policy the Texas Higher Education Code that allows senior citizens 65 years of age or older to audit credit courses.

Admission to class will be determined by the appropriate program area based on class size and available space. All inquiries regarding class audits should be directed to the program department chair/coordinator. Up to six credit hours per semester may be taken without payment of a fee contingent upon availability of space.

## Records Placed on Hold

Students who have not cleared all outstanding obligations to the Library, Police Department (for traffic violations), Financial Aid Office, Business Office, Fine Arts or Media Services will have a hold placed on their student records. Such action will prohibit a student receiving grades, future registration at the College, or the release of student records for any purpose.

## GRADES AND TRANSCRIPTS

### Grade Reports

Students may review grades online at [www.com.edu](http://www.com.edu) or by requesting an official transcript. Transcripts will be withheld from those students who have a financial or other obligation to the College (i.e., Business Office, Bookstore, Learning Resources Center, Admissions and Records Office or Financial Aid Office). Grades are reported for each course according to the following system.

Students are responsible for reviewing their transcript/grade report for accuracy. All requests for corrections and/or review must be submitted to the Admissions and Records Office within 12 months of the close of the semester in which the course was taken.

### System of Grading

Grade	Significance	Grade Points
A	Superior achievement of course objectives	4 per semester hour
B	Outstanding achievement of course objectives	3 per semester hour
C	Achievement of minimum course objectives	2 per semester hour
D	Marginal achievement of course objectives	1 per semester hour
I	A temporary grade given to indicate judgment, that, in the instructor's judgment, the student can complete the course objectives within a specified extension of time.	NA
F	Failure to achieve course objectives.	-0-
W	Withdrawal on or before the date as specified in the College Calendar.	NA

Grade points earned for each course are determined by multiplying the number of points, according to the schedule above, by the number of semester credit hours attached to the course. The grade point average (GPA) is computed by dividing the sum of all grade points earned by the sum of the hours attempted. It should be noted that the grades of "I" and "W" are not considered as hours attempted in computing the GPA. Grades in developmental courses will not be used to compute the official GPA.

### The "I" Grade

When a student experiences unforeseen circumstances that result in the inability to successfully complete course objectives, an I-contract (incomplete contract) can be requested from the instructor. The grade of "I" is a temporary grade given after an I-contract has been agreed upon and signed by both the student and instructor when, in the judgment of the instructor, the student can complete the course objectives with a minimum of professional assistance and without attending additional scheduled class sessions. Additional information is available in the Student Handbook. A grade of "I" will be assigned to the official transcript and is a temporary grade given after the I-contract has been agreed upon and signed by both the student and the instructor. The "I" grade will be changed to a permanent grade when the conditions of the I-contract are completed. Should the student fail to complete the I-contract satisfactorily within the timeframe specified in the I-contract, the "I" grade will be administratively changed to a grade of "F" by the Registrar one year from the date the course officially ends (if the grade has not been changed previously by the instructor). The student will be notified of all grade changes in his or her record. A student receiving an "I" in a course that is a prerequisite to another course may not enroll in the next course unless permission of the instructor and the student's academic advisor is granted.

### The "W" Grade

Students who officially withdraw from a course for any reason, on or before the date specified on the calendar in the College catalog, will receive a "W." Students have a responsibility to ensure that they have properly withdrawn from a course. Ceasing to attend class does not officially withdraw a student from a

course.

Students who need to withdraw after the “W” date shown in this catalog because of circumstances beyond their control should confer with the instructor.

Instructors may, at their discretion, withdraw a student due to lack of attendance, inability to maintain the prescribed minimum rate of progress stated in the course guide, or for behavior detrimental to the learning process of the student or class. In the case of a withdrawal for behavioral reasons, the instructor will consult with the Associate Vice President for Student Success and Conduct to ensure that the Student Discipline process, outlined in the Student Handbook, is followed appropriately.

Students should make judicious use of class withdrawals; the College sets the expectation that students should earn credit in at least one-half of the hours attempted (see Scholastic Referral).

## **Grades in Academic Success (Developmental) Classes**

Students will receive grades in Developmental courses. Developmental courses will not transfer and will not complete degree requirements.

## **Grades in Repeated Courses**

When a course has been attempted more than once, only the highest grade received for that course will be used to compute the cumulative GPA. The lower grade will remain on the transcript but will not be used to compute the cumulative GPA.

## **Grade Appeal**

Students who have questions about their grades should contact their instructor. ~~After contacting the instructor, if students wish to appeal assigned grades they need to work with the College Student Advocate.~~ Students are encouraged to use informal means to resolve issues regarding grades; however, students have the right to pursue a formal appeal process. The procedure and policy are outlined in the Student Handbook. Copies of the College policy are available ~~through the Student Advocate and~~ on the college website.

For answers to questions regarding this process, or to obtain further information concerning this matter, contact the **Vice President for Student Services at 409-933-8619.**

## **Transcripts**

Official transcripts of all course work taken at COM are available in the Admissions and Records Office. Requests for transcripts must be in writing and must bear the signature of the student whose record is requested. Transcripts may be requested by a fax or email with appropriate authorization. Student may call the Admissions Office at 409-933-8264, for fax number or email address. Transcript requests are processed within 24 hours (except during a registration period).

Transcripts from other institutions submitted to the COM become property of the College and are not reproduced and/or mailed to other institutions, agencies or individuals.

Transcript availability is withheld from students who have a financial obligation or other commitment outstanding to the College until the obligation is cleared.

## **Credit By Examination**

A student may earn as many as 24 hours through the Credit By Examination Policy but must enroll and attend class at COM for college-level courses, and must satisfactorily complete at least one credit course to have that credit placed on an official transcript. Transcripts are not created solely to award credit by examination. See the Testing Services section of this Catalog for policy on receiving credit. Further information may be obtained by contacting the Testing Center in the Enrollment Center.

## **Release of Transcripts and Academic Records**

COM transcripts and other information from a student's academic records are released by the Registrar only upon written request from the student or other person authorized by law. Exceptions may be made in response to a subpoena or court order and as provided in the policy on releasing directory information set forth in the student records policy.

## **Family Educational Rights and Privacy Act of 1974**

The College may release to the public only “directory information” without a student's consent. Directory Information includes the following information:

- student's name,
- local address,
- local phone,

- date of birth,
- degrees earned,
- dates of attendance,
- enrollment status (full or part-time/hours enrolled),
- academic level (Freshman, Sophomore, etc.),
- residency status,
- major field of study,
- the last school that the student attended.

The College gives access to records only to those persons and agencies that the Privacy Act specifies, and the College will keep a record of all persons who receive access. Directory information will only be released by authorized personnel of the college and to those parties with a common education interest.

## Withholding Information

In a written request to the Admissions and Records Office, a student may ask that this information be withheld from the public. The student may make this request at any time. Once a student has requested that directory information be withheld, no information will be released except with written approval from the student.

## Disclosure of Educational Records

College of the Mainland may not disclose information from a student's education records without the written consent of the student, or in the following instances in which FERPA authorizes disclosure without prior student consent:

1. To school officials who have a legitimate educational or administrative interest in the records. A school official is defined as a person employed by the college in an administrative, supervisory, academic, or support staff position (including the college's police department and health care staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board; or a person assisting another school official in performing his or her official duties. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
2. To other schools in which the student seeks to enroll.
3. To authorized representatives of the U. S. Secretary of Education, the U.S. Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs; and the U.S. Attorney General for law enforcement purposes.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To state and local officials or authorities in accordance with state law.
6. To organizations conducting studies for or on behalf of the college to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
7. To accrediting organizations to carry out their functions.
8. To parents of a "dependent" student as defined under the federal tax laws.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in connection with a health or safety emergency.
11. As it relates to "directory information," unless the student restricts "directory information."
12. To an alleged victim of any crime of violence or non-forcible sex offense regarding the final results of any disciplinary proceeding conducted against the alleged perpetrator of that crime or offense, regardless of whether the student was found to have committed the violation.
13. To the public regarding the final results of any disciplinary proceeding in which the student was alleged to have committed a crime of violence or non-forcible sex offense and pursuant to the disciplinary proceeding the student was found to have violated the college disciplinary rule or policy.
14. To parents of a student who is under the age of 21 regarding the student's violation of federal, state, or local law, or any college rule or policy, governing the use or possession of alcohol or a controlled substance.
15. To the court where the student has initiated legal action against the college or the college has initiated legal action against the student.



A recent amendment to FERPA permits “educational agencies and institutions to disclose-without consent or knowledge of the student or parent-personally identifiable information from the student’s education records to the Attorney General of the United States or to his (or her) designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes.” An ex parte order is an order issued by a court of competent jurisdiction without notice to an adverse party.

For more information on FERPA, please visit the U.S. Department of Education’s website at [www.ed.gov/offices/OII/fpco/ferpa](http://www.ed.gov/offices/OII/fpco/ferpa).

Students who believe that College of the Mainland is not complying with the requirements of the Family Educational Rights and Privacy Act or with regulations issued by the Department of Education implementing that Act, may file complaints in writing with:

Family Policy Regulations Office  
U.S. Department of Education  
Room 1087, FB-6  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605







## GRADUATION REQUIREMENTS

An application for graduation must be submitted to the Admissions and Records Office during the semester or summer session in which the degree is to be conferred. A degree or certificate will not be awarded unless the application for graduation is completed. A preliminary degree check will be made by an advisor at the time of filing.

The graduation ceremony for all graduates is held shortly after the end of the Spring semester. Although participation is optional, graduates are encouraged to participate in the ceremony so that the faculty and staff may publicly express congratulations to each student for successfully achieving a degree or certificate. Honors braids and Highest Honors medallions will be awarded at graduation. If a graduate cannot attend, honors awards are available in Admissions and Records, upon request.

Before an associate's degree will be conferred the student must have:

1. Completed all COM's entrance requirements.
2. Completed all course requirements for the degree being conferred with a minimum cumulative GPA of 2.0.
3. Completion of at least 25 percent of the credit hours toward any degree must be earned at COM. At least half of the required specialized courses for an A.A.S. Degree must have been taken at the College.
4. Cleared all financial obligations to the College.
5. Completed and passed all sections of the **TSI THEA** examination unless the student is exempted.

Before a certificate will be conferred, a student must have:

1. Completed all of COM's entrance requirements.
2. Completed the specified course requirements listed for the certificate program in the College Catalog with a minimum cumulative grade point average of 2.0.
3. Completed at least half of the required certificate courses at COM.
4. Cleared all financial obligations to the College.
5. Met the **requirements minimum standards established below, unless the specific program requires higher standards:**

**Reading: ACCUPLACER score of 49 or Reading 0300**

**Writing: ACCUPLACER score of 51 or English 0330**

**Math: ACCUPLACER score of 35 or Math 0303**

## Academic Fresh Start

Senate Bill 1321 entitles residents of Texas to seek admission to public institutions of higher education without consideration of courses undertaken 10 or more years prior to enrollment. The bill has been called "the right to academic fresh start," and it gives students a one-time option of electing to have all course work taken 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll, either count as usual or be ignored for admissions purposes.

In order to enhance the potential for academic success, COM has established the "fresh-start program." Students wishing to establish this program must submit a request in writing to the Admissions and Records Office.

NOTE: Academic Fresh Start does not apply to Financial Aid requirements.

## Course Substitutions

Requests for course substitutions in order to meet graduation requirements must be submitted to the Vice President for Instruction's office and approved prior to the semester of graduation. Requests must be signed and submitted on the proper form by an advisor who is affiliated with the student's major program area.

## Degree Time Limit

Please refer to Applicability of Catalog Regulations statement in this Catalog.

The Vice President for Instruction retains the right to review and recertify programs, particularly in programs where technical obsolescence is an issue.

## Second Associates Degree

Students wanting to earn a second associate degree must complete a minimum of an additional 18 semester hours in residence and all degree requirements.

## TRANSFER CRITERIA

The Texas Higher Education Coordinating Board has adopted the criteria listed below for lower-division and upper-division course credit.

The following mandatory provisions regarding transfer of course credits pertain only to credits earned at a Texas public community college or university accredited by the Southern Association of Colleges and Schools.

- I. Criteria for Lower-Division Course Credit  
Baccalaureate/Associate Degree Courses:  
Courses offered in the first two years of college study are those which:
  - A. Are identified by a majority of public four-year undergraduate institutions in the state as courses intended to comprise the first two years of collegiate study, and
  - B. Stress development of disciplinary knowledge and skill at an introductory level; or
  - C. Include basic principles and verbal, mathematical, and scientific concepts associated with an academic discipline.
- II. Criteria for Upper-Division Course Credit  
Upper-Division (Baccalaureate) Courses:  
Courses offered only in the third or fourth years of a baccalaureate program are those which:
  - A. Are identified by a majority of public 4-year undergraduate institutions in the state as courses intended to comprise the third and fourth years of post-secondary study, AND
  - B. Involve theoretical or analytical specialization beyond the introductory level, OR
  - C. Require knowledge and skills provided by previous courses for successful performance by students.

## TRANSFER CURRICULA

1. A community college or university shall evaluate course credits presented by admissible transfer students on the same basis as if the credits had been earned at the receiving institution.
2. The content of a course as reflected in its description, not its source of funding, shall determine its transferability and applicability to a degree program.

3. No university shall be required to accept by transfer or toward a degree more than 66 semester hours, or half of the degree requirements if these constitute fewer than 66 hours of credits earned by a student in a community college. In addition to the courses listed in the appropriately approved transfer curriculum, the university may count additional lower division courses in the student's major to give the total of 66 hours. No university is required by this policy to accept more than 66 hours; however, the university may accept additional hours.
4. Any student transferring from a community college to a university shall have the same choice of catalog designating degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college.
5. Each Texas public community college or university shall accept course credits earned by any student transferring from another accredited Texas public community college or university, provided such credits are within the approved transfer curriculum of the student's declared major field at the receiving institution. Each Texas public community college or university shall grant full value for transfer curriculum course credits toward degree requirements as they apply to the student's declared major. Additional course credits may be accepted in transfer at the discretion of the receiving institution.
6. Since courses included in each transfer curriculum vary according to the major subject areas represented, a student should be advised:
  - To declare a major prior to attaining sophomore standing at a community college
  - To declare a major at the time a request is made for admission to a degree program at a university
  - To be aware that a change of major may result in loss of credits earned in the previous program.
7. A student shall not be required to complete an entire transfer curriculum for credit in individual courses to be transferable and applicable to a degree program.
8. The Registrar will serve as articulation officer and be responsible for the dissemination of information relating to the transfer of credit and transfer curricula, and for coordinating the evaluation of transfer credit by advisors within the various academic units on campus to ensure consistency.

9. Lower-division courses included in the Academic Course Guide Manual and specified in the definition of “Lower-Division Course Credit” shall be freely transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. It is understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time.

For Texas community colleges, these freely transferable courses are identified in the latest revised edition of Coordinating Board publication, *Community College General Academic Course Guide Manual: A Manual of Approved General Academic Transfer Courses for State Appropriations to Texas Public Community Colleges* (revised 2005). Specifically excluded are courses designated as vocational, ESL/ESOL, technical, developmental or remedial, and courses listed as “basic skills.” For senior four-year institutions, lower-division courses that have the same course content and CIP codes as approved by the Coordinating Board shall bear equivalent credit. Specifically excluded are courses designated as ESL/ESOL, technical and developmental/remedial courses.

Within the spirit of the law, it is realized that differences in interpretation of “same course content” may generate disputes.

10. When approved by the Coordinating Board, the transfer curriculum for each subject area shall be published individually and disseminated with these general provisions by the Coordinating Board to the chief academic officer, articulation officer, Registrar, and other appropriate administrators of higher education in Texas.
11. Institutions are encouraged to assist the Coordinating Board staff in developing course tables for each transfer curriculum. Articulation officers at the universities will be the contacts for the Coordinating Board staff in obtaining the numbers of equivalent courses for each transfer curriculum and periodically updating these tables.
12. Each transfer curriculum shall include a general description of every course in that curriculum. The Coordinating Board shall provide for the review and revision of each curriculum as needed or at least every five years.

13. Any community college or university choosing to grant credit for courses taken by non-traditional modes shall evaluate and validate the learning according to policy established at the receiving institution. Examples of non-traditional modes include:

- National examination
- Institutional examination taken in lieu of course enrollment
- Course taken at non-degree granting institution (e.g., military)
- Work experience
- Life experience

The specific nature of this credit shall be so indicated on the student’s transcript. The total amount of non-traditional credit accepted, if any, shall be entirely controlled by the receiving institution.

14. Institutions that establish institution-wide enrollment ceilings or specific program enrollment controls may be exempted from certain of these general provisions by the Commissioner of Higher Education upon adequate justification.
15. The Coordinating Board staff shall periodically schedule workshops on articulation issues.

## Six Important Steps for Transferring Credit

COM students will have little difficulty in transferring course credits if they take the following steps:

1. Select a university that offers a bachelor’s degree in one’s major. The Student Success Center can offer the necessary information to make an informed choice.
2. Request a catalog from the Admissions Office of the university to which one plans to transfer. The Student Success Center has the catalogs of many universities available. Study the freshman and sophomore courses suggested.
3. Consult with a faculty advisor or counselor in selecting COM courses that parallel those offered at the university.
4. Complete courses with a grade of at least a “C” or above.
5. Apply for admission to the university of choice early in the last semester at COM. Request the Admissions and Records Office to send the university a transcript of credits earned.
6. Keep in touch with your counselor for assistance whenever needed.

It is important to keep in mind that the phrase “freely transferable” means that course credits of specific Coordinating Board-approved transfer curricula apply toward baccalaureate degree requirements if the courses are a part of the degree requirements of the senior institution.

## Transfer Dispute Resolution

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute, the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the Community College General Academic Course Guide Manual, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution’s denial of credit.

## STUDENT REGULATIONS AND POLICIES

### Academic Progress Policy

The College will identify credit students not making satisfactory academic progress at the end of each enrollment period. The following is used to determine satisfactory academic progress.

#### Satisfactory Progress in Associate Degree Programs

Credit Hours Attempted	Minimum Grade Point Average
0-15	1.50
16-30	1.75
31 and above	2.00

#### Satisfactory Progress In Diploma/Certificate Programs

Credit Hours Attempted	Minimum Grade Point Average
0-15	1.50
16 and above	2.00

In addition to maintaining the required minimum GPA requirement, students must complete a minimum of 75 percent of the credit hours attempted for the semester.

Students who do not maintain the minimum GPA and course completion standards outlined above will be placed on academic alert or academic probation.

Please refer to the Student Handbook for detailed information on maintaining satisfactory academic progress.

### Student Identification Card

A College of the Mainland identification card (ID card) is required of all students while enrolled at the College. An ID card is issued to each student at the time of first registration after all applicable fees have been paid. After the first issue, the card will automatically be electronically validated each semester by the student registering and paying the appropriate fees. The student is responsible for safe-guarding and up-keep of the card. If a student sits out a semester and then returns, the card of first issue may still be used after the card has been re-activated.

As the ID card is the student’s official identification, each student is responsible for carrying the ID card with him/her while on campus; and it must be presented to any College official upon request. The ID card is to be used only by the person to whom it is issued and is non-transferable. The ID card will be confiscated if presented by someone other than the card holder. Use of the ID card may be revoked at the College’s sole discretion for violation of College policies and procedures.

Lost, stolen, or discarded ID cards must be immediately reported to the Gym during regular business hours. Otherwise, the student may be liable for any services and/or materials charged to the ID card. The replacement fee for a lost, stolen, damaged by misuse, or discarded ID card is \$5.00. There is no charge to replace a card determined to be defective or through normal wear and tear.

Found ID cards should be turned in to the Gym during regular business hours or to the COM Police Department anytime. Returned ID cards may be claimed at the Gym by showing valid photo proof of identity.



## Weapons Policy

COM prohibits the possession or exhibition of prohibited weapons or ammunition, as defined in Section 46.01 of the Texas Penal Code, on campus or while representing COM at off-campus student events, except peace officers employed by COM, and those from other agencies who come to the campus for official law enforcement purposes. Also, there are certain registered courses and activities (both on and off campus) that involve the use of firearms, ammunition or dangerous chemicals, which are authorized. Note: For these authorized, registered courses, the firearms used will be brought unloaded to and from campus property in a carrying case or tote bag.

It is a third-degree felony for a person (including a person licensed to carry a concealed handgun) to carry, possess or exhibit a weapon on the premises of a school, an educational institution, or a passenger transportation vehicle of a school or an educational institution. This policy is in compliance with Section 46.03 of the Texas Penal Code and Section 37.125 of the Texas Education Code. Violations of this policy will result in disciplinary action including reporting the violation to authorities.

## Conduct and Discipline of Students

COM has established certain rules and regulations under the premise that an educational institution has the responsibility to regulate student behavior and conduct that tends to impede, obstruct or threaten the legal rights of others on campus, or the achievement of the mission and vision of the College. In order to create a positive climate for learning, students are expected to abide by all rules and regulations. These rules and regulations are available in the Student Handbook, available on the college website or through the Associate Vice President for Student Success and Conduct. For more information call 409-933-8131.

## Drug and Alcohol-Free Campus

COM prohibits the unlawful manufacture, distribution, possession or being under the influence of illegal drugs or alcohol by students on campus or while representing COM at off-campus student events.

Violations of this policy will result in disciplinary action.

Investigative procedures will be used to address allegations of violations of the Drug-Free Campus policy. Allegations should be presented in writing to the Associate Vice President for Student Success and Conduct. The College will protect, to the maximum extent possible, the rights of students. Students who believe their rights have been violated because of the investigative or disciplinary actions may file an appeal according to the student discipline process outlined in the Student Handbook.

## Drug and Alcohol Abuse Education Program

In compliance with Section 22 of the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) required by institutions receiving federal funds, College of the Mainland provides Drug and Alcohol Abuse education. Information is available on campus about the following concerns:

- Significant health risks associated with substance abuse
- Preventive measures for decreasing alcohol and drug abuse
- Confidential referrals for counseling, treatment, and rehabilitation
- Legal sanctions under local, state and federal law that can be invoked for the unlawful manufacturing, dispensing, distributing, possessing or using controlled substances

For more information, refer to the current Student Handbook or contact the Counseling Center at 409-933-8124.

## Police Department ([www.com.edu/police](http://www.com.edu/police))

The COM Police Department is located mid-campus near Parking Lot E. The department is open 24-hours-a-day, 365-days-a-year, providing the following services:

- Traffic and law enforcement
- Emergency medical intervention
- Motorist assistance
- Crime prevention awareness
- Safety related issues oversight
- Security escorts
- Disaster and emergency management

For any emergency on campus, dial 599 from any College telephone. All other calls, dial ext. 8403. The Police Department can be reached at 409-933-8403 or 888-258-8859, ext. 8403, from non-campus telephones.

## Traffic and Parking Regulations

All State of Texas Traffic Codes are enforceable on COM property and will be enforced by the College Police Department. Please adhere to all posted and published traffic control devices on campus.

Citations can and will be issued. For example:

- Speeding
- Driving against one-way designated traffic lane
- Disregarding a stop sign
- Parking against flow of traffic
- Parking in non-designated area
- Driving/parking on campus sidewalks

Feel free to stop by the Police Department during normal College hours with any question regarding these services. Informational brochures are available outside the office at the Crime Prevention Awareness Information Center.

## Smoking/Tobacco Products

Smoking or using tobacco products is not permitted on COM property except in personal vehicles. Campus citations will be issued for violators.

For answers to any questions or to obtain further information, contact the Student Advocate in SC 120 of the Student Center or call 409-933-8660.

## Student Grievances/Complaints

Students who have a grievance concerning the interpretation, application or claimed violation of their rights as COM students or believe they have been discriminated against on the basis of age, disability, national origin, race, religion, veteran status, or sex including sexual harassment, have the opportunity to seek resolution of such a grievance.

Any student who has a complaint concerning the College's management or conduct of Title IV, HEA programs or the advertising or promoting of its educational programs, has the opportunity to seek resolution of such complaint.

The student grievance procedure provides a mechanism for students to receive a fair hearing on issues of discrimination or violations of rights. Although the College urges all students to use informal means to resolve such complaints, students have the right to be represented by legal counsel or other representa-

tion. Resolution of complaints occurs at two levels, informal and formal. The student handbook outlines both of these processes.

Should students feel their complaint has not been resolved adequately, they have the right to complain in writing or by telephone to the Texas Higher Education Coordinating Board regarding the College's management or conduct of Title IV, HEA programs or its advertising, or promoting of its educational programs. Correspondence should be addressed to the Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, TX 78711 or by telephone at 512-483-6200.

## Grade Appeals

For information regarding Grade Appeals refer to the Student [Handbook](#).

## Student's Role in Institutional Decision-Making

Students at COM are encouraged to be a part of the governance and decision-making process. There are a number of ways that this participation can occur. The Student Government, which is made up of the leadership of all of student clubs and organizations, meets monthly. College administrators attend these meetings regularly to get feedback from students. The President of Student Government is a member of the President's Advisory Council and has responsibility for representing the student body with College leadership.

Student club and organization leaders are included in strategic planning, College retreats and other activities that are used for planning purposes. Students also serve on a number of standing and ad-hoc committees. The student service fee is allocated to student clubs and organizations, as well as used for student activity functions. A student activities fee committee meets annually, and students are involved in making decisions about the allocation of these funds. The Student Life Office designs and develops a comprehensive schedule of student life activities. All students are invited to participate in these events.

In addition, every Board of Trustee monthly meeting has a standing invitation for students to present ideas and/or concerns. Furthermore, the College administration meets with students in a public hearing several times every academic year in order to hear students' concerns.

## STUDENT SUCCESS CENTER

### Academic Advisement

To enhance the academic success of students at College of the Mainland, advisors work collaboratively with students and faculty to assist them in setting and achieving academic and life goals. Advisors are committed to fostering student growth and development, and continually strive to meet the changing needs of COM's unique and diverse student population. Advising services are located in the Student Success Center, Suite 158 of the Enrollment Center. Students can also chat with an advisor online at [www.com.edu/advisement](http://www.com.edu/advisement), or contact them at 409-933-8379 for an appointment.

### Testing Requirements

The Texas Success Initiative requires that all students provide evidence that success in college is predictable. This is accomplished through various predictive instruments and records of previous schooling.

College of the Mainland's Testing Center administers the **TSI ACCUPLACER**. The **TSI ACCUPLACER** is used for placement into both developmental and college-level courses. Placement tables for college-level courses are available in the Testing Center. Please see an advisor for **TSI ACCUPLACER** interpretation. A fee is charged for the **TSI ACCUPLACER** test. The **TSI ACCUPLACER** is administered as published in the schedule available [online at www.com.edu/testing-center](http://www.com.edu/testing-center) or in the Testing Center.

~~GED: The tests of General Educational Development are administered on a regular basis. Interested candidates should contact the Testing Center for information on registration procedures, required documents, and fees. GED schedules are published each semester. For more information visit [www.com.edu/testing](http://www.com.edu/testing).~~

**Certiport/MTA and MOS exams:** College of the Mainland is now an official testing center for the Microsoft Office Specialist (MOS) for the Microsoft Office 2010 applications and Microsoft Technology Associate (MTA) certifications. Go to: [www.certiport.com](http://www.certiport.com) for more information on the exams.

**GED:** The tests of General Education Development are administered on a regular basis. Interested can-

didates can: Register, Pay and Schedule to take their exam in the College of the Mainland Testing Center by logging onto: [www.GEDcomputer.com](http://www.GEDcomputer.com) or by phone at 1-877-EXAM-GED (392-6433).

**Pearson VUE Testing:** College of the Mainland is now a certified Pearson VUE Testing Center. Pearson VUE delivers many tests, including the CompTIA, for clients in the: licensure, certification, academic admissions, regulatory and government testing service markets. For a complete list of tests and to register, go to: <http://pearsonvue.com/programs>.

**The Texas Success Initiative (TSI) Assessment:** is a program designed to assess student readiness for college-level work in reading, writing and mathematics and to provide information used to identify appropriate interventions that will improve the skills of students who are not prepared for college-level course work. The assessments include multiple-choice questions that are aligned to the Texas College and Career Readiness Standards. Please refer to the **Testing Calendar** at: [www.com.edu/testing-center](http://www.com.edu/testing-center) for testing days and times.

**Credit by Examination:** Students may receive credit for courses through CLEP, AP, DSST, or local exams:

1. A handout is available online at [www.com.edu/testing](http://www.com.edu/testing) or in the Testing Center for those seeking credit through a CLEP exam. CLEP (College Level Examination Program) and DSST: COM is a center for administering CLEP and DSST tests. Credit at COM as well as at other colleges may be obtained by earning passing scores on these tests. If the course is to be transcribed at another college, it is the student's responsibility to determine which test is needed for credit for the desired course.
2. Local Exams for Credit: As part of the Credit by Examination program, some departmental tests are available. Students should speak with corresponding department before scheduling exam.

For more information regarding the Credit by Examination program, contact the Testing Center at 409-933-8379 or visit [www.com.edu/testing](http://www.com.edu/testing).

**TDCJ (Texas Department of Criminal Justice):** Administered to prospective students for the Law Enforcement program. Tests are administered for the Academy on an as-needed basis.

Distance Education: Testing/proctoring services are provided for students enrolled in courses for which there are alternative delivery modes, such as the Internet. Students should check the professor's syllabus for testing dates, times, and procedures for taking their tests and contact one of the testing examiners to schedule their testing date and time.

Departmental Makeup Exams: Under agreement with some departments, the Testing Center staff proctors a variety of makeup exams. Please check the testing calendar for days and times.

Correspondence Exams: Students receiving course credit at various colleges and universities through correspondence may contact the Testing Center for information about having their tests proctored.

Information about all tests, including requirements, registration procedures, fees, etc., is available in the Testing Center located in the Enrollment Center or at 409-933-8379 and on the website at [www.com.edu/testing](http://www.com.edu/testing).

## Career Services

The purpose of Career Services is to assist students (both current and potential), alumni and employees in creating an effective career planning strategy. The services are structured to help with all stages of career development – from selecting a major to accepting job offers – and include:

- Individual Career Counseling
- Guidance writing résumés and cover letters
- Interest inventories
- Access to a career library
- Opportunities to practice interviewing skills
- A searchable database of job openings throughout the community
- On-campus recruiting events

All services are free of charge. Contact 409-933-8520 or 409-933-8379 for more assistance.

## Counseling Services

Counseling Services offers both learning and personal support for a wide range of issues for students. It is recognized that a number of different factors can affect the academic success of our students. Workshops and individual sessions are available to assist students in recognizing and working towards their academic, personal and career goals.

Students who may need assistance with goal setting, problem solving, study skills, motivation, or communicating effectively are encouraged to access services in the Student Success Center. For additional information contact 409-933-8379.

## Services to Students with Disabilities

The mission of Services for Students with Disabilities is to provide a variety of support services, and supply students with disabilities with the resources needed to enroll and successfully complete their course work and/or degree plan. The office works with each student on an individual basis to determine and implement appropriate and reasonable accommodations. Students requesting services are responsible for contacting the Disability Services Counselor upon admission, and for providing current documentation from a qualified professional verifying their disability and the need for services.

Services are coordinated to fit the individual needs of the student and may include, but are not limited to:

- Exam and classroom accommodations
- Academic services: Participation in student success workshops
- Academic advisement and counseling
- Referral to on- and off-campus resources
- Advocacy
- Sign Language Interpreting Services (when requested in advance)

Additional information, along with a brochure describing services and sources of campus support and equipment, is available in the Student Success Center in the Enrollment Center Building. Information may also be obtained by contacting 409-933-8520 or 409-933-8524.

## COM Mentor Program

The COM Mentor Program is a partnership between College of the Mainland faculty/staff and students. The COM Mentor Program will be a significant unit of the college to provide direction, leadership, knowledge, and growth for students to achieve success in life. The end result will be improvement in retention, transfer, and graduation rates.

1. The COM Mentor Program will establish a network of faculty and staff who volunteer to support and guide students through the college experience.

2. The COM Mentor Program will foster mentoring relationships that support students' journey towards self-reliance, successful graduation, and transfer to a four-year institution or job placement.
3. The COM Mentor Program will challenge students to work through personal and academic challenges, and build self-esteem and confidence through the pursuit of higher education.

The COM Mentor Program intends to help COM students feel supported by college personnel, comfortable and safe in a welcoming learning environment, and challenged and rewarded by successfully navigating the college process. The program will support the acquisition of knowledge and the journey to becoming life-long learners.

## Testing Services

The Student Success Center also provides services designed to assist students by assessing academic achievement and providing various testing alternatives. Results from tests are used: (1) to determine eligibility for certain college programs, (2) for some certifications, (3) for course placement, and (4) for meeting requirements mandated by the State Legislature. Testing schedules are published on a monthly basis and can be found online at [www.com.edu/testing](http://www.com.edu/testing). The following programs/tests are administered as a service to COM students, as well as to the community at large:

## OTHER CAMPUS RESOURCES

### Bookstore

The bookstore is located in the Student Center to allow students to purchase books, other course materials and COM's branded merchandise as conveniently and economically as possible. The Bookstore maintains an inventory of textbooks requested by instructors for all courses offered, as well as reference books and general books. For assistance in obtaining appropriate materials, students need to bring their class schedule to Bookstore personnel.

### Educational Opportunities and Multicultural Education

The Multicultural Team mission is to foster the awareness and appreciation of diversity, multiculturalism, and global interdependence by sponsoring, supporting, and promoting educational and cultural

events and activities on campus and in the communities of the college district.

### Computer Lab: Academic Success

Academic Success Lab, located on the third floor of the Learning Resources Center in Room L-248, assists the students enrolled in the developmental reading and writing classes with their assigned work as well as with any extra practice needed. However, the use of the Lab is extended to all College of the Mainland students, and the Lab personnel are eager to assist all users.

### Computer Lab: Business and Computer Technologies

The Business and Computer Technologies Lab, located in the Technical Vocational Building in Room T-1436, is available for all College of the Mainland Students. The staff specializes in assistance for the Business and Computer Classes. The lab is open to all COM students, faculty and staff.

### Computer Lab: Innovations

The Innovations Lab, located in Room T-1324 of the Technical Vocational Building, has been established to provide all College of the Mainland students the opportunity to augment their learning through the use of computers. The lab is staffed with personnel ready to assist users. Students must register with the attendant at the front desk in order to be assigned to the appropriate computer. A validated current COM ID is required for admittance.

### Computer Lab: Library

The Library Lab, located on the main floor of the Library, provides COM students with access to college-level research. The Lab is staffed with personnel ready to assist all users. Computers in the Lab and Classroom provide access to the Internet, Library catalog and databases with articles, e-books and the extensive COM Library website designed to help users find the information they need. The COM Library Lab is open to COM students, faculty, staff and community members.



## Learning Resources Center

The College of the Mainland's Learning Resources Center houses a broad range of materials and equipment that is available to students and other community citizens.

The Learning Resources Center includes the Library, Instructional Technology Center, Teaching Auditorium (L 131), Suites A, B and C.

## Library Services

The Library, located in the Learning Resources Center, offers a broad range of resources that supports the academic and technical programs of College of the Mainland. The library welcomes COM students, faculty, staff and community members to use the many resources available.

## Books and Periodicals

COM Library provides a book collection of over 50,000 print volumes and over 36,000 eBooks, including special book collections: Texana, Juvenile, Young Adult and the Leisure Collection of books of current interest. WorldCat, the Library Catalog, is used to search the book collection and can be accessed on or off campus at <http://comlibrary.worldcat.org>. The periodical collection includes subscriptions to approximately 73 print titles and databases with thousands of full-text articles suitable for college-level research.

## Computers and Online Resources

The Library has computers through which students may access WorldCat, databases, eBooks, the Internet and MS Office, as well as wi-fi access for laptops and PDAs. The library's extensive Web provides 24/7 off-campus access to library information, online databases, eBooks and guides for student research at <http://library.com.edu>. Students can get online help via LibAnswers, tweet, email, phone, text at <http://asklibrary.com.edu>.

## College-Level Research

The library supports college-level research by offering library tours, research classes, the online Research Tutorial and one-on-one instruction to help COM students attain college-level research skills and by selecting appropriate books, eBooks, periodicals and databases.

## Study Areas

The library has study areas throughout the library, including tables, carrels and study rooms.

## Library Information

For more information on the library and its services, visit <http://library.com.edu> or call 409-933-8205.

## Instructional Technology

Instructional resources available in Instructional Technology include an extensive variety of equipment and materials. Equipment consists of numerous types of cameras, tape recorders, as well as podcasting tools, and other media recording/production/playback devices. Equipment is available for use in the Learning Resource Center (LRC) only.

The Instructional Technology office is located on the ground floor of the LRC Building. A staff member will be happy to assist individuals with their audio visual projects from instructional design and production, to the loan of equipment and materials.

## Student Support Services

The Office of Student Support Services (TRIO/SSS) is a federally funded grant program designed to meet the special needs of students. The goals of this program, funded by the Department of Education, include improvement of student success through increased GPA, retention, graduation and transfer rates. The emphasis of the program is to provide support for students in meeting their academic, personal, career and other education-related goals.

## How to Qualify

Participants must be enrolled at COM and be in need of academic support. In addition, the student must meet one of the following:

- Be a first-generation college student (neither parent has a four-year college degree) or
- Be financially disadvantaged or
- Homeless or
- Foster children or
- Have a disability according to the Americans with Disabilities Act.

## Services available

- Academic advisement
- Career counseling
- Personal counseling
- Financial Aid information and assistance
- Tutorial assistance
- Field trips, including visits to four-year colleges and cultural events
- Referral to on and off-campus resources
- Orientation to the program and the campus
- Workshops on issues relating to success in college such as test taking and math anxiety
- Laptop Loan Program

## How to Apply

Visit the Student Support Services Office in the Student Center, Room 212 or call 409-933-8525 to obtain information about the program and application process. All services are free to qualified applicants.

## Upward Bound Program

The Upward Bound (UB) Program is a federally-funded TRiO program, which was established by the U.S. Department of Education. The Upward Bound Program at College of the Mainland prepares underserved and/or first-generation college-bound students in grades nine through twelve for success in high school and enrollment in college. Once accepted, an Upward Bound student can participate until graduation from high school. All services are provided at no cost to participants. The Upward Bound Program provides academic instruction, tutoring, counseling, and cultural activities designed to build the academic skills, motivation and self-confidence necessary for success in college. The program also offers assistance in the search for financial aid and scholarships, as well as support in completing the college admissions process.

## Program Highlights

The TRiO-Upward Bound Program serves Dickinson High School, Hitchcock High School and La Marque High School:

- A supportive learning environment that provides academic advising, individualized support and encouragement
- Caring, dedicated faculty and staff experienced and trained in all aspects of the program
- A challenging curriculum in a small, supportive setting designed to evaluate and strengthen student reading, study and problem-solving skills
- An intensive six-week summer program with academic, cultural and social activities
- College campus tours
- Materials/supplies in all areas
- ACT/SAT preparation
- Stipends (allowances) provided during the academic year and the summer program
- Cultural field trips in and out-of-state
- Support for friendships with others who share common goals
- Guidance through the college admissions and financial aid procedures

## Who is Eligible?

- Currently attending:  
Dickinson High School  
Hitchcock High School  
La Marque High School
- Must be at least 13 years old
- Must have completed 8th grade but has not completed the 12th grade
- Must demonstrate academic potential
- Must be a U.S. citizen or U.S. legal resident
- Must meet income guidelines
- Must be a first-generation college student

## How to apply:

Please contact your high school counselor or visit the Upward Bound Office in the Student Center, Room 212, or call 409-933-8525 to obtain information about the program and application process.

## The Speaking, Reading and Writing Center at COM

The Speaking, Reading and Writing Center offers free tutoring services to all COM students. Students who “know what they want to say, but have trouble putting it into words” are invited to visit the Speaking, Reading and Writing Center. Tutors can help with any kind of writing or oral presentation, not just for English or Speech classes. They also help with content and grammatical/mechanical problems.

Students who are working on oral presentations for any class can work with speech faculty on delivery, reviewing video recorded presentations, creating and working with visual aids such as PowerPoint or any other aspect of oral communication. The Speaking, Reading and Writing Center has facilities for rehearsing and recording oral presentations for analysis and discussion, or viewing and critiquing previously recorded presentations.

The Speaking, Reading and Writing Center is located in the Technical Vocational Building (TVB). Hours of operation vary each semester, depending on student demand. To find out the days and times the Center will be open, visit The Speaking, Reading and Writing Center or call the Center at 409-933-8703 or 409-933-8316.

Tutors in the Speaking, Reading and Writing Center can help students with:

- Brainstorming (prewriting)
- Organizing and outlining papers
- Working on presentation outlines or notes
- Writing thesis statements
- Writing/speaking to specific audiences
- Flow and transition
- Sentence and paragraph structure
- Grammar
- Punctuation
- Formatting
- Creative issues
- Organizing presentations
- Choosing and using visual aids
- Citations
- Clarity and understandability in oral presentations

In addition to its tutoring services, the Speaking, Reading and Writing Center also gives students a casual, comfortable atmosphere and access to computers. Students need their valid COM ID.

## Welcome Center

The COM Welcome Center, located in the Enrollment Center lobby, is a one-stop information center to get answers to questions or concerns about what COM has to offer. Information about admissions, advisement, tutoring, class schedules, course offerings, special events, financial aid, and other services is available.

The Welcome Center is open Monday and Tuesday, 8 a.m. - 7 p.m. and Wednesday through Friday, 8 a.m. - 5 p.m. To contact the Welcome Center, call 409-933-8227.

## Campus Tours

The Welcome Center provides personalized tours of the campus with extra attention given to the student's intended area of study. Private tours are available by appointment only. Tours last 30 to 45 minutes, include visits to campus facilities and information about programs and services such as Admissions, Financial Aid, the Bookstore, Advising, Counseling, Student Center, recreational opportunities and Student Life. To schedule a tour, call 409-933-8227. You may also email [welcome@com.edu](mailto:welcome@com.edu).

## STUDENT LIFE

First Floor, Student Center, 409-933-8180

Student clubs and organizations are a critical component of the learning environment in that students gain skills and experiences that will help them in their careers. Students are highly encouraged to participate in one or more of the following clubs and organizations. For information about joining or starting a new club or organization, contact the Student Life Office at 409-933-8660 or in the Student Center, room 120.

### STUDENT GOVERNMENT ASSOCIATION (SGA)

Advisor: Sean Skipworth, 409-933-8303

Web site: [www.com.edu/sga](http://www.com.edu/sga)

E-mail: [sga@com.edu](mailto:sga@com.edu)

The Student Government is made up of an elected body of officers and one representative from each active student organization. The role of the Student Government is to promote student participation in the decision-making process, to serve, and represent the student body. In addition, the SGA will plan and develop educational, recreational, social, cultural, and entertainment programs for the college community supportive of the college curriculum. Participants have the chance to develop leadership skills and learn to organize and present special events. All credit students are invited to participate. Monthly meetings are open to the college community.

### AMERICAN SOCIETY OF SAFETY ENGINEERS (ASSE) STUDENT SECTION OF THE GULF COAST CHAPTER

Advisor: E.C. "Bear" Handwerk, 409-933-8412 and  
Jeff Oakley, 409-933-8152

E-mail: [asse@com.edu](mailto:asse@com.edu)

This section of the society is designed for students who are planning careers as safety professionals. ASSE seeks to provide additional educational and leadership opportunities for students to learn more about their chosen area of study as well as promoting interaction between students and professionals in the field of safety.

### AMIGOS

Advisor: Julie Garcia, 409-933-8314 and Dalel  
Serda, 409-933-8497

E-mail: [amigos@com.edu](mailto:amigos@com.edu)

Amigos' fundamental purpose is to produce a richer understanding of Chicano, Latino, Hispanic and Latin-American culture and customs for all COM students through cultural, social, academic, political and community service in order to most effectively improve the spectrum of discourse available to our community.

### ANGLERS CLUB

Advisor: Jason Abshire

E-mail: [AnglersClub@com.edu](mailto:AnglersClub@com.edu)

The purpose of this organization is to promote environmental health and social versatility through the universal sport of fishing.

### ART CLUB

Advisor: Mark Greenwalt, 409-933-8673

E-mail: [artclub@com.edu](mailto:artclub@com.edu)

The purpose of the Student Art Association is to bring together those interested in fine arts and to provide artistic experiences to COM students, faculty and staff as well as the community.

### ASSOCIATE DEGREE NURSING (ADN) FLORENCE NIGHTINGALE ORGANIZATION

Advisor: JaMargaret Lowry, MNS/Ed, RN-NIC,  
409-933-8191 and

Jennifer Higgs, 409-933-8164

E-mail: [adn@com.edu](mailto:adn@com.edu)

The Pinning Ceremony is a longstanding tradition in nursing schools. It is symbolic of the transition from nursing student to the practicing nurse, and recognizes the end of the students' academic career and the beginning of practicing their profession. A significant part of the ceremony is the actual presentation of an official nursing pin from the Director of Nursing, welcoming the new Graduate Nurse into the nursing profession. The mission of the Florence Nightingale Organization is to assist students in the transition from student to profession through the development, planning and implementation of the pinning ceremony. Students participate in the leadership, team work and management required to bring this event to fruition. The ceremony and student participation in this committee culminate the nursing educational experience, wherein the student will make the Florence Nightingale Pledge to hold themselves to a high ethical standard, advocate patient rights, and devote themselves to the health and welfare of all humans.

## **ASTRONOMY CLUB**

Advisor: Kirk McVey, 409-933-8588

E-mail: [astronomy@com.edu](mailto:astronomy@com.edu)

To expand and enhance knowledge and appreciation of astronomy.

## **BIOLOGY CLUB**

Advisor: Marilyn Kish-Molina, 409-933-8328 and Tracy Orr, 409-933-8575

E-mail: [biology@com.edu](mailto:biology@com.edu)

The purpose /goal of this club is to promote all aspects of the Life and Natural Sciences. The club participates in a wide variety of community service projects, including beach clean-ups, a fundraiser for St. Jude Children's Research Hospital, and support for the Animal Alliance of Galveston County. Club events also include guest speakers and field trips. The club offers its members the opportunity to work as a team and assume leadership roles and responsibilities.

## **CLAYBODIES.COM**

Advisor: George Bowes, 409-933-8349

E-mail: [claybodies@com.edu](mailto:claybodies@com.edu)

We are a student organization whose purpose is to foster a deeper understanding of ceramics and sculpture. We achieve this by offering the students at College of the Mainland experiences outside of the ceramic and sculpture courses. Such events as public showings and demonstration of ceramic and sculpture process give the students opportunities to interact with the public. Many times at these events students will also display and sell their work. This gives them the opportunity to discuss the ideas in their work with a larger population. It also helps students to discover what the market for their work may be.

## **COSMETOLOGY CLUB**

Advisor: Elaine Baker, 409-933-8115

E-mail: [cosmetology@com.edu](mailto:cosmetology@com.edu)

The cosmetology club is designed for the student who is outgoing and creative. The club encourages leadership and unity. The cosmetology program involves students working to help each other, have fun meeting and helping people in the community. As a club, students attend hair shows and work together as a family. They mentor as "Big sister; Little sister" to one another.

## **CREATIVE WRITING CLUB**

Advisor: Brian Anderson, 409-933-8186

E-mail: [banderson@com.edu](mailto:banderson@com.edu)

This club shall exist primarily as a community of writers, a way for students to share ideas and resources, meet other writers, and get feedback on their creative works. The club shall be open to all writing genres and styles of writing, including fiction, poetry, nonfiction, screen writing, play writing, and other experimental forms. The club will strive to help members improve their craft while also working to spread their enthusiasm for writing in all forms.

## **DREAM ACT LEADERSHIP ORGANIZATION (DALO)**

Advisor: Marylou Ortuvia, 409-933-8291 and Robert Arenas, 409-933-8507

E-mail: [dalo@com.edu](mailto:dalo@com.edu)

Web site: [www.myspace.com/dalo\\_dream](http://www.myspace.com/dalo_dream)

DALO has been established for the expressed purpose of educating the college and the community it serves of the concerning issues relevant to the immigrant community in regards to immigration and higher education issues.

## **FITNESS CLUB**

Advisor: Jason Abshire, 409-933-8439

E-mail: [FitnessClub@com.edu](mailto:FitnessClub@com.edu)

The purpose of the Fitness Club is to promote the well-being within the body and to discipline the mind and body all for a healthy nature.

## **GAMERS UNION**

Advisor: Elaine Childs, 409-933-8318

E-mail: [GamersUnion@com.edu](mailto:GamersUnion@com.edu)

The goal of the Gamers Union is to bring role-playing, board, video, and any other games to all fans to benefit and promote higher thinking through the gaming process. Game tournaments will be used to introduce potential students to our school.



## **GEOLOGY CLUB**

Advisor: Dr. Veronica Sanchez  
E-mail: [Geology@com.edu](mailto:Geology@com.edu)

This club seeks to promote the interest and understanding of geology at all scales while raising the standard of scientific knowledge and the application of the knowledge to understand geologic processes. The club functions as a link to better understand the earth, its material properties, processes, and features and the impact of any of these on society and the local community. The club will practice these goals by organizing field trips, bringing speakers, sponsoring college events, performing outreach educational and community activities.

## **INSPIRED DANCE TEAM**

Advisor: Tige Cornelius, 409-933-8421  
E-mail: [nspired@com.edu](mailto:nspired@com.edu)

Our mission as a dance organization is to inspire and encourage school spirit throughout our community, showcase our talents as dancers, and to have fun. Showing the community teamwork and perseverance is important. Our goal as a dance organization is to perform 100% original dances for our community. The Inspired Dance Team is dedicated to the community, support staff, and each other.

## **JAPANESE CULTURE CLUB**

Advisor: Elaine Childs, 409-933-8318  
E-mail: [JapaneseCultureClub@com.edu](mailto:JapaneseCultureClub@com.edu)

The Japanese Culture Club seeks to promote interest and knowledge of all aspects of Japanese culture, specifically in Japanese media and literature. The goal is to encourage cultural awareness, challenge people's social stigmas and acquaint members with the effect Japanese culture has on their lives.

## **NU PSI (COLLEGIATE HIGH SCHOOL STUDENT CLUB)**

Advisor: Luanne Edens, 409-933-8219  
E-mail: [collegiatehighschool@com.edu](mailto:collegiatehighschool@com.edu)

We are here to acknowledge the need for student representation. Furthermore, we recognize the importance of advocating student concerns in the process of any decision-making that affects the student population. In addition, we recognize the importance of "giving back" to our school, college and community.

## **PHI THETA KAPPA (PTK)**

Advisor: Chris Allen, 409-933-8333  
E-mail: [ptk@com.edu](mailto:ptk@com.edu)  
Web site: [www.ptk.org](http://www.ptk.org)

PTK is an honors organization that enables active members to apply for PTK scholarships at four-year colleges. To be a member, students must have achieved a level of academic standards set forth by its National organization. The activities of PTK focus on the development of leadership, scholarship, fellowship and community service. To be eligible for membership, a student must have a GPA of at least 3.5 with at least 12 college credit hours. Once a member, you must maintain a GPA of 3.0.

## **PHOTO CLUB**

Advisor: Kristy Peet, 409-933-8424  
E-mail: [photoclub@com.edu](mailto:photoclub@com.edu)

The purpose of this club is to provide club members with material and intellectual resources, inspiration, dialogue and a sense of community, for the purpose of improving their own work and increasing their knowledge of the medium.

## **PI KAPPA DELTA/DEBATE TEAM**

Advisor: Nakia Welch, 409-933-8210  
E-mail: [debate@com.edu](mailto:debate@com.edu)

The purpose of Pi Kappa Delta shall be to promote and enrich the practice and study of argumentation and debate and/or forensics through on and off-campus activities.

## **PROCESS TECHNOLOGY STUDENT ORGANIZATION (PTEC CLUB)**

Advisor: Steve Wethington, 409-933-8196 and Al Jivan, 409-933-8542  
E-mail: [ptechclub@com.edu](mailto:ptechclub@com.edu)

The PTEC Club strives to create awareness of the career opportunities within the Process Technology industry. Our group provides support among members including, academic support (tutoring/peer review), industry tours (as available), career attainment preparation (mock interviewing/resume building) and fundraising, while maintaining academic and legal integrity.

## **SO-PSYCHED**

Advisor: Lalanya Ennis, 409-933-8197 and Douglas Alvarez, 409-933-8435

E-mail: [lennis@com.edu](mailto:lennis@com.edu) or [dalvarez6@com.edu](mailto:dalvarez6@com.edu)

The purpose of this club is to promote interest, understanding, and knowledge in the fields of psychology and sociology; and to promote interactions and support among students, faculty, staff and the community. Our goal is to facilitate involvement in the behavioral sciences by providing opportunities such as community service projects, volunteer experiences, guest lectures, films, field trips and other appropriate activities as related to behavioral sciences.

## **STUDENT COMMUNICATOR**

Advisor: Nakia Welch, 409-933-8210

E-mail: [Communicator@com.edu](mailto:Communicator@com.edu)

The Student COMMunicator is a student-led newspaper whose purpose is to provide information to students enrolled at College of the Mainland that contributes to their intellectual emotional, physical, and social growth while at COM.

## **STUDENTS FOR CHRIST**

Advisor: Andrea Fillip, 409-933-8620

E-mail: [studentsforchrist@com.edu](mailto:studentsforchrist@com.edu)

This club is an interdenominational organization open to both Christians and Non-Christians, and we encourage all who are interested to attend with open hearts and minds. This is a time to slow down and pray for our campus, our world, and each other. We are here to encourage positive growth and fellowship among students.

## **STUDENTS IGNITE AMBITION**

Advisor: Stacey Henderson, 409-933-8134,  
Lawanda Franks, 409-933-8312 and  
Lalanya Ennis, 409-933-8197

E-mail: [sfl@com.edu](mailto:sfl@com.edu)

To support student success in college, career and life through the application of personal responsibility, self-motivation, self-management, interdependence, self-awareness, emotional intelligence, and lifelong learning.

## **TEXAS NURSING STUDENTS ASSOCIATION (TNSA)**

Advisor: Deborah Biscoe-Ingram, 409-933-8548  
and Vanessa Arline, 409-933-8141

E-mail: [tsna@com.edu](mailto:tsna@com.edu)

Web site: [www.tnsa.org](http://www.tnsa.org)

The purpose of this organization is to provide the highest education for student nurses while aiding in the development of the whole person to have direct input into the standards on nursing education and influence on the education process and to model a high level of integrity among students in their dealings with people as they strive for excellence in everything they do. We abide by and will further the standards of nursing education and influence the education process legislation, program development and the use of technology. We model a high level of integrity and leadership among students in both their educational activities and their exposure to and contact with peers, other healthcare professionals and the public whom they care for.

## **VETERANS CLUB**

Advisor: Derick Hutchinson, [dhutchinson@com.edu](mailto:dhutchinson@com.edu)

E-mail: [veterans@com.edu](mailto:veterans@com.edu)

Our goals are to develop and implement support services for Veterans, active duty or reserve military members, and their dependents and families; ensure that all Veterans and COM are receiving all benefits to which they are entitled; provide a link to readjust counseling services if needed; and assist, in any way possible, to help Veterans and their dependents and families, active duty and reserve personnel, and Veteran supporters and support groups realize their full potential in academics, the workplace and in their social circle.

## **VOCATIONAL NURSING STUDENT ORGANIZATION**

Advisor: Misty Jones, RN, 409-933-8137 and  
Kimley Lewis, RN, 409-933-8458

E-mail: [vocnursing@com.edu](mailto:vocnursing@com.edu)

The purpose of this organization is to assist students in the transition from student nurse to licensed vocational nurse (member of profession) through the development, planning and implementation of the pinning ceremony. Students participate in the leadership, team work and management required to

bring this to fruition. A pinning ceremony culminates the experience, wherein the student will make the Florence Nightingale Pledge to hold themselves to all high ethical standard, advocate patient rights, and devote themselves to the health and welfare of all humans.

## Physical Activity Facilities

The Physical Education building provides a wide array of activities and programs for our students and community members. Included in the facility are weight rooms, cardiovascular equipment, dance studios, spinning room, basketball court, racquetball court and swimming pool. We also offer outdoor tennis courts, run/walk tracks, softball field, football/soccer fields and an exercise circuit.

## Student Recreation

The college offers a number of different recreational opportunities for students:

- Leisure Recreation
- Fitness
- Intramurals
- Club Sports
- Sports Day

To find out more about these programs contact Student Recreation at 409-933-8421 or visit the website at [www.com.edu](http://www.com.edu).

## COM Community Theatre

Boasting one of the outstanding facilities in the state, the academic theater arts program at College of the Mainland provides students with sound, basic training in the fundamentals of theater arts.

Studying with faculty and guest artists in small classes specifically designed to give individual attention and instruction, theater students develop a first-hand, working knowledge of the various elements contributing to the dramatic whole, as well as an appreciation of the dramatic process.

A theater arts major completing the two-year Associate in Arts Degree with an emphasis in theater program will possess solid training in the fundamentals of theater that will be transferable to a four-year institution, if desired. For information, call 409-933-8221 or 409-933-8544.

## Air Force Reserve Officer Training (ROTC) Program

The Air Force Reserve Officer Training (ROTC) program prepares men and women of character, commitment and courage to assume leadership positions as commissioned officers in the active duty United States Air Force. Upon completion of the curriculum, students will have a thorough understanding of the core values, leadership, teamwork and other requirements to be an effective officer in the world's greatest Air Force. For more information on the Air Force Science program, contact the Air Force Science Department at the University of Houston by calling 713-743-4932 or online at [www.class.uh.edu/rotc/airforce](http://www.class.uh.edu/rotc/airforce).

All courses and physical training sessions take place at the University of Houston. Flight orientation occurs at airports in the Houston metro area.

Community College students are required to complete a four-year academic plan detailing the courses they will take to complete a four-year degree and specifying when they will graduate. This will require them to meet with a counselor at one of our four-year cross-town schools (see website). This requirement ensures that two-year students plan on transferring to a four-year school to finish our program.

## ROTC Course Credit

ROTC classes may be taken for elective credit toward any degree plan at College of the Mainland and will also transfer to any four-year institution that participates in Air Force ROTC. The following Houston four-year schools currently participate in our program: University of Houston-Clear Lake, Rice University, Texas Southern University, The University of St. Thomas, The University of Texas Health Science Center at Houston and Houston Baptist University. Freshman and sophomore-level classes are open to all students. No military obligation is incurred as a result of enrollment in these courses. Junior and senior-level courses are more restrictive and do require a military obligation. ROTC scholarship students also incur a military obligation.

## Honors and Awards

College of the Mainland offers special opportunities for advanced students to pursue experiences of a range and depth commensurate with their capabilities and intellectual interests. Special awards recognize outstanding achievement.

### Dean's List

The Dean's List is designed to recognize students whose academic performance is outstanding. To qualify for the Dean's List, a student must have completed a minimum of twelve (12) semester hours of transferable credit work during the semester with a grade point average of at least 3.3.

In addition to the Dean's List, a Dean's Highest Honors List is designed to recognize students whose academic performance is exceptional. To qualify for the Dean's Highest Honors List, a student must have completed a minimum of twelve (12) semester hours of transferable credit work during the semester with a grade point average of 4.0. This recognition will be entered on the student's permanent record.

### Honors Graduates

Honors graduates include students who complete the Associate of Arts degree, Associate of Applied Science degree, or Associate of Science degree; have earned at least 40 semester hours at College of the Mainland; and have attained a grade point average as follows:

- Honors GPA 3.4 up to 3.79
- Highest Honors GPA 3.8 through 4.0

The recognition will be entered on the student's permanent record. Honor graduates will be recognized during graduation ceremonies.

Developmental courses will not be used in computing grade point average in determining honors status for graduation.

## Phi Theta Kappa

Phi Theta Kappa is the International Honor Society for community colleges. The Sigma Delta Chapter at College of the Mainland is dedicated to community service, leadership, providing scholarship opportunities and promoting fellowship. To be eligible for membership, students must be enrolled at the college in a minimum of one credit hour and have completed at least 12 semester hours with a 3.5 overall grade point average in courses leading to an Associate's Degree. Invitations to membership are extended to those students who have matriculated here at least one semester and whose records indicate that they may be eligible for membership. Numerous honors are bestowed to Phi Theta Kappa members including recognition of scholastic achievement at graduation, scholarships to many state universities, and the prestige associated with the widely recognized International Honor Society. For more information, please contact Assistant Professor Dr. Chris Allen at 409-933-8333, or email [ptk@com.edu](mailto:ptk@com.edu).







## TRANSFER PROGRAMS

The degrees that transfer to four-year colleges and universities are the “Field of Study” Associate degrees, the Associate of Arts, the Associate of Arts in Teaching, and the Associate of Science degrees. Degrees with emphasis are guidelines to a four-year degree.

In order to count toward an Associate of Arts, Associate of Arts in Teaching or Associate of Science degree at College of the Mainland, courses must be academic transfer courses (in the ACGM).

## CORE CURRICULUM

COM complies with The Higher Education Coordinating Board, and House Bill 2183, adopted by the 70th Texas Legislature, which defined Core Curriculum as “the curriculum in the liberal arts, humanities, and sciences, and political, social, and cultural history, that all undergraduates of a particular institution of higher education are required to complete before receiving an associate or baccalaureate degree.” This component of undergraduate education is also known as General Education.

Core Components	Course Selection	Hours Required
<b>COMMUNICATION</b>		
English	2 courses: ENGL 1301, 1302	6
Speech	1 course: SPCH 1315, 1318	3
<b>MATHEMATICS</b>		
	1 course: MATH 1314, 1316, 1324, 1325, 1332, 1342, 2412, 2413	3
<b>NATURAL SCIENCES</b>		
	2 courses: BIOL 1406, 1407, 2401, 2402, 2404, 2416, 2420; CHEM 1405, 1407, 1411, 1412, 1419, 2423, 2425; PHYS 1401, 1402, 1403, 1404, 1410, 2425, 2426; GEOL 1403, 1404, 1405, 1447	8
<b>HUMANITIES</b>		
	1 course: ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2341; HUMA 1301, 1302; PHIL 1301, 1304, 2306	3
<b>FINE ARTS</b>		
	1 course: ARTS 1301, 1303, 1304, 1311, 1313, 1316, 2316, 2326, 2346, 2348, 2356; DRAM 1310, 1330, 1351, 2363, 2366; MUSI 1301, 1304, 1306, 1308, 1309, 1310	3

## SOCIAL/BEHAVIORAL SCIENCES

History	2 courses: HIST 1301, 1302, 2301	6
Government	2 courses: GOVT 2305, 2306	6
Social/Behavioral	1 course: SOCI 1301, 1306, 2301, 2319; PSYC 2301; ANTH 2346; CRIJ 1307; GEOG 1303; ECON 2301, 2302;	3

## PHYSICAL EDUCATION

1 course:	PHED 1101, 1103, 1107, 1109, 1110, 1111, 1112, 1117, 1119, 1120, 1121, 1123, 1124, 1125, 1126, 1131, 1133, 1143, 1144, 1145, 1146, 1148, 1149, 1151	1
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**Total Core Curriculum Hours** 42

## Institutional Core Requirements

### COMPUTER LITERACY

1 course:	COSC 1301, BCIS 1305	3
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**Total Institutional Core Requirements** 3

## ASSOCIATE OF ARTS DEGREE

### Requirements

1. Completion of a minimum of 60 semester credit hours that must include all core curriculum and institutional core requirements.
2. At least 13 credit hours in academic transfer courses (ACGM) within areas of emphasis and/or electives.
3. Maintain at least a 2.0 grade point average (GPA). Only College of the Mainland courses will be used to calculate a GPA.
4. Completion of at least 25 percent of the credit hours toward this degree at COM.
5. Satisfy THEA liability.

### College of the Mainland offers the following Associate of Arts degrees:

Business	Music
Criminal Justice	Theatre Arts/Drama
General Studies	Visual Arts

Please refer to the specific Associate of Arts degree plans. For information pertaining to degree plans, please call 409-933-8379, or consult a counselor or a faculty adviser in your area of interest.

## ASSOCIATE OF ARTS DEGREE General Studies

### SEMESTER #1

COURSE		SCH
ENGL 1301	Composition I	3
HIST 1301	US History I	3
COSC 1301	Introduction to Computing/ or BCIS 1305 Business Computer Applications	3
SPCH 1315	Public Speaking/ or 1318 Interpersonal Communication	3
Elective		3

**Semester Total 15**

### SEMESTER # 2

COURSE		SCH
ENGL 1302	Composition II	3
HIST 1302	US History II	3
MATH	Select from Core Curriculum Social/Behavioral Sciences	3
Elective	Select from Core Curriculum	3

**Semester Total 15**

### SEMESTER #3

COURSE		SCH
GOVT 2305	Federal Government	3
Natural Science	Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
Fine Arts	Select from Core Curriculum	3
Elective		3
Elective		3

**Semester Total 16**

### SEMESTER #4

COURSE		SCH
Humanities	Select from Core Curriculum	3
GOVT 2306	Texas Government	3
Natural Science	Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
Elective		3
PHED Elective	Select from Core Curriculum	1

**Semester Total 14**

**DEGREE TOTAL 60**

## ASSOCIATE OF ARTS Field of Study - Business

### SEMESTER #1

COURSE		SCH
ENGL 1301	Composition I	3
HIST 1301	US History I	3
BCIS 1305	Business Computer Applications	3
SPCH 1315	Public Speaking	3
ACCT 2301	Principles of Accounting I (Financial)	3

**Semester Total 15**

### SEMESTER # 2

COURSE		SCH
ENGL 1302	Composition II	3
HIST 1302	US History II	3
MATH 1314	College Algebra	3
ECON 2301	Principles of Macroeconomics	3
ACCT 2302	Principles of Accounting II (Managerial)	3

**Semester Total 15**

### SEMESTER #3

COURSE		SCH
GOVT 2305	Federal Government	3
Natural Science	Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
MATH 1325	Business Calculus	3
ECON 2302	Principles of Microeconomics	3
PHED Elective	Select from Core Curriculum	1

**Semester Total 14**

### SEMESTER #4

COURSE		SCH
Humanities	Select from Core Curriculum	3
GOVT 2306	Texas Government	3
Natural Science	Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
Fine Arts	Select from Core Curriculum	3
*Approved Business Elective		3

**Semester Total 16**

**DEGREE TOTAL 60**

\* Approved Business Elective: Academic Transfer (ACGM) business course or MATH-1324

## ASSOCIATE OF ARTS Field of Study - Criminal Justice

### SEMESTER #1

COURSE		SCH
ENGL 1301	Composition I	3
HIST 1301	US History I	3
COSC 1301	Introduction to Computing/ or BCIS 1305 Business Computer Applications	3
SPCH 1315	Public Speaking/ or 1318 Interpersonal Communication	3
CRIJ 1301	Introduction to Criminal Justice	3

**Semester Total 15**

### SEMESTER # 2

COURSE		SCH
ENGL 1302	Composition II	3
HIST 1302	US History II	3
MATH	Select from Core Curriculum Social/Behavioral Sciences	3
	Select from Core Curriculum	3
CRIJ 1306	Court Systems and Practices	3

**Semester Total 15**

### SEMESTER #3

COURSE		SCH
GOVT 2305	Federal Government	3
Natural Science	Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
Fine Arts	Select from Core Curriculum	3
CRIJ 1310	Fundamentals of Criminal Law	3
PHED Elective	Select from Core Curriculum	1

**Semester Total 14**

### SEMESTER #4

COURSE		SCH
Humanities	Select from Core Curriculum	3
GOVT 2306	Texas Government	3
Natural Science	Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2328	Police Systems and Practices	3

**Semester Total 16**

**DEGREE TOTAL 60**

## ASSOCIATE OF ARTS Field of Study - Music

### SEMESTER #1

COURSE		SCH
MUSI 1211	Music Theory I	2
MUSI 1216	Sight Singing and Ear Training I	2
*MUSI 1308	Music Literature I	3
MUAP Applied Major Inst.		2
**MUSI 1181	Class Piano	1
MUEN Ensemble		1
ENGL 1301	Composition I	3
HIST 1301	US History I	3

**Semester Total 17**

### SEMESTER # 2

COURSE		SCH
MUSI 1212	Music Theory II	2
MUSI 1217	Sight Singing and Ear Training II	2
PSYC 2301 or	Introduction to Psychology/	
MUSI 1309	Music Literature II	3
MUAP Applied Major Inst.		2
MUSI 1182	Class Piano	1
MUEN Ensemble		1
ENGL 1302	Composition II	3
HIST 1302	US History II	3

**Semester Total 17**

### SEMESTER #3

COURSE		SCH
MUSI 2211	Music Theory III	2
MUSI 2216	Sight Singing and Ear Training III	2
MUAP Applied Major Inst.		2
MUSI 2181	Class Piano	1
MUEN Ensemble		1
GOVT 2305	Federal Government	3
Natural Science	Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4

**Semester Total 15**

### SEMESTER #4

COURSE		SCH
MUSI 2212	Music Theory IV	2
MUSI 2217	Sight Singing and Ear Training IV	2
MUAP Applied Major Inst.		2
MUSI 2182	Class Piano	1
MUEN Ensemble		1
GOVT 2306	Texas Government	3
SPCH 1315	Public Speaking/ or 1318 Interpersonal Communication	3
MATH	Select from Core Curriculum	3

**Semester Total 17**

**DEGREE TOTAL 66**

Not all Music courses are offered every semester, and it is important that students take them in sequence beginning their first semester in order to complete in a timely manner. Academic courses such as English, History, Government, Speech and Natural Science are offered all year and may be taken during any semester. Associate of Arts Degree will transfer for a Bachelor of Music Degree with majors in performance, music education, music theory and music composition or music literature.

\*If the institution to which the student wishes to transfer requires only one music literature course, the student should take MUSI 1308 and PSYC 2301. If it requires two, the student should not take Psychology 2301, but should take MUSI 1308 and 1309. In the latter case, MUSI 1308 meets the Humanities/Visual and Performing Arts requirement.

\*\*Piano Majors do not need to take class piano. Substitute MUAP in Minor Instrument or Voice 11xx, 11xx, 21xx, 21xx.

Student should review the Bachelor Curriculum for the university to which they will transfer and enroll in the appropriate math course.

## ASSOCIATE OF ARTS Emphasis in Theater

### SEMESTER #1

COURSE	SCH
ENGL 1301 Composition I	3
HIST 1301 US History I	3
DRAM 1351 Acting I	3
COSC 1301 Microcomputer Applications/ or BCIS 1301 Business Computer Applications	3
DRAM 1310, 1330, 2366 Introduction to Theater/Stagecraft I/ Development of the Motion Picture I/ or 2367 Development of the Motion Picture II	3
Rehearsal & Performance	1

**Semester Total 16**

### SEMESTER #2

COURSE	SCH
HIST 1302 US History II	3
ENGL 1302 Composition II	3
MATH Select from Core Curriculum	3
DRAM 1352 Acting II	3
Social/Behavior Science	3
MUSI 1183, 1184, 2183 Class Voice or 2184	1
Rehearsal & Performance	1

**Semester Total 17**

### SEMESTER #3

COURSE	SCH
SPCH 1315 Public Speaking/ or 1318 Interpersonal Communication	3
GOVT 2305 Federal Government	3
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
DRAM 2351 Acting III	3
Rehearsal & Performance	1
PHED Elective	1

**Semester Total 15**

### SEMESTER #4

COURSE	SCH
Humanities Select from Core Curriculum	3
GOVT 2306 Texas Government	3
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
DRAM 2352 Acting IV	3
Rehearsal & Performance	1

**Semester Total 14**

**DEGREE TOTAL 62**



## ASSOCIATE OF ARTS Emphasis in Visual Arts

### SEMESTER #1

COURSE	SCH
ARTS 1311 Design I	3
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
COSC 1301 Microcomputer Applications/ or BCIS 1305 Business Computer Applications	3
ENGL 1301 Composition I	3
HIST 1301 US History I	3

**Semester Total 16**

### SEMESTER # 2

COURSE	SCH
ARTS 1316 Drawing I	3
ARTS 1303 Art History I/Art History II or 1304	3
MATH Select from Core Curriculum	3
SPCH 1315 Public Speaking/ or 1318 Interpersonal Communication	3
ENGL 1302 Composition II	3

**Semester Total 15**

### SEMESTER #3

COURSE	SCH
ARTS Elective	3
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
Humanities Select from Core Curriculum	3
PHED Elective Select from Core Curriculum	1
GOVT 2305 Federal Government	3

**Semester Total 14**

### SEMESTER #4

COURSE	SCH
HIST 1302 US History II	3
Social/Behavioral Sciences	3
ARTS Elective	3
ARTS Elective	3
GOVT 2306 Texas Government	3

**Semester Total 15**

**DEGREE TOTAL 60**

## ASSOCIATE OF ARTS IN TEACHING

The Associate of Arts in Teaching (AAT) degree is a collegiate degree program consisting of lower-division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. There are three AAT curricula that COM offers, and they are intended to be fully transferable to any Texas public university offering baccalaureate degree programs leading to these initial teacher certifications. Students who complete the AAT degree will, however, be required to meet any and all entrance requirements of the receiving university and the educator preparation program, including grade point average and /or testing requirements. Students are advised to consult with the receiving institution's advisement staff for requirements unique to that institution.

While the degree is designed for transfer purposes, for those who decide to "stop out" after completing the AAT, this degree meets the "No Child Left Behind" requirements for paraprofessionals. In addition, completion of the AAT is much like that of an Associate of Arts or Associate of Science degree in that it may qualify students for work that requires at least an associate's degree.

For those courses within an AAT degree that require "lab" and/or "field experiences," students will be required to submit an application for a criminal background check. If a student has a felony conviction for certain offenses against children and families, they may not be eligible to observe, work or volunteer in the public schools or child care facilities at which these "labs" and/or "field experiences" will take place.

## ASSOCIATE OF ARTS IN TEACHING Leading to Initial Texas Teacher Certification EC - 6

### SEMESTER #1

COURSE	SCH
ENGL 1301 Composition I	3
HIST 2301 Texas History/ or 1301 US History I	3
COSC 1301 Introduction to Computing/ or BCIS 1305 Business Computer Applications	3
SPCH 1315 Public Speaking	3
Social/Behavioral Sciences	3

**Semester Total 15**

### SEMESTER # 2

COURSE	SCH
ENGL 1302 Composition II	3
HIST 1302 US History II	3
MATH 1314 College Algebra	3
PHED Elective Select from Core Curriculum	1
Elective	3

**Semester Total 13**

### SEMESTER #3

COURSE	SCH
EDUC 1301 Introduction to the Teaching Profession	3
GOVT 2305 Federal Government	3
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
Fine Arts Select from Core Curriculum	3
MATH 1350 Fundamentals of Mathematics I for Middle Grade Teacher Certification	3

**Semester Total 16**

### SEMESTER #4

COURSE	SCH
*Humanities Select from Core Curriculum	3
GOVT 2306 Texas Government	3
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
EDUC 2301 Introduction to Special Populations	3
Elective	3

**Semester Total 16**  
**DEGREE TOTAL 60**

\*Sophomore literature preferred.

Suggested electives for students transferring to UHCL: TECA 1303, TECA 1311 and TECA 1318. Students transferring to other universities should confer with an academic adviser.

## ASSOCIATE OF ARTS IN TEACHING Leading to Initial Texas Teacher Certification 4-8, EC-12 Special Education

### SEMESTER #1

COURSE	SCH
ENGL 1301 Composition I	3
HIST 2301 Texas History/ or 1301 US History I	3
COSC 1301 Introduction to Computing/ or BCIS 1305 Business Computer Applications	3
SPCH 1315 Public Speaking	3
EDUC 1301 Introduction to the Teaching Profession	3

**Semester Total 15**

### SEMESTER #2

COURSE	SCH
ENGL 1302 Composition II	3
HIST 1302 US History II	3
MATH 1314 College Algebra	3
Social/Behavioral Sciences Select from Core Curriculum	3
PHED Elective Select from Core Curriculum	1

**Semester Total 13**

### SEMESTER #3

COURSE	SCH
GOVT 2305 Federal Government	3
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
Fine Arts Select from Core Curriculum	3
MATH 1350 Fundamentals of Mathematics I for Middle Grade Teacher Certification	3
Elective	3

**Semester Total 16**

### SEMESTER #4

COURSE	SCH
*Humanities Select from Core Curriculum	3
GOVT 2306 Texas Government	3
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
EDUC 2301 Introduction to Special Populations	3
Elective	3

**Semester Total 16**

**DEGREE TOTAL 60**

\*Sophomore literature preferred.

## ASSOCIATE OF ARTS IN TEACHING Leading to Initial Texas Teacher Certification 8-12, EC - 12, other than Special Education

### SEMESTER #1

COURSE	SCH
ENGL 1301 Composition I	3
HIST 2301 Texas History/US History I or 1301	3
PHED Elective Select from Core Curriculum	1
SPCH 1315 Public Speaking	3
EDUC 1301 Introduction to the Teaching Profession	3
COSC 1301 Introduction to Computing/ or BCIS 1305 Business Computer Applications	3

**Semester Total 16**

### SEMESTER #2

COURSE	SCH
ENGL 1302 Composition II	3
HIST 1302 US History II	3
MATH 1314 College Algebra	3
EDUC 2301 Introduction to Special Populations	3
Fine Arts Select from Core Curriculum	3

**Semester Total 15**

### SEMESTER #3

COURSE	SCH
Social/Behavioral Science Select from Core Curriculum	3
GOVT 2305 Federal Government	3
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
Content Area Elective	3
Content Area Elective	3

**Semester Total 16**

### SEMESTER #4

COURSE	SCH
*Humanities Select from Core Curriculum	3
GOVT 2306 Texas Government	3
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
Content Area Elective	3

**Semester Total 13**

**DEGREE TOTAL 60**

\*Sophomore literature preferred.

See an adviser to determine most appropriate course work for your teaching field/choice of upper level university.

## ASSOCIATE OF SCIENCE DEGREE

Requirements:

1. Completion of a minimum of 61-62 semester credit hours that must include all core curriculum and institutional requirements.
2. Maintain at least a 2.0 grade point average (GPA). Only College of the Mainland courses will be used to calculate a GPA.
3. Completion of at least 25 percent of the credit hours toward this degree at COM.
4. Satisfy ~~TSI~~ ~~TASP~~ or ~~THEA~~ liability.

COM offers the following Associate of Science degrees:

- Computer Science
- Mathematics
- Natural Science

Please refer to the specific Associate of Science degree plans. For information pertaining to degree plans, please call 409-933-8379, or consult a counselor or a faculty adviser in your area of interest.

It is highly recommended that a student pursuing any of the above majors consult with a science or mathematics faculty member for advisement during the first semester of attendance at COM.

## ASSOCIATE OF SCIENCE Field of Study - Computer Science

### SEMESTER #1

COURSE		SCH
ENGL 1301	Composition I	3
HIST 1301	US History I	3
COSC 1301	Introduction to Computing	3
Fine Arts	Select from Core Curriculum	3
MATH 2413	Calculus I	4

**Semester Total 16**

### SEMESTER # 2

COURSE		SCH
ENGL 1302	Composition II	3
HIST 1302	US History II	3
SPCH 1315	Public Speaking/	
or 1318	Interpersonal Communication	3
COSC 1336	Programming Fundamentals I	3
MATH 2414	Calculus II	4

**Semester Total 16**

### SEMESTER #3

COURSE		SCH
GOVT 2305	Federal Government	3
Social/Behavioral Sciences		
	Select from Core Curriculum	3
COSC 1337	Programming Fundamentals II	3
PHYS 2425	University Physics I	4
PHED Elective	Select from Core Curriculum	1

**Semester Total 14**

### SEMESTER #4

COURSE		SCH
Humanities		3
GOVT 2306	Texas Government	3
COSC 2336	Programming Fundamentals III	3
COSC 2325	Computer Organization and	
	Machine Language	3
PHYS 2426	University Physics II	4

**Semester Total 16**

**DEGREE TOTAL 62**

## ASSOCIATE OF SCIENCE Emphasis in Mathematics

### SEMESTER #1

COURSE	SCH
ENGL 1301 Composition I	3
HIST 1301 US History I	3
COSC 1301 Introduction to Computing	3
GOVT 2305 Federal Government	3
MATH 2412 Precalculus	4

**Semester Total 16**

### SEMESTER # 2

COURSE	SCH
ENGL 1302 Composition II	3
HIST 1302 US History II	3
SPCH 1315 Public Speaking/ or 1318 Interpersonal Communication	3
GOVT 2306 Texas Government	3
MATH 2413 Calculus I	4

**Semester Total 16**

### SEMESTER #3

COURSE	SCH
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
Fine Arts Select from Core Curriculum	3
Social/Behavioral Sciences Select from Core Curriculum	3
MATH 2414 Calculus II	4
PHED Elective Select from Core Curriculum	1

**Semester Total 15**

### SEMESTER #4

COURSE	SCH
Humanities Select from Core Curriculum	3
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
*Approved Math Course	4
Math/Science Elective	3-4

**Semester Total 14-15**

**DEGREE TOTAL 61-62**

\* Approved Math Courses: MATH 2415, 2418, 2420

## ASSOCIATE OF SCIENCE Emphasis in Natural Science

### SEMESTER #1

COURSE	SCH
ENGL 1301 Composition I	3
HIST 1301 US History I	3
COSC 1301 Introduction to Computing	3
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
MATH 1316 Trigonometry	3

**Semester Total 16**

### SEMESTER # 2

COURSE	SCH
ENGL 1302 Composition II	3
HIST 1302 US History II	3
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
MATH 2412 Precalculus	4

**Semester Total 14**

### SEMESTER #3

COURSE	SCH
PHED Elective Select from Core Curriculum Social/Behavioral Sciences	1
Select from Core Curriculum	3
GOVT 2305 Federal Government	3
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4

**Semester Total 15**

### SEMESTER #4

COURSE	SCH
Humanities Select from Core Curriculum	3
GOVT 2306 Texas Government	3
Natural Science Select from Core Curriculum, except for CHEM 1419 and PHYS 1410	4
Fine Arts Select from Core Curriculum	3
SPCH 1315 Public Speaking/ or 1318 Interpersonal Communication	3

**Semester Total 16**

**DEGREE TOTAL 61**



## FIELD OF STUDY PROGRAMS

“Field of Study” program means a sequence of courses in addition to a portion or all of the Core Curriculum that will satisfy the lower division requirements toward a bachelor’s of arts, a bachelor’s of science, or a bachelor’s of business administration degree in a specific academic area at a general academic teaching institution. The transfer of these courses toward a bachelor’s degree in these specific areas is guaranteed at any state university in the state of Texas. Field of Study programs can result in either the Associate of Arts or the Associate of Science degree. Please consult a faculty adviser in your area of interest for a degree plan. College of the Mainland offers the following Field of Study programs:

- Business (Associate of Arts)
- Computer Science (Associate of Science)
- Criminal Justice (Associate of Arts)
- Music (Associate of Arts)

Transferring students who have completed the Field of Study curriculum must satisfy the competency and proficiency requirements of the receiving institution. Transferring students shall not be required to repeat courses transferred as part of the Field of Study curriculum. However, diagnostic assessment of transfer students is permissible if the receiving institution routinely conducts diagnostic assessment of native students at the same point in the program of study.

Completion of the Field of Study curriculum shall not prevent a receiving institution from requiring additional lower-division courses that may be necessary for specific degree programs. Receiving institutions may require transfer students in specialized programs (e.g., jazz studies, performance, composition, music therapy, etc.) to take additional degree-specific lower-division courses that are not included in the Field of Study curriculum.

### The Field of Study Associate of Science Degree for Nursing

The Field of Study Associate of Science Degree for Nursing curriculum will satisfy the lower division requirements for a Bachelor of Science Degree in Nursing. A set of courses, totaling 28 semester credit hours (SCH) of fully transferable and applicable lower-division academic courses, and an additional set of Workforce Education (WECM) nursing courses, make up the Field of Study Curriculum for Nursing.

Please contact the Director of the Nursing Program for advisement regarding courses within the Nursing Field of Study.

## WORKFORCE EDUCATION PROGRAM

### ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science (AAS) Degree is a workforce education degree and is designed for employment preparation and job skills enhancement and upgrading. The AAS is not a transfer degree, but some of the courses required for the AAS will transfer. Students should check the University Parallel Program and confer with counselors both at COM and at the next institution regarding the transfer of technical specialty courses.

Overall requirements for the AAS degree vary with each program area, but the standard requirements for any AAS degree are as follows:

1. Completion of 60-72 semester credit hours, 50-75 percent of which must be from technical specialty courses.
2. The 60-72 hour total must include 15 hours of general education courses, which must include one course in each of the following three areas:  
Humanities/Fine Arts  
Social/Behavioral Sciences  
Math/Natural Sciences
3. Each degree program must contain math, computer, and written and oral communication competencies.
4. Completion of at least 25 percent of the credit hours toward this degree must be earned at COM.

### CERTIFICATE

Certificate programs offered by COM have been approved by the Texas Higher Education Coordinating Board and other appropriate certification agencies or boards. Course requirements for each Certificate program are given in this section of the catalog.

~~Students receiving a certificate must meet the following minimum College of the Mainland standards unless the specific program requires higher standards:~~  
~~Reading: ACCUPLACER score of 49 or Reading 0300~~

~~Writing: ACCUPLACER score of 51 or English 0330~~

~~Math: ACCUPLACER score of 35 or Math 0303~~

## Articulated Credit Programs

Articulated Credit is a sequence of study that begins in high school and continues through at least two years of post-secondary education. It integrates academic and technical instruction, with an emphasis on having students begin preparation for certain careers while still in high school and reducing the duplication of those high school courses during the first year of college. College of the Mainland currently has Articulated Credit programs coordinated with local high schools in the following areas: Business Administration with emphasis in Accounting, Entrepreneurship, Management, Marketing and Office Management, Child Development/Education, Criminal Justice, Drafting, Graphic Design/Web Design, Health Information Management and Nursing.

Students in High School Articulated Credit programs can earn college credit through:

- Content-enhanced articulated courses (statewide articulation and/or local articulation);
- Dual credit (concurrent enrollment); and/or
- College Board Advanced Placement (AP).

For more information on these programs, students should contact their High School counselor, career and technology teacher, or the Articulated Credit Office at College of the Mainland. Visit our website at [www.com.edu/degrees-programs/high-school-programs.php](http://www.com.edu/degrees-programs/high-school-programs.php).

## WORKFORCE EDUCATION CERTIFICATE AND DEGREE PLANS

For information pertaining to any of the workforce education programs, consult a counselor or a faculty adviser in your area of interest. Certificates and/or the AAS degree are offered in the following program areas:

Business Administration - (Certificate: Professional Bookkeeper; AAS Business Administration with Emphasis in Accounting; Certificate: Entrepreneurship; AAS Business Administration with Emphasis in Entrepreneurship; Certificate: Management; AAS Business Administration with Emphasis in Management; Certificate: Marketing; AAS Business Administration with Emphasis in Marketing; Certificate: Administrative Support; Certificate: Executive Assistant; Certificate: Medical Administrative Support; AAS Business Administration with Emphasis in Office Management)

Child Development/Education (Marketable Skills Award: Child Development/Education; Certificate: Child Care Administration; Certificate: Child Development Associate Caregiver; AAS Child Development/Ed-

ucation-Classroom Teacher Track; Child Development/Education-Leadership Track)

Computer Information Systems and Networking (Certificate: Programming; Certificate: SQL Server Database Fundamentals; Certificate: SQL Server Implementation and Maintenance; Certificate: SQL Server Database Development; Certificate: Networking)

Cosmetology (Certificate: Cosmetology Instructor; Certificate: Cosmetology Operator; Certificate: Esthetic Specialty; Certificate: High School Operator; AAS Cosmetology Instructor)

Criminal Justice (AAS Criminal Justice)

Drafting (Certificate: CAD Drafting; Certificate: 2D/3D Modeling; Certificate: Industrial Drafting; AAS Drafting)

Emergency Medical Services (Certificate: Paramedic; AAS Emergency Medical Services)

Fire Protection Technology (Certificate: Fire Academy; Certificate: Fire Officer; AAS Fire Protection Technology)

Graphic Arts (Certificate: Graphic Design; Certificate: Web Design; Certificate: Advanced Web Design; AAS Graphic Design/Web Design)

Health Information Management (Certificate: Medical Coding, AAS Health Information Management)

Law Enforcement (Certificate: Basic Peace Officer Academy)

Medical Assistant (Certificate: Medical Assistant)

Nursing (AAS Associate Degree Nursing; Certificate: Vocational Nursing)

Occupational Safety and Health Technology (Certificate: Occupational Safety and Health Technology; AAS Occupational Safety and Health Technology)

Pharmacy Technician (Certificate: Pharmacy Technician; AAS Pharmacy Technician)

Process Technology (AAS Petrochemical Process Technology)

Welding Technologies (Certificate: Entry Level Welding; Certificate: Entry Level Gas Shielded Pipe Welding; Certificate: Entry Level Shielded Metal Arc Pipe Welding; Certificate: Advanced Level Welding)

Please refer to the following pages for specific AAS degree programs and certificate programs.

## BUSINESS ADMINISTRATION

The Business Administration Program is designed to give students a substantial business background that can be applied to any industry starting from entrepreneurial start-ups to large corporate offices. The student will receive a broad foundation in understanding business organization, and gain basic management, computer, accounting, and marketing skills. The student will also have the opportunity to choose the area of emphasis from accounting, business technology, entrepreneurship, marketing, or management.

## ACCOUNTING

The Accounting Program is designed to provide the student with skills and knowledge necessary to manage and keep track of an organization's money and financial records. Accountants create financial reports, prepare payroll and tax returns, conduct audits, and assist in financial decisions for an organization. The Accounting Program offers an Associate In Applied Science (AAS) degree and one certificate (Professional Bookkeeper certificate). The purpose of the program is to prepare students to be successful in the field of accounting by teaching personal and professional skills. The program offers workplace-relevant courses in accounting, payroll, tax preparation, business, and accounting-related computer software applications.

## CERTIFICATE Professional Bookkeeper

### SEMESTER #1

COURSE	SCH
BCIS 1305 Business Computer Applications	3
POFT 1321 Business Math	3
ACNT 1303 Introduction to Accounting I	3

**Semester Total** 9

### SEMESTER # 2

COURSE	SCH
ACNT 1313 Computerized Accounting Applications	3
ACNT 1331 Federal Income Tax: Individual	3
ACCT 2301 Principles of Accounting (Financial)	3

**Semester Total** 9

**DEGREE TOTAL** 18

## ASSOCIATE OF APPLIED SCIENCE

### Business Administration with Emphasis in Accounting Articulated Credit Program

### SEMESTER #1

COURSE	SCH
BUSI 1301 Business Principles	3
BCIS 1305 Business Computer Applications/ or COSC 1301 Introduction to Computing	3
BUSI 1304 Business Report Writing and Correspondence (Freshman Level Version)	
or ENGL 1301 Composition I	3
POFT 1321 Business Math	3
ACNT 1303 Introduction to Accounting I	3

**Semester Total** 15

### SEMESTER #2

COURSE	SCH
HPRO 1311 Human Relations	3
BMGT 1327 Principles of Management	3
ACCT 2301 Principles of Accounting I (Financial)	3
MATH 1332 Mathematics for Liberal Arts or MATH 1314 or College Algebra	3
BUSG 1315 Small Business Operations	3

**Semester Total** 15

### SEMESTER #3

COURSE	SCH
ACCT 2302 Principles of Accounting II (Managerial)	3
BMGT 1341 Business Ethics	3
BUSI 2301 Business Law	3
ECON 2301 Principles of Macroeconomics or ECON 2302 Principles of Microeconomics	3
ACNT 1331 Federal Income Tax: Individual	3

**Semester Total** 15

### SEMESTER #4

COURSE	SCH
ITSC 1309 Integrated Software Applications I	3
ACNT 1313 Computerized Accounting Applications Humanities/Fine Arts	3
POFT 1300 Career Exploration/Planning or ACNT 1382 Cooperative Education - Accounting	3
BMGT 2347 Critical Thinking and Problem Solving	3

**Semester Total** 15

**DEGREE TOTAL** 60

## ENTREPRENEURSHIP

Business education, with emphasis on entrepreneurship, may help entrepreneurs avoid common mistakes that keep many small businesses from succeeding. This option will provide the basic knowledge needed to start a new business or manage and grow a small business successfully.

### CERTIFICATE Entrepreneurship

#### SEMESTER #1

COURSE		SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 1304	Business Report Writing and Correspondence (Freshman Level Version)	
or ENGL 1301	Composition I	3
POFT 1321	Business Math	3

**Semester Total 12**

#### SEMESTER #2

COURSE		SCH
BUSI 2304	Business Report Writing and Correspondence (Sophomore Level Version)	3
ACCT 2301	Principles of Accounting I (Financial)	
or ACNT 1303	or Introduction to Accounting I	3
MRKG 1311	Principles of Marketing	3
BUSG 1315	Small Business Operations	3

**Semester Total 12**

**DEGREE TOTAL 24**

## ASSOCIATE OF APPLIED SCIENCE

Business Administration with  
Emphasis in Entrepreneurship  
Articulated Credit Program

#### SEMESTER #1

COURSE		SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 1304	Business Report Writing and Correspondence (Freshman Level Version)	
or ENGL 1301	Composition I	3
POFT 1321	Business Math	3
ECON 2301	Principles of Macroeconomics/	
or ECON 2302	Principles of Microeconomics	3

**Semester Total 15**

#### SEMESTER #2

COURSE		SCH
BUSI 2304	Business Report Writing and Correspondence (Sophomore Level Version)	3
ACCT 2301	Principles of Accounting I (Financial)	
or ACNT 1303	Introduction to Accounting I	3
MRKG 1311	Principles of Marketing	3
MRKG 1301	Customer Relationship Management	3
BUSG 1315	Small Business Operations	3

**Semester Total 15**

#### SEMESTER #3

COURSE		SCH
BMGT 1327	Principles of Management	3
BMGT 1341	Business Ethics	3
BUSI 2301	Business Law	3
MATH 1332	Mathematics for Liberal Arts/	
or MATH 1314	or College Algebra	3
Humanities/Fine Arts		3

**Semester Total 15**

#### SEMESTER #4

COURSE		SCH
HRPO 2301	Human Resources Management	3
ACNT 1313	Computerized Accounting Applications	3
MRKG 2312	E-Commerce Marketing	3
POFT 1300	Career Exploration/Planning	
or BMGT 1382	Cooperative Education -	
	Business Administration/Management	3
BMGT 2347	Critical Thinking and Problem Solving	3

**Semester Total 15**

**DEGREE TOTAL 60**

## MANAGEMENT

The management option enables the student to move into a variety of entry-level management positions in the fields of sales, advertising, human resources, office management and other related areas.

### CERTIFICATE Management

SEMESTER #1		
COURSE		SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 1304	Business Report Writing and Correspondence (Freshman Level Version)	
or ENGL 1301	Composition I	3
POFT 1321	Business Math	3

**Semester Total** **12**

### SEMESTER #2

COURSE		SCH
BUSI 2304	Business Report Writing and Correspondence (Sophomore Level Version)	3
ACCT 2301	Principles of Accounting I (Financial)	
or ACNT 1303	Introduction to Accounting I	3
HRPO 2301	Human Resources Management	3
BMGT 1327	Principles of Management	3

**Semester Total** **12**

**DEGREE TOTAL** **24**

## ASSOCIATE OF APPLIED SCIENCE

**Business Administration with  
Emphasis in Management  
Articulated Credit Program**

### SEMESTER #1

COURSE		SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 1304	Business Report Writing and Correspondence (Freshman Level Version)	
or ENGL 1301	Composition I	3
POFT 1321	Business Math	3
ECON 2301	Principles of Macroeconomics/	
or ECON 2302	Principles of Microeconomics	3

**Semester Total** **15**

### SEMESTER #2

COURSE		SCH
BUSI 2304	Business Report Writing and Correspondence (Sophomore Level Version)	3
ACCT 2301	Principles of Accounting I (Financial)	
or ACNT 1303	Introduction to Accounting I	3
HRPO 2301	Human Resources Management	3
BMGT 1327	Principles of Management	3
MATH 1332	Mathematics for Liberal Arts/	
or MATH 1314	or College Algebra	3

**Semester Total** **15**

### SEMESTER #3

COURSE		SCH
BMGT 1301	Supervision	3
BMGT 1341	Business Ethics	3
BUSI 2301	Business Law	3
HRPO 1311	Human Relations	3
	Humanities/Fine Arts	3

**Semester Total** **15**

### SEMESTER #4

COURSE		SCH
MRKG 1311	Principles of Marketing	3
MRKG 1301	Customer Relationship Management	3
BMGT 2309	Leadership	3
POFT 1300	Career Exploration/Planning	
or BMGT 1382	Cooperative Education -	
	Business Administration/Management	3
BMGT 2347	Critical Thinking and Problem Solving	3

**Semester Total** **15**

**DEGREE TOTAL** **60**



## MARKETING

Marketing is a rapidly growing field, and an estimated 33% of all jobs in the United States involve performing some marketing activities. An emphasis in marketing will prepare the student with basic marketing skills and strategies.

### CERTIFICATE Marketing

#### SEMESTER #1

COURSE		SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 1304	Business Report Writing and Correspondence (Freshman Level Version)	
or ENGL 1301	Composition I	3
POFT 1321	Business Math	3

**Semester Total** **12**

#### SEMESTER #2

COURSE		SCH
BUSI 2304	Business Report Writing and Correspondence (Sophomore Level Version)	3
ACCT 2301	Principles of Accounting I (Financial)	
or ACNT 1303	Introduction to Accounting I	3
MRKG 1311	Principles of Marketing	3
MRKG 1301	Customer Relationship Management	3

**Semester Total** **12**

**DEGREE TOTAL** **24**

## ASSOCIATE OF APPLIED SCIENCE

### Business Administration with Emphasis in Marketing Articulated Credit Program

#### SEMESTER #1

COURSE		SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 1304	Business Report Writing and Correspondence (Freshman Level Version)	
or ENGL 1301	Composition I	3
POFT 1321	Business Math	3
ECON 2301	Principles of Macroeconomics/	
or ECON 2302	Principles of Microeconomics	3

**Semester Total** **15**

#### SEMESTER #2

COURSE		SCH
BUSI 2304	Business Report Writing and Correspondence (Sophomore Level Version)	3
ACCT 2301	Principles of Accounting I (Financial)	
or ACNT 1303	Introduction to Accounting I	3
MRKG 1311	Principles of Marketing	3
MRKG 1301	Customer Relationship Management	3
MATH 1332	Mathematics for Liberal Arts/	
or MATH 1314	or College Algebra	3

**Semester Total** **15**

#### SEMESTER #3

COURSE		SCH
BMGT 1301	Supervision	3
BMGT 1341	Business Ethics	3
BUSI 2301	Business Law	3
HRPO 1311	Human Relations	3
	Humanities/Fine Arts	3

**Semester Total** **15**

#### SEMESTER #4

COURSE		SCH
MRKG 2312	E-Commerce Marketing	3
BMGT 1327	Principles of Management	3
BMGT 2309	Leadership	3
POFT 1300	Career Exploration/Planning	
or BMGT 1382	Cooperative Education -	
	Business Administration/Management	3
BMGT 2347	Critical Thinking and Problem Solving	3

**Semester Total** **15**

**DEGREE TOTAL** **60**

## OFFICE MANAGEMENT

The Office Management Program is designed to provide the student with skills and knowledge applicable to a wide range of business technology or office management positions. Business technology is the business practice of converging technology and business strategy to use technology as a strategic development tool.

The certificates and degree in Office Management will prepare students for employment and advancement in information processing, as well as for positions as administrative assistants, office managers, and executive assistants. The emphasis is on executive-level support of business strategy and understanding of the capabilities and availability of contemporary technology to solve business-related problems.

The program provides training for those students wishing to develop marketable skills for immediate employment, as well as individuals wishing to upgrade their skills. Emphasis is on administrative and executive support positions.

The Office Management Program offers three certificates and an Associate of Applied Science degree after the successful completion of all required course work. The Administrative Support certificate is taken over two semesters. Following the completion of the third semester of required courses, the Executive Assistant certificate may be awarded. Students who wish to focus their careers in the rapidly expanding medical field may pursue a three-semester certificate in Medical Administrative Support, which follows a similar course of study but includes a focus in medical content. Students who wish to obtain a degree are awarded the AAS degree in Business Administration – Office Management by completing the course work over approximately four semesters.

## CERTIFICATE Administrative Support

### SEMESTER #1

COURSE		SCH
POFT 2301	Intermediate Keyboarding	3
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 1304	Business Report Writing and Correspondence (Freshman Level Version)	
or ENGL 1301	Composition I	3
<b>Semester Total</b>		<b>12</b>

### SEMESTER #2

COURSE		SCH
BMGT 1327	Principles of Management	3
ACNT 1303	Introduction to Accounting I	
or ACCT 2301	Principles of Accounting I (Financial)	3
POFT 1319	Records & Information Management I	3
BUSI 2304	Business Report Writing and Correspondence (Sophomore Level Version)	3
<b>Semester Total</b>		<b>12</b>

### DEGREE TOTAL

**24**

## CERTIFICATE Executive Assistant

### SEMESTER #1

COURSE		SCH
POFT 2301	Intermediate Keyboarding	3
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 1304	Business Report Writing and Correspondence (Freshman Level Version)	
or ENGL 1301	Composition I	3
<b>Semester Total</b>		<b>12</b>

### SEMESTER #2

COURSE		SCH
BMGT 1327	Principles of Management	3
ACNT 1303	Introduction to Accounting I	3
POFT 1319	Records and Information Management I	3
BUSI 2304	Business Report Writing and Correspondence (Sophomore Level Version)	3
<b>Semester Total</b>		<b>12</b>

### SEMESTER #3

COURSE		SCH
POFT 1321	Business Math	3
HRPO 1311	Human Relations	3
BMGT 1341	Business Ethics	3
<b>Semester Total</b>		<b>9</b>

### DEGREE TOTAL

**33**

## CERTIFICATE

### Medical Administrative Support

#### SEMESTER #1

COURSE		SCH
MDCA 1309	Anatomy and Physiology for Medical Assistants	3
COSC 1301	Introduction to Computing	
or BCIS 1305	Business Computer Applications	3
HITT 1305	Medical Terminology	3
POFT 2301	Intermediate Keyboarding	3

**Semester Total 12**

#### SEMESTER #2

COURSE		SCH
POFT 1321	Business Math	3
MDCA 1443	Medical Insurance	4
MDCA 1321	Administrative Procedures	3
POFT 1319	Records and Information Management I	3
ACNT 1303	Introduction to Accounting I	
or ACCT 2301	Principles of Accounting I (Financial)	3

**Semester Total 16**

#### SEMESTER #3

COURSE		SCH
POFT 1300	Career Exploration/Planning	
or POFM 1380	Cooperative Education - Medical Admin/Executive Assistant	3
BUSI 1304	Business Report Writing and Correspondence (Freshman level version)	3
BMGT 2347	Critical Thinking and Problem Solving	3

**Semester Total 9**

**DEGREE TOTAL 37**

## ASSOCIATE OF APPLIED SCIENCE

### Business Administration with Emphasis in Office Management Articulated Credit Program

#### SEMESTER #1

COURSE		SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 1304	Business Report Writing and Correspondence (Freshman Level Version)	
or ENGL 1301	Composition I	3
POFT 1321	Business Math	3
POFT 2301	Intermediate Keyboarding	3

**Semester Total 15**

#### SEMESTER #2

COURSE		SCH
ACCT 2301	Principles of Accounting I (Financial)	
or ACNT 1303	Introduction to Accounting	3
BMGT 1327	Principles of Management	3
POFT 1319	Records and Information Management I	3
MATH 1332	Mathematics for Liberal Arts	
or MATH 1314	or College Algebra	3
BUSI 2304	Business Report Writing and Correspondence (Sophomore Level Version)	3

**Semester Total 15**

#### SEMESTER #3

COURSE		SCH
BMGT 1301	Supervision	3
BMGT 1341	Business Ethics	3
BUSI 2301	Business Law	3
ECON 2301	Principles of Macroeconomics	
or ECON 2302	Principles of Microeconomics	3
HRPO 1311	Human Relations	3

**Semester Total 15**

#### SEMESTER #4

COURSE		SCH
ITSC 1309	Integrated Software Applications	3
MRKG 1301	Customer Relationship Management	3
POFT 1309	Administrative Office Procedures	3
Humanities/Fine Arts		3
BMGT 2347	Critical Thinking and Problem Solving	3

**Semester Total 15**

**DEGREE TOTAL 60**

## CHILD DEVELOPMENT/EDUCATION

College of the Mainland offers a credit program with the following career path options for students who want to work with children:

(1) Child Development/Education Associate of Applied Science degree tracks, (2) Child Care Administration Certificate, (3) Child Development Associate Caregiver Certificate, and (4) Marketable Skills Award for Early Childhood Education Majors. (More information on the Associate of Applied Science degree tracks, Certificate programs and Marketable Skills Award are in this section.) These options are designed to allow students to prepare for exciting and challenging careers working with children and families and to progress through several levels of accomplishment with maximum continuity and application of previous course work. However, Child Development courses must have been completed within the previous 10 years if they are to be considered for program awards. Program course completion may also be applied toward training hours required by Texas Minimum Standards for Child-Care Centers and is often accepted as an option for public school personnel to fulfill continuing education requirements. Those courses that have an EDUC rubric have been designated as academic transfer courses to upper level universities throughout Texas. Other course offerings may transfer, depending on the student's choice of upper level institution and degree options. Students are advised to consult a faculty member of the department for information regarding transfer to upper level universities.

The program provides students with the opportunity to link theory and practice in the classroom by participating in supervised practical lab and field experiences required for several CDEC, TECA, and/or EDUC courses. Students may be required to complete designated amounts of time in the COM Child Development Lab School, designated field sites, and/

or public schools. Alternate sites may also be allowed for some lab/field experience requirements if the student is employed by that facility or assigned to that facility by a faculty member. (In order to qualify as an approved off-campus lab site, the facility must be licensed and/or accredited and the administrator of the facility must agree to work with college faculty to support and monitor the student's progress toward lab/field experience assignment completion.) For those courses that require "lab" and/or "field experiences," students will be required to submit an application for a criminal background check. If a student has a felony conviction for certain offenses against children and families, he or she may not be eligible to work, observe or volunteer in the public schools or child care facilities at which these "labs" and/or "field experiences" will take place.

COM's Child Development Lab School, which opened in September 1985, is designed, equipped and staffed to be a model of excellent group care and education for young children. Its primary purpose is to provide the best possible lab/field experience site for students. The Child Development Lab School has been accredited by the National Academy of Early Childhood Program Accreditation, a division of the National Association for the Education of Young Children, since June 1987. It is also certified as a Four-star Vendor by The WorkSource Texas Rising Star Program, and is licensed by the Texas Department of Family and Protective Services. It provides full-time care for children from six weeks of age through pre-kindergarten during the Fall and Spring semesters. There is also a Summer program during the first summer session. (Check with the Lab School Director for ages to be served.) Evening Care services for students attending evening classes on campus during the Fall and Spring semesters are provided for children ages 3-11. These programs for children follow the College calendar for holidays as well as semester, Spring break and other closings.

## MARKETABLE SKILLS AWARD

### Child Development/Education

#### SEMESTER #1

COURSE	SCH
CDEC 1319 Child Guidance	3
TECA or CDEC 1318 Wellness of the Young Child	3

**Semester Total** 6

#### SEMESTER # 2

COURSE	SCH
TECA 1354 Child Growth and Development	3
TECA or CDEC 1303 Families, School and Community	3

**Semester Total** 6

**DEGREE TOTAL** 12

TECA courses may articulate toward the Associate of Arts in Teaching Leading to Initial Texas Teacher Certification/EC-Grade 6. (See information in this catalog.)

## CERTIFICATE

### Child Care Administration Certificate

#### SEMESTER #1

COURSE	SCH
CDEC 2326 Administration of Programs for Children I	3
TECA or CDEC 1318 Wellness of the Young Child	3
BMGT Elective	3
CDEC 1319 Child Guidance	3

**Semester Total** 12

#### SEMESTER # 2

COURSE	SCH
CDEC 2328 Administration of Programs for Children II	3
CDEC or TECA 1303 Families, School and Community	3
CDEC 1413 Curriculum Resources for Early Childhood Programs	4
TECA 1354 Child Growth and Development	3

**Semester Total** 13

**DEGREE TOTAL** 25

TECA courses may articulate toward the Associate of Arts in Teaching Leading to Initial Texas Teacher Certification/EC-Grade 6. (See information in this catalog.)

## CERTIFICATE

### Child Development Associate Caregiver

#### SEMESTER #1

COURSE	SCH
CDEC 1319 Child Guidance	3
TECA or CDEC 1318 Wellness of the Young Child	3

**Semester Total** 6

#### SEMESTER # 2

COURSE	SCH
TECA 1354 Child Growth and Development	3
CDEC or TECA 1303 Families, School and Community	3
CDEC 1413 Curriculum Resources for Early Childhood Programs	4

**Semester Total** 10

**DEGREE TOTAL** 16

TECA courses may articulate toward the Associate of Arts in Teaching Leading to Initial Texas Teacher Certification/EC-Grade 6. (See information in this catalog.)



## ASSOCIATE OF APPLIED SCIENCE

### Child Development/Education-Classroom Teacher Track Articulated Credit Program

An Associate of Applied Science degree with emphasis in Child Development/Education can be earned by completing the following sequence of general studies, Field of Study and Child Development courses. Please refer to the catalog descriptions for further reading and other prerequisites. Confer with a faculty adviser for recommended order of courses.

#### SEMESTER #1

COURSE		SCH
CDEC or		
TECA 1318	Wellness of the Young Child	3
CDEC 1319	Child Guidance	3
EDUC 1300		
or PSYC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
COSC 1301	Introduction to Computing	3

**Semester Total 15**

#### SEMESTER #2

COURSE		SCH
TECA 1354	Child Growth and Development	3
CDEC		
or TECA 1303	Families, School and Community	3
CDEC 1413	Curriculum Resources for Early Childhood Programs	4
ENGL 1302	Composition II	3
SPCH 1315	Public Speaking	3

**Semester Total 16**

#### SEMESTER #3

COURSE		SCH
Natural Science		3
CDEC Elective		3
CDEC Elective		3
GOVT 2305	Federal Government	3
MATH 1332	Mathematics for Liberal Arts	
or MATH 1314	College Algebra	3

**Semester Total 15**

#### SEMESTER #4

COURSE		SCH
Humanities/Fine Arts		3
CDEC 2266	Practicum: Childcare Provider/Assistant	2
CDEC Elective		3
CDEC Elective		3
GOVT 2306	Texas Government	3

**Semester Total 14**  
**DEGREE TOTAL 60**

TECA/other general education courses may articulate toward the Associate of Arts in Teaching, leading to initial Texas Teacher Certification/EC-6. (See information in this catalog.)

Child Development/Education electives include the following: CDEC 2326, CDEC 1359, CDEC 1321, CDEC 1356, CDEC 1358, CDEC 2307 and CDEC 2328.

## ASSOCIATE OF APPLIED SCIENCE

### Child Development/Education AAS-Leadership Track Articulated Credit Program

#### SEMESTER #1

COURSE		SCH
CDEC or		
TECA 1318	Wellness of the Young Child	3
CDEC 1319	Child Guidance	3
EDUC 1300		
or PSYC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
COSC 1301	Introduction to Computing	3

**Semester Total 15**

#### SEMESTER #2

COURSE		SCH
TECA 1354	Child Growth and Development	3
CDEC		
or TECA 1303	Families, School and Community	3
CDEC 1413	Curriculum Resources for Early Childhood Programs	4
ENGL 1302	Composition II	3
SPCH 1315	Public Speaking	3

**Semester Total 16**

#### SEMESTER #3

COURSE		SCH
Natural Science		3
CDEC Elective		3
CDEC Elective		3
GOVT 2305	Federal Government	3
CDEC 2326	Administration of Programs for Children I	3

**Semester Total 15**

#### SEMESTER #4

COURSE		SCH
Humanities/Fine Arts		3
CDEC 2266	Practicum: Childcare Provider/Assistant	2
CDEC 2328	Administration of Programs for Children II	3
GOVT 2306	Texas Government	3
MATH 1332	Mathematics for Liberal Arts/ or 1314 College Algebra	3

**Semester Total 14**  
**DEGREE TOTAL 60**

TECA/other general education courses may articulate toward the Associate of Arts in Teaching, leading to initial Texas Teacher Certification/EC-6. (See information in this catalog.)

CDEC Electives include the following: CDEC 1321, CDEC 1356, CDEC 1358, CDEC 1359 and CDEC 2307.

## COMPUTER INFORMATION SYSTEMS AND NETWORKING

The certificates in the Computer Information Systems and Networking program are designed to provide students with skills needed in various aspects of information technology. Certificates are offered in the areas of programming, data base administration, and computer maintenance and networking.

### CERTIFICATE Programming Certificate

The Computer Information Systems (CIS) Computer Programming Certificate provides the student with a solid background in software development processes and the object-oriented model. The students learn several programming languages. This certificate equips students with the skills needed for entry-level programming, and augments the skills taught in other CIS certificates.

#### SEMESTER #1

COURSE	SCH
COSC 1301 Introduction to Computing	3
COSC 1336 Programming Fundamentals I	3
ITSW 1307 Introduction to Database	3
<del>BUSI 1301 Business Principles</del>	<del>3</del>

**Semester Total** **9**

#### SEMESTER #2

COURSE	SCH
ITSE 2309 Database Programming	3
ITSE 2302 Intermediate Web Programming	3
COSC 1337 Programming Fundamentals II	3

**Semester Total** **9**

#### SEMESTER #3

COURSE	SCH
COSC 2336 Programming Fundamentals III	3
MATH 1314 College Algebra	3
BUSI 1304 Business Report Writing and Correspondence (Freshman Level Version)	3
ITSE 1380 Cooperative Education - Computer Programming/ Programmer, General	3

**Semester Total** **12**  
**DEGREE TOTAL** **30**

## MARKETABLE SKILLS ACHIEVEMENT AWARD SQL Server Database Fundamentals

The SQL Server Database Fundamentals Certificate teaches the students the fundamentals of Microsoft SQL Server database administration. Upon completion of this certificate, the student will be equipped to pass the Microsoft Technology Associate (MTA) SQL Server Database Fundamentals Certification Exam. This certificate is the first in a sequence of three Microsoft SQL Server certificates offered at College of the Mainland.

#### SEMESTER #1

COURSE	SCH
COSC 1301 Introduction to Computing	3
COSC 1336 Programming Fundamentals I	3
ITSW 1307 Introduction to Database	3
ITNW 2352 Administering SQL Server	3

**Semester Total** **12**  
**DEGREE TOTAL** **12**

### CERTIFICATE SQL Server Implementation and Maintenance

The SQL Server Database Implementation and Maintenance Certificate provides students with advanced database administration skills. This certificate is a follow-on to the SQL Server Database Fundamentals Certificate. Upon completion, the student will be equipped to pass the Microsoft Technology Associate (MTA) SQL Server Implementation and Maintenance Certification Exam. This industry certificate will assist students in finding database administration jobs. The COM certificate is the second in a sequence of three SQL Server Database certificates.

#### SEMESTER #1

COURSE	SCH
COSC 1301 Introduction to Computing	3
COSC 1336 Programming Fundamentals I	3
ITSW 1307 Introduction to Database	3
ITNW 2352 Administering SQL Server	3

**Semester Total** **12**

#### SEMESTER #2

COURSE	SCH
ITSE 2309 Introduction to Database Programming	3
ITSE 2333 Implementing a Database on Microsoft SQL Server	3
BUSI 1304 Business Report Writing and Correspondence (Freshman Level)	3
ITSE 1380 Cooperative Education - Computer Programming/ Programmer, General	3

**Semester Total** **12**  
**DEGREE TOTAL** **24**

## CERTIFICATE

### SQL Server Database Development

The SQL Server Database Development Certificate provides students with advanced database administration skills beyond those of the SQL Server Database Implementation and Maintenance Certificate. This certificate is the third and last in the series of SQL Server Database Administration certificates. Upon completion, the student will be equipped to pass the Microsoft Certified Technology Specialist (MCTS) SQL Server Database Development Certification Exam. This industry certificate will assist students in finding database administration jobs.

#### SEMESTER #1

COURSE		SCH
COSC 1301	Introduction to Computing	3
COSC 1336	Programming Fundamentals I	3
ITSW 1307	Introduction to Database	3
ITNW 2352	Administering SQL Server	3

**Semester Total** **12**

#### SEMESTER #2

COURSE		SCH
ITSE 2309	Introduction to Database Programming	3
ITSE 2333	Implementing a Database on Microsoft SQL Server	3
COSC 1337	Programming Fundamentals II	3

**Semester Total** **9**

#### SEMESTER #3

COURSE		SCH
BUSI 1304	Business Report Writing and Correspondence (Freshman Level Version)	3
COSC 2336	Programming Fundamentals III	3
ITSW 2337	Advanced Database	3
ITSE 1380	Cooperative Education - Computer Programming/ Programmer, General	3

**Semester Total** **12**

**DEGREE TOTAL** **33**

## CERTIFICATE

### Networking

#### SEMESTER #1

COURSE		SCH
ITNW 1308	Implementing & Supporting Client Operating Systems	3
ITNW 1354	Imp & Sup Svrs (2nd 8 weeks)	3
ITSC 1316	Linux Inst & Config	3
ITSC 1305	Intro PC Op Sys	3
ITSC 1325	PC Hrdwe	3

**Semester Total** **15**

#### SEMESTER #2

COURSE		SCH
ITSY 1300	Fund of Info Sec	3
ITNW 1345	Impl Ntwrk Dir Svcs	3
or ITNW 1353	Supp Ntwk Infra	
ITNW 2405	Ntwk Admin	4
ITNW 1325	Fund of Ntwk Tech	3
<del>ITNW 2312</del>	<del>Routers</del>	<del>3</del>

**Semester Total** **13**

#### SEMESTER #3

COURSE		SCH
ITNW 2312	Routers	3
ITNW 1380	Cooperative Education - Computer Systems, Networking and Telecommunications	3

**Semester Total** **6**

**DEGREE TOTAL** **34**

## COSMETOLOGY

The Cosmetology Program offers opportunities for full-time or part-time students to complete requirements for a Cosmetology Operator's License, Esthetic Specialty License or Instructor Certificate by satisfying requirements for a Certificate program.

The goal of the program is to provide students with the skills and the theoretical foundation to be exceptional cosmetologists and estheticians.

Completion of Cosmetology courses CSME 1401 through CSME 2441 with a grade of "C" or better will prepare and allow the student to acquire the credit hours of instruction necessary to be eligible to take the Texas Department of Licensing and Regulations Examination for licensure in Texas.

Esthetic Specialty will complete Cosmetology courses CSME 1420 through CSME 2244 with a grade of "C" or better to acquire the credit hours of instruction necessary to be eligible to take the Texas Department of Licensing and Regulations Esthetic Examination for licensure in Texas.

Instructors complete six courses, CSME 1435-CSME 2544 with a grade of "C" or better, to acquire credit hours and be eligible to take the TDLR exam for licensure.

Cosmetology High School Operator program requires completion of 8 Cosmetology courses, with a grade of "C" or better before graduation from high school. The student must complete all courses approved for the High School Operator Certificate.

Full-time students may complete the program in a year by meeting during the day, Monday through Friday. Students unable to meet classes during the day may schedule evening classes that meet Monday through Thursday. Part-time students are able to satisfy the requirements in approximately 24 months by following the recommended schedule of courses.

Providing all prerequisite requirements are met, enrollment couples with College of the Mainland's registration dates. There is a limit on the number of students who can be in the program each semester.

Specialty courses include specialization in Esthetic Specialty License and Instructor License. All courses are designed for the Texas Department of Licensing and Regulations Examination for License in Texas.

### Admission Requirements

1. Applicants will be permitted according to space available. To be permitted into the Certificate Program, applicants must:
  - A. Apply to the College of the Mainland and fulfill the admission requirements of the College. Applicants must provide the Cosmetology Department with proof of a High School Diploma or GED Certificate.
  - B. Take the TSI ~~THEA or THEA Alternate~~ Test.

Applicants must:

Be eligible for the following: TSI scores or equivalent developmental courses - TSI Essay 3 with TSI Writing 342, TSI Math 320 and TSI Reading 342. English 0360, MATH 0305 and READ 0340.

If the requirements listed above are not met, the applicant must complete recommended courses in order to satisfy admission requirements to the Cosmetology program.

- C. Students must be registered by the College of the Mainland counselors.
  - D. Students are required to attend the Orientation meeting that is held in the Cosmetology building on the Thursday prior to the first day of class.
2. Transfer applicants will be permitted according to space available. To be permitted into the Certificate program, applicants must:
  - A. Take the TSI Assessment ~~THEA or TSI Assessment-THEA~~ Alternate.

Applicants must:

Be eligible for the following: TSI scores or equivalent developmental courses -TSI Essay 3 with TSI Writing 342, TSI Math 320 and TSI Reading 342. English 0360, MATH 0305 and READ 0340.

- B. Have all transcripts and practical application records from college and private schools attended sent to the Cosmetology Department.

ment.

- C. Students must meet with the College of the Mainland counselors to verify acceptance into the program.
- D. Transfer students must meet with the Cosmetology Department program coordinator in order to determine course placement. Students must bring unofficial transcript when meeting with the program coordinator.
3. Applicants must be in good physical health.
4. Upon acceptance into the Cosmetology Program, applicants must provide and meet all Texas Department of Licensing and Regulation requirements.

## General Enrollment Information

The College of the Mainland Cosmetology program limits enrollment according to space availability and staffing. The Cosmetology Department reserves the right to deny enrollment to any student not satisfying admission requirements.

To be eligible for a certificate (Cosmetology), students must have completed each of the courses with a "C" or better. Students with a grade of "I", "D", or "F" on transcripts must reapply for the course in order to eliminate academic deficiencies. Students are trained and prepared to take the Texas Department of Licensing and Regulation Examination located in cities throughout Texas. All expenses are the responsibility of the graduate.

## CERTIFICATE

### Cosmetology Instructor Certificate

During the course of study in this program, the student will learn rules and regulations related to the Texas Department of Licensing and Regulation (TDLR) testing and licensing; teaching methodologies and lesson plan development; classroom management; evaluation and assessment techniques; skills for successful completion of TDLR testing for instructor licensure. Must already have an active Cosmetology Operator License. Prerequisites: The following TSI scores or equivalent developmental courses - TSI Math 336 **MATH-0305**, TSI Reading 346 **READ-0340**, and TSI Writing 5 and TSI Reading 351 or TSI Reading 351, TSI Essay 4 and TSI Writing 363 **ENGL-0360**.

#### SEMESTER #1

COURSE		SCH
CSME 1435	Orientation to the Instruction of Cosmetology	4
CSME 1534	Cosmetology Instructor I	5

**Semester Total** **9**

#### SEMESTER # 2

COURSE		SCH
CSME 2414	Cosmetology Instructor II	4
CSME 2515	Cosmetology Instructor III	5

**Semester Total** **9**

#### SEMESTER #3

COURSE		SCH
CSME 2445	Instructional Theory and Clinic Operation	4
CSME 2544	Cosmetology Instructor IV	5

**Semester Total** **9**

**DEGREE TOTAL** **27**



This is a suggested course of study for students beginning the program in the fall.

## **CERTIFICATE** **Cosmetology Operator**

The Cosmetology Operator Certificate is designed to provide the students with a quality education in the Cosmetology field and prepare the students to pass the Texas Department of Licensing and Regulation Examination for licensing. The Operator Certificate covers all areas of cosmetology including hair, nails, and skin. Full-time students may complete the program in a year by meeting Monday-Friday. Part-time students may complete the program within approximately 24 months.

<b>SEMESTER #1</b>	<b>COURSE</b>	<b>SCH</b>
CSME 1401	Orientation to Cosmetology	4
CSME 1405	Fundamentals of Cosmetology	4
CSME 1451	Artistry of Hair, Theory and Practice	4
CSME 1443	Manicuring and Related Theory	4
<b>Semester Total</b>		<b>16</b>

<b>SEMESTER # 2</b>	<b>COURSE</b>	<b>SCH</b>
CSME 1453	Chemical Reformation and Related Theory	4
CSME 2401	Principles of Hair Coloring and Related Theory	4
CSME 1348	Principles of Skin Care/Facials and Related Theory	3
CSME 1410	Introduction to Haircutting and Related Theory	4
<b>Semester Total</b>		<b>15</b>

<b>SEMESTER #3</b>	<b>COURSE</b>	<b>SCH</b>
CSME 1491	Special Topics in Cosmetology	4
CSME 2343	Salon Development	3
CSME 2441	Preparation for the State Licensing Exam	4
<b>Semester Total</b>		<b>11</b>
<b>DEGREE TOTAL</b>		<b>42</b>

This is a suggested course of study for student beginning the program in the fall.

## **CERTIFICATE** **Esthetic Specialty**

The Esthetic Specialty Certificate is designed to provide the student with a quality education and proper procedures in order to pass the Texas Department of Licensing and Regulation Examination for licensing in esthetics. The Esthetic Specialty Certificate includes local occupational need, business and industry trends. Day students may complete the Esthetic Specialty Certificate program within two semesters. Night students may complete within three semesters. The following is a suggested course of study for students beginning the program in the fall.

<b>SEMESTER #1</b>	<b>COURSE</b>	<b>SCH</b>
CSME 1420	Orientation to Facial Specialist	4
CSME 1447	Principles of Skin Care/Facials and Related Theory	4
<b>Semester Total</b>		<b>8</b>

<b>SEMESTER # 2</b>	<b>COURSE</b>	<b>SCH</b>
CSME 1445	Principles of Facial Esthetic Technology II	4
CSME 2343	Salon Development	3
<b>Semester Total</b>		<b>7</b>

<b>SEMESTER #3</b>	<b>COURSE</b>	<b>SCH</b>
CSME 2431	Principles of Facial Esthetic Technology III	4
CSME 2244	Preparation for the State Licensing Exam	2

**Semester Total** 6  
**DEGREE TOTAL** 21

## **CERTIFICATE** **High School Operator**

The High School Operator Certificate is designed to provide current high school students with a quality education in the Cosmetology field and prepare the student to pass the Texas Department of Licensing and Regulation Examination for licensing. The Operator Certificate covers all areas of cosmetology including hair, nails, and skin. High school students must complete requirements before graduation from high school, and must pass all academic classes at the high school.

**SEMESTER #1**  
**Course** **SCH**  
CSME 1401 Orientation to Cosmetology 4  
CSME 1451 Artistry of Hair, Theory and Practice 4

**Semester Total** 8

**SEMESTER # 2**  
**Course** **SCH**  
CSME 2401 Principles of Hair Coloring and Related Theory 4  
CSME 1410 Introduction to Haircutting and Related Theory 4

**Semester Total** 8

**SEMESTER #3**  
**Course** **SCH**  
CSME 1405 Fundamentals of Cosmetology 4  
CSME 1443 Manicuring and Related Theory 4

**Semester Total** 8

**SEMESTER #4**  
**COURSE** **SCH**  
CSME 1348 Principles of Skin Care/Facials and Related Theory 3  
CSME 1453 Chemical Reformation and Related Theory 4

**Semester Total** 7

**DEGREE TOTAL** 31

## **ASSOCIATE OF APPLIED SCIENCE**

### **Cosmetology Instructor**

The AAS degree plan in Cosmetology Instructor is designed to work with the Certificate Program. In addition to Cosmetology Instructor courses, the student will take freshman and sophomore level college courses. These courses will help prepare the student for a career in Instruction. In order to be employed in higher education, such as the Community College level or public school system such as high school, the AAS degree is necessary. The student who completes the AAS degree as well as becomes a licensed Cosmetology Instructor will have more opportunities for employment. The following is a suggested course of study for students beginning the program in the fall.

**SEMESTER #1**  
**COURSE** **SCH**  
CSME 1435 Orientation to the Instruction of Cosmetology 4  
CSME 1534 Cosmetology Instructor I 5  
ENGL 1301 Composition I 3  
SPCH 1318 Interpersonal Communication 3  
or SPCH 1315 Public Speaking

**Semester Total** 15

**SEMESTER # 2**  
**COURSE** **SCH**  
CSME 2414 Cosmetology Instructor II 4  
CSME 2515 Cosmetology Instructor III 5  
HRPO 1311 Human Resources Management 3  
ENGL 2311 Technical and Business Writing 3

**Semester Total** 15

**SEMESTER #3**  
**COURSE** **SCH**  
CSME 2445 Instructional Theory and Clinic Operation 4  
CSME 2544 Cosmetology Instructor IV 5  
COSC 1301 Introduction to Computing 3  
Approved Elective 3

**Semester Total** 15

**SEMESTER #4**  
**COURSE** **SCH**  
MATH 1314 College Algebra 3  
or MATH 1332 Mathematics for Liberal Arts 3  
SOCI 1301 Introduction to Sociology 3  
or PSYC 2301 Introduction to Psychology 3  
Humanities/Fine Arts 3  
Approved Elective 3  
Approved Elective 3

**Semester Total** 15

## DEGREE TOTAL

60

### CRIMINAL JUSTICE

#### ASSOCIATE OF APPLIED SCIENCE

##### Criminal Justice Articulated Credit Program

The Associate of Applied Science degree in Criminal Justice is offered to those students who are seeking careers as police officers, sheriff's deputies, state law enforcement officers, district attorney's investigators, and correctional officers, in addition to those students who have recently entered the police or correctional services.

#### SEMESTER #1

COURSE		SCH
ENGL 1301	Composition I	3
HIST 1301	US History I	3
COSC 1301	Microcomputer Applications	3
CRIJ 1306	Court Systems and Practices/ or CRIJ 1301	3
	Introduction to Criminal Justice	3

**Semester Total** **12**

#### SEMESTER # 2

COURSE		SCH
ENGL 1302	Composition II	3
SPCH 1315	Public Speaking/ or SPCH 1318	3
	Interpersonal Communication	3
NAT SCI	Natural Science or or MATH 1314 (3cr)	3-4
GOVT 2305	College Algebra Federal Government	3

**Semester Total** **12-13**

#### SEMESTER #3

COURSE		SCH
GOVT 2306	Texas Government	3
PSYC 2301	Introduction to Psychology	3
CRIJ 1307	Crime in America/ or CRIJ 2313	3
	Correctional Systems and Practices	3
Humanities/Fine Arts		3
CJSA 1482		3
or CJSA 2482	Criminal Justice Cooperative	4

**Semester Total** **16**

#### SEMESTER #4

COURSE		SCH
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
CJLE 1518	Basic Peace Officer III	5
CJLE 1524	Basic Peace Officer IV	5

**Semester Total** **20**

**DEGREE TOTAL** **60-61**

Basic Peace Officer I-IV classes consist of the Law Enforcement Academy.

Applicants must pass a criminal history background check and meet the state requirements for entry. Information regarding specific state requirements can be obtained by calling 409-933-8285.

### DRAFTING

The Drafting Certificates are designed to introduce students to the fundamentals of drafting and to provide them with an intermediate skill level in the use of Computer Aided Drafting (CAD) software. Students will apply this knowledge in the workforce via the capstone co-op course.

#### CERTIFICATE CAD Drafting

#### SEMESTER #1

COURSE		SCH
DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4

**Semester Total** **8**

#### SEMESTER # 2

COURSE		SCH
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG Elective		4

**Semester Total** **8**

**DEGREE TOTAL** **16**

#### CERTIFICATE 2D/3D Modeling

#### SEMESTER #1

COURSE		SCH
DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4

**Semester Total** **8**

#### SEMESTER # 2

COURSE		SCH
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2440	Solid Modeling/Design	4

**Semester Total** **8**

#### SEMESTER #3

COURSE		SCH
DFTG 2432	Advanced Computer-Aided Drafting	4
DFTG 2381	Cooperative Education - Drafting or POFT 1300	3
	Career Exploration/Planning	3
DFTG Elective		4

**Semester Total** 11  
**DEGREE TOTAL** 27

## **CERTIFICATE** **Industrial Drafting**

### **SEMESTER #1**

COURSE		SCH
DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4

**Semester Total** 8

### **SEMESTER # 2**

COURSE		SCH
DFTG 2330	Civil Drafting	3
DFTG 2428	Architectural Drafting-Commercial	4
DFTG 2419	Intermediate Computer Aided-Drafting	4

**Semester Total** 11

### **SEMESTER #3**

COURSE		SCH
ARCE 1452	Structural Drafting	4
DFTG 2407	Electrical Drafting	4
DFTG 2423	Pipe Drafting	4

**Semester Total** 12

### **SEMESTER #4**

COURSE		SCH
DFTG 2381	Cooperative Education-Drafting Capstone Course	
or POFT 1300	Career Exploration/Planning	3
DFTG Elective		4

**Semester Total** 7  
**DEGREE TOTAL** 38

## **ASSOCIATE OF APPLIED SCIENCE DEGREE** **Drafting** **Articulated Credit Program**

### **SEMESTER #1**

COURSE		SCH
DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer-Aided Drafting	4
PSYC 1300	Psychology for Success	3
COSC 1301 or BCIS 1305	Introduction to Computing Business Computer Applications	3

**Semester Total** 14

### **SEMESTER # 2**

COURSE		SCH
TECM 1303	Technical Calculations	3
DFTG 2330	Civil Drafting	3
DFTG 2428	Architectural Drafting-Commercial	4
DFTG 2419	Intermediate Computer Aided-Drafting	4

**Semester Total** 14

### **SEMESTER #3**

COURSE		SCH
DFTG 2407	Electrical Drafting	4
ARCE 1452	Structural Drafting	4
DFTG 2423	Pipe Drafting	4
DFTG 2432	Advanced Computer-Aided Drafting	4

**Semester Total** 16

### **SEMESTER #4**

COURSE		SCH
Humanities/Fine Arts		3
MATH 1314	College Algebra	3
BUSI 1304	Business Report Writing and Correspondence (Freshmen Level Version)	3
DFTG 2381 or POFT 1300	Cooperative Education-Drafting Career Exploration/Planning	3
DFTG 2440	Solid Modeling	4

**Semester Total** 16

## DEGREE TOTAL

60

### EMERGENCY MEDICAL SERVICES

The Emergency Medical Services system was developed to allow the emergency capabilities of the hospital to be used at the scene of the emergency to initiate care of patients. Students can begin their EMS career at the Emergency Medical Technician Basic Level and advance to the Paramedic level.

The EMS Professions programs follow the guidelines established by the Texas Dept. of State Health Services EMS Division. The Paramedic program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Commission on Accreditation of EMS Programs (CoAEMSP).

#### Paramedic Certificate Admission Requirements

1. Apply to College of the Mainland and complete the College requirements for admission.
2. Be in good physical and mental health. The prospective student must have a physical examination by a physician and be negative for T.B. (skin test or chest x-ray). Proof of current immunizations and a Hepatitis B vaccination is required. Health forms are available in the EMS Department. Fees for the EMT-Basic Program cover a T.B. skin test and the first HEP B vaccine.
3. Students must have a current American Heart Association Healthcare Provider CPR card prior to attending clinicals. Classes are available through the Public Service Careers CE Department.
4. Students must have an approved background check. If you have questions, please contact the in-

structor prior to registration.

### CERTIFICATE Paramedic

#### SEMESTER #1

COURSE		SCH
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Clinical-Emergency Medical Technology/Technician	1

**Semester Total** **6**

#### SEMESTER # 2

COURSE		SCH
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1355	Trauma Management	3
EMSP 2168	Practicum/Field Experience-Emergency Medical Technology/ Technician I	1

**Semester Total** **7**

#### SEMESTER #3

COURSE		SCH
EMSP 2444	Cardiology	4
EMSP 2248	Emergency Pharmacology	2
EMSP 2360	Clinical - Emergency Medical EMT Paramedic	3

**Semester Total** **9**

#### SEMESTER #4

COURSE		SCH
EMSP 2330	Special Populations	3
EMSP 2268	Practicum/Field Experience-Emergency Medical Technology/ Technician II	2
EMSP 2434	Medical Emergencies	4
EMSP 2143	Assessment-Based Management	1

**Semester Total** **10**



## DEGREE TOTAL

32

### ASSOCIATE OF APPLIED SCIENCE DEGREE

#### Emergency Medical Services Articulated Credit Program

#### SEMESTER #1

COURSE		SCH
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Clinical-Emergency Medical Technology/Technician	1
BIOL 2401	Human Anatomy and Physiology Part I	4
ENGL 1301	Composition I	3
COSC 1301	Microcomputer Applications	3

**Semester Total** 16

#### SEMESTER #2

COURSE		SCH
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1355	Trauma Management	3
EMSP 2168	Practicum/Field Experience- Emergency Medical Technology/Technician I	1
BIOL 2402	Human Anatomy and Physiology Part II	4
SOCI 2319	Multi-cultural Studies	
or PSY 2314	Lifespan Development	3
EMSP 2359	EMS Supervision/Management	3

**Semester Total** 17

#### SEMESTER #3

COURSE		SCH
EMSP 2444	Cardiology	4
EMSP 2248	Emergency Pharmacology	2
EMSP 2360	Clinical - Emergency Medical EMT Paramedic	3
EMSP 2330	Special Populations	3
EMSP 2434	Medical Emergencies	4
EMSP 2143	Assessment-Based Management	1
EMSP 2268	Practicum/Field Experience - Emergency Medical Technology/Technician II	2

**Semester Total** 19

#### SEMESTER #4

COURSE		SCH
SPCH 1315	Public Speaking	3
or SPCH 1318	Interpersonal Communication	
ENGL 2311	Technical and Business Writing	3
Humanities/Fine Arts		3
PSYC 2301	Introduction to Psychology	3
Elective		3

**Semester Total** 15

**DEGREE TOTAL** 67

## FIRE PROTECTION TECHNOLOGY

Completion of the Fire Protection Technology Associate is Science provides students with the knowledge and skills required for a successful career in the fire service. The program is designed to build on completion of the Fire Academy, which satisfies curriculum requirements of the Texas Commission on Fire Protection for Basic Fire Suppression. Subsequent courses in the degree are designed to provide students with the knowledge and skills necessary for first level supervision in a fire department.

Students may elect to declare the Fire Academy or Fire Officer Certificate of Completion as their major. This allows students to focus entirely upon the courses required for the certificate without having to take other courses required for the Fire Protection Technology AAS. As an example, current firefighters may select the Fire Officer Certificate to enhance promotional opportunities with their fire department. Upon successful completion of a certificate, students are eligible to attend COM's graduation ceremony.

### FIRE ACADEMY:

The Fire Academy is a 16 week program, which includes 24 credit hours and 640 contact hours. The Academy is comprised of the following seven courses: FIRS 1401, FIRS 1407, FIRS 1313, FIRS 1319, FIRS 1323, FIRS 1329, and FIRS 1433. Students may only register by authorization of the Director of Fire Technology after completing the application process. See the Fire Academy home page at [www.com.edu/fire-technology/academy.php](http://www.com.edu/fire-technology/academy.php) for details or contact Danny McLerran at 409-933-8378 or the Administrative Assistants at 409-933-8285 or 409-933-8224.

### CERTIFICATE

#### Fire Academy Certificate

#### SEMESTER #1

COURSE		SCH
FIRS 1401	Firefighter Certification I	4
FIRS 1407	Firefighter Certification II	4
FIRS 1313	Firefighter Certification III	3
FIRS 1319	Firefighter Certification IV	3
FIRS 1323	Firefighter Certification V	3
FIRS 1329	Firefighter Certification VI	3
FIRS 1433	Firefighter Certification VII	4

**Semester Total** 24

**DEGREE TOTAL** 24

## **CERTIFICATE** **Fire Officer**

### **SEMESTER #1**

<b>COURSE</b>		<b>SCH</b>
FIRT 1315	Hazardous Materials I	3
FIRT 1353	Legal Aspects of Fire Protection	3
FIRT 1443	Fire Officer II (TCFP Fire Officer I & II)	4
FIRT 1471	Fire Investigator	4
FIRT 2309	Firefighting Strategies and Tactics I	3
FIRT 2407	Fire Instructor II (TCFP Fire Instructor I & II)	4

**Semester Total** **21**

**DEGREE TOTAL** **21**

## **ASSOCIATE OF APPLIED SCIENCE** **Fire Technology**

### **SEMESTER #1**

<b>COURSE</b>		<b>SCH</b>
FIRS 1401	Firefighter Certification I	4
FIRS 1407	Firefighter Certification II	4
FIRS 1313	Firefighter Certification III	3
FIRS 1319	Firefighter Certification IV	3
FIRS 1323	Firefighter Certification V	3
FIRS 1329	Firefighter Certification VI	3
FIRS 1433	Firefighter Certification VII	4
These classes make up the Basic Fire Academy		

**Semester Total** **24**

### **SEMESTER # 2**

<b>COURSE</b>		<b>SCH</b>
FIRT 2309	Firefighting Strategies and Tactics	3
FIRT 2407	Fire Instructor (TCFP Fire Instructor I & II)	4
GOVT 2305	Federal Government	3
MATH 1314	College Algebra	
or Math 1332	Mathematics for Liberal Arts	3
ENGL 1301	Composition I	3

**Semester Total** **16**

### **SEMESTER #3**

<b>COURSE</b>		<b>SCH</b>
FIRT 1471	Fire Investigator	4
FIRT 1443	Fire Officer (TCFP Fire Officer I & II)	4
CHEM 1419	Applied Chemistry	
or CHEM 1405	Introductory Chemistry I	4

**Semester Total** **12**

### **SEMESTER #4**

<b>COURSE</b>		<b>SCH</b>
FIRT 1353	Legal Aspects of Fire Protection	3
FIRT 1315	Hazardous Materials I	3
Humanities/Fine Arts		3
Electives		6

**Semester Total** **15**

**DEGREE TOTAL** **67**

## GRAPHIC ARTS

### CERTIFICATE Graphic Design

A one-year certificate comprised of concentrated classes that accumulate toward a certificate in Graphic Arts. Through hands-on training, students learn what the pros know about graphic design including digital photo manipulation and computer illustration. Topics include the principles of design, typography and color theory, with an emphasis on how to set files up for commercial printing. Students will design professional projects including logos, business packages, brochures, newsletters and billboards. Students receive up-to-date training using industry-standard hardware and software.

#### SEMESTER #1

COURSE	SCH
ARTC 1310 Design Concepts	3
ARTC 1325 Introduction to Computer Graphics	3
ARTC 1305 Basic Graphic Design	3
ARTC 1353 Computer Illustration	3
ARTC 1302 Digital Imaging I	3

**Semester Total** 15

#### SEMESTER # 2

COURSE	SCH
ARTC 1349 Art Direction I	3

**Semester Total** 3

#### SEMESTER #3

COURSE	SCH
ARTC 1327 Typography	3
GRPH 2309 Digital Pre-Press	3

**Semester Total** 6

**DEGREE TOTAL** 24

### CERTIFICATE Web Design

A one-year certificate comprised of concentrated classes that accumulate toward a certificate in Web Design. Through hands-on training, students learn what the pros know about web design including site navigation, information architecture, preparing images for the web, color on the web and typography for the screen. Students will design and develop small business web sites using both table-based and CSS layouts. Students will also design and develop interactive web sites using industry standard 2-D animation software.

#### SEMESTER #1

COURSE	SCH
ARTC 1310 Design Concepts	3
ARTC 1325 Introduction to Computer Graphics	3
ARTC 1305 Basic Graphic Design	3
ARTC 1353 Computer Illustration	3
ARTC 1302 Digital Imaging I	3

**Semester Total** 15

#### SEMESTER # 2

COURSE	SCH
IMED 1316 Web Design I	3
IMED 1301 Introduction to Digital Media	3

**Semester Total** 6

#### SEMESTER #3

COURSE	SCH
IMED 2315 Web Design II	3
IMED 1345 Interactive Digital Media I	3

**Semester Total** 6

**DEGREE TOTAL** 27

## **CERTIFICATE** **Advanced Web Design**

After completing the one-year certificate in Web Design, students can take two additional classes in Internet Commerce and Interactive Multimedia II for an Advanced Web Design Certificate. These additional classes will prepare students to work with e-commerce and more advanced 2-D animation techniques while introducing them to simple gaming for the web.

### **SEMESTER #1**

COURSE	SCH
ARTC 1310 Design Concepts	3
ARTC 1325 Introduction to Computer Graphics	3
ARTC 1305 Basic Graphic Design	3
ARTC 1353 Computer Illustration	3
ARTC 1302 Digital Imaging I	3

**Semester Total 15**

### **SEMESTER # 2**

COURSE	SCH
IMED 1316 Web Design I	3
IMED 1301 Introduction to Digital Media	3

**Semester Total 6**

### **SEMESTER #3**

COURSE	SCH
IMED 2315 Web Design II	3
IMED 1345 Interactive Digital Media I	3

**Semester Total 6**

### **SEMESTER #4**

COURSE	SCH
IMED 2309 Internet Commerce	3

**Semester Total 3**

**DEGREE TOTAL 30**

## **ASSOCIATE OF APPLIED SCIENCE** **Graphic Design/Web Design** **Articulated Credit Program**

A concentrated two-year degree program prepares students for careers in graphic design, web design, digital publishing/printing, and multimedia design/development. Through hands-on training and projects, students acquire the skills necessary to be successful in industry. An internship program helps bridge the gap from formal training to full-time employment. Articulation agreements exist between local high schools for this program.

## **ASSOCIATE OF APPLIED SCIENCE** **Graphic Design/Web Design** **Articulated Credit Program**

### **SEMESTER #1**

COURSE	SCH
ARTC 1310 Design Concepts	3
ARTC 1325 Introduction to Computer Graphics	3
ARTC 1305 Basic Graphic Design	3
ARTC 1353 Computer Illustration	3
ARTC 1302 Digital Imaging I	3

**Semester Total 15**

### **SEMESTER #2**

COURSE	SCH
IMED 1301 Introduction to Digital Media	3
IMED 1316 Web Design I	3
ARTC 1349 Art Direction I	3
ENGL 1301 Composition I	3
SPCH 1315 Public Speaking	3
or SPCH 1318 Interpersonal Communications	3

**Semester Total 15**

### **SEMESTER #3**

COURSE	SCH
IMED 2315 Web Design II	3
ARTC 1327 Typography	3
GRPH 2309 Digital Pre-Press	3
IMED 1345 Interactive Digital Media I	3
MATH 1314 College Algebra	3
or MATH 1332 Mathematics for Liberal Arts	3

**Semester Total 15**

### **SEMESTER #4**

COURSE	SCH
ARTC 2388 Internship: Commercial and Advertising Art	3
ARTC 2335 Portfolio Development for Graphic Design	3
Social/Behavioral Science	3
Humanities or Fine Arts	3
IMED 2309 Internet Commerce	3

**Semester Total 15**

**DEGREE TOTAL 60**

## HEALTH INFORMATION MANAGEMENT

College of the Mainland offers courses for students interested in Health Information Management, which includes Medical Coding. A Health Information Technician performs a variety of health information-related functions, including organization, analysis, coding and technical evaluation of health information and interaction with administrative and financial departments of health-care facilities.

College of the Mainland's Health Information Management program is accredited by the Commission on Accreditation for Health Information and Information Management Education (CAHIIM); therefore, students that successfully complete the program are eligible to sit for a national exam through the American Health Information Management Association to become a Registered Health Information Technician (RHIT).

The program has a 100 percent graduate satisfaction rate and 100 percent employer satisfaction rate.

## CERTIFICATE Medical Coding

Students taking the AAS or Medical Coding Certificate are required to meet or obtain the following:

- Criminal Background Check
- Current immunizations such as Tetanus, Measles, Mumps, Rubella, TB Skin Test, Chicken Pox.

Furthermore, students may also be required to meet the following:

- Proof of completion of Hepatitis B vaccine series
- Drug Screening
- Hospital scrubs and student identification badge

### PREREQUISITE SEMESTER

COURSE		SCH
HITT 1305	Medical Terminology I	3
BIOL 2401	Human Anatomy and Physiology Part I	4

**Semester Total** **7**

### SEMESTER #1 (FALL)

COURSE		SCH
HITT 1301	Health Data Content and Structure	3
BIOL 2402	Human Anatomy and Physiology Part II	4

**Semester Total** **7**

### SEMESTER #2 (SPRING)

COURSE		SCH
HITT 1345	Health Care Delivery Systems	3
HITT 1349	Pharmacology	3
HITT 1341	Coding and Classification Systems	3
HITT 1353	Legal and Ethical Aspects of Health Information	3

**Semester Total** **12**

### SEMESTER #3 (SPRING)

COURSE		SCH
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 1260	Clinical: Health Information/Medical Records	2
HITT 1311	Computers in Health Care	3

**Semester Total** **8**

### SEMESTER #4 (SPRING)

COURSE		SCH
HITT 2346	Advanced Medical Coding	3

**Semester Total** **3**

**DEGREE TOTAL** **37**



## ASSOCIATE OF APPLIED SCIENCE Health Information Management Articulated Credit Program

### PREREQUISITE SEMESTER

COURSE		SCH
HITT 1305	Medical Terminology I	3
BIOL 2401	Human Anatomy and Physiology Part I	4

**Semester Total** **7**

### SEMESTER #1 (FALL)

COURSE		SCH
ENGL 1301	Composition I	3
HITT 1301	Health Data Content and Structure	3
BIOL 2402	Human Anatomy and Physiology Part II	4
SOCI 1301	Introduction to Sociology	3
or PSYC 2301	Introduction to Psychology	
or PSYC 1300	Psychology for Success	

**Semester Total** **13**

### SEMESTER #2 (SPRING)

COURSE		SCH
HITT 1345	Health Care Delivery Systems	3
HITT 1341	Coding and Classification Systems	3
HITT 1355	Health Care Statistics	3
HITT 1353	Legal and Ethical Aspects of Health Information	3
HITT 1349	Pharmacology	3

**Semester Total** **15**

### SEMESTER #3 (FALL)

COURSE		SCH
HITT 2343	Quality Assessment and Performance Improvement	3
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 1260	Clinical: Health Information/Medical Records	2
HITT 1311	Computers in Health Care	3
Humanities/Fine Arts		3

**Semester Total** **14**

### SEMESTER #4 (SPRING)

COURSE		SCH
HITT 2339	Health Information Organization and Supervision	3
HITT 2249	RHIT Competency Review	2
HITT 2266	Practicum: Health Information Technician	2
HITT 2346	Advanced Medical Coding	3
SPCH 1315	Public Speaking	3
ENGL 2311	Technical and Business Writing	3

**Semester Total** **16**

**DEGREE TOTAL** **65**

## LAW ENFORCEMENT

The Peace Officer Academy (769 hours) is designed to provide graduates the necessary basic training to obtain a position as a police officer, constable, deputy sheriff, or any other licensed peace officer position within the State of Texas. All courses must be taken together and successfully passed for the graduate to test for state licensure.

### ADMISSION REQUIREMENTS

1. Students must apply to COM and complete the College requirements for entry.
2. Applicant must satisfy appraisal testing requirements. Basic Courses require a score of **351 78** on the **ACCUPLACER-TSI** Reading Exam or 12.5 reading level. Anyone scoring lower than 12.4 will have to take and pass the appropriate remedial course before the academy begins.
3. Applicants must pass a criminal history background check and meet state requirements for entry.
4. Applicants must have a high school diploma. Persons with a GED must have 6 college hours.

Information regarding specific state requirements can be obtained by calling 409-933-8299 or 409-933-8285 at the Law Enforcement Training Center.

### CERTIFICATE

#### Basic Peace Officer Academy

### SEMESTER #1

COURSE		SCH
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
CJLE 1518	Basic Peace Officer III	5
CJLE 1524	Basic Peace Officer IV	5
CJLE 2247	Tactical Skills for Police	2

**Semester Total** **22**

**DEGREE TOTAL** **22**

## MEDICAL ADMINISTRATIVE ASSISTANT

SEE BUSINESS TECHNOLOGY

## MEDICAL ASSISTANT

The Medical Assistant Certificate program provides an entry-level education for individuals looking to get a start in the medical profession. Medical Assistants are allied health professionals who assist the physicians in the medical setting; they perform routine administrative and clinical tasks in order to keep the physician's office running efficiently.

This program is designed for full-time enrollment each semester. The day program starts each spring semester and the evening one begins each fall.

College of the Mainland's Medical Assistant Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAE-RB).

This organization can be contacted at: Commission on Accreditation of Allied Health Education Programs; 1361 Park Street; Clearwater, FL 33756; 727-210-2350

## CERTIFICATE Medical Assistant

### SEMESTER #1

COURSE		SCH
MDCA 1309	Anatomy and Physiology for Medical Assistants	3
MDCA 1302	Human Disease/Pathophysiology	3
HITT 1305	Medical Terminology I	3
SPCH 1318	Interpersonal Communications	3
MDCA 1443	Medical Insurance	4

**Semester Total** **16**

### SEMESTER # 2

COURSE		SCH
MDCA 1417	Procedures in a Clinical Setting	4
<del>BUSI 1304</del>	<del>Business Report Writing and Correspondence</del>	<del>3</del>
	(Freshman-level version)	
MDCA 1321	Administrative Procedures	3
MDCA 1352	Medical Assistant Laboratory Procedures	3
MDCA 1348	Pharmacology and Administration of Medications	3

**Semester Total** **13**

### SEMESTER #3

COURSE		SCH
MDCA 1205	Medical Law Ethics	2
MDCA 1254	Medical Assisting Credentialing Exam Review	2
MDCA 1360	Clinical: Medical Assistant	3

**Semester Total** **7**

**DEGREE TOTAL** **36**

## NURSING

### Associate of Applied Science Degree

The Associate Degree Nursing (ADN) program provides opportunities for the development of a beginning level nurse through courses in the Humanities, Psychosocial, Natural and Biological Sciences, and Nursing. These courses prepare the graduate with competencies in the following roles: member of the profession, provider of patient-centered care, patient safety advocate and member of the health care team. The Nursing program also addresses the essential competencies expected of new graduates as outlined by the Differentiated Essential Competencies (DEC's) of Graduates of Texas Nursing Programs and the foundation skills/workplace competencies as developed by the Secretary's Commission on Achieving Necessary Skills (SCANS). Upon successful completion of a minimum of two academic years and all program requirements, the graduate may make application to take a National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The Associate Degree Nursing program at COM is approved by the Texas Board of Nursing (TBON) and accredited by the [National League for Nursing Accrediting Commission \(NLNAC\)](#) Accreditation Commission for Education in Nursing (ACEN).

These organizations can be contacted at:

Texas Board of Nursing (TBON)  
333 Guadalupe #3-460, Austin, TX 78701  
1-512-305-7400; [www.bon.state.tx.us](http://www.bon.state.tx.us)

[National League for Nursing Accrediting Commission \(NLNAC\)](#) Accreditation  
Commission for Education in Nursing (ACEN)  
3343 Peachtree Road, NE, Suite 850 500  
Atlanta, GA 30326; 404-975-5000

The admission, progression, transfer and readmission requirements for the Nursing program differ from those of the College. The Nursing program has the authority to establish and implement the following policies.

### Pre-Nursing Student Information

*College of the Mainland admits students to the Nursing Program in both the fall and spring semesters.*

#### Requirements for Pre-Nursing Students Taking RNSG 1215 Health Assessment

All students who enroll in this nursing course must be approved for registration by the nursing department. Pre-Nursing students wishing to take RNSG 1215 Health Assessment may be approved to take this course on a "space available" basis when they have met the following criteria:

1. Eligible for Math 1314.
2. Score at a designated level on a specified standardized reading comprehension test. Call the Nursing Office at 409-933-8426 for details.
3. Have a Nursing GPA of 2.8 or greater.
4. Meet all requirements of TSI.
5. Complete all developmental course requirements.
6. Have completed all courses required in the pre-requisite semester for the ADN program. Natural Science courses may be no more than five years old.
7. Transcripts may not reflect more than one (1) "D" or "F" in required Natural Science courses. Any pre-nursing student possessing two grades below a "C" in Natural Science courses is ineligible for the ADN program for a period of five years following the last failed course.
8. Transcripts may not reflect more than one grade of "D," "F," or "W" in a Nursing course (e.g. RNSG). Any pre-nursing student who receives more than one grade of "D," "F," or "W" in a Nursing course will be ineligible to take any nursing courses for a period of five years following the last failed course, unless the student withdraws with a passing average from the Nursing course(s). In addition, students who are eligible for readmission may be readmitted to the ADN Program only ONCE in a five year period following ANY withdrawal/dismissal from the Program. Readmission is based on space availability.

## Pre-Nursing Student Pre-Admission Guidelines

1. Declare "General Studies" as your major area of study when registering and schedule a meeting with the academic advisor for allied health.
2. Be eligible for Math 1314.
3. Score at a designated level on a specified standardized reading comprehension test. Call the Nursing Office at 409-933-8426 for details.
4. Complete an online pre-nursing orientation during the current academic year and prior to receiving an Educational Development Plan (EDP) from the academic advisor for allied health. After completing the orientation and post-test, come to the Nursing Office to pick up a successful orientation completion card required to receive an EDP from a counselor.
5. To receive a Nursing program application, present an EDP.
6. The allied health academic advisor will be available to assist as you progress through the pre-nursing curriculum.
7. Complete all developmental course requirements.
8. Pre-nursing students who receive more than one grade of "D," "F," or "W" in a Nursing course (RNSG) will be ineligible to take any Nursing courses for a period of five years, unless the student withdraws with a passing grade from the Nursing course(s). In addition, students who are eligible for readmission may be readmitted to the ADN Program only ONCE in a five year period following ANY withdrawal/dismissal from the Program. Readmission is based on space availability.

## Admission Requirements for the Generic Program

*A student may not seek admission to both the ADN and VN Program for the same admission period. They may not hold two slots, but must make a decision to apply to only one of the programs.*

1. Qualified applicants with the highest ranking on the Applicant Placement System will be admitted on a space available basis. To be considered for admission to the Associate Degree Nursing program, the applicant must complete the following admission process:
  - a. Apply to the College of the Mainland and fulfill the admission requirements of the College. Admission to the College does not guarantee admission to the Nursing program.
  - b. All prerequisites and courses within the nursing curriculum require a grade of "C" or better. If the requirements listed above are not met, the applicant must remove academic deficiencies by completing all recommended developmental courses. For admission to the Nursing Program, scores on the COM Appraisal Test, SAT and ACT expire after five years.
  - c. Students who have not completed ENGL 1301 will need to present a SENS score of 80 or higher, and a RCOM score of 78 or higher and a 5 on the essay portion of the Accuplacer. Students who have not had MATH 0320 or an equivalent will need to present appropriate test scores or enroll in and successfully complete MATH 0320 with a grade of "C" or better by the application deadline. In addition, students must score at a designated level on a specified standardized reading comprehension test. Call the Nursing Office at 409-933-8426 for details.
  - d. Submit all official transcripts to the COM Admissions and Records Office.
  - e. Meet with the allied health academic advisor for interpretation of test scores and for preparing the educational development plan (EDP). For completion of the EDP the student must present:
    1. Evaluation of all transcripts from previously attended colleges.
    2. Test scores/test dates within five years unless otherwise noted
    3. Evidence of the Texas Success Initiative (TSI) status.
    4. Proof of present enrollment at another college if applicable
  - f. Upon completion of the EDP, students are eligible to make application to the ADN program.
  - g. Students must meet with the allied health academic advisor for an update of the EDP for each enrollment period.
  - h. Score at a designated level on a specified standardized reading comprehension test. Call the Nursing Office at 409-933-8426 for details.
2. Call the Nursing Office at 409-933-8425 or visit the Nursing website for exact application deadline dates for admission to the spring and fall classes.

3. All applications will be reviewed and ranked on the Applicant Placement System. Academically comparable students who are in-district will be given priority. A copy of the Applicant Placement System is available upon request.  
When the number of spaces available in the Nursing program is determined, that number of applicants from the top of the list will be admitted. Those individuals remaining on the list will be retained as alternates. Applicants on the alternate list will be accepted to fill spaces left vacant by students who decline admission to the program. A new application must be made for each admission period.
4. Each student must have an immunization record and a Health Status form completed by a licensed physician or designated practitioner by the deadline established by the Nursing department. These forms will be provided by the Nursing Office.
5. Each student must complete the Hepatitis B and other required vaccine series prior to entering the program. For example, students who anticipate applying to the ADN Program for the Fall MUST have their first Hepatitis B injection no later than March 1, the second injection no later than April 1, and the third injection prior to the first day of class. Students who have not completed the Hepatitis B series by the first class day, will no longer be admitted into the program. Proof of Hepatitis B immunization #1 must be submitted with the program application. Please contact the Nursing Program Office if you have any questions regarding the required immunization series.
6. Each student is required to have CPR Level C Healthcare Provider certification by the deadline established by the Nursing Program. **ONLY** American Heart Association Healthcare Provider CPR or American Red Cross Professional Rescuer CPR will be accepted.
7. Applicants must have at least a 2.8 grade point average for all courses required in the Nursing Curriculum. Any grade below a "C" or an incomplete grade "I" in a required course that is also a prerequisite for any course to be taken in the following semester is not acceptable.
8. If a Nursing or Natural Science course has been repeated for credit, the highest current grade will be used for admissions and progression purposes. Natural Science and Medical Terminology grades must be within the past five years, and nursing grades must be within the past three years. Additionally:
  - a. Transcripts may not reflect more than one "D" or "F" in required Natural Science courses. Any applicant possessing two grades below a "C" in Natural Science courses is ineligible for the ADN program for a period of five years following the last failed course. For students seeking admission through the LVN to RN Transition Track, failures in Natural Science courses are only tracked after the date of graduation from the VN program.
  - b. Students who receive more than one grade of "D," "F," or "W" in a Nursing course (e.g. RNSG), will be ineligible to take any Nursing courses for a period of five years following the last failed course, unless the student withdraws with a passing average from the Nursing course(s). In addition, students who are eligible for readmission may be readmitted to the ADN Program only ONCE in a five year period following ANY withdrawal/dismissal from the Program. Readmission is based on space availability. For students seeking admission through the LVN to RN Transition Track, failures in ADN level Nursing courses are only tracked after the date of graduation from the VN program.
9. Required Natural Science courses completed five or more years prior to entering the ADN program must be repeated, or the applicant must pass the appropriate Natural Science NLN test. Medical terminology must also have been completed within the last five years. Nursing courses must have been completed within the previous three years. Any pathophysiology course must have been completed within the past five years in order for points to be awarded on the applicant placement system.
10. Admission to the ADN program is determined by the Admissions/Academic Standards Committee. Applicants will be notified by letter of the Committee's action.



11. The Associate Degree Nursing program has limited enrollment based on staffing and clinical facilities available. The Nursing Office reserves the right to refuse enrollment in the Nursing program to any student who does not meet the established criteria for admission. Omission of information and/or falsification of information on the Application for Admission, Health Record, or other forms required by the Program may be cause for denial of admission or dismissal.

## Progression Requirements

See Nursing Student Handbook.

### Transfer Requirements

1. Transfer students will be admitted on a space available basis.
2. Applicants must meet all admission requirements.
3. If an applicant desires to transfer any previously completed nursing courses, he/she must provide the ADN program with an official transcript and complete course descriptions (i.e. course syllabus) from each institution attended. Evaluation of these courses will be done on an individual basis. If a Nursing or Natural Science course has been repeated for credit, the highest current grade will determine the acceptance of the course. Natural Science grades must be within the past five years, and nursing grades must be within the past three years. Additionally:
  - a. Transcripts may not reflect more than one "D" or "F" in required Natural Science courses. Any applicant possessing two grades below a "C" in Natural Science courses is ineligible for the ADN Program for a period of five years following the last failed course.
  - b. Students who receive more than one grade of "D," "F," or "W" in a Nursing course (RNSG), will be ineligible to take any nursing courses for a period of five years following the last failed course, unless the student withdraws with a passing average from the Nursing course(s). In addition, students who are eligible for readmission may be readmitted to the ADN Program only ONCE in a five year period following ANY withdrawal/dismissal from the Program. Readmission is based on space availability.

4. The applicant must have a written recommendation from the Dean/Director of the previous Nursing program attended, stating his/her eligibility to return to that program.
5. The applicant may not currently be on suspension or academic probation from another college or university.
6. Admission to the ADN program is determined by the Admissions/Academic Standards Committee. Applicants will be notified by letter of the Committee's action.

## Readmission Requirements

1. All students who re-enter the program must be in good academic standing and will be subject to those policies in effect at the time of their readmission. (See special requirements for readmission to the January class.)
2. Qualified applicants with the highest ranking on the Applicant Placement System will be readmitted on a space available basis. Every effort will be made to accommodate readmissions. (see Special Requirements for Readmission to the January class)
3. Applicants for readmission must have at least a 2.8 GPA in all courses required for the Nursing Curriculum in order to be eligible for readmission.
4. Applicants for readmission whose previous natural science courses are five or more years old will be required to repeat those courses, or pass the appropriate Natural Science NLN test as a conditional requirement for readmission into the ADN program. Applicants who choose to test rather than repeat the course will not receive points in the Applicant Placement System for those expired courses. Any pathophysiology and/or nutrition course must have been completed within the past five years in order for points to be awarded on the applicant placement system.
5. Applicants for readmission whose previous nursing courses are three or more years old, will be required to repeat those courses.
6. Applicants for readmission to the ADN program must meet the following criteria:
  - a. An exit interview is required for consideration for re-entry into the Nursing program. It is the student's responsibility to contact his/her clinical instructor within six weeks of withdrawal from program to schedule an exit interview.
  - b. Apply to the College of the Mainland.
  - c. Complete the "Application for Readmis-

- sion” form for the ADN program. This form must be submitted no later than three months prior to the beginning of the academic semester for which readmission is being sought. (See special provisions for readmission to the January class.)
- d. Show evidence that all requirements set forth by the Nursing faculty in the exit interview have been accomplished.
  - e. Failure in any Nursing course indicates the possibility of failure on the NCLEX-RN. If a Natural Science or Nursing course has been repeated for credit, the most recent grade will be used to determine the nursing GPA for readmission decisions. Additionally:
    - 1) Transcripts may not reflect more than one “D” or “F” in required natural science courses. Any applicant possessing two grades below a “C” in natural science courses is ineligible for the ADN program for a period of five years following the last failed course.
    - 2) Students who receive more than one grade of “D,” “F,” or “W” in a Nursing course (RNSG), will be ineligible to take any Nursing courses for a period of five years following the last failed course, unless the student withdraws with a passing average from the Nursing course(s). In addition, students who are eligible for readmission may be readmitted to the ADN Program only ONCE in a five year period following ANY withdrawal/dismissal from the Program. Readmission is based on space availability.
    - 3) Prior to readmission to a course, competency must be demonstrated in all previous Nursing courses that were successfully completed, with the exception of RNSG 2331 and RNSG 2263 which must be taken by all returning students.
  - f. Students who fail RNSG 1209, RNSG 1205 and/or RNSG 1260 Semester 1, will be required to retake “Co-requisite” courses identified in the Catalog for these courses, as well as show competency in the Nursing (RNSG) “Prerequisite or co-requisite” courses identified for these three courses in the Catalog to be eligible for readmission to

the program. If the student has progressed to Semester 2 of Nursing or above and fails a course, the student will also be expected to show competency in all Nursing courses previously completed prior to readmission if a semester has elapsed since being enrolled in the program. If the student fails RNSG 1301 in the second semester, only the failed course will need to be repeated and the student will also be expected to show competency in all nursing courses previously completed prior to readmission and meet all other readmission criteria. This competency may entail theory examinations, skills check-offs and/or clinical check-offs. In addition, if a student takes and fails a RNSG theory or clinical course subsequent to the first semester, both courses must be repeated simultaneously.

- g. All criteria for readmission must be met by the end of the semester prior to the beginning of the semester for planned enrollment.
- h. The following priority guidelines will determine placement on a waiting list for a space available basis:

### **First Priority**

Students who withdrew for personal/health reasons and were in good standing academically and clinically. Examples include family crisis, personal health or finances, and pregnancies.

### **Second Priority**

Students who withdrew for academic reasons but at the time of withdrawal had a grade equal to or greater than 75.

### **Third Priority**

Students who withdrew for academic reasons or personal reasons and had a grade less than 75.

- 7. Readmission to the ADN program is determined by the Admissions/Academic Standards Committee. Applicants will be notified by letter of the Committee’s action.

## Special provisions for Re-Admission to “January Class”

All requirements above apply to students seeking re-admission to the “January class” except as follows:

1. First semester students who are enrolled in the Nursing Program and are seeking re-admission to the Program for the following January semester, must withdraw from the fall semester Program by “W” day in order to be considered for re-admission to the January Class. There will be no deadline or testing required for unsuccessful eligible students who are enrolled in other semesters of the program, and seek re-admission for the immediately following semester.
2. IF ONE SEMESTER OF NURSING OR MORE has elapsed since being enrolled in the Program, AND the student has progressed to Semester 2 of Nursing or above, the student will be expected to show competency in theory and skills for all Nursing courses previously completed prior to being considered for re-admission.
3. Re-admission of all students to the “January Class” will be determined on a space availability basis and the students will compete and be rated according to points earned on the Applicant Placement System that is utilized for admitting all other students.
4. Re-admission of all students other than those defined in above will be re-admitted according to policies and guidelines explained in “Readmission Requirements” above.

## Texas Board of Nursing Licensure Eligibility Policies

If you are required to answer “yes” to any of the following questions, please contact the Texas Board of Nursing office for a Declaratory Order at 333 Guadalupe #3-460, Austin, TX 78701, phone 512-305-7400, [www.bon.state.tx.us](http://www.bon.state.tx.us). Processing your petition may take six to nine months or longer. You will be notified by the Texas Board of Nursing when the review is completed. In addition, the Texas Board of Nursing requires all graduates to pass a FBI background investigation prior to receiving authorization to take the NCLEX-RN.

1. Are you enrolled, planning to enroll, or have you graduated from a nursing program?
2. For any criminal offense, including those pending appeal, have you:
  - A. been convicted of a misdemeanor?
  - B. been convicted of a felony?
  - C. plead nolo contendere, no contest or guilty?
  - D. received deferred adjudication?
  - E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
  - F. been sentenced to serve jail or prison time?
  - G. court-ordered confinement?
  - G. been granted pre-trial diversion?
  - H. been arrested or any pending criminal charges?
  - I. been cited or charged with any violation of the law?
  - J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?
3. Are you currently the target or subject of a grand jury or governmental agency investigation?
4. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
5. Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?\*
6. Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?\*

\*You may indicate “NO” if you have completed and/or are in compliance with TPAPN for substance abuse or mental illness.)

For all questions that you answer “YES” to above, you must provide signed and dated letter describing the incidences(s) that you are reporting to the board.

Neither the College officials or the Nursing faculty can answer these questions for an individual.

Note: All students will be required to complete a criminal background check and a drug screening prior to being admitted to the program. These are requirements for some health care agencies, and students will not be able to meet their clinical objectives without these clearances. Students with a positive finding on their criminal history will not be admitted to the program until they receive clearance from the Texas Board of Nursing (TBON) indicating their ability to sit for licensure. This process requires the student to file a Declaratory Order with the TBON. Students with a non-negative drug screen result that is not approved by the Medical Review Office (MRO) will not be admitted to the program.

## Students with Disabilities Policy

(See Students with Disabilities section of the Catalog.)

## NURSING

### ASSOCIATE OF APPLIED SCIENCE

#### Nursing Articulated Credit Program

#### Graduation Requirements

To be eligible for an Associate of Applied Science Degree in Nursing, students must have (1) successfully completed (with a grade of “C” or better in each course) the prescribed course of study of 72 semester hours and have an overall grade point average of 2.0 or better; (2) have spent a minimum of two academic years in college; (3) met any individually prescribed behavior or remediation related requirements.

#### Fall Admission

#### PREREQUISITE SEMESTER

COURSE		SCH
ENGL 1301	Composition I	3
BIOL 2401	Human Anatomy and Physiology Part I	4
BIOL 2402	Human Anatomy and Physiology Part II	4
BIOL 2420	Microbiology	4

**Semester Total** **15**

## SEMESTER #1 (FALL)

COURSE	SCH
PSYC 2301 Introduction to Psychology	3
RNSG 1215 Health Assessment	2
RNSG 1205 Nursing Skills I	2
RNSG 1209 Introduction to Nursing	2
RNSG 1260 Clinical I	2
HPRS 1206 Essentials of Medical Terminology	2

**Semester Total 13**

## SEMESTER #2 (SPRING)

COURSE	SCH
RNSG 1301 Pharmacology	3
RNSG 1441 Common Concepts of Adult Health	4
RNSG 1361 Clinical II	3
PSYC 2314 Lifespan Development	3
PHED 1107 Foundations of Fitness and Wellness	1

**Semester Total 14**

## SEMESTER #3 (SUMMER II)

COURSE	SCH
RNSG 2201 Care of Children and Families	2
RNSG 1262 Clinical III	2
RNSG 1146 Legal and Ethical Issues for Nurses	1

**Semester Total 5**

## SEMESTER #4 (FALL)

COURSE	SCH
ENGL 1302 Composition II	3
RNSG 1251 Care of the Childbearing Family	2
RNSG 2260 Clinical IV	2
RNSG 2213 Mental Health Nursing	2
RNSG 2261 Clinical V	2
Humanities/Fine Arts	3

**Semester Total 14**

## SEMESTER #5 (SPRING)

COURSE	SCH
RNSG 1343 Complex Concepts of Adult Health	3
RNSG 2262 Clinical VI	2
RNSG 2331 Advanced Concepts of Adult Health	3
RNSG 2263 Clinical VII	2
RNSG 1144 Nursing Skills II	1

**Semester Total 11**

**DEGREE TOTAL 72**

## Spring Admission

### PREREQUISITE SEMESTER

COURSE	SCH
ENGL 1301 Composition I	3
BIOL 2401 Human Anatomy and Physiology Part I	4
BIOL 2402 Human Anatomy and Physiology Part II	4
BIOL 2420 Microbiology	4

**Semester Total 15**

### SEMESTER #1 (SPRING)

COURSE	SCH
PSYC 2301 Introduction to Psychology	3
RNSG 1215 Health Assessment	2
RNSG 1205 Nursing Skills I	2
RNSG 1209 Introduction to Nursing	2
RNSG 1260 Clinical I	2
HPRS 1206 Essentials of Medical Terminology	2

**Semester Total 13**

### SEMESTER #2 (SUMMER)

COURSE	SCH
RNSG 1301 Pharmacology	3
RNSG 1441 Common Concepts of Adult Health	4
RNSG 1361 Clinical II	3
PSYC 2314 Lifespan Development	3
PHED 1107 Fundamentals of Fitness and Wellness	1

**Semester Total 14**

### Semester #3 (Fall)

COURSE	SCH
RNSG 2201 Care of Children and Families	2
RNSG 1262 Clinical III	2
RNSG 1146 Legal and Ethical Issues for Nurses	1
RNSG 1251 Care of the Childbearing Family	2
RNSG 2260 Clinical IV	2

**Semester Total 9**

### SEMESTER #4 (SPRING)

COURSE	SCH
RNSG 2213 Mental Health Nursing	2
RNSG 2261 Clinical V	2
RNSG 1343 Complex Concepts of Adult Health	3
RNSG 2262 Clinical VI	2
RNSG 1144 Nursing Skills II	1
ENGL 1302 Composition II	3
Humanities/Fine Arts	3

**Semester Total 16**

### SEMESTER #5 (SUMMER I)

COURSE	SCH
RNSG 2331 Advanced Concepts of Adult Health	3
RNSG 2263 Clinical VII	2

**Semester Total 5**

**DEGREE TOTAL 72**



## NURSING LVN TO RN TRANSITIONAL TRACK

The LVN (licensed vocational nurse) to RN (registered nurse) transitional track courses provide the opportunity for an LVN to bridge to an RN by taking transitional courses that will allow the student to progress to the sophomore year of the generic ADN program. The applicant must hold a current license to practice as an LVN in the state of Texas. The applicant must be currently employed as an LVN OR have graduated from an LVN education program that must be accredited by one of the nine regional accrediting associations (See General Regulations Governing Transfer of College Credit in COM Catalog) within the past year. Applicants to the LVN Transitional Track must meet the ADN admissions requirements.

### LVN TO RN TRANSITIONAL TRACK CURRICULUM

#### PREREQUISITE SEMESTER

COURSE		SCH
ENGL 1301	Composition I	3
BIOL 2401	Human Anatomy and Physiology Part I	4
BIOL 2402	Human Anatomy and Physiology Part II	4
BIOL 2420	Microbiology	4
PSYC 2301	Introduction to Psychology	3
PSYC 2314	Lifespan Development	3
RNSG 1301	Pharmacology	3
PHED 1107	Foundations of Fitness and Wellness	1

**Semester Total** **25**

## TRANSITIONAL TRACK CURRICULUM SCHEDULE

Upon successful completion of RNSG 1327 and RNSG 1162 (achieving a grade of “C” or better), students will be awarded advanced standing in lieu of the following courses:

RNSG 1209 Introduction to Nursing  
 RNSG 1260 Clinical I  
 RNSG 1441 Common Concepts of Adult Health  
 RNSG 1205 Nursing Skills I  
 RNSG 1361 Clinical II  
 HPRS 1206 Medical Terminology

### SEMESTER #1

COURSE		SCH
RNSG 1327	Transition from Vocational to Professional Nursing	3
RNSG 1162	Clinical	1
RNSG 1215	Health Assessment	2

**Semester Total** **6**

### SEMESTER # 2

COURSE		SCH
RNSG 2201	Care of Children and Families	2
RNSG 1262	Clinical III	2
RNSG 1146	Legal and Ethical Issues for Nurses	1

**Semester Total** **5**

### SEMESTER #3

COURSE		SCH
ENGL 1302	Composition II	3
RNSG 1251	Care of the Childbearing Family	2
RNSG 2260	Clinical IV	2
RNSG 2213	Mental Health Nursing	2
RNSG 2261	Clinical V	2
Humanities/Fine Arts		3

**Semester Total** **14**

### SEMESTER #4

COURSE		SCH
RNSG 1343	Complex Concepts of Adult Health	3
RNSG 2262	Clinical VI	2
RNSG 2331	Advanced Concepts of Adult Health	3
RNSG 2263	Clinical VII	2
RNSG 1144	Nursing Skills II	1

**Semester Total** **11**

**DEGREE TOTAL** **61**

## VOCATIONAL NURSING

The Vocational Nursing program prepares successful graduates to function as a vital member of the health care team. The Vocational Nurse provides nursing care to patients in a variety of situations and health care settings under the supervision of a licensed registered nurse and/or physician. The Vocational Nursing curriculum is a three semester full-time training program that includes a combination of class lectures, nursing skills training and clinical experience in a variety of healthcare settings. These courses prepare the graduate with competencies in the following roles: member of the profession, provider of patient-centered care, patient safety advocate and member of the health care team. The Vocational Nursing program also addresses the essential competencies expected of new graduates as outlined by the Differentiated Essential Competencies (DEC's) of Graduates of Texas Nursing Programs and the foundation skills/workplace competencies as developed by the Secretary's Commission on Achieving Necessary Skills (SCANS). Upon successful completion of all program requirements, the graduate will receive a Certificate in Vocational Nursing and may make application to take a National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The LVN Training program at College of the Mainland is approved by the Texas Higher Education Coordinating Board. The program is approved by the Texas Board of Nursing (TBON). The TBON can be contacted at:

Texas Board of Nursing (TBON)  
333 Guadalupe #3-460, Austin, TX 78701  
1-512-305-7400  
[www.bon.state.tx.us](http://www.bon.state.tx.us)

Tuition and fees at COM are among the lowest in Texas.

The admission, progression, transfer and readmission requirements for the Nursing program differ from those of the college. The Nursing program has the authority to establish and implement the following policies.

### Admission Guidelines

1. Applicants for the program must meet the requirements for general admission to the College and must also meet the following specific

requirements:

- a. Have an official high school transcript or GED certificate and any official college transcripts;
- b. Meet all requirements of TSI (see College Catalog);
- c. Eligible for MATH 0320;
- d. Score at a designated level on a specified standardized reading comprehension test. Call the Nursing office at 409-933-8425 for details.
- e. Complete an online pre-nursing orientation during the current academic year and prior to receiving an Educational Development Plan (EDP) from the allied health academic advisor. After completing the orientation and post-test, come to the Nursing Office to pick-up a successful orientation completion card required to receive an EDP from the Allied Health Advisor.
- f. Have a current degree plan signed by the allied health academic advisor;
- g. Must meet with the allied health academic advisor for an update of the EDP if more than one year has elapsed and/or if new requirements have been dictated;
- h. Submit an application to the Vocational Nursing program;
- i. Have no more than one "D," "F," or "W" in any course within the VN curriculum. Any applicant possessing two or more grades of "D," "F," or "W" in any course within the VN curriculum will be ineligible for the VN program for a period of five years following the last failed course, unless the student withdraws with a passing grade from the Nursing course(s). In addition, students who are eligible for readmission may be re-admitted to the VN Program only ONCE in a five year period following ANY withdrawal/dismissal from the Program. Readmission is based on space availability.;
- j. Have an immunization record and a Health Status Form completed by a licensed physician or designated practitioner by the deadline established by the nursing program. These forms will be provided by the Nursing Office;
- k. Have completed the Hepatitis B and all required Vaccine series prior to entering the program; (For example, students who

anticipate applying to the LVN Program for the Spring MUST have their first Hepatitis B injection no later than June 1, the second injection no later than July 1, and the third injection prior to first day of class. Students who have not completed the Hepatitis B series by the first class day will no longer be admitted into the program. Proof of Hepatitis immunization #1 must be submitted with the program application. Please contact the Nursing Program Office if you have any questions regarding the required immunization series.)

1. Have a current CPR Level C certification for Healthcare Providers by the deadline established by the Nursing Program; ONLY American Healthcare Provider CPR or American Red Cross Professional Rescuer CPR will be accepted.
2. Admission to the VN program is determined by the Admissions Committee. Applicants will be notified by letter of the Committee's action.
3. The Licensed Vocational Nurse training program has limited enrollment. The Vocational Nursing Office reserves the right to refuse enrollment in the Vocational Nursing program to any student who does not meet the established criteria for admission. Omission of information and/or falsification of information on the Application for Admission, health record, or other forms required by the program may be cause for denial of admission or dismissal.
4. The Vocational Nursing curriculum begins in January. Deadline for application will be announced but is typically mid-October. All eligibility requirements (e.g., TEAS, GPA, Math, etc.) must be met by the application deadline.
5. All applications will be reviewed and ranked on the Program Acceptance Criteria. Academically equivalent students who are in-district will be given priority. A copy of the Program Acceptance Criteria is available upon request. When the number of spaces available in the Vocational Nursing program is determined, that number of applicants from the top of the applicant list will be admitted. Those individuals remaining on the list will be retained as alternates.

Applicants on the alternate list will be accepted to fill spaces left vacant by students who decline admission to the program. The list will be maintained only for one year in which the applicants applied.

6. Applicants who are accepted for admission will be notified via mail. Applicants who are not selected for admission to the VN program for a given year, must reapply for admission if they wish to be considered for admission for a subsequent year; applicants who are accepted for admission, but who do not enroll, must also reapply.  
For detailed information concerning admission requirements, deadlines for submitting applications and related requirements for completing the program, contact the Vocational Nursing Office.
7. Related courses which have been successfully completed by applicants will be reviewed individually for possible exemption from required VNSG courses.

## Progression Requirements

See Nursing Student Handbook.

## Transfer Requirements

Students who desire to enter the College of the Mainland Vocational Nursing program after taking courses at another college or university should apply for admission in the Vocational Nursing Office. Admission of transfer students is based upon student eligibility, an individual review of previous course work and space availability.

Admission is based on:

1. Meeting admission requirements for the College of the Mainland and Vocational Nursing program;
2. Only nursing courses with a letter grade of "C" or better and awarded within three years will apply toward the Vocational Nursing certificate;
3. Holding an overall nursing GPA of 2.0;
4. Submitting official transcripts from former institutions including high school transcripts of GED certificate which must be sent to the Admissions Office;

5. Having a letter concerning eligibility of re-admission from the previous nursing program sent to the Vocational Nursing Office;
6. Submitting course syllabi for review, if requested;
7. Competency in all VN courses previously completed prior to admission. This competency may entail theory examinations, skills checkoffs, and/or clinical checkoffs;
8. Transcripts may not reflect more than one “D,” “F,” or “W” in any course within the VN curriculum. Any applicant possessing two or more grades of “D,” “F,” or “W” in any course within the VN curriculum will be ineligible for the VN program for a period of five years following the last failed course, unless the student withdraws with a passing grade from the Nursing course(s).

## Re-Admissions

Re-admission policies relate to students who are admitted to the Vocational Nursing program, leave prior to completion and apply to return to the program. Re-admission is based upon student eligibility and space availability. If the number of students applying exceeds the number of vacancies, the selection will be determined according to established admission placement criteria. Students may re-enter the Vocational Nursing program only one time if the reason for exit was failure of a course or courses in the program. Re-admission must be within one year of leaving the program. Students desiring re-admission after one year of leaving the program must complete the entire program. Only courses within the VN curriculum having a letter grade of “C” or better and awarded within the last year will apply toward the Vocational Nursing certificate.

1. All students who re-enter the program must be in good academic standing and will be subject to those policies in effect at the time of their readmission.
  2. Students who were previously enrolled in the first semester of the Nursing curriculum are not eligible for readmission and must apply under existing admission requirements to re-enter the program.
  3. Qualified applicants with the highest ranking on the Admission Placement Criteria will be readmitted on a space available basis. Every effort will be made to accommodate readmissions.
4. Applicants for readmission must have at least a 2.0 in all courses required for the Vocational Nursing Curriculum in order to be eligible for readmission;
  5. Applicants for readmission to the VN program must meet the following criteria:
    - a. Meet current admission criteria, including a current physical examination, current CPR, and current immunizations;
    - b. An exit interview is required for consideration for re-entry into the Vocational Nursing program. It is the student’s responsibility to contact his/her appropriate instructor within six weeks of withdrawal from the program to schedule an exit interview;
    - c. Apply to the College of the Mainland;
    - d. Complete the “Application for Readmission” form for the VN program. This form must be submitted no later than three months prior to the beginning of the academic semester for which readmission is being sought;
    - e. Show evidence that all requirements set forth by the Vocational Nursing faculty in the exit interview have been accomplished;
    - f. Failure in any Vocational Nursing course indicates the possibility of failure on the NCLEX-PN. Transcripts may not reflect more than one “D,” “F,” or “W” in any course within the VN curriculum. Any applicant possessing two or more grades of “D,” “F,” or “W” in any course within the VN curriculum will be ineligible for the VN program for a period of five years following the last failed course, unless the student withdraws with a passing grade from the Nursing course(s). In addition, students who are eligible for readmission may be readmitted to the VN Program only ONCE in a five year period following ANY withdrawal/dismissal from the Program. Readmission is based on space availability.;
    - g. Prior to readmission, competency must be demonstrated in all previous Vocational nursing courses that were successfully completed and for which credit is being given. In repeating courses that have a separate clinical course component, all the

theory and clinical related course(s) must be repeated. If the student has progressed to Semester 2 of the VN program and fails a course, the student will also be expected to show competency in all vocational nursing courses previously completed prior to readmission. This competency may entail theory examinations, skills check-offs and/or clinical check-offs.

## Students with Disabilities Policy

See current COM Catalog for details.

Board of Nurse Examiners Licensure

## Eligibility Policies

Students should be advised that permission to take the NCLEX-PN for licensure as a Vocational Nurse is controlled by the Texas Board of Nursing. If you are required to answer “yes” to any of the following questions, please contact the Texas Board of Nursing office for a Declaratory Order at 333 Guadalupe #3-460, Austin, Texas 78701, phone 512-305-7400; [www.bon.state.tx.us](http://www.bon.state.tx.us). Processing your petition to the TBON for a Declaratory Order may take up to six to nine months or longer. You will be notified by the TBON when the review is completed.

1. Are you enrolled, planning to enroll, or have you graduated from a nursing program?
2. For any criminal offense, including those pending appeal, have you:
  - A. been convicted of a misdemeanor?
  - B. been convicted of a felony?
  - C. plead nolo contendere, no contest or guilty?
  - D. received deferred adjudication?
  - E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
  - F. been sentenced to serve jail or prison time? court-ordered confinement?
  - G. been granted pre-trial diversion?
  - H. been arrested or any pending criminal charges?
  - I. been cited or charged with any violation of the law?
  - J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

3. Are you currently the target or subject of a grand jury or governmental agency investigation?
4. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
5. Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?\*
6. Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder or borderline personality disorder?\*

\*You may indicate “NO” if you have completed and/or are in compliance with TPAPN for substance abuse or mental illness.)

For all questions that you answer “YES” to above, you must provide signed and dated letter describing the incidences(s) that you are reporting to the board.

All students will be required to complete a criminal background check and a drug screening prior to being admitted to the program. These are requirements for some health care agencies and students will not be able to meet their clinical objectives without these clearances. Students with a positive finding on their criminal history will not be admitted to the program until they receive clearance from the Texas Board of Nursing (TBON) indicating their ability to sit for licensure. This process requires the student to file a Declaratory Order with the TBON. Students with a non-negative result on their drug screening that is not approved by the Medical Review Officer (MRO) will not be admitted to the program.



## **CERTIFICATE** **Vocational Nursing**

### **Graduation Requirements**

Students must have (1) successfully completed (with a grade of “C” or better in each course) the prescribed course of study of 45 semester hours with an overall grade point average of 2.0 or better; (2) have spent a minimum of one academic year in college; (3) met any individually prescribed behavior or remediation-related requirements.

#### **SEMESTER #1**

<b>COURSE</b>	<b>SCH</b>
VNSG 1122 Vocational Nursing	1
VNSG 1320 Anatomy and Physiology for Allied Health	3
VNSG 1227 Essentials of Medication Administration	2
VNSG 1423 Basic Nursing Skills	4
VNSG 1226 Gerontology	2
VNSG 2431 Advanced Nursing Skills	4
VNSG 1260 Introductory Clinical - Practical Nurse	2

**Semester Total 18**

#### **SEMESTER #2**

<b>COURSE</b>	<b>SCH</b>
VNSG 1331 Pharmacology	3
VNSG 1236 Mental Health	2
VNSG 1429 Medical-Surgical Nursing I	4
VNSG 1261 Intermediate Clinical- Practical Nurse	2

**Semester Total 11**

#### **SEMESTER #3**

<b>COURSE</b>	<b>SCH</b>
VNSG 1219 Professional Leadership and Development	2
VNSG 1330 Maternal Neonatal Nursing	3
VNSG 1334 Pediatrics	3
VNSG 1432 Medical-Surgical Nursing II	4
VNSG 2460 Advanced Clinical - Practical Nurse	4

**Semester Total 16**

**DEGREE TOTAL 45**

## **OCCUPATIONAL SAFETY AND HEALTH TECH**

The Occupational Safety and Health Technology program will prepare students for careers in the occupational safety and health field where they will identify, analyze and control hazards of the workplace. Graduates will develop a strong background in Safety, Health and Environmental topics as well as the core sub-disciplines of Chemistry, Math, Science, English; including Technical Writing and Psychology.

The graduates will be trained to manage safety and health programs, perform safety inspections, audits, develop safety controls and ensure compliance with the OSHA standards and regulations. The AAS degree program will comply with the requirements of the Board of Certified Safety Professionals to sit for the ASP/CSP exam with the required years of professional experience.

## **CERTIFICATE** **Occupational Safety and Health Technology**

#### **SEMESTER #1**

<b>COURSE</b>	<b>SCH</b>
OSHT 1301 Introduction to Safety and Health	3
OSHT 1313 Accident Prevention, Inspection and Investigation	3
OSHT 1321 Fire Protection Systems	3
EPCT 1305 Environmental Regulations Overview	3

**Semester Total 12**

#### **SEMESTER # 2**

<b>COURSE</b>	<b>SCH</b>
OSHT 2305 Ergonomics and Human Factors in Safety	3
OSHT 1405 OSHA Regulations - Construction Industry	4
OSHT 1309 Physical Hazards Control	3
EPCT 1313 Contingency Planning	3

**Semester Total 13**

#### **SEMESTER #3**

<b>COURSE</b>	<b>SCH</b>
OSHT 2309 Safety Program Management	3
OSHT 2320 Safety Training Presentation Techniques	3
EPCT 1341 Principles of Industrial Hygiene	3
OSHT 2401 OSHA Regulations - General Industry	4

**Semester Total 13**

**DEGREE TOTAL 38**

## ASSOCIATE OF APPLIED SCIENCE Occupational Safety and Health Technology

### SEMESTER #1

COURSE		SCH
MATH 1314	College Algebra	3
ENGL 1301	Composition I	3
PHED	Elective	1
COSC 1301	Microcomputer Applications	3
OSHT 1301	Introduction to Safety and Health	3
OSHT 1313	Accident Prevention, Inspection and Investigation	3

**Semester Total 16**

### SEMESTER # 2

COURSE		SCH
CHEM 1411	General Chemistry I	4
	Humanities/Fine Arts	3
OSHT 1405	OSHA Regulations - Construction Industry	4
OSHT 1309	Physical Hazards Control	3
EPCT 1313	Contingency Planning	3

**Semester Total 17**

### SEMESTER #3

COURSE		SCH
	Science Elective (4 hour course with lab)	4
OSHT 2401	OSHA Regulations - General Industry	4
EPCT 1305	Environmental Regulations Overview	3
OSHT 1321	Fire Protection Systems	3
ENGL 2311	Technical and Business Writing	3

**Semester Total 17**

### SEMESTER #4

COURSE		SCH
OSHT 2309	Safety Program Management	3
OSHT 2320	Safety Training Presentation Techniques	3
OSHT 2305	Ergonomics and Human Factors in Safety	3
EPCT 1341	Principles of Industrial Hygiene	3
PSYC 2301	Introduction to Psychology/	
or SOCI 1301	Introduction to Sociology	3

**Semester Total 15**

**DEGREE TOTAL 65**

## PHARMACY TECHNICIAN

The Pharmacy Technician Certification program is nationally accredited through the American Society of Health System Pharmacists (ASHP). Pharmacy Technicians are skilled healthcare specialists who work under the direction of a licensed pharmacist. This program will prepare the student to pass the national Pharmacy Technician Certification Exam and to obtain the skills necessary to function as a successful pharmacy technician in a retail or hospital setting. Each student is given the opportunity as an intern to realize the actual on-site job experience in both a hospital and community pharmacy.

This program is designed for full-time enrollment each semester. The day program begins each Fall. See course descriptions for prerequisites and co-requisites. Students will pay for malpractice insurance and will be required to pass a background check. Any misdemeanor or felony convictions may prohibit the student from obtaining the appropriate registration with the Texas State Board of Pharmacy and being able to participate in the on-site internship. A TB skin test and seasonal influenza vaccination will be required as well as documentation of Tdap, MMR and varicella immunization/history.

### Admissions Requirements

1. High school diploma or GED
2. Completion and compliance with College of the Mainland's Application for Admission
3. Reading competency must be eligible for READ 0370 (TSI Reading 346)
4. Math competency must be eligible for MATH 0310 (TSI Math 336)

Students are required to take any necessary remedial courses before entering the Pharmacy Technician program.

## CERTIFICATE Pharmacy Technician

### SEMESTER #1

COURSE		SCH
PHRA 1301	Introduction to Pharmacy	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1441	Pharmacy Drug Therapy and Treatment	4
PHRA 1349	Institutional Pharmacy	3

**Semester Total** **13**

### SEMESTER # 2

COURSE		SCH
PHRA 1347	Pharmaceutical Mathematics II	3
PHRA 1404	Pharmacotherapy and Disease Process	4
PHRA 2360	Clinical: Pharmacy Technician	3
PHRA 1243	Pharmacy Technician Certification Review	2

**Semester Total** **12**

**DEGREE TOTAL** **25**

## ASSOCIATE OF APPLIED SCIENCE Pharmacy Technician

The AAS degree will help further the opportunities for each technician into management and teaching positions.

See course descriptions for prerequisites and co-requisites. Students will pay for malpractice insurance and will be required to pass a background check. Any misdemeanor or felony convictions may prohibit the student from obtaining the appropriate registration with the Texas State Board of Pharmacy and being able to participate in the on-site internship. A TB skin test and seasonal influenza vaccination will be required as well as documentation of Tdap, MMR and varicella immunization/history.

### SEMESTER #1

COURSE		SCH
PHRA 1301	Introduction to Pharmacy	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1349	Institutional Pharmacy	3
PHRA 1441	Pharmacy Drug Therapy and Treatment	4
HITT 1305	Medical Terminology	3

**Semester Total** **16**

### SEMESTER # 2

COURSE		SCH
PHRA 1243	Certification Review	2
PHRA 1347	Pharmaceutical Mathematics II	3
PHRA 1404	Pharmacotherapy and Disease Processes	4
PHRA 2360	Clinical: Pharmacy Technician	3
SPCH 1318	Interpersonal Communication	3
or SPCH 1315	Public Speaking	

**Semester Total** **15**

### SEMESTER # 3

COURSE		SCH
PHRA 1445	Intravenous Admixture & Sterile Compounding	4
ENGL 1301	Composition I	3
BIOL 2401	Human Anatomy and Physiology Part I	4
PHRA 1207	Ethics and Texas Pharmacy Law	2
COSC 1301	Microcomputer Applications	
or BCIS 1305	Business Computer Applications	3

**Semester Total** **16**

### SEMESTER # 4

COURSE		SCH
BIOL 2402	Human Anatomy and Physiology Part II	4
	Social/Behavioral Sciences	3
BMGT 1327	Principles of Management	3
	Humanities/Fine Arts	3
	Approved Elective	3

**Semester Total** **16**

**DEGREE TOTAL** **63**

## PROCESS TECHNOLOGY

The Process Technology Program offers students Core courses related to the Process Operations Industry that will prepare them to develop in their careers as safe, efficient and environmentally responsible Process Technicians in the petrochemical industry. Students entering this program should realize that Process Operators generally work rotating shifts, perform tasks requiring good mental and physical aptitude, climb tall structures and work with a variety of chemicals.

The Process Technology program is committed to serving the community and industry in partnership with a quality, industry-driven curriculum. The program will develop and supply a technically prepared workforce in the Operator profession for the petrochemical industry. In addition to developing technical knowledge regarding plant operations, Process Technology students will develop communication and team building skills throughout the program.

COM's Process Technology Program is provided advisement and feedback from the local area petrochemical industry to ensure that the Associate of Applied Science degree in Process Technology meets the requirements of that industry. An advisory committee consisting of education and industry representatives meets regularly to review, provide feedback and direct improvements in the program. Process Technology offers a 71 credit hour associate degree that prepares students with the skills necessary for employment as a Process Operator.

### Graduation Requirements

To be eligible for an Associate of Applied Science degree in Process Technology, students must have (1) completed the prescribed courses listed in this Catalog with an overall grade point average of 2.0 or better, (2) passed each class listed in the prescribed course of study with a grade of "C" or better, (3) met any individually prescribed behavior or remediation-related requirements.

## ASSOCIATE OF APPLIED SCIENCE DEGREE Petrochemical Process Technology

### SEMESTER #1

COURSE		SCH
ENGL 1301	Composition I	3
MATH 1314	College Algebra/ or TECM 1303 Technical Calculations	3
COSC 1301	Introduction to Computing or BCIS 1305 Microcomputer Applications	3
PTAC 1302	Introduction to Process Technology	3
SOCI 1301	Introduction to Sociology/ or PSYC 2301 Introduction to Psychology/ or PSYC 1300 Psychology for Success	3

**Semester Total** **15**

### SEMESTER # 2

COURSE		SCH
CHEM 1419	Applied Chemistry	4
PTAC 1410	Process Technology I: Equipment	4
PTAC 1408	Safety, Health and Environment	4
POFT 1300	Career Exploration/Planning	3

**Semester Total** **15**

### SEMESTER #3

COURSE		SCH
PHYS 1401	College Physics/ or 1410 Applied Physics	4
PTAC 1432	Process Instrumentation I	4
PTAC 1350	Industrial Economics	3
PTAC 2314	Quality	3

**Semester Total** **14**

### SEMESTER #4

COURSE		SCH
PTAC 2420	Process Technology II: Systems	4
PTAC 1454	Industrial Processes	4
SPCH 1315	Public Speaking/ or BUSI 2304 Business Report Writing and Correspondence (Sophomore-level version)	3
PHED 1107	Foundations of Fitness and Wellness	1

**Semester Total** **12**

### SEMESTER #5

COURSE		SCH
PTAC 2446	Process Troubleshooting	4
PTAC 2438	Process Technology III: Operations	4
CTEC 2445	Unit Operations	4
	Humanities/Fine Arts	3

**Semester Total** **15**

**DEGREE TOTAL** **71**

CTEC 2286 and CTEC 2486 (Internship - Chemical Technology/Technician) are optional electives.



## WELDING TECHNOLOGIES

### CERTIFICATE Entry Level Welding

After completing the Entry Level Welding, students will take a certification test on QC10 and will receive a Certified Entry Level Welder certification from the American Welding Society. Each certification is considered a Capstone experience.

#### SEMESTER #1

COURSE	SCH
WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1421 Introduction to Welding Fundamentals	4
WLDG 1434 Introduction to Gas Tungsten Arc (TIG) Welding	4
WLDG 1430 Introduction to Gas Metal Arc (MIG) Welding	4

**Semester Total 16**

#### SEMESTER # 2

COURSE	SCH
WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1435 Introduction to Pipe Welding	4

**Semester Total 8**

**DEGREE TOTAL 24**

### CERTIFICATE Entry Level GAS Shielded Pipe Welding

#### SEMESTER #1

COURSE	SCH
WLDG 1421 Introduction to Welding Fundamentals	4
WLDG 1430 Introduction to Gas Metal Arc (MIG) Welding	4
WLDG 1434 Introduction to Gas Tungsten Arc (TIG) Welding	4
WLDG 2451 Advanced Gas Tungsten Arc (GTAW) Welding	4

**Semester Total 16**

#### SEMESTER #2

COURSE	SCH
WLDG 2413 Welding Using Multiple Processes	4
WLDG 1491 Special Topics in Welder Welding Techniques	4

**Semester Total 8**

**DEGREE TOTAL 24**

## CERTIFICATE

### Entry Level Shielded Metal Arc Pipe Welding

#### SEMESTER #1

COURSE	SCH
WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1421 Introduction to Welding Fundamentals	4
WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1435 Introduction to Pipe Welding	4

**Semester Total 16**

#### SEMESTER #2

COURSE	SCH
WLDG 2406 Intermediate Pipe Welding	4
WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding	4

**Semester Total 8**

**DEGREE TOTAL 24**

### CERTIFICATE Advance Level Welding

After completing the Welding I - Year Certificate, the student will take a certification test on QC11 and will receive an Advanced Certification from the American Welding Society. Each certification is considered a Capstone experience.

#### SEMESTER #1

COURSE	SCH
WLDG 1425 Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1421 Introduction to Welding Fundamentals	4
WLDG 1434 Intro to Gas Tungsten Arc (TIG) Welding	4
WLDG 1430 Intro to Gas Metal ARC (MIG) Welding	4

**Semester Total 16**

#### SEMESTER # 2

COURSE	SCH
WLDG 1491 Special Topics in Welder Welding Techniques	4
WLDG 1457 Inter. Shielded Metal Arc Welding (SMAW)	4
WLDG 1435 Introducton to Pipe Welding	4
WLDG 2451 Advanced Gas Tungsten Arc (GTAW) Welding	4

**Semester Total 16**

#### SEMESTER #3

COURSE	SCH
WLDG 2413 Welding Using Multiple Processes	4
WLDG 2406 Intermediate Pipe Welding	4

**Semester Total 8**

**DEGREE TOTAL 40**





## DISTANCE EDUCATION

### ONLINE LEARNING

College of the Mainland provides a secure online environment for students who wish to enhance their educational experience. Many classes, both credit and non-credit, are offered in Internet only or a blending of Internet and traditional class formats. Additional fees for online classes will be charged at the rate listed under Tuition and Fees.

#### Internet (IN)

An Internet (online) class is an asynchronous (different place at different times) format that provides 85 percent to 100 percent of class instruction in an online, virtual classroom. The online component may be hosted on our course management system or other web locations. Some courses may require that students come to campus to take tests in an approved testing location, attend field trips and/or complete other course requirements. On-campus requirements will be listed in the course syllabus. Students must have access to the Internet and be familiar with email, the web, creating and saving documents and uploading files. Students may be required to attend a class orientation prior to the start of the class.

#### Hybrid (HY)

Hybrid courses combine both an online and classroom component. These courses provide 50 percent to 85 percent of class instruction in an online, virtual classroom with 15 percent to 50 percent of instruction taking place in a traditional classroom setting. The online component may be hosted on our course management system or other web locations. Students must have access to the Internet and be familiar with email, the web, creating and saving documents and uploading files. Students may be required to attend a class orientation prior to the start of the class.

### Web-enhanced (WE)

Web-enhanced classes are traditional synchronous courses that provide 100 percent of class instruction in a traditional classroom setting. These courses are enriched by the addition of an online component and require that students be actively engaged in that online component. The online component may be hosted on our course management system or other web locations. Students must have access to the Internet and be familiar with email, the web, creating and saving documents and uploading files.

### Required Student Training

College of the Mainland is committed to supporting our online learning community. All students who enroll in their first Internet (contains IN in the section number) or hybrid (contains HY in the section number) course at College of the Mainland must satisfactorily complete the Online Learner Workshop before registering for the Internet or hybrid class. Students must register for the Online Learner Workshop with the Admissions Office or through WebAdvisor. The workshop is free. The course number for the workshop is WBCT 1003 (credit) and WBCT 1005 (non-credit). This workshop provides instruction on how to navigate the course management software to ensure a successful adjustment into the virtual classroom. Access instructions for the Online Learner Workshop can be found on both the Future Students and Current Students pages of the College of the Mainland Online website at [www.com.edu/de/olw](http://www.com.edu/de/olw). Successful completion of the Workshop will be posted to your student record.

### Support for Online Students

The Online Learner Student Handbook is published on the Current Student page of the College of the Mainland Online website and provides web-based access to information important to online students ([www.com.edu/de/student-handbook.cfm](http://www.com.edu/de/student-handbook.cfm)). Students having technical issues with their online courses can get assistance by clicking on the Live Assistance button located on the Blackboard Login page or they may submit a Support Ticket at <http://com.parature.com>. Support Tickets will receive an email response within 24 hours when received during regular business hours of 8 a.m.-5 p.m. Monday-Friday. Support Ticket solutions will be sent electronically to the student's COM student email account.

## Advisement for Online Students

Being successful in an online learning environment requires that a student have strong time-management and study skills. To meet the unique advisement needs of our online students, first-time online students are urged to visit the Student Success Center in room A-158 of the Administration/Enrollment Center building or chat live with an advisor on the the Advisement Services page at [www.com.edu/student-services/academic-advising.php](http://www.com.edu/student-services/academic-advising.php). Students can also contact advisors by calling 409-933-8379 for an appointment. Students should consult with an advisor to determine if they are a good candidate for distance learning courses. Students can also take the Smarter-Measure Assessment located at [www.com.edu/de/smarter-measure.cfm](http://www.com.edu/de/smarter-measure.cfm) to gain insight as to their learning style and level of technical expertise. Advisors are also available to ensure that VCT courses apply to the student's declared degree requirements.

## Minimum Hardware Requirements

Students who enroll in an Internet, hybrid or web-enhanced course do not have to own a computer but they must have access to a computer with the following hardware requirements and access rights:

PC Configuration\*:

- Pentium IV processor, 1 GHz or faster
- 512 Megabytes RAM (1 GB preferred)
- 2-Gigabyte space available on hard drive
- 15" or 17" Monitor with resolution of 1024X768 or higher
- Internet access: DSL or faster
- Windows XP or higher
- Speakers

Mac Configuration\*:

- G4 Processor, 1 GHz or faster
- 512 Megabytes RAM (1 GB preferred)
- 2 Gigabytes space available on hard drive
- Internet access: DSL or faster
- 15" or 17" Monitor with resolution of 1024X786 or higher
- Macintosh OS 10.5 or higher
- Speakers

\*Your course may have additional hardware requirements such as a microphone and/or webcam. Check with your instructor for information.

## Software Requirements

In addition to the hardware requirements outlined above, students will also need additional software installed:

- Browser and JAVA Recommendations:  
Browser and JAVA versions change so frequently that we no longer publish a recommended version. All students should confirm that the operating system, browser and JAVA versions being used are on the official list of supported software published by Blackboard. A link to the list of currently supported software for COM's Blackboard system can be found at: [www.com.edu/de/blackboard-learn-info.cfm](http://www.com.edu/de/blackboard-learn-info.cfm).  
Students should check the list of support browsers, operating systems and JAVA before upgrading their computer systems.
- Flash Player
- Window Media Player (Mac users can download the Flip4Mac player to view Windows Media files)
- A word processing program - Microsoft Word preferred
- A presentation program - Microsoft PowerPoint Viewer
- Mac and Windows users can use Open Office and Google Docs as a free alternative to Microsoft Office

## Administrative Rights

If you are not using a computer provided by College of the Mainland, you must have the administrative rights necessary to download and install required programs and plug-ins on the computer you use to access your online courses.

## Student Responsibilities:

**Attendance:** Distance Educations courses require the same time commitment as traditional courses. College of the Mainland expects all students registered in an Internet (IN) section to log in to the course at least twice each week. Students registered in a hybrid (HY) section are expected to log on at least once each week. Attendance in an online course follows



the same attendance policy as the traditional classes offered on campus. Attendance policies are contained in the syllabus of each course. It is the responsibility of the student to read and comply with course specific attendance policies which may affect their final grade.

**Security of Login Credentials:** Students should take care to exit the course management system using the Logout link which will end the session properly. You should never end a session by only closing the browser. It is the responsibility of the student to secure your login credentials by changing your password on a regular basis. Students who knowingly provide their login credentials to someone else will be reported to the judicial coordinator for possible disciplinary action as outlined in the current Student Handbook.

#### **Known Issues:**

Emerging technologies such as mobile broadband may not be supported. Wireless connections are not recommended due to inconsistent signal strength, which can cause unexpected loss of connection with the server.

Students using older, slower computers may have difficulty accessing their online courses or some of the functions within the course may not function properly. Slower Internet speed will cause file uploads/downloads to take extended periods of time making it difficult to interact with the course material.

Students accessing online courses from their place of employment may experience difficulty due to security restrictions on Internet access enforced by their employer.

## Continuing Education and Community Services



# Continuing Education and Community Services

## CONTINUING EDUCATION

One of the ways College of the Mainland strives to meet the needs of the community is by encouraging workforce development and lifelong learning through Continuing Education (CE) programs. These include various courses, seminars, forums, and activities on a wide variety of subjects. Continuing Education offers training opportunities to help people become better citizens and more productive employees. Continuing Education also provides fun, leisure time activities. Courses reflect the changing vocational and avocational needs of the community.

Continuing Education course offerings vary from semester to semester and may range in length from one day to several months. Most courses are open to everyone. Certain courses may, however, require prerequisite knowledge or training. Call 409-933-8586 for program details.

## CUSTOMIZED TRAINING AND WORKFORCE DEVELOPMENT

The success of economic growth in Galveston County depends on a highly skilled and well-trained workforce. Technology is advancing rapidly; a competitive workforce is critical to compete successfully in the global marketplace.

Because a workforce is a company's greatest asset and investment, COM offers a full range of customized assessment and contract training programs.

COM is proud to partner in many state and federal grants and play a leading role in its community.

As a partner in training, COM can provide companies with quality training at an affordable cost.

COM offers:

- Needs assessment
- Connection with necessary resources
- Curriculum development
- Training delivery
- On-site or off-site delivery
- College credits, CEU's and certificates

## VOCATIONAL

Business	Heating/Air Conditioning and Ventilation
Certified Nursing Assistant	Law Enforcement
Child Care Provider	Machinist
Computer Training	Medical Billing and Coding
Dental Assistant	Medication Aide
Desktop Publishing	Occupational Safety and Risk Management
ECG Technician	Phlebotomy Technician
Electrical Trades	Real Estate
Emergency Medical Services	Security Officer
Fast Track Office Systems Technology	Welding Technology
Graphic Arts	

## AVOCATIONAL

College of the Mainland offers a variety of avocational courses and other learning opportunities, such as:

Acting	Music Lessons
Aerobics	Photography
Civilian Firearms	Senior Adult Program (55+)
Computer Technologies	Spanish
Dance	Special Interests
Drawing/Painting	Writing Novels
Floral Design	

Refer to the Continuing Education Course Schedule for these and many more learning opportunities.

A Continuing Education course schedule of current offerings is available upon request by calling 409-933-8586 or online at [www.com.edu/ceschedule](http://www.com.edu/ceschedule). Traditional college credit is not granted for most of these courses; however, Continuing Education Units (CEU's) and Certificates of Completion are awarded for vocational courses.

It is the policy of College of the Mainland to award Continuing Education Units for certain non-credit activities. College of the Mainland is responsible for assuring that all courses for which CEU's are awarded meet the criteria established by the Southern Association of Colleges and Schools. The CEU is a nationally recognized unit of measurement for successful participation in a non-credit Continuing Education course. One CEU is defined as 10 contact hours of participation in an organized Continuing Education class.

# Continuing Education and Community Services

## COMMUNITY SERVICES

### Community Theatre

Recognizing that part of the overall mission of College of the Mainland is to be a unifying center for cultural life in the community including drama, dance, visual arts, literature and music, the Community Theatre bears this commitment in four dimensions:

1. To provide a variety of college-level theater classes to prepare students for advanced work at other colleges and universities.
2. To enrich the cultural life of the community by providing residents with a variety of high quality theater experiences aimed at increasing appreciation for theatrical art and literature.
3. To provide educational opportunities designed for those wishing to upgrade skills in the broad panoply of theater-related activities including, but not limited to, performance, design and production techniques.
4. To extend the reputation of COM and to stimulate the growth and development of our community.

### Art Gallery

The College of the Mainland Art Gallery, located in the Fine Arts Building, has an exciting schedule of events planned around the academic calendar. The calendar of events for the year includes exhibitions by regional, national and international artists; an annual student exhibition; and a biennial faculty exhibition, as well as other shows curated by the gallery director. The Art Gallery also sponsors various fine arts events such as workshops, lectures and open discussions with the artists of current exhibitions.

The Art Gallery offers the College of the Mainland community the very best in all media, including painting, drawing, sculpture, ceramics, installations, photography, etc. For information on upcoming events and exhibitions, please visit the website at [www.com.edu/gallery](http://www.com.edu/gallery) or contact the gallery director at 409-933-8354.

### Community Recreation

The Community Recreation area is committed to the belief that physical well-being is an integral component of a person's overall well-being. As such, it should be pursued with as equal a commitment and passion as other factors of wellness, i.e. intellectual, social, emotional, occupational and spiritual goals.

In order to assist the community in developing and maintaining the highest quality of life, the program will provide activities and opportunities that focus on the inter-relatedness of all facets of wellness and thus, contribute to the growth of the entire being.

The community has the option of purchasing a day pass or a semester fit card. Our Senior members age 55 years and above have the option of purchasing a yearly fit card at a discount rate.

Our community program also provides an opportunity to participate in our volleyball and basketball leagues. Annually, we also sponsor road races, triathlon competition and the American Cancer Society's "Relay for Life." Contact Memberships and Community Recreation at 409-933-8190 or visit the website at [www.com.edu/recreation](http://www.com.edu/recreation).

### Senior Adult Program (for Ages 55+)

In addition to a tuition discount for some Continuing Education courses, a senior adult (55 years or older) may enjoy a variety of courses and trips. Senior Adult Program courses are included in the Continuing Education Schedule located online at [www.com.edu/ce](http://www.com.edu/ce). Limited copies are available at the Senior Adult Center. The Senior Adult Center is located at 1130 Delmar in La Marque. Call 409-933-8226 for more information.

### Community Use of College Facilities

College of the Mainland invites community groups and institutions to use its facilities for meetings and programs. For more information and reservations, call the facilities coordinator at 409-933-8528.

# Continuing Education and Community Services

## THE ADULT EDUCATION PROGRAM

Adult Education programs are tuition free. Funding for these classes is provided through Texas Education Agency (TEA), which includes state and federal money, as well as local resources.

Adult Education classes are offered throughout the year during the fall, spring and summer semesters. New students are not accepted for the summer semester. The Adult Education program includes classes in ABE/ASE (Adult Basic Education/Adult Secondary Education) including GED (General Educational Development) Preparation and ESL (English as a Second Language) courses.

Classes are offered during morning, afternoon and evening hours at many locations including College of the Mainland, and partner sites throughout Galveston County.

### English as a Second Language (ESL)

English as a Second Language (ESL) are classes for adults with limited English Language skills in speaking, listening, reading and writing. Instruction covers introductory English through advanced speaking for students. There are no minimal English skills required for these courses.

### ABE/ASE (Adult Basic Education/Adult Secondary Education)

Adults without a high school diploma, or equivalent, or who wish to improve their reading, writing and mathematics skills may enroll in the ABE/ASE courses. ABE/ASE develops general reading, writing, mathematics and decision-making skills as well as application of these skills in real life.

## Adult Education and GED

Students in Adult Education classes who do not have a high school degree, and who wish to obtain a General Education Development (GED) certificate, may benefit from ABE/ASE classes in order to prepare for the five tests on the GED exam. Free student skills assessment and instruction are included in this program. All ABE/ASE classes offer instruction and test taking strategies to prepare the student for the five GED tests (a high school equivalency exam). Students who have unsuccessfully attempted the GED test may receive a recommendation for re-testing by enrolling and successfully completing an ABE/ASE class.

ABE and ASE/GED Eligibility Criteria:

1. The individual must be a resident of Texas.
2. The individual must be at least 18 years old. A 17-year-old is eligible with the consent of a parent or guardian consent and documentation of withdrawal from secondary school. 16-year-olds may attend if ordered by court or under court ordered supervision. Please contact the Adult Education Office for more information.
3. The individual must have a government-issued picture identification card that includes the student's birthdate.

For additional information on classes in ABE, ASE/GED or ESL, call the Adult Education Office at 409-933-8294.





Each course description identifies a course, the weekly lecture time and lab time in hours, prerequisites to the course, and Credit by Exam availability. Academic transfer courses will be indicated by ACGM. All courses that count toward an Associate of Arts, Associate of Arts in Teaching or Associate of Science degree at College of the Mainland must be ACGM courses. Workforce Education courses will be indicated by WECM.

If students enroll for a course and do not have the appropriate prerequisites, they will be withdrawn.

The numbering system for each is described as follows, using ACNT 1301 as an example the first number (1) shows it is a freshman course (a 2 would indicate it is a sophomore course). The second number (3) shows three credits are earned upon successful completion. The last two numbers are used for administrative purposes only.

## ACADEMIC SUCCESS

Faculty: Allison, Bigos, Friedell, Glover, Hammett, Larsen, LeMaster, Morawski, Shirey, Walton

### NON-COURSE BASED REMEDIATION INTERVENTIONS

During the fall and spring semesters, non-course based remediation interventions in reading, writing, and mathematics are offered. ~~for students who have cutoff scores close to meeting the placement score requirements for credit level courses. Instructor or advisor approval is required to register for the session;~~ and Additional sessions may be offered throughout the year if there is sufficient enrollment.

### ENGL 0330. WRITING IMPROVEMENT I (LECTURE 3, LAB 1.5). CREDIT 3.

This credit course is designed to introduce writing skills necessary for the expression of original ideas in standard sentences within paragraphs. The course emphasizes the development of adequate sentence structure and grammar proficiency. Prerequisites: ~~TSI Essay 1 - 2 or TSI Writing 320-345. CPT Sentence Skills 0-50 plus Essay 0-5 if taken prior to 6/19/09 or CPT Sentence Skills 0-50 plus Essay 0-4 if taken 6/19/09 or after.~~ This course does not transfer.

### ENGL 0360. WRITING IMPROVEMENT II (LECTURE 3, LAB 1.5). CREDIT 3.

This course is designed to promote the development of college-level writing focusing on idea generation, drafting, organization, revisions, and utilization of standard English. Prerequisites: ~~TSI Essay 3 - 4 or TSI Writing 346-362. CPT Sentence Skills 51-120 plus Essay 0-5 or CPT Sentence Skills 0-79 plus Essay 6 or higher if taken prior to 6/19/09 or Sentence Skills 51-120 plus Essay 0-4 or CPT Sentence Skills 0-79 plus Essay 5 or higher if taken 6/19/09 or after.~~ Prerequisite or co-requisite: EDUC 1300 or PSYC 1300. This course does not transfer.

### ENGL 0390. WRITING IMPROVEMENT III (LECTURE 3, LAB 1.5). CREDIT 3.

This credit course is designed to help students further improve writing skills. The course focuses on essay writing with emphasis on grammar, sentence construction, and punctuation. It is not required in the writing sequence. Prerequisite: ENGL 0360. This course does not transfer.

### MODULAR MATH FORMAT

Modular math is an interactive computerized format in which students meet face-to-face with an instructor during a designated class period. Students complete only those modules in which they cannot show mastery. This approach allows students to move faster through the material with the possibility of completing more than one course within the semester. Students are expected to attend each and every class period and complete assignments. Before registering for classes, students should review the course listing in Web Advisor to select a class with their preferred format. Students need to be self-motivated to be successful in this format.

### MATH 0303. BASIC ARITHMETIC (LECTURE 4.5, LAB 0). CREDIT 3.

~~A study of the four fundamental operations of mathematics performed with whole numbers, fractions, decimals, ratios, and proportions. Additional topics include conversions of fractions and decimals. Prerequisite: COM Math Placement Test. Additional prerequisite for Modular Format: CPT Reading score of 49 or greater on concurrent enrollment in READ 0300. This course does not transfer.~~

**NOTE: THE COURSE MATH 0305 WILL NOT BE IN USE AFTER SPRING 2014**

**MATH 0305. PRE-ALGEBRA  
(LECTURE 4.5, LAB 0). CREDIT 3.**

This course is designed to develop skills and understanding in introductory algebra concepts. Topics covered include fractions, percentages, data analysis, geometry, the real number system, and solving linear equations. Prerequisite: ~~TSI Math 320-335. MATH 0303 grade "C" or better, COM Math Placement Test, or passing the departmental pretest for MATH 0303 with a grade of at least 73 and registering for MATH 0305 within the same semester.~~ Additional prerequisite for Modular Format: ~~TSI Reading 342 or equivalent developmental course. CPT Reading score of 49 or greater or concurrent enrollment in READ 0300.~~ This course does not transfer.

**MATH 0310. ELEMENTARY ALGEBRA  
(LECTURE 4.5, LAB 0). CREDIT 3.**

This course is designed to develop skills and understanding in basic algebra concepts. Topics include equations, graphing, exponents, polynomials, factoring, radicals, and systems of linear equations. Prerequisite: ~~TSI Math 336-342. MATH 0305 grade "C" or better, COM Math Placement Test, or passing the departmental pretest for Math 0305 with a grade of at least 73 and registering for MATH 0310 within the same semester.~~ Additional prerequisite for Modular Format: ~~TSI Reading 342 or equivalent developmental course. CPT Reading score of 49 or greater or concurrent enrollment in READ 0300.~~ Prerequisite or co-requisite: EDUC 1300 or PSYC 1300. This course does not transfer.

**MATH 0320. INTERMEDIATE ALGEBRA  
(LECTURE 4.5, LAB 0). CREDIT 3.**

This course is designed to develop skills and understanding in the following areas: relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. ~~TSI Math 343-349. MATH 0310 grade "C" or better, COM Math Placement Test, score 230 or higher on the Math portion of THEA, or passing the developmental pretest for MATH 0310 with a grade of at least 73 and registering for MATH 0320 within the same semester.~~ Additional prerequisite for Modular Format: ~~TSI Reading 342 or equivalent~~

~~developmental course. CPT Reading score of 49 or greater or concurrent enrollment in READ 0300.~~ This course does not transfer.

**READ 0300. BASIC READING  
(LECTURE 3, LAB 1.5). CREDIT 3.**

This course is designed to improve the comprehension, vocabulary, and written language skills necessary for basic communications and study. Prerequisite: ~~CPT TSI Reading 342-345 0-48.~~ This course does not transfer.

**READ 0340. READING IMPROVEMENT I  
(LECTURE 3, LAB 1.5). CREDIT 3.**

This course focuses on the reading skills necessary to improve reading comprehension, vocabulary, and writing. The course promotes the development of good study habits and techniques. Prerequisite: ~~CPT TSI Reading 432-345 49-61.~~ This course does not transfer.

**READ 0370. READING IMPROVEMENT II  
(LECTURE 3, LAB 1.5). CREDIT 3.**

This course is designed to promote the development of reading and higher order thinking skills necessary for college readiness. Prerequisites: ~~CPT Reading 346-350 62-77.~~ Prerequisite or co-requisite: EDUC 1300 or PSYC 1300. This course does not transfer.

## ACCOUNTING

(See Business Administration)

## AIR FORCE RESERVE OFFICER TRAINING CORPS

**AFSC 1201, 1202. FOUNDATIONS OF THE US AIR  
FORCE I, II**

**(LECTURE 1, LAB 2). CREDIT 2.**

Overall roles and missions of the USAF; career fields available. Emphasis on military customs and courtesies, appearance standards, core values, written and personal communication. Introduction to American military history.

**AFSC 2201, 2202. EVOLUTION OF AIR POWER I, II  
(LECTURE 1 LAB 2). CREDIT 2.**

Key historical events and milestones in the development of air power as a primary instrument of United States national security. Core values and competencies of leaders in the United States Air Force. Tenets of leadership and ethics.

## ANTHROPOLOGY

### **ANTH 2346. INTRODUCTION TO ANTHROPOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Principles of physical and cultural anthropology, analysis of the cultures of prehistoric and existing preliterate people, impact of modern western culture on preliterate societies. Prerequisite: **TSI Reading 351 or equivalent developmental course. ~~CPT-Reading-78/READ-0370.~~**

## ART/VISUAL

Faculty: Bowes, Greenwalt, Peet

All studio art courses require three hours of additional independent study per week for which studios will be available.

## ART

### **ARTS 1301. ART APPRECIATION (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

An introduction to the visual arts through the study of formal elements, iconography, major historical movements and the history of aesthetics as well as an exploration of the historical and contemporary media. Students will learn to analyze visual art. A few classes will be dedicated to field trips and studio experience. Prerequisite: **TSI Reading 346 or equivalent developmental course. ~~CPT-Reading-62/READ-0340.~~**

### **ARTS 1303. ART HISTORY I (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A review of major developments in the painting, sculpture, and architecture of Western and non-Western art from ancient civilizations through the proto (circa 35,000 B.C.E. to 1400 C.E.). Prerequisite: Eligible for ENGL 1301.

### **ARTS 1304. ART HISTORY II (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A review of major developments in the painting, sculpture, and architecture of Western and non-Western art from the Renaissance (beginning circa 1400 C.E.) to the art of the present day. Prerequisite: Eligible for ENGL 1301.

### **ARTS 1313. FOUNDATIONS OF ART (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Travel while studying art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgment and growth. Introduction to the creative media designed to enhance artistic awareness and sensitivity through the creative and imaginative use of art materials and tools. Prerequisite: **TSI Reading 346 or equivalent developmental course. ~~CPT-Reading-62/READ-0340.~~**

## CERAMICS

### **ARTS 2346. CERAMICS I (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

An introduction to ceramics processes through the study of basic materials and techniques. The course focuses on hand-building, the potter's wheel, and glazing and firing procedures. Health, safety and environmental concerns related to the arts will also be addressed. Prerequisite: **TSI Reading 346 or equivalent developmental course. ~~CPT-Reading-62/READ-0340.~~**

### **ARTS 2347. CERAMICS II (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A continuation of ARTS 2346 Ceramics I. The emphasis will be on advanced hand-building, throwing, and decorating techniques as well as health, safety and environmental concerns related to the arts. Students will have the opportunity to experience marketing their work during an annual festival. Prerequisite: Arts 2346.

## DRAWING

### **ARTS 1316. DRAWING I (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Introduction to the basic concepts, techniques, and materials of drawing. Prerequisite: **TSI Reading 346 or equivalent developmental course. ~~CPT-Reading-62/READ-0340.~~**

### **ARTS 1317. DRAWING II (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

This course is an expansion of Drawing I. Stresses the expressive and conceptual aspects of drawing, a variety of wet and dry media and the development of an individual approach to theme and content. Prerequisite: ARTS 1316.



**ARTS 2323. LIFE DRAWING I  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

This course focuses on the analytic and expressive drawing of the human figure with continued exploration of drawing media. Prerequisite: ARTS 1316 is recommended as a prerequisite but is not required.

**ARTS 2324. LIFE DRAWING II  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

This course is a continuation of Life Drawing I, with greater emphasis on structural and anatomical understanding of the figure while developing individual expression. Prerequisite: ARTS 2323.

## DESIGN

**ARTS 1311. DESIGN I  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

The study of fundamental two-dimensional, design principles through the creative application of line, shape, texture, value, and color. Prerequisite: **TSI Reading 346 or equivalent developmental course.**  
~~CPT-Reading 62/READ-0340.~~

**ARTS 1312. DESIGN II  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

The study of the design principles as they apply to three-dimensional form and the arrangement of space. An introduction to sculptural concepts. Prerequisite: ARTS 1311.

**ARTS 2311. DESIGN III  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

This course explores the languages of art through a particular medium. This course will focus on two or three dimensional design projects. Emphasis on individual expression. Topics may include but are not limited to ceramics, painting, photography, and sculpture. This course may be repeated if topics and learning outcomes vary. Prerequisite: ARTS 2317 or ARTS 2327 or ARTS 2347 or ARTS 2349 or ARTS 2357 or ARTS 2366.

**ARTS 2312. DESIGN IV  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

This is a continuation of Design III, an exploration of visual art and development of a portfolio of work. This course will focus on two or three dimensional design projects. Emphasis could be in ceramics, painting, photography, or sculpture. Prerequisite: ARTS 2311.

## PAINTING

**ARTS 2316. PAINTING I  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

This course introduces techniques and materials of traditional and contemporary concepts in painting. ARTS 1311 and ARTS 1316 are recommended as prerequisites but are not required.

**ARTS 2317. PAINTING II  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

This is a continuation of Painting I with greater emphasis on presentation, originality and personal expression. Prerequisite: ARTS 2316.

**ARTS 2366. WATERCOLOR PAINTING  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

This course provides an introduction to the basic techniques and materials for water-based media. The course may be repeated for credit if topic, goals and outcome are varied. Recommended prerequisite: ARTS 1316 or ARTS 1311. Prerequisite: **TSI Reading 346 or equivalent developmental course.**  
~~CPT-Reading 62/READ-0340.~~

**ARTS 2367. WATERCOLOR PAINTING II  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

This course introduces students to advanced techniques and materials for water based media with emphasis on development of individual style. The course may be repeated for credit if topic, goals and outcome are varied. Prerequisite: ARTS 2366.

## PHOTOGRAPHY

**ARTS 2348. DIGITAL ART I  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Studio art course that explores the potential of computer hardware and software media for visual, expressive and conceptual uses in the visual arts. This class will include an introduction to video. It is recommended that students complete at least one studio class in 3D media, painting or photography prior to enrolling in this class. Prerequisite: **TSI Reading 346 or equivalent developmental course.**  
~~CPT-Reading 62/READ-0340.~~

**ARTS 2349. DIGITAL ART II  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

This course continues concepts of Digital Art I with greater emphasis on originality and personal expression. Prerequisite: ARTS 2348.



## **ARTS 2356. PHOTOGRAPHY I (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry and presentation skills. Emphasis on design, history and contemporary trends as a means of developing an understanding of photographic aesthetics. A 35mm SLR camera is required.

Prerequisite: **TSI Reading 346 or equivalent developmental course. ~~CPT-Reading 62/READ-0340.~~**

## **ARTS 2357. PHOTOGRAPHY II (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

This is a continuation of the photo processes learned in Photography I with a greater emphasis on presentation and individual expression, while exploring photographic techniques including different camera formats and archival materials. Prerequisites:

ARTS 2356, **TSI Reading 351 or equivalent developmental course. ~~CPT-Reading 78/READ-0370.~~**

## **SCULPTURE**

### **ARTS 2326. SCULPTURE I (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

This is a basic course in sculpture, investigating materials, techniques and aesthetics of the three-dimensional arts. The focus will be on creative problem-solving and the communication of ideas visually and verbally. Health, safety and environmental issues related to the arts will also be addressed.

Prerequisite: **TSI Reading 351 or equivalent developmental course. ~~CPT-Reading 78/READ-0370.~~**

### **ARTS 2327. SCULPTURE II (LECTURE 2, LAB 4). CREDIT 3. ACGM.**

This course continues concepts learned in Sculpture I, with emphasis on individual expression, advanced techniques and philosophical issues. Health, safety and environmental issues related to art will also be addressed. Prerequisite: ARTS 2326.

## **BIOLOGY**

Faculty: Abernathy, Allen, Kish-Molina, Orr, True

### **BIOL 1322. FOOD AND NUTRITION (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course stresses fundamental principles of human nutrition; physiological bases for nutrient needs for all ages; factors to consider in meeting the needs for individuals and groups. Prerequisite: **TSI Reading 351 or equivalent developmental course. ~~CPT-Reading 78/READ-0370.~~** This course is sometimes offered as a distance learning course.

### **BIOL 1406. GENERAL BIOLOGY I (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Prerequisite: **TSI Reading 351 or equivalent developmental course. ~~CPT-Reading 78/READ-0370.~~** Successful completion of College Algebra or a higher-level mathematics is recommended.

### **BIOL 1407. GENERAL BIOLOGY II (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite: **TSI Reading 351 or equivalent developmental course. ~~CPT-Reading 78/READ-0370.~~** Successful completion of Biology 1406 and College Algebra or better-level mathematics is recommended.

### **BIOL 2305 PATHOPHYSIOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The study of disease processes relating to the structure and function of the human body. Includes the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, circulatory and immune systems. Functional changes associated with disease, injury or stress in the human body are emphasized. Prerequisites: BIOL 2401, 2402, 2420.

**BIOL 2401. HUMAN ANATOMY AND PHYSIOLOGY PART I (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Students will study the chemical basis of life, cells, cellular metabolism, water, electrolyte and pH balances, tissues and systems, integumentary, musculoskeletal, nervous, and endocrine. Laboratory includes selected mammalian material to accompany lectures. Prerequisite: **TSI Reading 351 or equivalent developmental course. ~~EPT Reading 78/READ 0370~~**. BIOL 1406 is strongly recommended as a prerequisite, but is not required.

**BIOL 2402. HUMAN ANATOMY AND PHYSIOLOGY PART II (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

A study of the digestive system, nutrition, respiratory system, blood, cardiovascular system, lymphatic system, urinary system, reproductive system and human development. Laboratory includes selected mammalian material to accompany lectures. Prerequisites: **TSI Reading 351 or equivalent developmental course. ~~EPT Reading 78/READ 0370~~** and BIOL 2401 ("C" or better).

**BIOL 2420. MICROBIOLOGY (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

This course provides the principles and applications of microbial activity, with emphasis on the bacterial types. The morphology, physiology, genetics, and classification of microorganisms with relationship to man. Sterilization, staining, and pure culture techniques, as well as media preparation, are stressed in the laboratory. Prerequisites: Two lab-based courses (eight credit hours) selected from biology or chemistry core curriculum courses.

## BUSINESS ADMINISTRATION

Faculty: Glover, Rahman, Williams

**ACCT 2301. PRINCIPLES OF ACCOUNTING I (FINANCIAL) (LECTURE 3, LAB 1). CREDIT 3. ACGM.**

This course covers the fundamentals of financial accounting, including double-entry accounting and the accounting cycle. Other topics include cash, receivables, inventories, plant assets, liabilities, partnerships, corporations and investments.

**ACCT 2302. PRINCIPLES OF ACCOUNTING II (MANAGERIAL) (LECTURE 3, LAB 1). CREDIT 3. ACGM.**

This course covers the fundamentals of managerial accounting, including manufacturing operations and planning and control. Other topics include budgets, introduction to cost accounting, cost control techniques, methods of measuring performance, financial statement analysis, statement of cash flows and interpretation of financial statements. Prerequisite: ACCT 2301 or equivalent.

**ACNT 1303. INTRODUCTION TO ACCOUNTING I (LECTURE 3, LAB 0) CREDIT 3. WECM.**

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 payrolls. Credit by Exam. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information. This course is articulated statewide for the high school Accounting I class.

**ACNT 1331. FEDERAL INCOME TAX: INDIVIDUAL (LECTURE 3, LAB 0) CREDIT 3. WECM.**

Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual. Prerequisite: **TSI Reading 346 or equivalent developmental course. ~~EPT Reading 62/READ 0340 or equivalent~~**.

**ACNT 1382. COOPERATIVE EDUCATION ACCOUNTING TECHNOLOGY/TECHNICIAN AND BOOKKEEPING (LECTURE 1, LAB 20). CREDIT 3. WECM.**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer, and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: GPA of no less than 2.0 and completion of 12 credit hours or approval of Coordinator of Cooperative Education, Business programs.

**ACNT 1313. COMPUTERIZED ACCOUNTING APPLICATIONS****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions and process common business applications with emphasis on utilizing a spreadsheet, database and general ledger software. Prerequisite: ACNT 1303. Offered once a year only.

**BCIS 1305. BUSINESS COMPUTER APPLICATIONS (LECTURE 3, LAB 1). CREDIT 3. ACGM.**

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics and business-oriented utilization of the Internet. Prerequisite: CPT TSI Reading 346 or equivalent developmental course. Reading 62/READ 0340 or equivalent and Keyboarding proficiency. This course satisfies the computer literacy requirement for A.A. degrees.

**BMGT 1301. SUPERVISION (LECTURE 3, LAB 0). CREDIT 3. WECM.**

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information. This course is articulated statewide for the high school Principles of Business, Marketing and Finance class offered once a year only.

**BMGT 1327. PRINCIPLES OF MANAGEMENT (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Concepts, terminology, principles, theory, and issues that are the substance of the practice of management. This course will transfer for certain baccalaureate programs. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information. This course is articulated statewide to the high school Business Management class.

**BMGT 1341. BUSINESS ETHICS (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management and the public. Offered once a year only.

**BMGT 1382. COOPERATIVE EDUCATION BUSINESS ADMINISTRATION AND MANAGEMENT, GENERAL (LECTURE 1, LAB 20). CREDIT 3. WECM.**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: GPA of no less than 2.0 and completion of 12 credit hours, or approval of Coordinator of Cooperative Education, Business Programs. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information.

**BMGT 2309. LEADERSHIP (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to inspire and influence. Offered once a year only.

**BMGT 2347. CRITICAL THINKING AND PROBLEM SOLVING (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Instruction in interpreting data for effective problem-solving and recommending corrective action with emphasis on a structured approach to critical thinking and problem-solving in a team environment.

**BUSG 1303. PRINCIPLES OF FINANCE  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the time value of money. Prerequisite: POFT 1321 with grade of "C" or better or equivalent course. (Formerly BUSG 1345). Offered once a year only.

**BUSG 1315. SMALL BUSINESS OPERATIONS  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Aspects of operating a small business. Emphasizes management functions including how managers plan, exercise leadership, organize, and control the operations. Offered once a year only. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information.

**BUSI 1301. BUSINESS PRINCIPLES  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

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 1304. BUSINESS REPORT WRITING AND  
CORRESPONDENCE (FRESHMAN LEVEL)  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A practical course designed to help students communicate effectively in writing. It provides training in English usage, punctuation, spelling, sentence and paragraph structure, proofreading, editing, vocabulary, capitalization, and other mechanics of writing. Prerequisite: **TSI Reading 346 or equivalent developmental course. ~~CPT-Reading-62/READ-0340.~~**

**BUSI 2301. BUSINESS LAW  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Principles of law, which form the legal framework for business activity. Introduction to the legal environment. Subject areas include torts, contracts, Uniform Commercial Code, sales, commercial paper, bailment, agency and the American legal system. Prerequisite: Sophomore standing. Credit by examination.

**BUSI 2304. BUSINESS REPORT WRITING AND  
CORRESPONDENCE (SOPHOMORE LEVEL)  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Study of processes and media utilized in effective oral and written communication. Emphasis on internal and external correspondence, reports, proposals, survey techniques, international communication, graphic presentations, and body language. Prerequisites: ENGL 1301 or BUSI 1304 and BCIS 1305 or COSC 1301.

**HRPO 1311. HUMAN RELATIONS  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

**HRPO 2301. HUMAN RESOURCES  
MANAGEMENT  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Behavioral and legal approaches to the management of human resources in organizations. Offered spring semesters only. This course is articulated statewide to the high school Human Resource Management class.

**ITSC 1309. INTEGRATED SOFTWARE  
APPLICATIONS I  
(LECTURE 3, LAB 1). CREDIT 3. WECM.**

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. Prerequisite: Keyboarding proficiency. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information. This course is articulated statewide for the high school Business Information Management II class.

**MRKG 1301. CUSTOMER RELATIONSHIP  
MANAGEMENT  
(LECTURE 3, LAB 0). CREDIT 3 WECM**

Introduction to general principles of customer relationship management including skills, knowledge, attitudes and behaviors. Examine internal and external customer relationship (CRM) strategies.

**MRKG 1311. PRINCIPLES OF MARKETING (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Introduction to the 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. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information. Offered fall semesters only. This course is articulated statewide for the high school Marketing Dynamics class.

**MRKG 2312. E-COMMERCE MARKETING (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Introduction and exploration of electronic tools utilized in marketing; focusing on marketing communications in developing customer relationships. Study includes performing market analysis; stating E-Marketing goals, and evaluating electronic communications; identifying and reaching target audiences; designing and evaluating customer feedback techniques. Offered once a year only.

**POFM 1380. COOPERATIVE EDUCATION-MEDICAL ADMINISTRATIVE/EXECUTIVE ASSISTANT AND MEDICAL SECRETARY (LECTURE 1, LAB 14) CREDIT 3. WECM**

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. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: GPA of no less than 2.0 and completion of 12 credit hours or approval of Coordinator Cooperative Education, Business Programs.

**POFT 1307. PROOFREADING AND EDITING (LECTURE 3, LAB 0) CREDIT 3. WECM.**

Instruction in proofreading and editing skills necessary to assure accuracy in business documents. Prerequisite: **TSI Reading 346 or equivalent developmental course. CPT-Reading 62/READ-0340.**

**POFT 1309. ADMINISTRATIVE OFFICE PROCEDURES I (LECTURE 3, LAB 0). CREDIT 3. WECM.**

An introduction to current office procedures, duties and responsibilities applicable to an office environment. Prerequisite: basic keyboarding skills.

**POFT 1300. CAREER EXPLORATION/PLANNING (LECTURE 3, LAB 0). CREDIT 3. WECM.**

An introduction to the process of career decision-making, educational planning, and job searching. Topics include analyzing personal career interests, values, and aptitudes; surveying and researching career fields with related educational and training requirements; practicing the decision-making process; and basic job search skills such as completing applications, writing letters of application, developing and using resumes and interviewing. Prerequisite: **TSI Reading 346 or equivalent developmental course. CPT-Reading 62/READ-0340 or equivalent.**

**POFT 1319. RECORDS AND INFORMATION MANAGEMENT I (LECTURE 3, LAB 1). CREDIT 3. WECM.**

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. Prerequisites: CPT Reading 62/READ 0340 or equivalent, keyboarding proficiency. Prerequisite or co-requisite: BCIS 1305.

**POFT 1321. BUSINESS MATH (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Instruction in the fundamentals of business mathematics including analytical and problem solving skills for critical thinking in business applications. Topics include: interest, present value, percentage, inventory valuation, discounts, pricing, annuities, ratios, statistics, and graphs. Use of calculator. Prerequisites: **The following TSI scores or equivalent developmental courses - TSI Math 343 MATH 0310 or equivalent and TSI Reading 351 CPT-Reading 78/READ-0370 or equivalent.** Credit by exam is available.



**POFT 1380. COOPERATIVE EDUCATION-ADMINISTRATIVE ASSISTANT/SECRETARIAL SCIENCE, GENERAL (LECTURE 1, LAB 20). CREDIT 3. WECM.**

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. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: GPA of no less than 2.0 and completion of 12 credit hours or approval of Coordinator Cooperative Education, Business Programs.

**POFT 2301. INTERMEDIATE KEYBOARDING (LECTURE 3, LAB 1). CREDIT 3. WECM.**

A continuation of keyboarding skills in document formatting, emphasizing speed, and accuracy. Emphasis on proofreading, editing and following instructions, and keying documents from various copy. Prerequisites: **TSI Reading 346 or equivalent developmental course. CPT Reading 62/READ-0340 or equivalent** and keyboarding skills of 30 words per minute. Credit by exam.

## CHEMISTRY

Faculty: G. Johnson, T. Johnson

**CHEM 1405. INTRODUCTORY CHEMISTRY I (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. Prerequisites: The following TSI scores or equivalent developmental courses - **TSI Math 350v MATH-0320 grade "C" or better** and **TSI Reading 351 CPT Reading 78/READ-0370 grade "C" or better.**

**CHEM 1407. INTRODUCTORY CHEMISTRY II (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. Prerequisites: CHEM 1405 grade "C" or better.

**CHEM 1411. GENERAL CHEMISTRY I (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles previously listed; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisites: MATH 1314 grade "C" or better and **TSI Reading 351 or equivalent developmental course. CPT Reading 78/READ-0370 grade "C" or better.**

**CHEM 1412. GENERAL CHEMISTRY II (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles previously listed; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Prerequisites: CHEM 1411 grade "C" or better.

**CHEM 1419. INTRODUCTORY ORGANIC CHEMISTRY I (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Survey course introducing organic chemistry. Not designed for students in science or pre-professional programs. Prerequisites: **TSI Math 350 (or equivalent developmental course) MATH-0320 grade "C" or better** and **TECM 1303 grade "C" or better** or **MATH 1314 grade "C" or better** and **TSI Reading 351 or equivalent developmental course. CPT Reading 78/READ-0370 grade "C" or better.**

**CHEM 2423. ORGANIC CHEMISTRY I  
(LECTURE 3, LAB 4). CREDIT 4. ACGM.**

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. Prerequisites: CHEM 1412 grade "C" or better.

**CHEM 2425. ORGANIC CHEMISTRY II  
(LECTURE 3, LAB 4). CREDIT 4. ACGM.**

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. Prerequisites: CHEM 2423 grade "C" or better.

## CHILD DEVELOPMENT/EDUCATION

Faculty: Plasek, Napoli

**CDEC 1303. FAMILIES, SCHOOL AND COMMUNITY  
(LECTURE 3, LAB 1). CREDIT 3. WECM.**

This course is a study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with SBEC PPR standards. Students will examine literature on parenting styles and effective parenting techniques; discuss issues relating to families and communities and review literature relating to diverse cultures and lifestyles; and practice ways to communicate and interact with parents and families. Students will recognize signs of abuse and neglect and describe ways to work effectively with abused and neglected children and their families. Prerequisite: **TSI Reading 342 or equivalent developmental course. ~~CPT-Reading 49/READ-0300~~**. Requires student to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

**CDEC 1318. WELLNESS OF THE YOUNG CHILD  
(LECTURE 3, LAB 1). CREDIT 3. WECM.**

This is the study of factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Instruction will focus on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with SBEC PPR standards. The student will analyze principles of nutrition, evaluate nutrition assessment, and examine regulatory

requirement for nutrition; describe community health problems, universal health precautions, legal implications regarding health and analyze environmental and personal hygiene; describe principles of safety as they relate to children, evaluate regulations regarding child safety, safety procedures and children's environments for safety. The student will demonstrate skills in computation, record keeping, referrals and resources as they apply to nutrition, health, and safety. Prerequisite: **TSI Reading 342 or equivalent developmental course. ~~CPT-Reading 49/READ-0300~~**. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

**CDEC 1319. CHILD GUIDANCE  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course is an exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis is on positive guidance principles and techniques, family involvement and cultural influences with practical application through direct participation with children. The student will summarize theories related to child guidance; explain how appropriate guidance promotes autonomy, self-discipline and life-long social skills in children; recognize the impact and influence of families and culture in guiding children; and promote development of positive self-concept and pro-social behaviors in children. The student will apply appropriate guidance techniques to specific situations relating to children's behaviors and demonstrate skills in helping children resolve conflicts. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information. This course is articulated state-wide for the high school Child Guidance class.

**CDEC 1321. THE INFANT AND TODDLER (LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course is a study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques. The student will summarize prenatal development and the birth process; discuss theories of development as they apply to infants and toddlers; outline growth and development of children from birth to age 3; analyze components of teacher/child interactions and positive guidance techniques; design learning environments; and select materials and activities for infants and toddlers. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information.

**CDEC 1356. EMERGENT LITERACY FOR EARLY CHILDHOOD (LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course explores the principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum. The student will define literacy and emergent literacy; analyze various theories of language development; and describe the teacher's role in promoting emergent literacy. The student will create literacy environments for children; and select and share appropriate literature with children. Prerequisite: **TSI Reading 342 or equivalent developmental course. CPT-Reading 49/READ-0300.**

**CDEC 1358. CREATIVE ARTS FOR EARLY CHILDHOOD (LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course explores the principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. The student will define the creative process; describe the role of play in a child's growth and development and developmental sequences for creative arts; analyze teacher roles in enhancing creativity; describe concepts taught through the creative arts and components of creative environments. The student will plan, implement, and assess child-centered activities for music, movement, visual arts, and dramatic play.

**CDEC 1359. CHILDREN WITH SPECIAL NEEDS (LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course is a survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. The student will summarize causes, incidences and characteristics of exceptionalities related to the domains of development; discuss current terminology and practices for intervention strategies; identify appropriate community resources and referrals for individual children and families; review legislation and legal mandates and their impact on practices and environments; explain the role of advocacy for children with special needs and their families. The student will use various types of materials and resources, including current technology, to support learning in all domains for all children. Prerequisite: **TSI Reading 342 or equivalent developmental course. CPT-Reading 49/READ-0300.**

**CDEC 1413. CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAMS (LECTURE 3, LAB 4). CREDIT 4. WECM.**

This course is a study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children. The student will define developmentally appropriate practices; describe the process of child-centered curriculum development; and develop guidelines for creating learning environments. The student will apply an understanding of teacher roles in early childhood classrooms; prepare a developmentally appropriate schedule including routines and transitions; and select, plan, implement, and evaluate developmentally appropriate learning experiences for children. Prerequisite: At least six credit hours of CDEC or TECA course work.

**CDEC 2266. PRACTICUM (OR FIELD EXPERIENCE): CHILD CARE PROVIDER/ASSISTANT (LECTURE 0, LAB 15). CREDIT 2. WECM.**

This course offers 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. Students 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: CDEC 1413 and must be taken during last semester of Child Development/Education AAS.

**CDEC 2307. MATH AND SCIENCE FOR EARLY CHILDHOOD (LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course explores the principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play. The student will relate the sequence of cognitive development to the acquisition of math and science concepts and describe the scientific process and its application to early care and education environments. The student will develop strategies that promote thinking and problem-solving skills in children; utilize observation and assessment as a basis for planning discovery experiences for the individual child; and create, evaluate, and/or select developmentally appropriate materials, equipment and environments to support the attainment of math and science concepts and skills. Prerequisite: **TSI Reading 342 or equivalent developmental course. ~~CPT-Reading 49/READ-0300.~~**

**CDEC 2326. ADMINISTRATION OF PROGRAMS FOR CHILDREN I (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Students will learn the application of management procedures for early care and education programs. The course includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. The student will analyze the planning functions; evaluate the operational functions; and interpret the supervisory functions of an administrator. The

student will summarize the evaluation of functions in an early care and education program; analyze methods of effective communication; and utilize skills in speaking, writing, computation, and computer applications. Prerequisite or co-requisite: **TSI Reading 342 or equivalent developmental course. ~~CPT-Reading 49/READ-0300.~~**

**CDEC 2328. ADMINISTRATION OF PROGRAMS FOR CHILDREN II (LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course is an in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning parent education/partnerships. The student will discuss codes of conduct; describe communication skills for effectively administering an early care and education program; explain the administrator's role in advocacy; describe personnel management skills necessary to administer programs; explain legal issues that impact programs; evaluate fiscal responsibilities of an administrator; and examine current technology and issues, and discuss the importance of parent education and partnerships. The student will utilize skills in speaking, writing, computation and technical application(s). Prerequisite: **TSI Reading 342 or equivalent developmental course. ~~CPT-Reading 49/READ-0300.~~**

See **EDUCATION** for the following courses:

**EDUC 1300. PSYCHOLOGY FOR SUCCESS**

**EDUC 1301. INTRODUCTION TO THE TEACHING PROFESSION**

**EDUC 2301. INTRODUCTION TO SPECIAL POPULATIONS**

**TECA 1303. FAMILIES, SCHOOL AND COMMUNITY**

**TECA 1311. EDUCATING YOUNG CHILDREN**

**TECA 1318. WELLNESS OF THE YOUNG CHILD**

**TECA 1354. CHILD GROWTH AND DEVELOPMENT**

## COMPUTER INFORMATION SYSTEMS AND NETWORKING

Faculty: Alexander, Barber

### **COSC 1301. INTRODUCTION TO COMPUTING (LECTURE 3, LAB 1). CREDIT 3. ACGM.**

This course is an overview of computer information systems, introducing computer hardware, software, procedures, systems and human resources, and exploring their integration and application in business and other segments in society. The fundamentals of computer problem-solving and programming in a higher level programming language may be discussed and applied. Prerequisite: **TSI Reading 346 or equivalent developmental course. READ-0340.** The student must earn a grade of "C" or better in prerequisite courses. Credit by exam is available. This is an academic transfer course.

### **COSC 1336. PROGRAMMING FUNDAMENTALS I (LECTURE 3, LAB 1). CREDIT 3. ACGM.**

This course 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. Prerequisites: **The following TSI scores or equivalent developmental courses - TSI Reading 351 READ-0370 or equivalent and TSI Math 350 MATH-0320.** The student must earn a grade of "C" or better in prerequisite courses. This course will transfer for certain baccalaureate programs.

### **COSC 1337. PROGRAMMING FUNDAMENTALS II (LECTURE 3, LAB 1). CREDIT 3. ACGM.**

This course is a review of control structures and data types with emphasis on structured data types. It applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Prerequisite: COSC 1336 or equivalent. The student must earn a grade of "C" or better in prerequisite courses. This course will transfer for certain baccalaureate programs.

### **COSC 2325. COMPUTER ORGANIZATION AND MACHINE LANGUAGE (LECTURE 3, LAB 1). CREDIT 3. ACGM.**

This course studies basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines and program linkages. Prerequisite: COSC 1336.

### **COSC 2336. PROGRAMMING FUNDAMENTALS III (LECTURE 3, LAB 1). CREDIT 3. ACGM.**

This course provides further application of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked listed, hash tables, trees, and graphs), and algorithmic analysis. Prerequisite: COSC 1336 or equivalent. The student must earn a grade of "C" or better in prerequisite courses. This course will transfer into certain baccalaureate programs.

### **CPMT 1380. COOPERATIVE EDUCATION -COMPUTER MAINTENANCE TECHNOLOGY/ TECHNICIAN (LECTURE 1, LAB 20). CREDIT 3. WECM.**

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the College faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. The student, in cooperation with the work supervisor will develop a learning plan, apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. The student 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: Completion of 12 credit hours of instruction in the area of study, GPA of no less than 2.5.



**CPMT 2437. MICROCOMPUTER INTERFACING (LECTURE 3, LAB 3). CREDIT 4. WECM.**

Concepts and terminology involved in interfacing the internal architecture of the microcomputer with commonly used external devices. Students will learn the procedure used to determine the requirements of the device to be interfaced, and how to select the proper configuration. The student will develop and implement the hardware and software processes to interface common external devices. Prerequisite: **TSI Reading 346 or equivalent developmental course. CPT-Reading 62/READ-0340**. Prerequisite must be completed with a grade of "C" or better. This course will transfer for certain baccalaureate programs.

**ITNW 1308. IMPLEMENTING AND SUPPORTING CLIENT OPERATING SYSTEMS (LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course provides opportunity for skills development in the management of client desktop operating systems.

**ITNW 1325. FUNDAMENTALS OF NETWORKING TECHNOLOGIES (LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course offers instruction in networking technologies and their implementation. Topics include the OSI and TCP/IP reference models, network protocols, transmission media, and networking hardware and software. The student will learn to identify and use network transmission media; explain the OSI and TCP/IP network reference models; identify and construct networks using the primary network topologies/protocols; identify network characteristics, and determine which would be most appropriate for a proposed network; identify and implement different network operating systems, including centralized, client/server, and peer-to-peer systems; distinguish between Local Area Networks and Wide Area Networks and identify the components used to expand a LAN into a WAN. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT-Reading 78/READ-3070**. This course is articulated statewide for the high school Telecommunications and Networking course. See Articulated Credit Program listing under Student Information.

**ITNW 1345. IMPLEMENTING NETWORK DIRECTORY SERVICES (LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course provides students with the knowledge and skills necessary to install, configure and administer Network Directory service. Prerequisites: successful completion of ITNW 1308 and ITNW 1354 with a grade of "C" or better.

**ITNW 1353. SUPPORTING NETWORK SERVER INFRASTRUCTURE (LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course provides skills development in installing, configuring, managing, and supporting a network infrastructure.

**ITNW 1354. IMPLEMENTING AND SUPPORTING SERVERS (LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course provides opportunity for the development of skills necessary to implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment.

**ITNW 1380. COOPERATIVE EDUCATION - BUSINESS SYSTEMS NETWORKING AND TELECOMMUNICATIONS (LECTURE 1, LAB 20). CREDIT 3. WECM.**

This is an intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by College faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. Prerequisites: GPA of no less than 2.0 and completion of 12 credit hours, or approval of Coordinator of Cooperative Education, Business programs.

**ITNW 2312. ROUTERS. (LECTURE 2, LAB 2). CREDIT 3. WECM.**

Router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols. Prerequisites: The following TSI scores or equivalent developmental courses - **TSI Math 350 MATH-0320 grade "C" or better** and **TSI Reading 351 CPT-Reading 78/READ-0370 grade "C" or better**.

## **ITNW 2405. NETWORK ADMINISTRATION, LINUX SERVER**

**(LECTURE 3, LAB 3). CREDIT 4. WECM.**

This is a study of Network Administration using Linux as a server. Topics include network components, user accounts, and groups, network file systems, file system security, and network printing. The student will describe the components of a local area network and their relationship; create and administer user accounts and groups; plan and set up network file systems; create effective file system security; and implement and administer network printing. Prerequisite: ITSC 1316.

## **ITSC 1316. LINUX INSTALLATION AND CONFIGURATION**

**(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Students will receive an introduction to the open-source Linux operating system with emphasis on using the GUI console interface. This course includes Linux installation, basic administration, utilities and commands, upgrading, networking, security and application development. Emphasized hands-on setup, administration, and management of Linux. Instruction also covers maintaining and securing reliable Linux systems. The student will install, administer and manage a secure and reliable Linux system; demonstrate proficiency with Linux Utilities, commands and applications; demonstrate effective Linux operation system set up; identify and resolve security-based issues; and identify networking principles necessary to integrate a Linux system into and existing network. Prerequisite: **TSI Reading 351 or equivalent developmental course. ~~CPT-Reading-78/READ-0370.~~**

## **ITSC 1391. SPECIAL TOPICS IN COMPUTER AND INFORMATION SCIENCES, GENERAL LINUX APPLICATION INSTALLATION, GUI AND CLI**

**(LECTURE 2, LAB 2). CREDIT 3. WECM.**

Instruction will focus on locating and installing open-source applications for the Linux OS. Focus will be placed on differences and similarities between Linux distributions and package management systems, including compiling and installing packages from source. The student will install and configure a number of different applications for the Linux system. Prerequisite: **TSI Reading 351 or equivalent developmental course. ~~CPT-Reading-78/READ-0370.~~** Co-requisite: ITSC 1316.

## **ITSC 2339. PERSONAL COMPUTER HELP DESK SUPPORT**

**(LECTURE 3, LAB 1). CREDIT 3. WECM.**

This course instructs students how to diagnose and solve user hardware and software-related problems with on-the-job projects.

## **ITSW 1307. INTRODUCTION TO DATABASE.**

**(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course is an introductory course in relational database management systems. Upon successful completion of this course the student will be able to identify database terminology and concepts, plan, define, and design a database, design and generate tables, forms and reports, and design and process queries.

## **ITSW 2337. ADVANCED DATABASE.**

**(LECTURE 2, LAB 3). CREDIT 3. WECM.**

This is the last course in the Database Administration series. This course is designed to educate the student in relational theory and advanced database administration. It will prepare the student for the Microsoft Certified Technology Specialist exam in SQL Server Database Development.

## **ITSY 1300. FUNDAMENTALS OF INFORMATION SECURITY**

**(LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course provides the basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed. This course will teach to the CompTia Security+exam. Prerequisites: successful completion of ITNW 1308 and ITNW 1354 or five years networking experience.

## **ITSY 2301. FIREWALLS AND NETWORK SECURITY**

**(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Students will learn to identify elements of firewall design, types of security threats and responses to security attacks. Students will learn to use best practices to design, implement, and monitor a network security plan, and examine security incident postmortem reporting and ongoing network security activities. Prerequisites: successful completion of ITNW 1353 and ITSY 1300 with a grade of "C" or better or five years networking experience.

## **ITSC 1305. INTRODUCTION TO PC OPERATING SYSTEMS**

**(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices and use of utilities.

## **ITSC 1325. PERSONAL COMPUTER HARDWARE**

**(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Current personal computer hardware including assembly, upgrading, setup, configuration and troubleshooting. This course is articulated statewide to the high school Computer Maintenance class.

## **ITNW 2352. ADMINISTERING SQL SERVER**

**(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This is a skills development course in the installation, configuration, administration, and troubleshooting of SQL Servers client/server database management system version. Suggested Prerequisite: ITNW 1325.

## **ITSE 2302. INTERMEDIATE WEB PROGRAMMING**

**(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Students will study the intermediate applications for web authoring. Topics may include server-side includes (SSI), Perl, HTML, Java applets, Javascript, and/or ASP. Suggested prerequisite: Competency in basic web programming.

## **ITSE 2309. DATABASE PROGRAMMING**

**(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course studies database development using database programming techniques emphasizing database structures, modeling, and database access. Prerequisite: COSC 1336. The student must earn a grade of "C" or better in prerequisite courses. This course will transfer into certain baccalaureate programs.

## **ITSE 2333. IMPLEMENTING A DATABASE ON MICROSOFT SQL SERVER**

**(LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course provides skills development in the implementation of a database solution using Microsoft SQL Server client/server database management system. Suggested prerequisite: ITNW 1325.

## **COSMETOLOGY**

Faculty: Baker, Chicon, Davis, Powell

## **CSME 1348. PRINCIPLES OF SKIN CARE/ FACIALS AND RELATED THEORY**

**(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course is an introduction of the theory and practice of skin care. Students will learn to identify the terminology related to the skin treatments, demonstrate the proper application, and exhibit workplace competencies in skin care. Prerequisites: The following TSI scores or equivalent developmental courses - **TSI Math 320 MATH-0303** and **TSI Reading 342. ~~READ-0300.~~** and **TSI Essay 3** or **TSI Writing 346 ENGL-0330.**

## **CSME 1401. ORIENTATION TO COSMETOLOGY**

**(LECTURE 2, LAB 6). CREDIT 4. WECM.**

This is an overview of the skills and knowledge necessary for the field of cosmetology. Students will learn to demonstrate introductory skills, professional ethics, sanitation and safety. The course will explain the rules and regulations of the institution, department, and state. Prerequisites: **The following TSI scores or equivalent developmental courses - TSI Math 320 MATH-0303 and TSI Reading 342. ~~READ-0300.~~ and TSI Essay 3 or TSI Writing 346 ENGL 0330.**

## **CSME 1405. FUNDAMENTAL OF COSMETOLOGY**

**(LECTURE 2, LAB 8). CREDIT 4. WECM.**

A course in the basic fundamentals of cosmetology. Topics include safety and sanitation service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling and comb out. Students will learn to identify fundamental concepts related to skills required by the Texas Department of Licensing and Regulations, implement fundamental skills required by the Texas Department of Licensing and Regulations. Prerequisites: **The following TSI scores or equivalent developmental courses - TSI Math 320 MATH-0303 and TSI Reading 342. ~~READ-0300.~~ and TSI Essay 3 or TSI Writing 346 ENGL-0330.**

**CSME 1410. INTRODUCTION TO HAIRCUTTING AND RELATED THEORY (LECTURE 2, LAB 8). CREDIT 4. WECM.**

This is an introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning, and finishing techniques. Students will learn to identify terminology and exhibit basic workplace competencies related to haircutting and finishing techniques. Demonstrate use of implements and various sectioning, haircutting and finishing skills. Prerequisites: **The following TSI scores or equivalent developmental courses - TSI Math 320 MATH-0303 and TSI Reading 342. READ-0300. and TSI Essay 3 or TSI Writing 346 ENGL-0330.**

**CSME 1420. ORIENTATION TO FACIAL SPECIALIST (LECTURE 2, LAB 8). CREDIT 4. WECM.**

This course is an overview of the skills and knowledge necessary for the field of facials and skin care. Instruction will demonstrate the theory, skills, safety and sanitation, and professional ethics of basic facials and skin care and explain the rules and regulations of the institution, department and state. Prerequisites: **The following TSI scores or equivalent developmental courses - TSI Math 320 MATH-0303 and TSI Reading 342. READ-0300. and TSI Essay 3 or TSI Writing 346 ENGL-0330.** This course is offered for Esthetic Specialty only.

**CSME 1435. ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY (LECTURE 2, LAB 5). CREDIT 4. WECM.**

This course presents an overview of skills and knowledge necessary for the instruction of cosmetology students, including methods and techniques of teaching skills, theory of teaching basic unit planning and daily skill lesson plan development. 112 contact hours per semester. Prerequisites: **The following TSI scores or equivalent developmental courses - TSI Math 320 MATH-0303 and TSI Reading 342. READ-0300. and TSI Essay 3 or TSI Writing 346 ENGL-0330.** Must have an active Licensed Cosmetology Operator.

**CSME 1443. MANICURING AND RELATED THEORY (LECTURE 2, LAB 6). CREDIT 4. WECM.**

This course is a presentation of the theory and practice of nail technology. Instruction identifies terminology related to nail technology, demonstrates the proper application of nail technology and exhibits workplace competencies in nail technology. Prerequisites: **The following TSI scores or equivalent developmental**

**courses - TSI Math 320 MATH-0303 and TSI Reading 342. READ-0300. and TSI Essay 3 or TSI Writing 346 ENGL-0330.**

**CSME 1445. PRINCIPLES OF FACIAL ESTHETIC TECHNOLOGY II (LECTURE 2, LAB 8). CREDIT 4. WECM.**

This is 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. Instruction will describe the operation and demonstrate the use of esthetic machines; identify and explain the chemical composition of products; perform an advanced application of skin care and cosmetics; and remove superfluous hair. Prerequisites: CSME 1420, 1447. This course is required for Esthetic Specialty.

**CSME 1447. PRINCIPLES OF SKIN CARE/ FACIALS AND RELATED THEORY (LECTURE 2, LAB 6). CREDIT 4. WECM.**

Students will receive an in-depth coverage of the theory and practice of skin care, facials and cosmetics. Instruction will identify the terminology related to the skin, products, treatments; demonstrate the proper application related to skin care and cosmetics; and exhibit workplace competencies in skin care and cosmetics. Prerequisites: **The following TSI scores or equivalent developmental courses - TSI Math 320 MATH-0303 and TSI Reading 342. READ-0300. and TSI Essay 3 or TSI Writing 346 ENGL-0330.** This course is required for Esthetic Specialty; Operators will enroll in CSME 1348.

**CSME 1451. ARTISTRY OF HAIR, THEORY AND PRACTICE (LECTURE 2, LAB 8). CREDIT 4. WECM.**

This course provides instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. Successful students will exhibit workplace competencies related to the artistry of hair and demonstrate the professional skills of hair design. Prerequisites: **The following TSI scores or equivalent developmental courses - TSI Math 320 MATH-0303 and TSI Reading 342. READ-0300. and TSI Essay 3 or TSI Writing 346 ENGL-0330.**



**CSME 1453. CHEMICAL REFORMATION AND RELATED THEORY  
(LECTURE 2, LAB 8). CREDIT 4. WECM.**

This is a presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies. This course will identify terminology related to chemical reformation, demonstrate the proper application, and exhibit workplace competencies related to chemical reformation. Prerequisites: **The following TSI scores or equivalent developmental courses - TSI Math 320 MATH-0303 and TSI Reading 342. READ-0300. and TSI Essay 3 or TSI Writing 346 ENGL-0330.**

**CSME 1491. SPECIAL TOPICS IN COSMETOLOGY  
(LECTURE 2, LAB 5). CREDIT 4. WECM.**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry trends. Prerequisites or co-requisites: CSME 2401 and 1410.

**CSME 1534. COSMETOLOGY INSTRUCTOR I  
(LECTURE 3, LAB 6). CREDIT 5. WECM.**

This course covers the fundamentals of instructing cosmetology students, including methods of teaching skills in a lab situation. Outcomes include classroom/clinic management; designing teaching methodologies and 144 contact hours per semester. Prerequisite: Must be a Licensed Cosmetology Operator.

**CSME 2244. PREPARATION FOR THE STATE LICENSING EXAMINATION.  
(LECTURE 1, LAB 3). CREDIT 2. WECM.**

This course provides preparation for the Texas Department of Licensing and Regulations Facial Examination. Successful students will exhibit the skills and knowledge required for the completion of the Texas Department of Licensing and Regulations examination. Prerequisites: CSME 1420, 1447, 1445, 2431 and 2343. Must have a "C" or better in each class. This is a course for Esthetic Specialty.

**CSME 2343. SALON DEVELOPMENT  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course will explore salon development. Topics include professional ethics and goals, salon operation, and record keeping. Students will create a salon portfolio, and demonstrate organizational skills related

to salon operation and management. Prerequisites: **The following TSI scores or equivalent developmental courses - TSI Math 336 MATH-0305 and TSI Reading 346. READ-0340. and TSI Essay 3 or TSI Writing 346 ENGL-0330.**

**CSME 2401. PRINCIPLES OF HAIR COLORING AND RELATED THEORY  
(LECTURE 2, LAB 8). CREDIT 4. WECM.**

This is a presentation of the theory, practice, and chemistry of hair color. Instruction will identify terminology, demonstrate the proper application and exhibit workplace competencies related to hair color. Prerequisites: **The following TSI scores or equivalent developmental courses - TSI Math 320 MATH 0303 and TSI Reading 342. READ-0300. and TSI Essay 3 or TSI Writing 346 ENGL-0330.**

**CSME 2414. COSMETOLOGY INSTRUCTOR II  
(LECTURE 2, LAB 5). CREDIT 4. WECM.**

This course is a continuation of the fundamentals of instructing cosmetology students, and introduces students to methods and techniques of teaching informational theory relative to cosmetology. 112 contact hours per semester. Prerequisites: Must be a Licensed Cosmetology Operator, CSME 1435 and CSME 1534.

**CSME 2431. PRINCIPLES OF FACIALS ESTHETIC TECHNOLOGY III.  
(LECTURE 2, LAB 8). CREDIT 4. WECM.**

This course studies advanced concepts and principles of skin care and other related technologies. Instruction will demonstrate professional ethics, salon management, and develop client relations and related skills in preparation for the Texas Department of Licensing and Regulations examination. Prerequisites: CSME 1420, 1447 and 1445. This course is required for Esthetic Specialty only.

**CSME 2441. PREPARATION FOR THE STATE LICENSING EXAMINATION.  
(LECTURE 2, LAB 8). CREDIT 4. WECM.**

This course provides preparation for the Texas Department of Licensing and Regulations Operator Examination. Successful students will exhibit the skills and knowledge required for the completion of the Texas Department of Licensing and Regulations examination. Prerequisites: CSME 1348, 1401, 1405, 1410, 1443, 1451, 1453, 1491, 2401 and 2343.



**CSME 2445. INSTRUCTIONAL THEORY AND CLINIC OPERATION (LECTURE 2, LAB 5). CREDIT 4. WECM.**

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. This course is an overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination, also covering employment skills including the preparation of resumes and interviewing techniques. 112 contact hours per semester. Prerequisites: Must be an active Licensed Cosmetology Operator, CSME 1435, 1534, 2414 and 2515.

**CSME 2515. COSMETOLOGY INSTRUCTOR III (LECTURE 3, LAB 6). CREDIT 5. WECM.**

This course includes lesson plan assignment preparation, presentation of lesson plan assignments, and evaluation techniques, including assessing cosmetology student techniques. 144 contact hours per semester. Prerequisite: Must be an active Licensed Cosmetology Operator.

**CSME 2544. COSMETOLOGY INSTRUCTOR IV (LECTURE 3, LAB 6). CREDIT 5. WECM.**

This course offers advanced concepts of instruction in a cosmetology program. Topics include demonstration, development and implementation of advanced evaluation and assessment techniques. Successful students will exhibit instructional skills; develop assessment and evaluation techniques that promote student learning, and implement evaluation tools to measure student outcomes. 144 contact hours per semester. Prerequisite: Must be an active Licensed Cosmetology Operator.

## CRIMINAL JUSTICE

Faculty: Anderson

**CRIJ 1301. INTRODUCTION TO CRIMINAL JUSTICE (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course studies the basic components of the criminal justice system: police, courts and corrections. Prerequisite: **TSI Reading 351 or equivalent developmental course.** ~~CPT-678~~: This is an academic transfer course. This course might be part of an Articulated Credit Program as CJSA 1322. See Articulated Credit Program listing under Student Information.

**CRIJ 1306. COURT SYSTEMS AND PRACTICES (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course studies the judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, sentencing. Prerequisite: **TSI Reading 351 or equivalent developmental course.** ~~CPT-678~~: This is an academic transfer course. This course might be part of an Articulated Credit Program as CJSA 1313. See Articulated Credit Program listing under Student Information. This course is articulated statewide for the high school Court Systems and Practices class.

**CRIJ 1307. CRIME IN AMERICA (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course studies American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; and theories of criminal behavior. Prerequisite: **TSI Reading 351 or equivalent developmental course.** ~~CPT-678~~: This is an academic transfer course. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information.

**CRIJ 1310. FUNDAMENTALS OF CRIMINAL LAW (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course studies the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crime; elements of crimes and penalties using The Texas Penal Code as illustrations; criminal responsibility. Prerequisite: **TSI Reading 351 or equivalent developmental course.** ~~CPT-678~~: This is an academic transfer course. This course might be part of an Articulated Credit Program as CJSA 1327. See Articulated Credit Program listing under Student Information. This course is articulated statewide for the high school Court Systems and Practices class.

## **CRIJ 2313. CORRECTIONAL SYSTEMS AND PRACTICES**

**(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course studies corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. Prerequisite: **TSI Reading 351 or equivalent developmental course. ~~CPT of 78~~**. This course may be part of an Articulated Credit Program as CJCR 1307. See Articulated Credit Program listing under Student Information.

## **CRIJ 2328. POLICE SYSTEMS AND PRACTICES (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course examines the police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues. Prerequisite: **TSI Reading 351 or equivalent developmental course. ~~CPT of 78~~**.

## **CJSA 1382. CRIMINAL JUSTICE COOPERATIVE EDUCATION**

**(LECTURE 1, LAB 20). CREDIT 3. WECM.**

## **CJSA 1482. CRIMINAL JUSTICE COOPERATIVE EDUCATION**

**(LECTURE 1, LAB 27). CREDIT 4. WECM.**

## **CJSA 2382. CRIMINAL JUSTICE COOPERATIVE EDUCATION**

**(LECTURE 1, LAB 20). CREDIT 3. WECM.**

## **CJSA 2482. CRIMINAL JUSTICE COOPERATIVE EDUCATION**

**(LECTURE 1, LAB 27). CREDIT 4. WECM.**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: **TSI Reading 351 or equivalent developmental course. ~~CPT of 78~~**. This course will transfer into certain baccalaureate programs.

## **DRAFTING**

### **ARCE 1452. STRUCTURAL DRAFTING.**

**(LECTURE 3, LAB 3). CREDIT 4. WECM.**

A study of structural systems including concrete foundations and frames, wood framing and trusses and structural steel framing systems. Includes detailing of concrete, wood and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute. Prerequisites: DFTG 1405 and DFTG 1409.

### **DFTG 1405. TECHNICAL DRAFTING.**

**(LECTURE 3, LAB 3). CREDIT 4. WECM.**

Introduction to the principles of drafting, such as terminology and fundamentals, including size and shape descriptions, preparation methods, geometric construction, sections, auxiliary views and reproduction processes. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information. This course is articulated statewide for the high school Engineering Design and Presentation class.

### **DFTG 1409. BASIC COMPUTER-AIDED DRAFTING.**

**(LECTURE 3, LAB 3). CREDIT 4. WECM.**

An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; using layers, coordinate systems and input/output devices. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information. This course is articulated statewide for the high school Engineering Design and Presentation class.

### **DFTG 2381. COOPERATIVE EDUCATION — DRAFTING.**

**(LECTURE 1, EXTERNAL EXPERIENCE 20). CREDIT 3. WECM.**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and the student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience. This course may be repeated if topics and learning outcomes vary.

**DFTG 2407. ELECTRICAL DRAFTING.  
(LECTURE 3, LAB 3). CREDIT 4. WECM.**

A study of area lighting, control systems and power layouts, electrical and safety codes, load factors and distribution requirements. Prerequisites: DFTG 1405 and DFTG 1409.

**DFTG 2419. INTERMEDIATE COMPUTER-AIDED DRAFTING.  
(LECTURE 3, LAB 3). CREDIT 4. WECM.**

A continuation of practices and techniques used in basic computer-aided drafting, emphasizing extended use of two-dimensional commands such as paper space, and introduction to the extraction of attributes and three-dimensional drafting. Prerequisites: DFTG 1409 and DFTG 1405.

**DFTG 2423. PIPE DRAFTING. LECTURE 3, LAB 3).  
CREDIT 4. WECM.**

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations and isometrics. Prerequisites: DFTG 1405 and DFTG 1409. This course is articulated statewide for the high school Advance Articulated Design class.

**DFTG 2428. ARCHITECTURAL DRAFTING-COMMERCIAL  
(LECTURE 3, LAB 3) CREDIT 4. WECM.**

A course in architectural drafting procedures, practices, governing codes, terms and symbols including the preparation of detailed working drawings for commercial building, with emphasis on commercial construction methods. Prerequisites: DFTG 1405 and DFTG 1409.

**DFTG 2330. CIVIL DRAFTING.  
(LECTURE 2, LAB 2). CREDIT 3. WECM.**

An in-depth study of drafting methods and principles used in civil engineering. Prerequisites: DFTG 1405 and DFTG 1409. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information.

**DFTG 2432. ADVANCED COMPUTER-AIDED DRAFTING.  
(LECTURE 3, LAB 3). CREDIT 4. WECM.**

An advanced level course. This course will cover

advanced techniques, including the use of a customized system as well as presentation of advanced drawing applications, such as three-dimensional solid modeling and linking graphic entities to external non-graphic data. Prerequisite: DFTG 1405 and DFTG 1409.

**DFTG 2440. SOLID MODELING/DESIGN.  
(LECTURE 3, LAB 3). CREDIT 4. WECM.**

An advanced computer-aided modeling course that will cover development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Prerequisite: DFTG 1405 and DFTG 1409.

## DRAMA

Faculty: Adams, King, Stallings

**DRAM 1120. REHEARSAL AND PERFORMANCE I  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

This is a laboratory course covering all phases of theater techniques, developing imaginative skills, interpretation of literature, and ensemble production. May be taken four times for credit. Prerequisite: **TSI Reading 342 or equivalent developmental course.-**~~EPT-Reading 49/READ-0300.~~

**DRAM 1121. REHEARSAL AND PERFORMANCE II  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

This is a laboratory course in all phases of theater techniques, developing imaginative skills, interpretation of literature, and ensemble production. May be taken four times for credit. Prerequisite: **TSI Reading 342 or equivalent developmental course.-**~~EPT-Reading 49/READ-0300.~~

**DRAM 1310. INTRODUCTION TO THEATER  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course provides a general survey of the major fields of theater arts for students who have a limited theatrical experience or knowledge. The course emphasizes the various styles and types of plays, elementary theory and practice of acting and directing, basic principles of technical production, methods of construction and handling of scenery, elementary scenery and costume design. Prerequisite: Eligible for ENGL 1301. It may be applied to programs requiring a restrictive elective in the arts.

**DRAM 1330. STAGECRAFT I  
(LECTURE 3, LAB 3). CREDIT 3. ACGM.**

This course provides basic knowledge of the arts and craft of technical theater including visual aesthetics of design, the physical theater, scenery construction and painting, properties lighting and back stage organization. Prerequisite: **TSI Reading 342 or equivalent developmental course.** ~~CPT Reading 49/READ-0300.~~

**DRAM 1351. ACTING I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course provides study with practical experience in problems of creating characterization with emphasis on developing vocal and physical skills in acting. Prerequisite: **TSI Reading 342 or equivalent developmental course.** ~~CPT Reading 49/READ-0300.~~

**DRAM 1352. ACTING II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course provides study with practical experience in problems of creating characterization with emphasis on developing vocal and physical skills in acting. Instruction will focus on scene study and performance. Prerequisite: DRAM 1351.

**DRAM 2120. REHEARSAL AND PERFORMANCE  
III  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

This is a laboratory course in all phases of theater with emphasis on techniques, procedures, and practical experience gained by participation in a theater production. May be taken four times for credit. Prerequisite: **TSI Reading 342 or equivalent developmental course.** ~~CPT Reading 49/READ-0300.~~

**DRAM 2121. REHEARSAL AND PERFORMANCE  
IV  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

This is a laboratory course in all phases of theater with emphasis on techniques, procedures and practical experience gained by participation in a musical production. May be taken four times for credit. Prerequisite: **TSI Reading 342 or equivalent developmental course.** ~~CPT Reading 49/READ-0300.~~

**DRAM 2351. ACTING III  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course provides study with practical experience in problems of creating characterization with emphasis on developing vocal and physical skills in acting. Instruction will focus on refining fundamental skills and developing advanced skills. Prerequisite: DRAM 1352

**DRAM 2352. ACTING IV  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course provides study with practical experience in problems of creating characterization with emphasis on developing vocal and physical skills in acting. Instruction will focus refinement of advanced acting techniques. Prerequisite: DRAM 2351.

**DRAM 2363. HISTORY OF THE MUSICAL  
THEATER  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course surveys the development of musical theater forms and styles from 1864 to the present with an emphasis on major contributing composers. Prerequisite: Eligible for ENGL 1301. It may be applied to programs requiring a Fine Arts appreciation course.

**DRAM 2366. DEVELOPMENT OF THE MOTION  
PICTURE I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The emphasis of this course is on the analysis of the visual and aural aspects of selected Motion Picture; Dramatic aspects of narrative films; historical growth and sociological impact of film as art. Instruction will focus on American mainstream films. Prerequisite: **TSI Reading 342 or equivalent developmental course.** ~~CPT Reading 49/READ-0300.~~ It may be applied to programs requiring a Fine Arts appreciation course.

**DRAM 2367. DEVELOPMENT OF THE MOTION  
PICTURE II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course analyzes the visual and aural aspects of selected Motion Picture; dramatic aspects of narrative films; historical growth and sociological impact of film as art. Instruction focuses on international films. Prerequisite: **TSI Reading 342 or equivalent developmental course.** ~~CPT Reading 49/READ-0300.~~ This course may be applied to programs requiring a Fine Arts appreciation course.

## ECONOMICS

Faculty: Young, Li

### **ECON 2301. PRINCIPLES OF MACROECONOMICS (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation and unemployment. Other topics include international trade, economic growth, business cycles and fiscal policy and monetary policy. Prerequisite:

The following TSI scores or equivalent developmental courses - TSI Math 343 MATH-0310 and TSI Reading 351 CPT-Reading 78/READ-0370:

### **ECON 2302. PRINCIPLES OF MICROECONOMICS (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures and international trade.

Prerequisite: The following TSI scores or equivalent developmental courses - TSI Math 343 MATH-0310 and TSI Reading 351 CPT-Reading 78/READ-0370:

## EDUCATION

Faculty: Plasek, Napoli

### **EDUC 1300. PSYCHOLOGY FOR SUCCESS (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A study of the psychology of learning, cognition and motivation; factors that impact life-long learning; and application of learning strategies in college, career and daily life. Prerequisite: TSI Reading 346 or equivalent developmental course. CPT-Reading 62/READ-0340 or better. Also listed as PSYC 1300. Credit will not be given for both EDUC 1300 and PSYC 1300. This is an academic transfer course.

### **EDUC 1301. INTRODUCTION TO THE TEACHING PROFESSION (LECTURE 3, LAB 1). CREDIT 3. ACGM.**

An enriched, integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities

to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from College and school faculty for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content is aligned as applicable with SBEC PPR Standards. 16 hours Lab/Field Experience required in P-12 classrooms. Prerequisite or co-requisite: ENGL 1301.

### **EDUC 2301. INTRODUCTION TO SPECIAL POPULATIONS (LECTURE 3, LAB 1). CREDIT 3. ACGM.**

An enriched, integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; and 3) provides support of students interested in a teaching career, especially in high needs fields. Course content is aligned as applicable with SBEC PPR Standards. 16 hours Lab/Field Experience required in P-12 classrooms with special populations. Prerequisite: EDUC 1301.

### **TECA 1303. FAMILIES, SCHOOL AND COMMUNITY (LECTURE 3, LAB 1). CREDIT 3. ACGM.**

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned as applicable with SBEC PPR Standards. 16 hours of lab/field experiences required with children from infancy through age 12 in a variety of settings with varied and diverse populations. Prerequisite: Eligible to take ENGL 1301.

### **TECA 1318. WELLNESS OF THE YOUNG CHILD (LECTURE 3, LAB 1). CREDIT 3. ACGM.**

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Instruction focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned as applicable with SBEC PPR Standards. 16 hours lab/field experiences required with children from infancy through age 12 in a variety of settings with varied and diverse populations. Prerequisite: Eligible to take ENGL 1301.



**TECA 1354. CHILD GROWTH AND DEVELOPMENT  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. Prerequisite: Eligible to take ENGL 1301.

## EMERGENCY MEDICAL SERVICES

Faculty: Kern, Duncan

**EMSP 1160. CLINICAL-EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN  
(LECTURE 0, LAB 4). CREDIT 1. WECM.**

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. Co-requisite: EMSP 1501.

**EMSP 1208. EMERGENCY VEHICLE OPERATIONS  
(LECTURE 1, LAB 2). CREDIT 2. WECM.**

Instruction, demonstration, and driving range practice to prepare drivers of emergency vehicles to operate their vehicles safely in the emergency and non-emergency mode.

**EMSP 1338. INTRODUCTION TO ADVANCED PRACTICE  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. In this course students will learn to describe and list the roles and responsibilities of advanced EMS personnel within the EMS system; apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients; administer medications; employ effective communication; and interpret the medical/legal issues; demonstrate ethical behaviors; and discuss well-being of the paramedic. Course and co-requisites meet requirements for Texas DSHS EMT-I and National Registry AEMT. Prerequisite: **TSI Reading 346 or equivalent developmental course. CPT Reading 62/READ 0340.** Co-requisites: EMSP 1355 and EMSP 2168.

**EMSP 1355. TRAUMA MANAGEMENT  
(LECTURE 2, LAB 2). CREDIT 3. WECM.**

A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries. Students will learn to integrate the pathophysiological principles and assessment findings to formulate a field impression; and implement the treatment plan for the trauma patient. Course and co-requisites meet requirements for Texas DSHS EMT-I and National Registry AEMT. Prerequisite: **TSI Reading 346 or equivalent developmental course. CPT Reading 62/READ 0340.** Co-requisites: EMSP 1338 and EMSP 2168.

**EMSP 1501. EMERGENCY MEDICAL TECHNICIAN-BASIC  
(LECTURE 3, LAB 8). CREDIT 5. WECM.**

This course is an introduction to the level of Emergency Medical Technician (EMT)-Basic. Content includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Prerequisite: **TSI Reading 346 or equivalent developmental course. CPT Reading 62/READ 0340.** Co-requisite: EMSP 1160.

**EMSP 2143. ASSESSMENT-BASED MANAGEMENT  
(LECTURE 0, LAB 2). CREDIT 1. WECM.**

This is the capstone course of the EMSP program, designed to provide for teaching and evaluating comprehensive, assessment-based patient care management.

**EMSP 2168. PRACTICUM/FIELD EXPERIENCE-EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN I  
(LECTURE 0, LAB 9). CREDIT 1. WECM.**

This course provides 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 will be unpaid. Co-requisites: EMSP 1338 and EMSP 1355.

## **EMSP 2248. EMERGENCY PHARMACOLOGY (LECTURE 2, LAB 1). CREDIT 2. WECM.**

This is a comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Instruction is designed to compliment Cardiology, Special Populations, and Medical Emergency courses. This is a comprehensive course covering all aspects of the utilization of medications in treating emergency situations. It is designed to complement Cardiology, Special Populations and Medical Emergency courses.

## **EMSP 2268. PRACTICUM/FIELD EXPERIENCE-EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN II (LECTURE 0, LAB 14). CREDIT 2. WECM.**

This course provides 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. This course may be repeated if competency is not achieved.

## **EMSP 2330. SPECIAL POPULATIONS (LECTURE 3, LAB 1). CREDIT 3. WECM.**

This course provides detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in non-traditional populations. At the completion of this module, 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.

## **EMSP 2359. EMS SUPERVISION/MANAGEMENT (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Students receive instruction, literary review, group discussion, and case study on topics pertinent to the emergency medical service (EMS) field supervisor or manager. Students will identify and interpret laws and regulations affecting EMS operations; implement principles of leadership and supervision; discuss and apply strategies used in financial management; explain and exhibit principles of personnel management; and develop strategies for evaluating and improving EMS operations.

## **EMSP 2360. CLINICAL-EMERGENCY MEDICAL EMT PARAMEDIC (LECTURE 0, LAB 9). CREDIT 3. WECM.**

A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences.

## **EMSP 2434. MEDICAL EMERGENCIES (LECTURE 3, LAB 2). CREDIT 4. WECM.**

This course provides detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies.

## **EMSP 2444. CARDIOLOGY (LECTURE 3, LAB 2). CREDIT 4. WECM.**

At the completion of this module, students will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for the cardiac patient.

### ENGLISH

Faculty: Anderson, Bergin, Burleson, Childs, Gentry, McDavid, Remollino, Serda, Smiley, Tabor, White

## **ENGL 1301. COMPOSITION I (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Intensive study of and practice in writing processes, from invention and researching to drafting, revising and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement and style. Focus on writing the academic essay as a vehicle for learning, communicating and critical analysis.

Prerequisites: The following TSI scores or equivalent developmental courses - TSI Reading 351 and TSI Writing 5 or TSI Reading 351, TSI Essay 4 and TSI Writing 363. English Language Arts 11th grade-exit TAKS scores of 2200 with an essay score of 3; CPT Sentence Skills 80 or better and CPT Reading 78 or better plus Essay 6 or better if taken prior to 6/19/09 or Essay 5 or better if taken 6/19/09 or after; or credit for ENGL 0360 or ENGL 0390 and CPT Reading 78 or better. Accuplacer scores will be utilized if TAKS scores are below the TAKS requirement or if TAKS scores are older than three years. Credit by examination available.

**ENGL 1302. COMPOSITION II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: ENGL 1301, with a grade of “C” or better.

**ENGL 2307. CREATIVE WRITING I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. Prerequisite: ENGL 1301 with a grade of “C” or better.

**ENGL 2308. CREATIVE WRITING II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. Prerequisite: ENGL 2307.

**ENGL 2311. TECHNICAL AND BUSINESS WRITING  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: ENGL 1301 with a grade of “C” or better.

**ENGL 2322. BRITISH LITERATURE I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 with a grade of “C” or better.

**ENGL 2323. BRITISH LITERATURE II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 with a grade of “C” or better.

**ENGL 2327. AMERICAN LITERATURE I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 with a grade of “C” or better.

**ENGL 2328. AMERICAN LITERATURE II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 with a grade of “C” or better.

**ENGL 2332. WORLD LITERATURE I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 with a grade of “C” or better.

**ENGL 2333 WORLD LITERATURE II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 with a grade of “C” or better.

## **ENGL 2341. FORMS OF LITERATURE (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course studies one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Check semester course schedule for current topic. Prerequisite: ENGL 1301 with a grade of “C” or better.

## **ENGL 2351. MEXICAN-AMERICAN LITERATURE (LECTURE 3, LAB 0). CREDIT 3. ACGM**

A survey of Mexican-American/Chicano/a literature including fiction, non-fiction, poetry and drama. Prerequisite: ENGL 1301 with a grade of “C” or better.

### **FINE ARTS**

(See Art/Visual)

### **FIRE PROTECTION TECHNOLOGY**

Faculty: McLerran

## **FIRS 1401, FIREFIGHTER CERTIFICATION I (LECTURE 3, LAB 3). CREDIT 4. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

## **FIRS 1407, FIREFIGHTER CERTIFICATION II (LECTURE 3, LAB 3). CREDIT 4. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

## **FIRS 1313, FIREFIGHTER CERTIFICATION III (LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Subjects

include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

## **FIRS 1319, FIREFIGHTER CERTIFICATION IV (LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, II, III, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

## **FIRS 1323, FIREFIGHTER CERTIFICATION V (LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, II, III, IV, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

## **FIRS 1329, FIREFIGHTER CERTIFICATION VI (LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

## **FIRS 1433, FIREFIGHTER CERTIFICATION VII (LECTURE 3, LAB 3). CREDIT 4. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

**FIRT 1315. HAZARDOUS MATERIALS I  
(LECTURE 3, LAB I). CREDIT 3. WECM.**

This course studies the chemical characteristics and behavior of various materials, storage and transportation of hazardous materials, handling hazardous emergency situations, and effective methods of hazard mitigation. Topics include the identification of hazardous materials in various shipping and storage containers, chemical characteristics and reactions of materials. The curriculum is intended for all personnel seeking to qualify as Awareness and Operations Level responders to hazardous materials incidents.

**FIRT 1327. BUILDING CONSTRUCTION  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

The course studies the components of building construction that relate to life safety, including the relationship of construction elements and building design impacting fire spread in structures. Topics include identification of types of building construction, fire resistance levels of building materials, hazards associated with construction practices, and identification of signs of potential structural collapse.

**FIRT 1353. LEGAL ASPECTS OF FIRE PROTECTION  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course studies the rights, duties, liability concerns, and responsibilities of public fire protection agencies while performing assigned duties. Topics include basic criminal and civil law, relevant tort law, and state and federal legal systems.

**FIRT 1443. FIRE OFFICER II  
(LECTURE 2, LAB 6). CREDIT 4. WECM.**

This course satisfies the curriculum requirements for Fire Officer I and II as established by the Texas Commission on Fire Protection. Upon successful completion of this course, students will be eligible to take the TCFP Certification Examinations for Fire Officer I and II, contingent upon testing requirements established by the TCFP. (Note: The TCFP charges additional testing and certification fees, which is the responsibility of the student.) Topics include fire department organizational structures, human resource management, community and governmental relations, administrative functions for the implementation of departmental policies and procedures, preliminary fire investigation, deployment of assigned resources, safety plans for safe working environments, organizational structure of local government, performance evaluations, news

releases, delivery of public education programs, fire inspections at the company level, fire investigation to determine origin and preliminary cause, supervision of multi-unit emergency operations, and investigation of injuries, accidents, and health exposures.

**FIRT 1471. FIRE INVESTIGATOR,  
(LECTURE 2, LAB 8), CREDIT 4. WECM**

This course satisfies the Texas Commission on Fire Protection curriculum requirements for Fire Investigator certification. Students successfully completing this course will be eligible for the TCFP's certification examination for Fire Investigator. (Note: The TCFP charges additional testing and certification fees, which are the responsibility of the student.) Topics include fire behavior, causes of fire and explosions, legal considerations, fire cause determination, investigative techniques for specific types of fires, and completion of the TCFP's fire investigator skills.

**FIRT 2309. FIREFIGHTING STRATEGIES AND  
TACTICS I  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

The course studies 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. Topics include the identification of potential scenarios in various fire situations, implementation of strategies and tactics, and components of an incident management system.

**FIRT 2407. FIRE INSTRUCTOR II  
(LECTURE 2, LAB 4). CREDIT 4. WECM**

This course satisfies the curriculum requirements for Fire Instructor I and II as established by the Texas Commission on Fire Protection. Upon successful completion of this course, students will be eligible to take the TCFP Certification Examinations for Fire Instructor I and II, contingent upon testing requirements established by the TCFP. (Note: The TCFP charges additional testing and certification fees, which are the responsibility of the student.) Topics include delivery of instruction from prepared lesson plans, instructional aids and evaluation instruments, adapting lesson plans to students, organization of the learning environment, record-keeping requirements, development of lesson plans, scheduling training sessions based upon overall training plans, and supervision and coordination of activities of other instructors.



## GEOGRAPHY

Faculty: Sewell

### **GEOG 1303. WORLD GEOGRAPHY (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions. Prerequisite: ~~TSI Reading 351 or equivalent developmental course. CPT-Reading 78/READ-0370.~~

## GEOLOGY

Faculty: Sanchez

### **GEOL 1403. PHYSICAL GEOLOGY (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life. Prerequisite: ~~The following TSI scores or equivalent developmental courses - TSI Reading 351 CPT-Reading 78/READ 0370; and TSI Math 350 MATH-0320 or COM-Math Placement Test.~~

### **GEOL 1404. HISTORICAL GEOLOGY. (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life. Prerequisite: ~~TSI Reading 351 or equivalent developmental course. CPT-Reading 78/READ-0370.~~ A prior course in Physical Geology GEOL 1403 is strongly recommended.

### **GEOL 1405. ENVIRONMENTAL GEOLOGY. (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

The earth as a habitat. Interrelationships between humans and the environment. Geologic factors in urban and regional land use planning. Prerequisite: ~~The following TSI scores or equivalent developmental courses - TSI Reading 351 CPT-Reading 78/READ 0370 and TSI Math 350 MATH-0320 or COM-Math Placement Test.~~

### **GEOL 1447. METEOROLOGY. (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

A study of the earth's atmosphere, weather and climate. Topics include the origin and evolution of the atmosphere, the seasons, solar and terrestrial radiation, the hydrologic cycle, the development of storms, and the fundamentals of global climate patterns. The course will focus on basics of weather, thunderstorms, tornadoes, hurricanes, floods, and the impact of air pollution and global warming. The lab portion of the course features hands-on meteorological observations and experiences with weather maps, forecasting, severe weather phenomena, atmospheric pollution, and climate change. Prerequisite: ~~CThe following TSI scores or equivalent developmental courses - TSI Reading 351 CPT-Reading 78/READ-0370 and TSI Math 350 MATH-0320 or COM-Math Placement Test.~~ A prior course in Physics and MATH 1314 strongly recommended.

## GOVERNMENT

Faculty: Presnall, Skipworth, Smith, D.

### **GOVT 2304. INTRODUCTION TO POLITICAL SCIENCE (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function. Prerequisite: ~~TSI Reading 351 or equivalent developmental course. CPT-Reading 78/READ-0370.~~

### **GOVT 2305. FEDERAL GOVERNMENT (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Prerequisite: ~~TSI Reading 351 or equivalent developmental course. CPT-Reading 78/READ-0370.~~

## **GOVT 2306 TEXAS GOVERNMENT (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy and the political culture of Texas. Prerequisite: **TSI Reading 351 or equivalent developmental course.- CPT Reading 78/READ 0370.**

### **GRAPHIC ARTS**

Faculty: Jackson, O'Connor

## **ARTC 1302. DIGITAL IMAGING I (LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course studies digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems and image-acquisitions. This course might be part of an Articulated Credit Program. This course is articulated statewide to the high school Digital and Interactive Media class. Prerequisite: ARTC 1325.

## **ARTC 1305. BASIC GRAPHIC DESIGN (LECTURE 2, LAB 4). CREDIT 3. WECM.**

Students will study graphic design with emphasis on the visual communication design process. Topics include basic terminology and graphic design principles. Prerequisite: **TSI Math 320 or equivalent developmental course. MATH 0303.**

## **ARTC 1310. DESIGN CONCEPTS (LECTURE 2, LAB 4) CREDIT 3. WECM.**

An introduction to the fundamental techniques in conceptualizing. Includes all procedures from initial research to creating strategies to finalizing a solution. The course will help define and apply the creative process as it pertains to graphic design, and document the entire design process from beginning to end.

## **ARTC 1325. INTRODUCTION TO COMPUTER GRAPHICS (LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course surveys computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector-based graphics, and interactive multimedia. Prerequisite: **TSI Math 320 or equivalent developmental course. MATH 0303.** This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information.

## **ARTC 1327. TYPOGRAPHY (LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course studies letter forms and typographic concepts as elements of graphic communication. Emphasis is placed on developing a current, practical typographic knowledge based on industry standards. Prerequisites: ARTC 1305 and ARTC 1325.

## **ARTC 1349. ART DIRECTION I (LECTURE 2, LAB 4). CREDIT 3. WECM.**

Students will create projects for advertising graphic campaigns encompassing products, services, or ideas. Topics include all campaign procedures from initial research and creative strategy to final execution of a comprehensive project. Prerequisites: ARTC 1325, ARTC 1305 and ARTC 1353.

## **ARTC 1353. COMPUTER ILLUSTRATION (LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course provides opportunity to master the tools and transformation options of an industry-standard drawing program to create complex illustrations and follow them through to the color output stage. Includes acquisition of images through scanning and the creative use of clip art. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information. Prerequisite: ARTC 1325.

## **ARTC 1391. SPECIAL TOPICS IN GRAPHIC DESIGN, COMMERCIAL ART AND ILLUSTRATION (LECTURE 2, LAB 4). CREDIT 3. WECM.**

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. Prerequisite: instructor approval. This course may be part of an articulated credit program.

## **ARTC 2335. PORTFOLIO DEVELOPMENT FOR GRAPHIC DESIGN (LECTURE 2, LAB 4). CREDIT 3. WECM.**

Students will learn to prepare a portfolio comprised of completed graphic design projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study. Prerequisite: GRPH 2309. Co-requisite: IMED 1345.

**ARTC 2388. INTERNSHIP: COMMERCIAL AND ADVERTISING ART (LECTURE 0, EXT 18). CREDIT 3. WECM.**

This is 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.

**GRPH 2309. DIGITAL PRE-PRESS (LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course provides the theory and techniques for pre-press preparation using industry-standard software for final file output. Topics include the procedures and problems involved in computer file preparation ranging from trapping, color separations and resolutions to printing basics and service bureaus. Prerequisites: ARTC 1353 and ARTC 1302

**IMED 1301. INTRODUCTION TO DIGITAL MEDIA (LECTURE 2, LAB 4). CREDIT 3. WECM.**

This is a survey of the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Emphasis is placed on conceptualizing and producing effective multimedia presentations. Prerequisite: **TSI Math 320 or equivalent developmental course. MATH-0303.** Prerequisite or co-requisite: ARTC 1325. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information. This course is articulated statewide for the high school Digital and Interactive Media class.

**IMED 1316. WEB DESIGN I (LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course provides instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. Prerequisites: **TSI Math 320 or equivalent developmental course. MATH-0303.** and ARTC 1302. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information. This course is articulated statewide to the high school Web Technologies class.

**IMED 1345. INTERACTIVE DIGITAL MEDIA I (LECTURE 2, LAB 4). CREDIT 3. WECM.**

Students will explore the use of graphics and sound to create interactive multimedia animations using industry standard authoring software. Prerequisites: IMED 1301 and ARTC 1353. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information. This course is articulated statewide to the high school Animation class.

**IMED 2309. INTERNET COMMERCE (LECTURE 2, LAB 4) CREDIT 3. WECM.**

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. This is an intermediate level course that includes such topics as audience analysis, marketing objectives, secure data transfer strategies and database driven web design. Prerequisite: IMED 2315

**IMED 2315. WEB DESIGN II (LECTURE 2, LAB 4). CREDIT 3. WECM.**

This is the study of mark-up language advanced layout techniques for creating web pages. Emphasis is placed on identifying the target audience and producing websites according to accessibility standards, cultural appearance, and legal issues. Prerequisite: IMED 1316. Prerequisite or co-requisite: ARTC 1302.

**IMED 2345. INTERACTIVE DIGITAL MEDIA II (LECTURE 2, LAB 4). CREDIT 3. WECM.**

Students will study the use of scripting language to create interactive multimedia projects. Topics include building a user interface, writing script, testing and debugging. Prerequisite or co-requisite: IMED 1345.

## HEALTH INFORMATION MANAGEMENT

Faculty: Frieze

**HITT 1260. CLINICAL INTERNSHIP: HEALTH INFORMATION/MEDICAL RECORDS (LECTURE 0, LAB 6). CREDIT 2. WECM.**

A health-related, work-based learning experience that enables students to apply specialized occupational theory, skills and concepts. Direct supervision is provided by a clinical professional.

**HITT 1301. HEALTH DATA CONTENT AND STRUCTURE****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health-related information. Instruction is given in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.

**HITT 1305. MEDICAL TERMINOLOGY I****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

A study of common medical terminology, word origin, structure and application. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information. This course is articulated statewide for the high school Medical Terminology and Principles of Health Science or Health Science classes.

**HITT 1311. COMPUTER IN HEALTH CARE****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing and retrieving health care data.

**HITT 1341. CODING AND CLASSIFICATION SYSTEMS****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Application of basic coding rules, principles, guidelines and conventions. Identify different nomenclatures and classification systems and assign codes using appropriate rules, principles, guidelines and conventions. Prerequisites: HITT 1305, BIOL 2401 and HITT 1301. Prerequisites or co-requisites: HITT 1349 and BIOL 2402.

**HITT 1345. HEALTH CARE DELIVERY SYSTEMS****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies. Prerequisite: HITT 1301.

**HITT 1349. PHARMACOLOGY****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Overview of the basic concepts of pharmacological treatment of various diseases affecting major body systems. Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms and the physical and psychological reactions to diseases and

injuries. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information. Prerequisites: HITT 1305 and BIOL 2401. Prerequisite or co-requisite: BIOL 2402.

**HITT 1353. LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information. Prerequisite: HITT 1301.

**HITT 1355. HEALTH CARE STATISTICS****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

General principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data.

**HITT 2249. RHIT COMPETENCY REVIEW****(LECTURE 2, LAB 1). CREDIT 2. WECM.**

Review of HIT competencies, skills, and knowledge base pertinent to the technology and relevant to the professional development of the student. This course should be taken the last semester as a capstone review for the student.

**HITT 2266. PRACTICUM: HEALTH INFORMATION TECHNICIAN****(LECTURE 0, LAB 14). CREDIT 2. WECM.**

Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student. Prerequisite: HITT 1260.

**HITT 2335. CODING AND REIMBURSEMENT METHODOLOGIES****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Prerequisite: HITT 1341.

**HITT 2339. HEALTH INFO ORGANIZATION AND SUPERVISION****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Principles of organization and supervision of human, fiscal, and capital resources. Coordinate the utilization of internal and external resources, and develop and/or improve problem solving, conflict resolution, leadership and decision-making skills and team building techniques.

**HITT 2343. QUALITY ASSESSMENT AND PERFORMANCE IMPROVEMENT (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Study the many facets of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality improvement functions, quality tools, utilization management, risk management and medical staff data quality issues. Prerequisite: HITT 1301.

**HITT 2346. ADVANCED MEDICAL CODING (LECTURE 3, LAB 1). CREDIT 3. WECM.**

In-depth coverage of ICD and CPT coding rubrics, conventions, principles and updates as they apply to accurate coding of complex medical/surgical cases, with emphasis on case studies. Government regulations and changes in health care reporting will be addressed. Prerequisite: HITT 1341. Prerequisite or co-requisite: HITT 2335.

**HPRS 1206. ESSENTIALS OF MEDICAL TERMINOLOGY (LECTURE 2, LAB 0) CREDIT 2. WECM.**

A study of terminology, word origin, structure and application. For nursing students only. This course might be part of an Articulated Credit Program. See Articulated Credit Program listing under Student Information. This course is articulated statewide for the high school Medical Terminology and Principles of Health Science or Health Science classes.

## HISTORY

Faculty: Ovesny, Sewell, Urbina, Wilson

**HIST 1301. US HISTORY I (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration and creation of the federal government. Credit by examination is available. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT-Reading 78/READ-0370.**

**HIST 1302. US HISTORY II (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government and the study of U.S. foreign policy. Credit by examination is available. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT-Reading 78/READ-0370.**

**HIST 2301. TEXAS HISTORY (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include Spanish colonization and Spanish Texas, Mexican Texas, the Republic of Texas, statehood and secession, oil, industrialization, and urbanization, civil rights and modern Texas. Credit by examination is available. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT-Reading 78/READ-0370.**

**HIST 2311. WESTERN CIVILIZATION I (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance and Reformations. Credit by examination is available. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT-Reading 78/READ-0370.**



## **HIST 2312. WESTERN CIVILIZATION II (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War and globalism. Credit by examination is available. Prerequisite:

**TSI Reading 351 or equivalent developmental course.**  
**~~EPT-Reading-78/READ-0370.~~**

## **HIST 2381. SURVEY OF AFRO-AMERICAN HISTORY (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course studies the historical, economic, social, and cultural development of Afro-American people with particular emphasis upon their contribution to American society. Prerequisite: **TSI Reading 351 or equivalent developmental course.** **~~EPT-Reading-78/READ-0370.~~**

## **HUMAN RELATIONS/HUMAN RESOURCES**

(See Administration)

## **HUMANITIES**

Faculty: Burleson

## **HUMA 1301. INTRODUCTION TO THE HUMANITIES I (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This is 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 of society. The course covers early civilization to 1600. Prerequisite: ENGL 1301 with a grade of "C" or better.

## **HUMA 1302. INTRODUCTION TO THE HUMANITIES II (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This is 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 of society. The course covers 1600 to present. HUMA 1301 is not a prerequisite for HUMA 1302. Prerequisite: ENGL 1301 with a grade of "C" or better.

## **LAW ENFORCEMENT**

Faculty: Whitburn

## **CJLE 1506. BASIC PEACE OFFICER I (LECTURE 3, LAB 7) CREDIT 5. WECM.**

Introduction to fitness and wellness, history of policing, professionalism and ethics, U.S. Constitution, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process and stress management.

## **CJLE 1512. BASIC PEACE OFFICER II (LECTURE 3, LAB 8) CREDIT 5. WECM.**

Course contains field note taking, report writing, use of force laws and concepts, problem solving, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR and crisis intervention, Hazmat and criminal investigation.

## **CJLE 1518. BASIC PEACE OFFICER III (LECTURE 3, LAB 7) CREDIT 5. WECM.**

Course contains controlled substances laws, crowd management, crime scene investigation, interviews and interrogations, professional police driving.

## **CJLE 1524. BASIC PEACE OFFICER IV (LECTURE 3, LAB 8). CREDIT 5. WECM.**

Covers laws directly related to field work. Topics include the Transportation Code, intoxicated driver, standardized field sobriety testing, Alcoholic Beverage Code, Texas Family Code and civil liability. Demonstration of practical skills in areas of patrol procedures, mechanics of arrest and force options, firearms safety and emergency medical care, traffic collision investigations, report writing and crime scene investigations.

## **CJLE 2247. TACTICAL SKILLS FOR POLICE (LECTURE 1, LAB 4) CREDIT 2. WECM.**

Covers tactical skills in firearms, building entries and disarming techniques.

## **SOCI 2319. MULTICULTURAL STUDIES (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This is an interdisciplinary approach to the study of minority groups, multicultural and multiethnic relations as they occur on the contemporary American scene. Prerequisite: **TSI Reading 351 or equivalent developmental course.** **~~EPT-Reading-78/READ-0370.~~**

## **MARKETING**

(See Administration)

## MATHEMATICS

Faculty: English, Ravandi, Richardson

Note: Students with low ACT or SAT scores, or lacking scores, are given a Mathematics Placement Test to determine the appropriate level of mathematics course in which they may enroll.

### **MATH 1314. COLLEGE ALGEBRA (LECTURE 4, LAB 0). CREDIT 3. ACGM.**

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Prerequisite: **TSI Math 350 or equivalent developmental course. MATH-0320 grade "C" or better or CPT College MATH 45 or 270 or better on the Math portion of the THEA.**

### **MATH 1316. TRIGONOMETRY (LECTURE 3 LAB 0). CREDIT 3. ACGM.**

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Prerequisite: COM Math Placement Test. Prerequisite or co-requisite: MATH 1314.

### **MATH 1324. FINITE MATHEMATICS (LECTURE 3, LAB 0) CREDIT 3. ACGM.**

Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business. Prerequisite: **MATH 1314 with a grade of "C" or better, or COM Placement Test.**

### **MATH 1325. BUSINESS CALCULUS (LECTURE 4, LAB 0). CREDIT 3. ACGM.**

Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics, and business. Prerequisite: **MATH 1314 with a grade of "C" or better, or COM Placement Test.**

### **MATH 1332. MATHEMATICS FOR LIBERAL ARTS (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This is a survey of selected topics in non-technical mathematics. Topics include: Logic, sets and counting, probability, descriptive statistics, financial mathematics, exponential and logarithmic functions. Prerequisite: **TSI Math 350 or equivalent developmental course. A grade of "C" or better in MATH-0320 or CPT College MATH 45.** Contact Counseling to determine which math course satisfies requirement of desired baccalaureate program.

### **MATH 1342. INTRODUCTION TO PROBABILITY AND STATISTICS (LECTURE 3, LAB 0). CREDIT 3 ACGM.**

Collection, analysis, presentation and interpretation of data and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. Prerequisite: **TSI Math 350 or equivalent developmental course. MATH-0320 grade "C" or better or COM Math Placement Test.**

### **MATH 1350. FUNDAMENTALS OF MATHEMATICS I FOR MIDDLE GRADE TEACHER CERTIFICATION (LECTURE 3, LAB 0). ACGM.**

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. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification. Prerequisite: MATH 1314 grade C or better.

### **MATH 1351. FUNDAMENTALS OF MATHEMATICS II (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course covers conceptual understanding of selected topics in geometry, probability, and statistics. Students study applications of the algebraic properties of real numbers to measurement, with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. This course may also be appropriate for early childhood education majors. Prerequisite: MATH 1350 grade "C" or better.

**MATH 2412. PRECALCULUS  
(LECTURE 4, LAB 0). CREDIT 4 ACGM.**

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Prerequisites: Math 1314 and Math 1316 grade “C” or better or COM Math Placement Test.

**MATH 2413. CALCULUS I  
(LECTURE 5, LAB 0) CREDIT 4. ACGM.**

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. **Prerequisite: MATH 2412 with a grade of “C” or better, or COM Placement Test.**

**MATH 2414. CALCULUS II  
(LECTURE 4.5, LAB 0). CREDIT 4. ACGM.**

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. **Prerequisite: MATH 2413 with a grade of “C” or better.**

**MATH 2415. CALCULUS III  
(LECTURE 4.5, LAB 0). CREDIT 4. ACGM.**

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green’s Theorem, the Divergence Theorem, and Stokes’ Theorem. **Prerequisite: MATH 2414 with a grade of “C” or better.**

**MATH 2418. LINEAR ALGEBRA  
(LECTURE 4, LAB 0). CREDIT 4. ACGM.**

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering. **Prerequisite: MATH 2413 with a grade of “C” or better.**

**MATH 2420. DIFFERENTIAL EQUATIONS  
(LECTURE 4, LAB 0). CREDIT 4. ACGM.**

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.

**Prerequisite: MATH 2414 with a grade of “C” or better.**

## MEDICAL ASSISTANT

Faculty: Bordwine

**MDCA 1205. MEDICAL LAW AND ETHICS  
(LECTURE 1, LAB 4). CREDIT 2. WECM.**

Instruction in principles, procedures, and regulation involving legal and ethical relationships among physicians, patients and medical assistants. Includes current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities.

**MDCA 1254. MEDICAL ASSISTING  
CREDENTIALING EXAM REVIEW  
(LECTURE 1, LAB 4). CREDIT 2. WECM.**

A preparation for the Certified Medical Assisting Exam, including a review of all three components of the CMA exam. Presents an explanation of how the exam is scored and provides opportunities to take practice exams. Prerequisites: MDCA 1309, MDCA 1302, HITT 1305, SPCH 1318, MDCA 1443, MDCA 1417, BUSI 1304, MDCA 1321, MDCA 1352 and MDCA 1348. Prerequisites or co-requisites: MDCA 1205 and MDCA 1360.

**MDCA 1302. HUMAN DISEASE/PATHOPHYSIOLOGY  
(LECTURE 2, LAB 4). CREDIT 3**

A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT-Reading-78/READ-0370.**

**MDCA 1309. ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS (LECTURE 2, LAB 4). CREDIT 3. WECM.**

Emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with overview of common pathophysiology. Prerequisite: CPT Reading 78/READ 0370.

**MDCA 1321. ADMINISTRATIVE PROCEDURES (LECTURE 2, LAB 4). CREDIT 3. WECM.**

Medical office procedures including appointment scheduling, medical records creation and maintenance, phone communications, financial processes, coding, billing, collecting, third party reimbursement, credit arrangements and computer use in the medical office.

**MDCA 1443. MEDICAL INSURANCE (LECTURE 3, LAB 4). CREDIT 4. WECM.**

Emphasizes accurate ICD-9 and CPT-4 coding of office procedures for payment/reimbursement by patient or third party and prevention of insurance fraud. Additional topics may include managed care or medical economics. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT Reading 78/READ 0370.**

**MDCA 1348. PHARMACOLOGY AND ADMINISTRATION OF MEDICATIONS (LECTURE 2, LAB 4). CREDIT 3. WECM.**

Instruction in concepts and application of pharmacological principles. Focuses on drug classification, principle and procedures of medication administration, mathematical systems and conversions, calculation of drug problems and medico-legal responsibilities of the medical assistant. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT Reading 78/READ 0370.**

**MDCA 1352. MEDICAL ASSISTANT LABORATORY PROCEDURES (LECTURE 2, LAB 4). CREDIT 3. WECM.**

Procedures depicted in the Current Clinical Laboratory Improvement Act (CLIA). Includes blood collection, specimen handling, and basic urinalysis, identification of normal ranges, quality assurance and quality control. May include electrocardiography. Prerequisites: MDCA 1302 and MDCA 1309.

**MDCA 1360. CLINICAL-MEDICAL ASSISTANT (LECTURE 0, LAB 18). CREDIT 3. WECM.**

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: Approval by program director.

**MDCA 1417. PROCEDURES IN A CLINICAL SETTING (LECTURE 3, LAB 4). CREDIT 4. WECM.**

Emphasis on patient-centered assessment, examination, intervention, and treatment as directed by physician. Include vital sign, collection and documentation of patient information, asepsis, minor surgical procedures and other treatments as appropriate for the medical office.

## MUSIC

Faculty: Boyd, Heffel, Kiefer, Koerner

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Prerequisite: **TSI Reading 346 or equivalent developmental course. CPT Reading 62/READ 0340.** Private instruction is an academic transfer course.

Private instruction is available in voice, piano, organ, flute/piccolo, oboe, bassoon, clarinet, saxophone, trumpet/cornet, french horn, trombone, euphonium/baritone, tuba, percussion (drum-set), guitar (electric, classical and acoustic), violin, viola, cello and string bass.

Lesson times for music majors (one hour per week) and non-music majors (one half hour per week) are subject to counseling by the music faculty. Students are assigned course numbers on the basis of audition or conference by the music faculty only or with instructor approval.

The numbering system for private instruction is as follows: A four digit number is used; the first number is the level (freshman or sophomore); the second number is the amount of credit hour a student will receive. A "1" is for a half-hour lesson per week; a "2" is for an hour lesson per week. The last two numbers correspond to the instrument or voice and the sequence in which the lesson is taken: 11 and 21 prefix (lecture 1, lab 0), and 12 and 22 prefix (lecture 1, lab 1).

Example: MUAP 1137 = Freshman/One Hour Credit/Trumpet/First Semester

Students enrolled for a half-hour of individual instruction per week, minimum practice is five hours each week. Students enrolled for one hour of individual instruction per week, minimum practice is 10 hours each week. (Piano majors-18 hours each week) Students may consult with an individual instructor for more information about material to be covered in private instruction.

A music lab fee of \$80 is required for a half-hour lesson, and a music lab fee of \$160 is required for an hour lesson. All other tuition fees must be paid according to the College of the Mainland fee structure.

Once a student is enrolled for the private lesson, it is his or her responsibility to contact the instructor or the Fine Arts office to establish a lesson time. Call 409-933-8348.

## APPLIED MUSIC NUMBERS

MUAP 1101 Violin	MUAP 1105 Viola
MUAP 1109 Cello	MUAP 1113 String Bass
MUAP 1117 Flute/Piccolo	MUAP 1121 Oboe
MUAP 1125 Bassoon	MUAP 1129 Clarinet
MUAP 1133 Saxophone	MUAP 1137 Trumpet
MUAP 1141 French horn	MUAP 1145 Trombone
MUAP 1149 Euphonium/ Baritone	
MUAP 1153 Tuba	MUAP 1161 Guitar/Bass Guitar
MUAP 1157 Percussion	MUAP 1181 Voice
MUAP 1169 Piano	MUAP 1185 Improvisation
MUAP 1165 Organ	

Students enrolled in private instruction are required to enroll in an appropriate ensemble. Some exceptions may be considered depending on students' level of performance on their instruments. Students should contact a private lesson instructor to see if they are exempt.

## ENSEMBLES

### MUEN 1121, 2121. CONCERT BAND (LECTURE 0, LAB 3). CREDIT 1. ACGM.

Enrollment is open to all students; previous high school experience is helpful. Students should have an instrument. Music will consist of standard literature for concert band in various styles. The availability of the concert band depends on appropriate instrumentation. Concerts will be scheduled when appropriate. Music majors may repeat course up to four credit hours. Prerequisite: **TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340.**

### MUEN 1125, 2125. JAZZ ENSEMBLE (LECTURE 0, LAB 3). CREDIT 1. ACGM.

Enrollment is open to all students. Students should have an instrument. Previous Jazz Ensemble experience is helpful. The group will perform various styles of Jazz literature; concerts will be scheduled when appropriate. Music majors may repeat course up to four credit hours. Prerequisite: **TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340.**

### MUEN 1131, 2131. MIXED CHAMBER ENSEMBLE (LECTURE 0, LAB 3). CREDIT 1. ACGM.

Enrollment is open to all students. Music will be chosen according to the instrumentation. Group size depends on instrumentation (i.e., violin, viola, piano). Concerts will be scheduled when appropriate. Music majors may repeat course up to four credit hours. Prerequisite: **TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340.**

### MUEN 1133, 2133. WOODWIND ENSEMBLE (LECTURE 0, LAB 3). CREDIT 1. ACGM.

Enrollment is open to all students. Student should have an instrument. Music will consist of various woodwind styles: Baroque, classical, romantic, contemporary, etc. The availability of the woodwind ensemble depends on appropriate instrumentation. Group size depends on instrumentation. Concerts will be scheduled when appropriate. Music majors may repeat course up to four credit hours. Prerequisite: **TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340.**

### MUEN 1134, 2134. BRASS GUILD (LECTURE 0, LAB 3). CREDIT 1. ACGM.

Enrollment is open to all students. Students should have an instrument. Music will consist of various brass styles: Baroque, classical, romantic, contemporary, etc. Group size depends on instrumentation. Concerts will be scheduled when appropriate. Music majors may repeat course up to four credit hours. Prerequisite: **TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340.**



**MUEN 1136, 2136. JAZZ COMBO  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. The group will perform various styles of Jazz literature set for combo. Instrumentation will vary. Concerts will be scheduled when appropriate. Music majors may repeat course up to four credit hours. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340.~~

**MUEN 1138, 2138. PERCUSSION ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Some instruments will be provided. Music will consist of standard literature for percussion ensembles in various styles. The availability of the percussion ensemble depends on appropriate instrumentation. Concerts will be scheduled when appropriate. Music majors may repeat course up to four credit hours. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340.~~

**MUEN 1139, 2139. GUITAR ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment open to all students. Students should have their own guitar (preferably electric). The group provides a unique ensemble experience. The literature is drawn from classical transcriptions to modern compositions written specifically for this group. The group has also performed music drawn from instrumental rock and heavy metal stylings. The group usually includes several guitarists, a bassist and a drummer. Concerts will be scheduled per semester including our popular Monster Musik concert in October. Music Majors may repeat course up to four credit hours. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340.~~

**MUEN 1142, 2142. MAINLAND CHORALE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Previous experience in a choral ensemble is helpful, but not necessary. The group performs a wide variety of choral literature, ranging from music of the renaissance to contemporary styles. The course is designed to provide the student with a variety of choral works. Concerts will be scheduled when appropriate. Music majors may repeat course up to four credit hours. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340.~~

**MUEN 1154, 2154. MAINLAND SINGERS  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

The Mainland Singers is a select group of singers and instrumentalists performing Broadway and vocal Jazz styles of music. Concerts will be scheduled when appropriate. Music majors may repeat course up to four credit hours. Prerequisites: audition or consultation with the instructor and ~~TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340.~~

**MUEN 1155, 2155. MEN'S VOCAL ENSEMBLE  
(LECTURE 0, LAB 1). CREDIT 1. ACGM.**

Enrollment is open to all students who possess a tenor, baritone, or bass vocal range. Previous experience in a men's or mixed choral ensemble is helpful, but not necessary. The availability of this ensemble depends on appropriate number of singers. The ensemble performs a wide variety of literature for male chorus, from music of the renaissance to contemporary, sea chanty, and barbershop styles. Concerts are scheduled when appropriate. Music majors may repeat course up to four credit hours. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340.~~

**MUSI 1157, 1158. OPERA WORKSHOP I, II  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

This course offers practical experience in producing portions of or complete operas including music, acting, and staging. The availability of this ensemble depends on appropriate number of students. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340.~~

## CLASS INSTRUCTION

**MUSI 1181, 1182, 2181, 2182. CLASS PIANO  
(LECTURE 2, LAB 1). CREDIT 1. ACGM.**

This class is for the beginning piano student (piano minors and non-music majors) with little or no prior experience. Class instruction in the fundamentals of keyboard technique, reading music, and understanding musical notation. Class piano is recommended prior to individual piano instruction. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340.~~

**MUSI 1183, 1184, 2183, 2184. CLASS VOICE (LECTURE 2, LAB 1). CREDIT 1. ACGM.**

The course is designed for voice minors and non-music majors interested in improving their singing voice. Class instruction in the fundamentals of breathing, tone production and diction. Class voice is recommended prior to individual voice instruction. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading 62/READ-0340.~~

**MUSI 1192, 1193, 2192, 2193. CLASS GUITAR (LECTURE 2, LAB 1). CREDIT 1. ACGM.**

This class is for the guitar student with little or no prior experience. Class instruction in the fundamentals of guitar technique, reading music, chord construction and understanding musical notation. Student should have an instrument; electric or acoustical guitar acceptable. Class guitar is recommended prior to individual guitar instruction. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading 62/READ-0340.~~

## MUSIC EDUCATION

**MUSI 1304. FOUNDATIONS OF MUSIC (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Teaching Elementary Music Classes. Study of the basic fundamentals of music with an introduction to melodic, rhythmic, and harmonic instruments. Emphasis on participation in singing and reading music; lesson planning. Recommended for elementary and all-level education majors. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading 62/READ-0340.~~

**MUSI 1306. MUSIC APPRECIATION (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is designed for students with no previous training in music that wish to explore the meaning and forms of music: classical, romantic, contemporary, jazz, folk, pop. The emphasis is on learning how to listen to and appreciate music. Attendance at three out-of-class concerts required. Out-of-class listening required. May be used for fine art credit for education majors. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading 62/READ-0340.~~

**MUSI 1308. MUSIC LITERATURE I (LECTURE 3, LAB 2). CREDIT 3. ACGM.**

This course is required for music majors and minors. This course surveys the principal forms, style periods, composers and their music through lectures and laboratory listening assignments. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading 62/READ-0340.~~

**MUSI 1309. MUSIC LITERATURE II (LECTURE 3, LAB 2). CREDIT 3. ACGM.**

This course continues the historical survey begun in MUSI 1308 with music of the classical period to the Twentieth Century. Includes world music. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading 62/READ-0340.~~

**MUSI 1310. AMERICAN MUSIC (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is open to all students and is designed to give the student a general survey of the principal styles, forms, composers and their works of American music including blues, ragtime, jazz, and contemporary art music. Out-of-class listening required. May be used for the fine art credit for education majors. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading 62/READ-0340.~~

## MUSIC TECHNOLOGY

**MUSI 1386. COMPOSITION I (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course offers class instruction in music composition. Students learn to compose in small forms for simple media in both traditional and contemporary styles. Prerequisite: MUSI 1301 or MUSI 1211.

**MUSI 2286. COMPOSITION III (LECTURE 2, LAB 0). CREDIT 2. ACGM.**

This course provides individual instruction in music composition focusing on individual projects. Prerequisite: MUSI 2386.

**MUSI 2187. COMPOSITION IV (LECTURE 1, LAB 0) CREDIT 1. ACGM.**

Continuing individual instruction in music composition focusing on individual projects. Prerequisite: MUSI 2286.

## **MUSI 2386. COMPOSITION II (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is a continuation of Composition I, introducing counterpoint and Twentieth Century techniques. Prerequisite: MUSI 1386.

## **MUSIC THEORY**

### **MUSI 1163. IMPROVISATION (LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This course is designed to provide the tools for creative playing in the Art of Jazz Improvisation. Students will study scales, chords, patterns, transcribed solos and outside listening. The course is open to instrumentalists and vocalists. Instrumentalists must have their own instrument. Music majors may repeat course up to four credit hours. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340-~~

### **MUSI 1211. MUSIC THEORY I (LECTURE 2, LAB 1). CREDIT 2. ACGM.**

This course is required for music majors. This is the study of traditional harmony, which includes notation, time signatures, scales, chords, intervals, melodic organization and four-part chorale writing. Concurrent enrollment in MUSI 1216 is required. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340-~~

### **MUSI 1212. MUSIC THEORY II (LECTURE 2, LAB 1). CREDIT 2. ACGM.**

This course is required for music majors. It is a continuation of Music Theory I, applying rules for part-writing, dealing with harmonic progressions, dominant seventh chords, the leading tone chord and modulations. Concurrent enrollment in MUSI 1217 is required. Prerequisites: ~~TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340-~~ and MUSI 1211.

### **MUSI 1216. SIGHT SINGING AND EAR TRAINING I (LECTURE 2, LAB 1). CREDIT 2. ACGM.**

This course is required for music majors. This course parallels Theory I. Students will learn the skill of singing melodies at sight, as well as write music that it is being dictated on the piano. Subjects include basic intervals, major and minor scales and chord progressions. Concurrent enrollment in MUSI 1211 is

required. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340-~~

### **MUSI 1217. SIGHT SINGING AND EAR TRAINING II (LECTURE 2, LAB 1). CREDIT 2. ACGM.**

This is a required course for music majors. This course parallels Theory II, and continues study of singing melodies at sight and improving the student's ability to write music while it is being dictated on the piano. Subjects include harmonic progressions, dominant seventh chords, the leading tone chord and modulations. Concurrent enrollment in MUSI 1212 is required. Prerequisites: ~~TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340-~~ and MUSI 1216.

### **MUSI 1301. FUNDAMENTALS OF MUSIC (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This is an elementary course in the fundamentals of music, notation, scales, keys, primary chords and basic rhythmic patterns. No previous musical knowledge is needed. Class electronic piano lab for applying musical knowledge is part of course. Prerequisite: ~~TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340-~~

### **MUSI 2211. MUSIC THEORY III (LECTURE 2, LAB 1). CREDIT 2. ACGM.**

This is a required course for music majors. Course provides a continuation of Music Theory II, applying rules for part-writing, dealing with nondominant seventh chords, secondary dominants and leading-tone chords, use of borrowed chords, and ninth, eleventh and thirteenth chords. Concurrent enrollment in MUSI 2216 is required. Prerequisite: MUSI 1212.

### **MUSI 2212. MUSIC THEORY IV (LECTURE 2, LAB 1). CREDIT 2. ACGM.**

This course is required for music majors. A continuation of Music Theory III, applying rules for part-writing, dealing with the neapolitan sixth chord, augmented sixth chords, altered dominants, chromatic mediant and early 20<sup>th</sup> Century and twelve tone technique. Concurrent enrollment in MUSI 2217 is required. Prerequisites: ~~TSI 346 reading or equivalent developmental course. CPT-Reading-62/READ-0340-~~ and MUSI 2211.

## **MUSI 2216. SIGHT SINGING AND EAR TRAINING III (LECTURE 2, LAB 1). CREDIT 2. ACGM.**

This is a required course for music majors. This course parallels Theory III, and continues the study of singing melodies at sight and improving ability to write music while it is being dictated on the piano. Subjects include nondominant seventh chords, secondary dominant and leading-tone chords, borrowed chords and ninth, eleventh and thirteenth chords. Concurrent enrollment in MUSI 2211 is required. Prerequisites: **TSI 346 reading or equivalent developmental course. ~~CPT-Reading-62/READ-0340~~** and MUSI 1217.

## **MUSI 2217. SIGHT SINGING AND EAR TRAINING IV (LECTURE 2, LAB 1). CREDIT 2. ACGM.**

This course is required for music majors. This course parallels Theory IV, and continues study of singing melodies at sight and improving ability to write music while it is being dictated on the piano. Subjects include neapolitan sixth chord, augmented sixth chords, altered dominants, and chromatic mediants. Concurrent enrollment in MUSI 2212 is required. Prerequisites: **TSI 346 reading or equivalent developmental course. ~~CPT-Reading-62/READ-0340~~** and MUSI 2216.

### **NETWORKING**

(See Computer Information Systems and Networking)

### **NURSING**

Faculty: Anderson, Aulds, Biscoe-Ingram, Cavalier, Glynn, Gundermann, Gwin, Higgs, Keys, Lowry, McCreight, Reeves, Rondeau, Stroud, Tombrella

NOTE: In order to be eligible for admission to the Nursing courses with science prerequisites, all science courses must have been completed with a grade of "C" or greater within the last five years.

## **RNSG 1144. NURSING SKILLS II (LECTURE 0, LAB 3). CREDIT 1. (8-WEEK COURSE). WECM.**

This advanced skills course provides for the study of concepts and principles necessary to perform intermediate and advanced nursing skills and demonstrate competence in the performance of nursing procedures. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. Emphasis is placed on the

application of critical thinking skills in demonstrating competence in the performance of advanced nursing skills. Prerequisites: ENGL 1302, Humanities/Fine Arts, RNSG 1251, RNSG 2260, RNSG 2213, RNSG 2261. Co-requisites: RNSG 1343, RNSG 2262, RNSG 2331, RNSG 2263.

## **RNSG 1146. LEGAL AND ETHICAL ISSUES FOR NURSES (LECTURE 1, LAB 0). CREDIT 1. (8-WEEK COURSE/6 WEEKS WHEN TAKEN IN SUMMER). WECM.**

This is a study of the laws and regulations related to the provision of safe and effective professional nursing care. Attention is given to the development of a framework for addressing ethical issues. Other topics include confidentiality, the Nursing Practice Act, professional boundaries, ethics and health care legislation. Prerequisites: RNSG 1301, RNSG 1441, RNSG 1361, PSYC 2314, PHED 1107. Co-requisites: RNSG 2201, RNSG 1262.

## **RNSG 1162. CLINICAL (LECTURE 0, EXT 3). CREDIT 1. WECM.**

(8-week course/6 weeks when taken in summer)  
This course provides clinical experience at medical-surgical facilities that provide opportunities for the vocational nurse to begin the transition to the registered nurse role and function. Opportunities are provided for the application of theory, concepts and skills being acquired. Prerequisites: ENGL 1301, PHED 1107, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, RNSG 1301. Co-requisite: RNSG 1327. Prerequisite or co-requisite: RNSG 1215.

## **RNSG 1205. NURSING SKILLS I (LECTURE 1, LAB 3). CREDIT 2. WECM.**

This course introduces the student to concepts and principles that are essential for demonstrating competency in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. Laboratory experiences provide the student with opportunities to demonstrate competence in the performance of entry level nursing skills for the associate degree nursing student. Prerequisites: ENGL 1301, BIOL 2401, BIOL 2402, BIOL 2420. Co-requisites: RNSG 1209, RNSG 1260. Prerequisites or co-requisites: RNSG 1215, PSYC 2301, HPRS 1206.

**RNSG 1209. INTRODUCTION TO NURSING (LECTURE 2, LAB 0). CREDIT 2. (8-WEEK COURSE). WECM.**

This course provides an overview of nursing and the role of the professional nurse as a provider of care, coordinator of care, and member of a profession. Topics include knowledge, judgment, skills, professional values with a legal/ethical framework. Opportunities are provided for students to use beginning critical thinking skills as they explore introduction concepts in nursing. Prerequisites: ENGL 1301, BIOL 2401, BIOL 2402, BIOL 2420, RNSG 1215. Co-requisites: RNSG 1205, RNSG 1260. Prerequisites or co-requisites: PSYC 2301, HPRS 1206.

**RNSG 1215. HEALTH ASSESSMENT (LECTURE 1, LAB 2). CREDIT 2. (8-WEEK COURSE). WECM.**

This course provides opportunity for the development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework. Prerequisites: ENGL 1301, BIOL 2401, BIOL 2402, BIOL 2420. Co-requisite: RNSG 1205. Prerequisites or co-requisites: PSYC 2301, HPRS 1206. Note: Pre-Nursing students, see course eligibility requirements elsewhere in this Catalog.

**RNSG 1251. CARE OF THE CHILDBEARING FAMILY (LECTURE 2, LAB 1). CREDIT 2. (8-WEEK COURSE). WECM.**

This course is designed to study the concepts related to the provision of nursing care for childbearing families. Topics include selected complications, knowledge, judgment, skills and professional values within a legal/ethical framework. Emphasis is placed on the study of the reproductive cycle, normal and abnormal phases of pregnancy and care of the neonate. Critical thinking skills and a systematic problem-solving process are used as a framework for providing care for the family during the prenatal, intrapartum and postpartum periods. Prerequisites: RNSG 2201, RNSG 1262, RNSG 1146. Co-requisites: RNSG 2260, RNSG 2213, RNSG 2261. Prerequisites or co-requisites: ENGL 1302, Humanities/Fine Arts.

**RNSG 1260. CLINICAL I (LECTURE 0, EXT 6). CREDIT 2. (8-WEEK COURSE). WECM.**

This is an introductory clinical course designed to provide a beginning level of education and experience in the implementation of direct client care. Emphasis is placed on the provision of basic care to adult clients and families in structured health care settings. Opportunities are provided for the application of theory, concepts and skills being acquired. Prerequisites: ENGL 1301, BIOL 2401, BIOL 2402, BIOL 2420, RNSG 1215. Co-requisites: RNSG 1209, RNSG 1205. Prerequisites or co-requisites: PSYC 2301, HPRS 1206.

**RNSG 1262. CLINICAL III (LECTURE 0, EXT 6). CREDIT 2. (8-WEEK COURSE/6 WEEKS WHEN TAKEN IN SUMMER). WECM.**

This clinical course addresses the nursing care of the child and family from birth through adolescence in multiple settings. Opportunities are provided for the application of theory, concepts and skills being acquired. Prerequisites: RNSG 1301, RNSG 1441, RNSG 1361, PSYC 2314, PHED 1107. Co-requisites: RNSG 2201, RNSG 1146.

**RNSG 1301. PHARMACOLOGY (LECTURE 3, LAB 1). CREDIT 3. WECM.**

This is an 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 of the nurse in safe administration of medications within a legal/ethical, framework. Prerequisites: PSYC 2301, RNSG 1215, RNSG 1205, RNSG 1209, RNSG 1260, HPRS 1206. Co-requisites: RNSG 1361 and RNSG 1441. Prerequisites or co-requisites: PSYC 2314, PHED 1107. (Students seeking admission to the LVN to RN Transition Track should contact the Nursing Office for permission to take this course).



**RNSG 1327. TRANSITION FROM VOCATIONAL TO PROFESSIONAL NURSING (LECTURE 3, LAB 0). CREDIT 3. WECM.**

(8-week course/6 weeks when taken in summer)

This bridging course provides the Licensed Vocational Nurse (LVN) an opportunity to enhance his/her theory base and develop skills essential for joining the generic ADN student for the second year of the program. Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication and applicable competencies in knowledge, judgment, skills and professional values within a legal/ethical framework throughout the life span. Prerequisites: ENGL 1301, PHED 1107, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314, RNSG 1301. Co-requisite: RNSG 1162. Prerequisite or co-requisite: RNSG 1215.

**RNSG 1343. COMPLEX CONCEPTS OF ADULT HEALTH (LECTURE 3, LAB 1). CREDIT 3. (8-WEEK COURSE). WECM.**

This course integrates previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as provider of care, coordinator of care and member of a profession in the care for adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system. Emphasis is placed on knowledge, judgment, skills and professional values within a legal/ethical framework. Prerequisites: ENGL 1302, Humanities/Fine Arts, RNSG 1251, RNSG 2260, RNSG 2213, RNSG 2261. Co-requisites: RNSG 2262, RNSG 2331, RNSG 2263, RNSG 1144.

**RNSG 1361. CLINICAL II (LECTURE 0, EXT 9). CREDIT 3. WECM.**

This is an introduction to the clinical aspects of nursing care of adults experiencing common health alterations in multiple settings. Opportunities are provided for the application of theory, concepts and skills being acquired. Prerequisites: PSYC 2301, RNSG 1215, RNSG 1205, RNSG 1209, RNSG 1260, HPRS 1206. Co-requisite: RNSG 1441, RNSG 1301. Prerequisites or co-requisites: PSYC 2314, PHED 1107.

**RNSG 1441. COMMON CONCEPTS OF ADULT HEALTH (LECTURE 4, LAB 1). CREDIT 4. WECM.**

A study of the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Categories of health alterations are introduced and explored. Emphasis is on knowledge, judgment, skills and professional values within a legal/ethical framework. Critical thinking and a systematic problem-solving process are used as a framework for providing care for adults and their families experiencing health alterations. Prerequisites: PSYC 2301, RNSG 1215, RNSG 1205, RNSG 1209, RNSG 1260, HPRS 1206. Co-requisites: RNSG 1361, RNSG 1301. Prerequisites or co-requisites: PSYC 2314, PHED 1107.

**RNSG 2201. CARE OF CHILDREN AND FAMILIES (LECTURE 2, LAB 1). CREDIT 2. (8-WEEK COURSE/6 WEEKS WHEN TAKEN IN SUMMER). WECM.**

This course is a study of concepts related to the provision of nursing care for children and their families; emphasizing judgment and professional values within a legal/ethical framework. Critical thinking skills and a systematic problem-solving process are used as a framework for providing care for the child and family. Prerequisites: RNSG 1301, RNSG 1441, RNSG 1361, PSYC 2314, PHED 1107. Co-requisites: RNSG 1262, RNSG 1146.

**RNSG 2213. MENTAL HEALTH NURSING (LECTURE 2, LAB 1). CREDIT 2. (8-WEEK COURSE). WECM.**

This is a study of principles and concepts of mental health, psychopathology and treatment modalities related to the nursing care of clients and their families. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. It addresses therapeutic communication, critical thinking skills and a systematic problem-solving process as a framework for providing care to clients and families experiencing alterations in mental health. Prerequisites: RNSG 2201, RNSG 1262, RNSG 1146. Co-requisites: RNSG 1251, RNSG 2260, RNSG 2261. Prerequisites or co-requisites: ENGL 1302, Humanities/Fine Arts.

**RNSG 2260. CLINICAL IV  
(LECTURE 0, EXT 6). CREDIT 2. (8-WEEK COURSE).  
WECM.**

This clinical course addresses the nursing care of the childbearing family throughout the reproductive cycles in multiple care settings. Opportunities are provided for the application of theory, concepts and skills being acquired. Prerequisites: RNSG 2201, RNSG 1262, RNSG 1146. Co-requisites: RNSG 1251, RNSG 2213, RNSG 2261. Prerequisites or co-requisites: ENGL 1302, Humanities/Fine Arts.

**RNSG 2261. CLINICAL V  
(LECTURE 0, EXT 6). CREDIT 2. (8-WEEK COURSE). WECM.**

This clinical experience provides for the nursing care of mental health clients in multiple health settings. Opportunities are provided for the application of theory, concepts and skills being acquired. Prerequisites: RNSG 2201, RNSG 1262, RNSG 1146. Co-requisites: RNSG 1251, RNSG 2260, RNSG 2213. Prerequisites or co-requisites: ENGL 1302, Humanities/Fine Arts.

**RNSG 2262. CLINICAL VI  
(LECTURE 0, EXT 6). CREDIT 2. (8-WEEK COURSE).  
WECM.**

This is an intermediate adult health clinical course designed to provide experiences in the management of clients and families with complex health alterations. Emphasis is placed on the roles of the associate degree nurse and management skills. Opportunities are provided for the application of theory, concepts and skills being acquired. Prerequisites: ENGL 1302, Humanities/Fine Arts, RNSG 1251, RNSG 2260, RNSG 2213, RNSG 2261. Co-requisites: RNSG 1343, RNSG 2331, RNSG 2263, RNSG 1144.

**RNSG 2263. CLINICAL VII  
(LECTURE 0, EXT 6). CREDIT 2. (8-WEEK COURSE).  
WECM.**

This advanced clinical course provides experience in the provision of nursing care to adult clients and families suffering from multi-system or life-threatening health alterations in a medical and/or surgical acute care setting. Prerequisites: ENGL 1302, Humanities/Fine Art, RNSG 1251, RNSG 2260, RNSG 2213, RNSG 2261. Co-requisites: RNSG 1343, RNSG 2262, RNSG 2331, RNSG 1144.

**RNSG 2331. ADVANCED CONCEPTS OF ADULT HEALTH  
(LECTURE 3, LAB 1). CREDIT 3. (8-WEEK COURSE). WECM.**

This course provides the opportunity for application of advanced concepts and skills for the development of the professional nurse's role in complex nursing situations with adult clients/families with complex health needs involving multiple body systems in intermediate and critical care settings. Emphasis is given to knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: ENGL 1302, Humanities/Fine Arts, RNSG 1251, RNSG 2260, RNSG 2213, RNSG 2261. Co-requisites: RNSG 1343, RNSG 2262, RNSG 2263, RNSG 1144.

## VOCATIONAL NURSING

Faculty: Jones, Rogers,

**VNSG 1122. VOCATIONAL NURSING CONCEPTS  
(LECTURE 1, LAB 0). CREDIT 1. WECM.**

This is an introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional and psychosocial self-care of the learner/professional. Co-requisites: VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260.

**VNSG 1226. GERONTOLOGY  
(LECTURE 2, LAB 0). CREDIT 2. WECM.**

This course provides an overview of the normal physical, psychosocial, and cultural aspects of the aging process. The course addresses common disease processes with aging and explores of attitudes toward care of the elderly. Co-requisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 2431, VNSG 1260.

**VNSG 1219. PROFESSIONAL LEADERSHIP AND DEVELOPMENT  
(LECTURE 2, LAB 0). CREDIT 2. WECM.**

This course studies 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 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260, VNSG 1116, VNSG 1331, VNSG 1236, VNSG 1429, VNSG 1261. Co-requisites: VNSG 1330, VNSG 1334, VNSG 1432, VNSG 2460.

**VNSG 1227. ESSENTIALS OF MEDICATION ADMINISTRATION****(LECTURE 1, LAB 2). CREDIT 2. WECM.**

This course covers the general principles of medication administration including determination of dosage, preparation, safe administration and documentation of multiple forms of drugs. Instruction includes various systems of measurement. Co-requisites: VNSG 1122, VNSG 1320, VNSG 1423, VNSG 2431, VNSG 1126, VNSG 1260.

**VNSG 1236. MENTAL HEALTH (LECTURE 2, LAB 0). CREDIT 2. (12-WEEK COURSE). WECM.**

This is an introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms and therapeutic communication skills. Prerequisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260. Co-requisites: VNSG 1116, VNSG 1331, VNSG 1429, VNSG 1261.

**VNSG 1260. INTRODUCTORY CLINICAL – PRACTICAL NURSE (LECTURE 0, EXT 12). CREDIT 2. WECM.**

This is 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. Co-requisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431.

**VNSG 1261. INTERMEDIATE CLINICAL-PRACTICAL NURSE (LECTURE 0, EXT 12). CREDIT 2. (12-WEEK COURSE). WECM.**

This is 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 profession. Prerequisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260. Co-requisites: VNSG 1116, VNSG 1331, VNSG 1236, VNSG 1429.

**VNSG 1320. ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH****(LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course is an introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis. Co-requisites: VNSG 1122, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260. This course is articulated statewide for the high school Anatomy and Physiology class.

**VNSG 1330. MATERNAL NEONATAL NURSING (LECTURE 3, LAB 0). CREDIT 3. (8-WEEK COURSE). WECM.**

This course instructs students on the 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 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260, VNSG 1116, VNSG 1236, VNSG 1429, VNSG 1261, VNSG 1331. Co-requisites: VNSG 1219, VNSG 1432, VNSG 2460.

**VNSG 1331. PHARMACOLOGY (LECTURE 2, LAB 2). CREDIT 3. (12-WEEK COURSE). WECM.**

This course is the study of fundamentals of medications and their diagnostic, therapeutic and curative effect. Includes nursing interventions utilizing the nursing process. Prerequisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260. Co-requisites: VNSG 1116, VNSG 1236, VNSG 1429, VNSG 1261.

**VNSG 1334. PEDIATRICS (LECTURE 3, LAB 0). CREDIT 3. (8-WEEK COURSE). WECM.**

This is a study of childhood diseases and childcare from infancy through adolescence. The course focuses on the care of the well and the ill child utilizing the nursing process. Prerequisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260, VNSG 1116, VNSG 1331, VNSG 1236, VNSG 1429, VNSG 1261, VNSG 1330. Co-requisites: VNSG 1219, VNSG 1432, VNSG 2460.

**VNSG 1423. BASIC NURSING SKILLS  
(LECTURE 3, LAB 4). CREDIT 4. (8-WEEK  
COURSE). WECM.**

This course provides mastery of entry level nursing skills and competencies for a variety of healthcare settings. Utilization of the nursing process as the foundation for all nursing interventions. Co-requisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1126, VNSG 1260.

**VNSG 1429. MEDICAL-SURGICAL NURSING I  
(LECTURE 3, LAB 2). CREDIT 4. (12-WEEK  
COURSE). WECM.**

This course teaches the application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized. Prerequisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260. Co-requisites: VNSG 1116, VNSG 1331, VNSG 1236, VNSG 1261.

**VNSG 1432. MEDICAL-SURGICAL NURSING II  
(LECTURE 3, LAB 2). CREDIT 4. WECM.**

This 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. Instruction includes a variety of health care settings. Prerequisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260, VNSG 1116, VNSG 1331, VNSG 1236, VNSG 1429, VNSG 1261. Co-requisites: VNSG 1219, VNSG 1330, VNSG 1334, VNSG 2460.

**VNSG 2431. ADVANCED NURSING SKILLS  
(LECTURE 3, LAB 4). CREDIT 4. (8-WEEK  
COURSE). WECM.**

This course offers mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Prerequisite: VNSG 1423. Co-requisites: VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1126, VNSG 1260.

**VNSG 2460. ADVANCED CLINICAL: PRACTICAL  
NURSE  
(LECTURE 0, EXT 24). CREDIT 4. WECM.**

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. Prerequisites:

VNSG 1122, VNSG 1320, VNSG 1227, VNSG 1423, VNSG 1126, VNSG 2431, VNSG 1260, VNSG 1116, VNSG 1331, VNSG 1236, VNSG 1429, VNSG 1261. Co-requisites: VNSG 1219, VNSG 1330, VNSG 1334, VNSG 1432.

## NUTRITION

Faculty: G. Johnson, Kish-Molina

**BIOL 1322. FOOD AND NUTRITION  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course stresses fundamental principles of human nutrition; physiological bases for nutrient needs for all ages; factors to consider in meeting the needs for individuals and groups. Online class is available some semesters. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT-Reading 78/READ-0370.**

## OCCUPATIONAL SAFETY AND HEALTH

Faculty: Handwerk

**EPCT 1305. ENVIRONMENTAL REGULATIONS  
OVERVIEW  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course provides an introduction to the history of the environmental movement, including basic requirements for compliance with the environmental regulations. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT-Reading 78/READ-0370.**

**EPCT 1313. CONTINGENCY PLANNING  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course provides an introduction to the development of an emergency response contingency plan for a facility or community. Emphasis is placed on analyzing the hazards, writing and implementing the contingency plans, and evaluating the effectiveness of the contingency plan. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT-Reading 78/READ-0370.**

**EPCT 1341. PRINCIPLES OF INDUSTRIAL  
HYGIENE  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course introduces basic concepts in threshold limits, dose response, and general recognition of occupational hazards, including sampling statistics, calibration and equipment use. It also provides a study of the control of occupational hazards and sample collection and evaluation methods. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT-Reading 78/READ-0370.**

**OSHT 1301. INTRODUCTION TO SAFETY AND HEALTH  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This is an introductory course identifying appropriate procedures to minimize or eliminate injuries and illness in the workplace, incorporate job safety analysis (JSA) and appropriate training, and name elements of an effective safety culture. Prerequisite: ~~TSI Reading 351 or equivalent developmental course. CPT Reading 78/READ-0370.~~

**OSHT 1309. PHYSICAL HAZARDS CONTROL  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course provides a study of the physical hazards in industry and the methods of workplace design and redesign to control these hazards. Emphasis is placed on the regulation codes and standards associated with the control of physical hazards. Prerequisite: ~~TSI Reading 351 or equivalent developmental course. CPT Reading 78/READ-0370.~~

**OSHT 1313. ACCIDENT PREVENTION, INSPECTION AND INVESTIGATION  
(LECTURE 3, LAB 0). CREDIT 3. WECM**

This course provides a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis. Prerequisite: ~~TSI Reading 351 or equivalent developmental course. CPT Reading 78/READ-0370.~~

**OSHT 1321. FIRE PROTECTION SYSTEMS  
(LECTURE 3, LAB 0). CREDIT 3. WECM**

This is a study of fire protection systems and their applications with emphasis on the fire prevention codes and standards. Prerequisite: ~~TSI Reading 351 or equivalent developmental course. CPT Reading 78/READ-0370.~~

**OSHT 1405. OSHA REGULATIONS-CONSTRUCTION INDUSTRY  
(LECTURE 4, LAB 0). CREDIT 4. WECM**

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry. Prerequisite: ~~TSI Reading 351 or equivalent developmental course. CPT Reading 78/READ-0370.~~

**OSHT 2305. ERGONOMICS AND HUMAN FACTORS IN SAFETY  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course provides an in-depth study of the relationship of human behavior and ergonomics as

applied to workplace safety. Prerequisite: ~~TSI Reading 351 or equivalent developmental course. CPT Reading 78/READ-0370.~~

**OSHT 2309. SAFETY PROGRAM MANAGEMENT  
(LECTURE 3, LAB 0). CREDIT 3. WECM**

This course examines the major safety management issues that affect the workplace including safety awareness, loss control, regulatory issues and human behavior modification. This course provides the student with a learning experience that results in consolidation and synthesis of the program competencies. Prerequisite: ~~TSI Reading 351 or equivalent developmental course. CPT Reading 78/READ-0370.~~ (Capstone course: Take in last semester or faculty approved.)

**OSHT 2320. SAFETY TRAINING PRESENTATION TECHNIQUES  
(LECTURE 3, LAB 0). CREDIT 3. WECM**

Principles of developing and presenting effective industrial/business training are explored in this course. Emphasis is placed on instructor qualifications and responsibilities, principles of teaching including the use of teaching aids and presentation skills. Prerequisite: ~~TSI Reading 351 or equivalent developmental course. CPT Reading 78/READ-0370.~~

**OSHT 2401. OSHA REGULATIONS-GENERAL INDUSTRY  
(LECTURE 4, LAB 0). CREDIT 4. WECM**

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry. Prerequisite: ~~TSI Reading 351 or equivalent developmental course. CPT Reading 78/READ-0370.~~



## PHARMACY TECHNICIAN

Faculty: Homburg

### **PHRA 1207. ETHICS AND TEXAS PHARMACY LAW**

**(LECTURE 2, LAB 0) CREDIT 2. WECM.**

This course focuses on the role of the pharmacy technician and the pharmacists and their responsibilities. The variety and types of Ethics used in the practice of pharmacy will be demonstrated. Students will learn how to perform satisfactorily during an ethical dilemma. They will also learn how to prevent medication errors due to ethical mistakes. The student will learn the state law governing pharmacy, the Code of Ethics and guidelines created by Pharmaceutical Agencies to understand the ethical issues presented within the health care system. Patient confidentiality and the efforts made within the government to create a medication Therapy Management (MTM) program for the pursuance of ethical pharmaceutical care will be discussed. This course is not required to complete the pharmacy technician certificate program. This course is required as part of the AAS degree plan.

### **PHRA 1243. CERTIFICATION REVIEW** **(LECTURE 2, LAB 0) CREDIT 2. WECM.**

An overview of major topics covered on the National Pharmacy Technician Certification Exam. The student will identify drug names, interactions, side effects, dosages, calculations, explain aseptic admixture techniques, chemotherapy, basic pharmacy management, and apply the duties of pharmacists and technicians in the practice of pharmacy.

### **PHRA 1301. INTRODUCTION TO PHARMACY** **(LECTURE 3, LAB 2). CREDIT 3. WECM.**

This course is an overview of the qualifications, operational guidelines, and job duties of the pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety, supply, and inventory techniques, pharmacy law as pertained to regulations and standards, role of national oversight agencies, dosage forms and routes of administration, immunizations, pharmacy management, controlled substances, Medicaid, Medicare, extemporaneous non-sterile compounding, Chapter 795, and exceptional customer service.

### **PHRA 1309. PHARMACEUTICAL MATH I** **(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course covers pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs in both hospital and community settings. Also discussed is the conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Other topics include: fractions, number systems, decimals, numerical ratios, percents, proportions, percentage of error, elements of the prescription order, prescription directions, problem-solving in the pharmacy, ratio-proportion, decimal analysis, customized doses based on weight and body mass, calculating pediatric doses, household measurements, oral doses, liquid measurements, temperature measurement-Fahrenheit versus Celsius, and completing a temperature chart.

### **PHRA 1347. PHARMACEUTICAL MATH II** **(LECTURE 3, LAB 0) CREDIT 3. WECM.**

This course is a continuation of Pharmaceutical Math I. Topics include preparing injectable medications, intramuscular and subcutaneous, calculating milliequivalents, units, and ratio strength, IV flow rates, drop sets and infusion rates, IV piggybacks, concentrations and dilutions, compound formulas, alligations, aliquot measurements, business calculations, overhead, net-profit, gross profit, discount, insurance reimbursements, average wholesale, capitation fee, day's supply, turnover rate, depreciation, expiration dates, apothecary volume and weight equivalence, and conversions between apothecary and metric systems.

### **PHRA 1349. INSTITUTIONAL PHARMACY** **(LECTURE 2, LAB 2). CREDIT 3. WECM.**

This course explores the unique role and practice of pharmacy technicians in a hospital pharmacy with emphasis on daily pharmacy operations. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose chart fills, quality assurance, drug storage, inventory control, robotic

automation, basics of aseptic compounding techniques (ASHP video training program), safe handling of hazardous Drugs (ASHP video training program), IV certification, USP Chapter 797 Standards), hospital committee structure, infection control, horizontal and vertical flow hoods, biological safety cabinets, Center for Disease Control, contamination risk labels, vaccinations, medication administration records, narcotics, floor stock and intravenous admixture service.

## **PHRA 1404. PHARMACOTHERAPY AND DISEASE PROCESS.**

**(LECTURE 2, LAB 4). CREDIT 4. WECM.**

This course studies disease processes and the therapeutic properties of the drugs used in treatment. The student will define various disease processes, patterns and pathogenic organisms: identify and describe the various types of drugs utilized in the treatment of each disease process and design an appropriate pharmaceutical care plan. Major classes of pharmaceutical products include Antibiotics, Fungal and Viral, Anesthetics, Analgesics, Narcotics, Psychiatric, Central Nervous System, Respiratory, Gastrointestinal, Renal System, Cardiovascular, Hormonal, Muscular and Joint, Topical, Ophthalmic, Otic, Nutritional and Alternative Medicine, Over-the-Counter Medications and Chemotherapy.

## **PHRA 1441. PHARMACY DRUG THERAPY AND TREATMENT**

**(LECTURE 2, LAB 4). CREDIT 4. WECM.**

This course represents the study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. This course provides detailed information regarding drug dosages, side effects, interactions, toxicities and incompatibilities. Major classes of pharmaceutical products include Antibiotics, Fungal and Viral, Anesthetics, Analgesics, Narcotics, Psychiatric, Central Nervous System, Respiratory, Gastrointestinal, Renal System, Cardiovascular, Hormones, Muscle and Joint, Topical, Ophthalmic, Otic, Nutritional and Alternative Medicine, Over-the-Counter Medications and Chemotherapy.

## **PHRA 1445. INTRAVENOUS ADMIXTURE AND STERILE COMPOUNDING**

**(LECTURE 3 LAB 2) CREDIT 4. WECM.**

This course is designed for certified pharmacy technicians who want to become certified with the state as an IV Certified Pharmacy Technician. This course is designed to give each certified pharmacy technician the practical application and knowledge to develop and utilize the concepts, techniques and procedures related in the preparation of sterile and hazardous pharmaceuticals. The focus is on pharmaceutical calculations, various forms of intravenous Admixtures, Cytotoxic drugs, and Pharmacokinetics. Each student will be required to perform 20 hours of intravenous training in a hospital setting under the supervision of an IV certified pharmacist, and 20 hours of didactic classroom training that consists of completing a comprehensive post exam and numerous comprehensive process evaluation checklists which are required for Intravenous Certification with the State. This course is required as part of the AAS degree plan.

## **PHRA 2360. CLINICAL PHARMACY TECHNICIAN INTERNSHIP-HOSPITAL AND COMMUNITY (LECTURE 0, LAB 9). CREDIT 3. WECM.**

This course provides opportunities for practical general training and experiences in a hospital and retail setting. The college, employer and Director of the Pharmacy Technician Program 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. This internship consists of 144 hours of training.

## **PHILOSOPHY**

Faculty: Burleson

## **PHIL 1301. INTRODUCTION TO PHILOSOPHY (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. Prerequisite: ENGL 1301 with a grade of "C" or better.

## **PHIL 1304. INTRODUCTION TO WORLD RELIGIONS**

**(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. Prerequisite: ENGL 1301 with a grade of "C" or better.

## **PHIL 2306. INTRODUCTION TO ETHICS**

**(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. Prerequisite: ENGL 1301 with a grade of "C" or better.

### **PHOTOGRAPHY**

(See Art/Visual)

### **PHYSICAL EDUCATION**

Faculty: Abshire, Collins

## **THEORY COURSES**

### **PHED 1301. INTRODUCTION TO PHYSICAL EDUCATION**

**(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is designed to orient the student in the fields of health, physical education, and recreation through presentation of the scope and organization of professional activities, vocational opportunities offered in the field, and essential qualification of members of the profession. Prerequisite: **TSI 346 Reading or equivalent developmental course. CPT-Reading-62/READ-0340.**

### **PHED 1304. PERSONAL/COMMUNITY HEALTH**

**(LECTURE 3, LAB 0). CREDIT 3. ACGM**

The course explores current individual, family and community health issues. Topics include family health, mental health, stress management, wellness behavior, sexuality, substance use and abuse, physical fitness, consumer health issues and current health concerns. Special emphasis is placed on preventative practices.

### **PHED 1306. FIRST AID**

**(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course teaches introductory aspects of emergency care for the sick and injured, emphasizing principles and concepts for dealing intelligently with emergencies; includes instruction on cardiopulmonary resuscitation. Red Cross certification is available upon successful completion of course. Prerequisite: **TSI 346 Reading or equivalent developmental course. CPT-Reading-62/READ-0340.**

### **PHED 1331. PHYSICAL EDUCATION FOR ELEMENTARY EDUCATION MAJORS**

**(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course covers theory, methods, techniques, and practices of providing activities in physical education for elementary school children (K-6). Curriculum relating to motor skills, rhythms, dance, games, sports, gymnastics and other school activities will be covered. Special populations and equipment will also be included. Prerequisite: **TSI 346 Reading or equivalent developmental course. CPT-Reading-62/READ-0340.**

### **PHED 1346. DRUG USE AND ABUSE**

**(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This is the study of use and abuse of drugs in today's society, emphasizing physiological, sociological and psychological factors involved. Prerequisite: **TSI 346 Reading or equivalent developmental course. CPT-Reading-62/READ-0340.**

## **Activity Courses**

### **PHED 1101. SWIMMING**

**(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This course is intended exclusively for non-swimmers. Instruction deals with basic skills for safety in and around water and beginning swimming strokes. Red Cross certification as Beginner or Advanced Beginner is offered.

### **PHED 1103. AEROBIC: WATER EXERCISE**

**(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

A water aerobics class incorporating a warm up, cardiorespiratory conditioning, a muscle strengthening segment and a cool down. The buoyancy of the water lessens the stress and impact of exercise on the joints while providing resistance, which tones and conditions the muscles and cardiovascular system. Some fundamental swimming skills are incorporated into the class, but no swimming experience is necessary.

**PHED 1107. FOUNDATIONS OF FITNESS AND WELLNESS****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

A multi-dimensional view of wellness is shared through lecture and laboratory experiences. Emphasis is further placed on the “aerobic” concept of conditioning and its applications.

**PHED 1109. AEROBIC: DANCE****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This is an introductory course in the fundamentals of modern dance technique. Students will learn and practice warm-up exercises and dance sequences emphasizing articulation and coordination of body parts, rhythm, musicality and expressive qualities of movement. This course is designed to use the dance vocabulary of contemporary street funk, jazz, ballet, modern and traditional African dance to develop, increase, and maintain cardiovascular ability, strength, muscular coordination, agility and postural awareness.

**PHED 1110. WEIGHT TRAINING****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This course is for both men and women and is designed to aid them in improving their muscle tone or increasing muscular strength and endurance.

**PHED 1111. HATHA YOGA****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This is an introduction to basic yoga postures, breathing, and relaxation techniques with emphasis on physical practice. Students will be provided with an opportunity to strengthen, tone and firm muscles.

**PHED 1112. WEIGHT CONTROL****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

Participants will engage in a modern system of behavior modification techniques through an individualized weight loss or weight maintenance program. A re-directing of eating habits, individually designed eating plans, nutrition and consumer-related topics will be included in class discussions and lectures.

**PHED 1117. KARATE I****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

Students will be introduced to the art of Tae Kwon Do (Korean Karate), and will learn the basic kicks, punches, and blocks. Tae Kwon Do is one of the most exciting and competitive of sports, but it is also one of the best methods for physical fitness.

**PHED 1119. BOWLING****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

Students will receive instruction in the basic fundamentals related to approach and delivery, methods of aiming and spare conversion; also includes rules and scoring. An additional fee is assessed for special facility use.

**PHED 1120. RACQUETBALL****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This is an introduction to the basic skills, strategies, etiquette and rules of the game. The course is available through credit by examination.

**PHED 1121. BASKETBALL****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

An on-going analysis of the game, from basic individual fundamentals (dribbling, passing, shooting, etc.) to the more sophisticated aspects of team play (offenses, zones, presses, etc.).

**PHED 1123. SOFTBALL****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

Students will be introduced to the basic skills, strategies, terminology and rules of the game.

**PHED 1124. GOLF****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

For the beginning student, this course provides instruction and practice in the fundamentals of grip, stance and various swings; also involves the rules, terminology and etiquette associated with the game. Additional fee is assessed for special facility use.

**PHED 1125. TENNIS****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This course provides basic instruction and practice in the grip, footwork, forehand and backhand drive, service and volley, familiarization with rules, terminology, scoring and etiquette.

**PHED 1126. VOLLEYBALL****(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This is a great team sport that men and women can enjoy together. Class instruction will be designed to give players enough skill to feel comfortable playing the game.

**PHED 1130. SOCCER  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This course provides an introduction to the world's most popular sport with an emphasis on basic skills, as well as the more sophisticated aspects of tactics and game strategies. Soccer provides an excellent opportunity to develop stamina, discipline, speed, agility, and team play.

**PHED 1131. AEROBIC: CYCLING  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This is an introduction into various aspects of cycling, including mechanical repairs and cycling for health and fitness. Students will be provided with an opportunity to strengthen their cardio respiratory system, decrease percent body fat, tone and firm muscles.

**PHED 1133. INTRODUCTION TO RECREATIONAL SPORTS  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This course provides the student with opportunities to participate in a variety of team sports while learning the rules, strategies, and basic skills related to the sport. Volleyball, basketball, flag football, soccer and softball are included.

**PHED 1143. AEROBIC: RUN/WALK  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This class is intended for the beginning, intermediate, or advance walkers/runners who would like to improve distance or speed. It will also allow the walker/runner to train with a group twice a week. Topics to be included are sports nutrition, sport psychology, fitness testing, training schedules, speed work, stretching, and racing strategies.

**PHED 1144. AEROBIC: STEP  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

Students will be provided with an opportunity to strengthen their cardio respiratory system, decrease percent body fat, tone and firm muscles while performing aerobic exercise to music at 120-130 steps per minute using the platform of the adjustable step.

**PHED 1145. AEROBIC: CROSS-TRAINING  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

Students will be provided with an opportunity to strengthen their cardio respiratory system, decrease percent body fat, tone and firm muscles while performing aerobic exercise. This course is designed to increase energy, mental clarity and health as a part of one's lifestyle. The class will incorporate high and low impact movements, bench-step, kick-boxing, circuit aerobics, body sculpting and flexibility training.

**PHED 1146. AEROBIC: KICKBOXING  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

Students will be provided with an opportunity to strengthen their cardio respiratory system, decrease percent body fat, tone and firm muscles while utilizing aerobic/boxing techniques to music. Beginning, intermediate and advanced techniques with emphasis on cardiovascular endurance utilizing kickboxing moves that increase the heart rate to each individual's target zone.

**PHED 1148. SPORTS YOGA  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This Yoga instruction program is primarily based on Hatha yoga. It also covers traditional sports stretching, some pilates mat exercises and martial arts warm-ups. It differs from traditional yoga because it is easier for beginners to perform. Sport Yoga differs from regular sports stretching in that it has much more structure and balance. Movements can be as detailed as martial arts training.

**PHED 1149. PILATES  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

It is an all-inclusive program that builds strength and flexibility while at the same time engaging the mind and body connection for people from all walks of life. Pilates strengthens the muscles that support the spine (the neck, shoulders, abs, hips and thighs) to bring balance into the body.

**PHED 1151. SCUBA DIVING  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

This course provides instruction and practice in the use of equipment and techniques of scuba diving. Students must supply mask, snorkel, fins, weight belt, two pound weights, and text book. These should not be purchased before class. Following the completion of a medical questionnaire, a physician's approval may be required. A lab fee is included in the registration fee to cover scuba equipment and PADI certification. A swimming evaluation test will be given by the instructor.

**PHED 2117. KARATE II  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.**

A continuation of Karate I. Karate II will enable students who have been through Karate I to continue learning the art of Tae Kwon Do Karate. Guidance will be given by the instructor in the aspects of T.K.D. that the student wishes to pursue (i.e., self-defense, Kata, competition, etc.). Prerequisite: Karate I. White uniform required.



## PHYSICS

Faculty: Trivilino

### **PHYS 1401. COLLEGE PHYSICS I (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

This is a non-calculus approach to the principles of mechanics and heat. For pre-medical, pre-dental, pre-physical therapy, pre-veterinary medicine, pre-pharmacy, pre-optometry and technology students. Prerequisite: MATH 1314, a prior course in Trigonometry and Physics strongly recommended.

### **PHYS 1402. COLLEGE PHYSICS II (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

This course is a continuation of PHYS 1401 covering waves, sound, light, electricity, magnetism, and atomic physics. Prerequisite: PHYS 1401.

### **PHYS 1403. ASTRONOMY I (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

This course provides an introductory account of the earth, moon, planets, sun, stars, and other members of our solar system, including theories of their origins. A laboratory consisting primarily of night-time viewing. Prerequisite: **TSI 351 Reading or equivalent developmental course. ~~EPT Reading 78/READ-0370~~**

### **PHYS 1404. ASTRONOMY II (LECTURE 3, LAB 3). CREDIT 4. ACGM**

This course provides an introductory account of stars and their formation, our galaxy, and our universe including theories of their origin. A laboratory consisting primarily of night-time viewing. Prerequisite: **TSI 351 Reading or equivalent developmental course. ~~EPT Reading 78/READ-0370~~**

### **PHYS 1410. APPLIED PHYSICS (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

This is a one-semester, non-calculus approach to the principles of force and motion, work and energy, fluids, heat and thermodynamics. The course is intended for students of process technology and other technical students. The concepts of fluids, heat and thermodynamics are emphasized. Prerequisites: TECM 1303 and MATH 0320 or MATH 1314.

### **PHYS 2425. UNIVERSITY PHYSICS I (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

This course provides a calculus approach to the study of statics and dynamics of particles and rigid bodies, fluid dynamics, and thermodynamics. It is intended for physics majors and pre-engineering students; previous physics course recommended. Prerequisite or co-requisite: MATH 2413. (Recommended as a prerequisite for part-time students.) This is an academic transfer course.

### **PHYS 2426. UNIVERSITY PHYSICS II (LECTURE 3, LAB 3). CREDIT 4. ACGM.**

This is a continuation of PHYS 2425. Students study wave theory, sound, electrostatics, electric and magnetic fields, DC and AC circuits, electromagnetic waves, interference, diffraction, polarization, and topics from modern physics. Prerequisites: PHYS 2425 and MATH 2413. Prerequisite or co-requisite: MATH 2414.

## PROCESS TECHNOLOGY

Faculty: Cobb, Duncan

### **CTEC 2286. INTERNSHIP: CHEMICAL TECHNOLOGY/TECHNICIAN (LECTURE 0, LAB 180). CREDIT 2. (ELECTIVE) WECM.**

This is a basic, intermediate or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. Students 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. Students will be mentored and will have had the opportunity to learn the operating skills involved with a full-scale process operating unit. Prerequisites: 30 hours + (in program courses), 3.0 GPA, PTAC 1302, PTAC 1410, PTAC 1408, CHEM 1419, PHYS 1401 or PHYS 1410, MATH 1314 or TECM 1303, and/or other requirements by company.

**CTEC 2445. UNIT OPERATIONS  
(LECTURE 2, LAB 6). CREDIT 4. WECM.**

This course provides instruction in the principles of chemical engineering and process equipment. Emphasis is on scale-up from laboratory to pilot plant. Students will get “hands-on” operating experience on glass distillation column in the lab, as well as actual operating experience on the pilot-sized glycol separation unit. Instruction on procedure writing, safety and environmental issues will also be provided. Students will describe unit operation concepts; solve elementary chemical mass/energy balances; interpret analytical data and apply distillation and fluid flow principles. Students will be tested and OSHA Certified on the Glycol Separation Unit and taught basic distillation “hands-on” troubleshooting techniques. Prerequisites: PTAC 1302, PTAC 1408, PTAC 1410, PTAC 1432, PTAC 2420, CHEM 1419, PHYS 1410 or PHYS 1401. Students enrolling in this class must take and pass a Unit Operations entrance exam prior to registration for the class. This is a Capstone course.

**CTEC 2486. INTERNSHIP: CHEMICAL TECHNOLOGY/TECHNICIAN  
(LECTURE 0, LAB 300). CREDIT 4. (ELECTIVE) WECM.**

This is a basic, intermediate or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. Students 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. Students will be mentored and will have had the opportunity to learn the operating skills involved with a full-scale process operating unit. Prerequisites: 30 hours + (in program courses), 3.0 GPA, PTAC 1302, PTAC 1410, PTAC 1408, CHEM 1419, PHYS 1401 or PHYS 1410, MATH 1314 or TECM 1303, and/or other requirements by company.

**PTAC 1302. INTRODUCTION TO PROCESS TECHNOLOGY  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This is the introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations; plant organizations; plant process and utility systems; and the physical and mental requirements of the process technician. The student will relate an overview of a typical process plant; identify process equipment; state the purpose of equipment; describe safety, health, and environmental components; and describe the roles, responsibilities, and work environment. Prerequisite: CPT Reading 61.

**PTAC 1350. INDUSTRIAL ECONOMICS  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course is an examination of the profitability factors of plant operations including both personal and business strategies, objectives, and operating profitability. Students will be able to summarize plant operations from a business perspective; explain the impact of operation on profitability; and interpret stock market factors and annual reports. Prerequisites: PTAC 1302, MATH 1314 or TECM 1303.

**PTAC 1408. SAFETY, HEALTH, AND ENVIRONMENT I  
(LECTURE 4, LAB 0). CREDIT 4. WECM.**

This course covers the development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis is placed on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues. Students will list components of a typical plant safety and environmental program; describe the role of a process technician in relation to safety, health, and environment; and identify and describe safety, health, and environmental equipment uses. Prerequisite: **TSI Math 343 or equivalent developmental course. MATH-0310:**

**PTAC 1410. PROCESS TECHNOLOGY I: EQUIPMENT (LECTURE 3, LAB 2). CREDIT 4. WECM.**

This course provides instruction in the use of common process equipment. The student will identify process equipment components; use appropriate terminology to describe components of process equipment; describe basic functions of process equipment; and relate scientific principles associated with process equipment. Prerequisites: PTAC 1302, **TSI Math 343 or equivalent developmental course. MATH-0310.**

**PTAC 1432. PROCESS INSTRUMENTATION I (LECTURE 3, LAB 3). CREDIT 4. WECM.**

This course is the study of instruments and instrument systems used in chemical processing industry, including terminology, primary variables, symbology, control loops, and basic troubleshooting. Students will identify and explain the function of instruments used in the chemical processing industry; explain the relationship of process control elements in a control loop; and define and apply terms and symbols used in instrumentation. Prerequisites: PTAC 1302, **TSI Math 343 or equivalent developmental course. MATH-0310.**

**PTAC 1454. INDUSTRIAL PROCESSES (LECTURE 3, LAB 4). CREDIT 4. WECM.**

The study of the basic types of industrial processes. Types of commercial processes will be explored and demonstrated. Students will demonstrate knowledge of basic types of industrial processes and their operation; explain chemical, physical and thermodynamic principles of industrial processes; perform calculations on industrial processes; and plot and graph process data. Prerequisites: PTAC 1302, PTAC 1408, PTAC 1410, PTAC 1432, CHEM 1419, PHYS 1410 or PHYS 1401.

**PTAC 2314. QUALITY (LECTURE 3, LAB 0). CREDIT 3. WECM.**

This is the study of the background and application of quality concepts. Topics include team skills, quality tools, and economics and continuous improvement. Students will define terms associated with quality systems; demonstrate team skills; and apply principles and tools of quality to process systems. Prerequisites: COSC 1301 or BCIS 1305, **TSI Math 343 or equivalent developmental course. MATH-0310.**

**PTAC 2420. PROCESS TECHNOLOGY II: SYSTEMS (LECTURE 3, LAB 3). CREDIT 4. WECM.**

This is the study of the interrelation of process equipment and process systems including related scientific principles. Students will arrange process equipment into basic systems; describe the purpose and function of specific process systems; explain how factors affecting process systems are controlled under normal conditions; and recognize abnormal process conditions. Prerequisites: PTAC 1302, PTAC 1408, PTAC 1410, PTAC 1432, CHEM 1419, PHYS 1401 or PHYS 1410. This is a benchmark course.

**PTAC 2438. PROCESS TECHNOLOGY III: OPERATIONS (LECTURE 3, LAB 3). CREDIT 4. WECM.**

This course combines systems into operational processes with emphasis on operations under various conditions. Topics include typical duties of an operator. Students will combine systems into operating processes; describe a process technician's role during plant operations; write operating procedures; and demonstrate application of operating procedures. Prerequisites: PTAC 1302, PTAC 1408, PTAC 1410, PTAC 1432, PTAC 2420, CHEM 1419, PHYS 1410 or PHYS 1401.

**PTAC 2446. PROCESS TROUBLESHOOTING (LECTURE 3, LAB 3). CREDIT 4. WECM.**

This course provides instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning. Students will explain steps in troubleshooting models; demonstrate use of troubleshooting tools; and apply troubleshooting techniques to process problems. Prerequisites: PTAC 1302, PTAC 1408, PTAC 1410, PTAC 1432, PTAC 2420, CHEM 1419, PHYS 1410 or PHYS 1401.

## **TECM 1303. TECHNICAL MATH (LECTURE 2, LAB 2). CREDIT 3. WECM.**

This course is designed for students who need a review in mathematics and who plan to learn a technical skill. The first part of the course covers basic arithmetic operations, fractions, decimals, percent, the metric system and numbers as measurements. Then the essentials of algebra needed in technical and trade programs are covered. The essentials of geometry for the most common two- and three-dimensional figures follows. There is a short but intense study of trigonometry in which right angle trigonometry as well as oblique triangles and graphing are covered. The basic concepts of statistics important to the technical fields are discussed in the last part of the course. Prerequisite: **TSI Math 350 or equivalent developmental course. MATH-0320.**

## **PSYCHOLOGY**

Faculty: Ennis, Franks, Henderson, Watford, Yom

## **PSYC 1300. PSYCHOLOGY FOR SUCCESS (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A study of the psychology of learning, cognition and motivation; factors that impact life-long learning; and application of learning strategies in college, career and daily life. Prerequisite: **TSI Reading 346 or equivalent developmental course. ~~CPT-Reading 62/READ-0340 or better.~~** Also listed as EDUC 1300. Credit will not be given for both PSYC 1300 and EDUC 1300. This is an academic transfer course.

## **PSYC 2301. INTRODUCTION TO PSYCHOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This is an introduction to the field of psychology, dealing with such topics as the scientific method and theories, neuroscience and behavior, perception, consciousness, learning, memory, intelligence, motivation, emotion and stress, personality, psychological disorders, and therapy. Prerequisites: ENGL 1301 or **TSI Reading 351 or equivalent developmental course. ~~CPT-Reading 78/READ-0370.~~** This is an academic transfer course.

## **PSYC 2305. CRISIS INTERVENTION (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course covers the principles and theories of assisting the individual who is in a crisis situation. Also discussed is crisis intervention methodology in the assistance of a person caught in the anxiety and

tension of crisis and who feels helpless will be used in similar situations. Prerequisite: **TSI Reading 351 or equivalent developmental course. ~~CPT-Reading 78/READ-0370.~~** This is an academic transfer course.

## **PSYC 2306. HUMAN SEXUALITY (LECTURE 3, LAB 0). ACGM.**

This is the study of the physiological and psychological aspect of human sexuality. Prerequisite: **TSI Reading 351 or equivalent developmental course. ~~CPT-Reading 78/READ-0370.~~** This is an academic transfer course.

## **PSYC 2308. CHILD GROWTH AND DEVELOPMENT (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This is a study of the biosocial, cognitive and psychosocial dimensions influencing growth and development of the prenatal period, infancy, childhood and adolescence. Prerequisite: ENGL 1301 or **TSI Reading 351 or equivalent developmental course. ~~CPT-Reading 78/READ-0370.~~** This is an academic transfer course.

## **PSYC 2314. LIFESPAN DEVELOPMENT (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This is the scientific study of human development from the beginning of life to the end. Topics include conception and prenatal environment, birth, infancy, childhood, adolescence, adulthood, aging, death and dying. Emphasis is placed on the biosocial, cognitive, and psychosocial development from a multidimensional approach.

## **PSYC 2315. PSYCHOLOGY OF ADJUSTMENT (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Students will study the principles and theories of psychology applied to everyday life, dynamics of personality development and interpersonal relationships in normal adjustment and growth. Prerequisite: **TSI Reading 351 or equivalent developmental course. ~~CPT-Reading 78/READ-0370.~~** This is an academic transfer course.

## **PSYC 2316. PSYCHOLOGY OF PERSONALITY (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Students will study various approaches to determinants, development, and assessment of personality; will compare and contrast different theories that attempt to explain how personality develops; and will look at how the personalities of the theorists are represented in their theories. Prerequisite: PSYC 2301. This is an academic transfer course.

## **PSYC 2317. STATISTICAL METHODS IN PSYCHOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Study of statistical methods used in psychological research, assessment and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology.

Prerequisite: **TSI Math 350 or equivalent developmental course. MATH-0320.** This is an academic transfer course.

## **PSYC 2319. SOCIAL PSYCHOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This is a study of the origin and development of personal behavior in interpersonal situations. Prerequisite: PSYC 2301 or SOCI 1301. This is an academic transfer course.

## **SOCIOLOGY**

Faculty: Watford, Sabido

## **SOCI 1301. INTRODUCTION TO SOCIOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This is a study of the social nature of human behavior that examines the major sociological theories, concepts, and social institutions. Topics include culture, society, social interaction, socialization, conformity, deviance, social change, and the social issues relevant to class, race, gender and age. Credit by examination is available. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT-Reading-78/READ-0370.**

## **SOCI 1306. SOCIAL PROBLEMS (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This is a theoretical and practical examination of the causes and consequences of contemporary social problems in society. The course will identify and address corresponding social issues that are thought to be undesirable and weaken the well-being of a significant population in society. Social problem topics will recognize the importance of social change and collective action to effectively reduce their undesirable consequences. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT-Reading-78/READ-0370.**

## **SOCI 2301. MARRIAGE AND FAMILY (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This is a cultural and practical approach to the problems of courtship, marriage and parenthood with emphasis on problems of adjustment in a changing society. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT-Reading-78/READ-0370.**

## **SOCI 2319. MULTICULTURAL STUDIES (LECTURE 3, LAB 0) CREDIT 3. ACGM.**

This is an interdisciplinary approach of the study of minority groups multicultural and multiethnic relations as they occur

on the contemporary American scene. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT-Reading-78/READ-0370.** This is an academic transfer course.

## **SOCI 2320. CURRENT ISSUES IN SOCIOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This is the study of systemic problems in the United States including corporate power, economic crisis, inequality, racism, and sexism. The course will also study specific institutions in crisis such as the family, the environment, the workplace, health and welfare, the schools and crime and justice. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT-Reading-78/READ-0370.**

## **SOCI 2336. CRIMINOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This is a sociological and psychological study on issues and problems relating to crime, delinquency, policing, correction and criminal offenders. The course will focus on current criminological theories with sociological orientations relating to crime behaviors, and will also employ a macro-level approach as to how society should effectively deal with the crime problem. Prerequisite: **TSI Reading 351 or equivalent developmental course. CPT-Reading-78/READ-0370.**

## **SPANISH**

Faculty: Naranjo

## **SPAN 1100. CONVERSATIONAL SPANISH (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

This is a short conversational course designed to accommodate special topics especially those related to specific professions.

## **SPAN 1101. CONVERSATIONAL SPANISH (LECTURE 0, LAB 3). CREDIT 1. ACGM.**

This is a one-semester introduction to oral communication in the Spanish language, emphasizing conversation and pronunciation drills.

## **SPAN 1411. SPANISH I (LECTURE 4, LAB 0). CREDIT 4. ACGM.**

This course is designed for students with no previous knowledge of Spanish. Standard elementary grammar skills accompanied by written exercises are taught. Extensive oral exercises are stressed in the language laboratory. Credit by examination is available.



**SPAN 1412. SPANISH II  
(LECTURE 4, LAB 0). CREDIT 4. ACGM.**

This course is a continuation of SPAN 1411, with additional instruction in reading, writing, comprehension, and speaking. Intensive drills increase the knowledge of structure and vocabulary. Prerequisite: SPAN 1411 or one or more credits in high school Spanish.

**SPAN 2311. SPANISH III  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course stresses written and oral exercises to increase knowledge of vocabulary and grammatical structure. Selected readings are used to improve vocabulary and comprehension. Spanish is spoken in class. Prerequisite: SPAN 1412.

**SPAN 2312. SPANISH IV  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course, conducted in Spanish, provides an intensive review of grammar. Emphasis is placed on conversation, correct pronunciation, and correct writing. Recognition ability, comprehension, and self-expression are stressed. Selected readings from Spanish, and Spanish-American authors are introduced. Prerequisite: SPAN 2311.

**SPAN 2313. SPANISH FOR NATIVE SPEAKERS  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is designed to accommodate those students who speak Spanish, but do not read or write it well. Composition, literature and grammar will be emphasized.

## SPEECH

Faculty: Garcia, Hackett, Stallings, Welch

**SPCH 1315. PUBLIC SPEAKING.  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course stresses the application of oral communication and practice in the public speaking context, with emphasis on audience analysis, speaker delivery, the ethics of communication, cultural diversity, and preparing students for planning, organizing, and delivering different types of informative and persuasive presentations. Prerequisites: The following TSI scores or equivalent developmental courses - TSI Reading 351 and TSI Writing 5 or TSI Reading 351, TSI Essay 4 and TSI Writing 363. English Language Arts 11th grade exit-TAKS scores of 2200 with an essay score of 3; CPT-Sentence Skills 80 or higher and CPT-Reading 78 or

higher plus Essay 6 or higher if taken prior to 6/19/09 or Essay 5 or higher if taken 6/19/09 or after; or credit for ENGL-0360 or ENGL-0390 and CPT-Reading 78 or higher. Accuplacer scores will be utilized if TAKS scores are below the TAKS requirement or if TAKS scores are older than three years.

**SPCH 1318. INTERPERSONAL COMMUNICATION  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course highlights the application of communication theory and person-to-person communication skills to interpersonal relationship development, maintenance, and termination; in relational contexts ranging from friendships, to romantic partners, families, co-workers and supervisors. Although the emphasis on the course centers on the development and maintenance of good one-on-one relationships, attention will also be given to self-concept, self-worth, and perception. Prerequisites: The following TSI scores or equivalent developmental courses - TSI Reading 351 and TSI Writing 5 or TSI Reading 351, TSI Essay 4 and TSI Writing 363. English Language Arts 11th grade exit-TAKS scores of 2200 with an essay score of 3; CPT-Sentence Skills 80 or higher and CPT-Reading 78 or higher plus Essay 6 or higher if taken prior to 6/19/09 or Essay 5 or higher if taken 6/19/09 or after; or credit for ENGL-0360 or ENGL-0390 and CPT-Reading 78 or higher. Accuplacer scores will be utilized if TAKS scores are below the TAKS requirement or if TAKS scores are older than three years.

**SPCH 1342 VOICE & DICTION  
(LECTURE 3, LAB 0) CREDIT 3. ACGM**

Physiology and mechanics of effective voice production with practice in articulation, pronunciation and enunciation. Prerequisites: TSI Essay 3 or TSI Writing 346 and TSI Reading 351. Credit for ENGL-0330 or better and CPT-Reading 78 or better.

**SPCH 2335 ARGUMENTATION AND DEBATE  
(LECTURE 3, LAB 0) CREDIT 3. ACGM**

Theories and practice in argumentation and debate including analysis, reasoning, organization, evidence and refutation. Prerequisite: The following TSI scores or equivalent developmental courses - TSI Reading 351 and TSI Writing 5 or TSI Reading 351, TSI Essay 4 and TSI Writing 363. English Language Arts 11th grade exit-TAKS scores of 2200 with an essay score of 3; CPT-Sentence Skills 80 or better and CPT-Reading 78 or better plus Essay of 6 or better if taken prior to 6/19/09 or Essay of 5 or better if taken

6/19/09 or after; or credit for English 0360 or English 0390 and CPT Reading 78 or better. Accuplacer scores will be utilized if TAKS scores are below the TAKS requirement or if TAKS scores are older than three years.

## THEATER ARTS

(See Drama)

## WELDING TECHNOLOGIES

Faculty: Miller

### **WLDG 1421. INTRODUCTION TO WELDING FUNDAMENTALS (LECTURE 2, LAB 8). CREDIT 4. WECM.**

This is 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. Students will demonstrate safety procedures associated with oxyacetylene and arc process; perform basic welds using oxyacetylene and arc welding equipment; and identify ferrous and nonferrous metals. Prerequisites or co-requisites: ~~The following TSI scores or equivalent developmental course - TSI Reading 346 and TSI Math 336. TSI Essay 3 or TSI Writing 346. CPT Reading 62/READ 0340, CPT Math 74/MATH 0305 and ENGL 0330.~~ This course is articulated statewide for the high school Advanced Welding class.

### **WLDG 1425. INTRODUCTION TO OXY-FUEL WELDING AND CUTTING (LECTURE 2, LAB 8). CREDIT 4. WECM.**

This is an introduction to oxy-fuel welding and cutting, including history and future in welding, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies. Students will describe or explain oxy-fuel welding and cutting safety procedures and identify and classify fuels and filler metals. Students will perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials. Prerequisites or co-requisites: ~~The following TSI scores or equivalent developmental course - TSI Reading 346 and TSI Math 336. TSI Essay 3 or TSI Writing 346. CPT Reading 62/READ 0340, CPT Math 74/MATH 0305 and ENGL 0330.~~

### **WLDG 1430. INTRODUCTION TO GAS METAL ARC (MIG) WELDING (LECTURE 2, LAB 8). CREDIT 4. WECM.**

This course studies the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction focuses on various joint designs. Students will describe welding positions with various joint

designs on plate; describe safety rules and equipment used; describe the effects of welding parameters in GMAW; and understand safety rules, equipment used, and testing performed by visual inspection. Students will weld various types of structural material and diagnose welding problems and perform visual inspections. Prerequisites or co-requisites: ~~The following TSI scores or equivalent developmental course - TSI Reading 346 and TSI Math 336. TSI Essay 3 or TSI Writing 346. CPT Reading 62/READ 0340, CPT Math 74/MATH 0305 and ENGL 0330.~~

### **WLDG 1434. INTRODUCTION TO GAS TUNGSTEN ARC (TIG) WELDING (LECTURE 2, LAB 8). CREDIT 4. WECM.**

This course is an introduction to the principles of gas tungsten arc welding (GTAW), setup and use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Students will describe various joint designs; describe safety rules and equipment; and describe the effects of welding parameters in GTAW; and will weld various structural materials. Prerequisites or co-requisites: ~~The following TSI scores or equivalent developmental course - TSI Reading 346 and TSI Math 336. TSI Essay 3 or TSI Writing 346. CPT Reading 62/READ 0340, CPT Math 74/MATH 0305 and ENGL 0330.~~

### **WLDG 1435. INTRODUCTION TO PIPE WELDING (LECTURE 2, LAB 8). CREDIT 4.**

This is an introduction to welding of pipe using the shielded metal arc welding process, including electrode selection, equipment setup, and safe shop practices. Emphasis is placed on weld positions 1G and 2G using various electrodes. Students will describe equipment and require pipe preparation and perform 1G and 2G welds using various electrodes. Prerequisites or co-requisites: ~~The following TSI scores or equivalent developmental course - TSI Reading 346 and TSI Math 336. TSI Essay 3 or TSI Writing 346. CPT Reading 62/READ 0340, CPT Math 74/MATH 0305 and ENGL 0330 and WLDG 1457.~~

## **WLDG 1457. INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW)**

**(LECTURE 2, LAB 8). CREDIT 4. WECM.**

This is a study of the production of various fillets and groove welds. Students will prepare specimens for testing in all test positions. Students will identify principles of arc welding; describe arc welding operations of fillet and groove joints; explain heat treatments of low alloy steels; and explain weld size and profiles. The student will prepare test plates; perform fillet welds in the overhead position; perform air carbon arc weld removal; perform bevel groove welds with backing plates in various positions; and demonstrate use of tools and equipment. Prerequisites or co-requisites: ~~The following TSI scores or equivalent developmental course - TSI Reading 346 and TSI Math 336. TSI Essay 3 or TSI Writing 346. CPT-Reading 62/READ-0340, CPT-Math-74/MATH-0305 and ENGL-0330 and~~ WLDG 1421.

## **WLDG 1491. SPECIAL TOPICS IN WELDER WELDING TECHNIQUES**

**(LECTURE 3, LAB 4). CREDIT 4. WECM.**

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. Prerequisite or co-requisite: WLDG 1430 Intro to Gas Metal Arc (MIG) Welding. Students will develop advanced welding skills on 2G, 5G and 6G on gas metal arc (MIG) welding and flux core arc welding. Prerequisite or co-requisite: WLDG 1430.

## **WLDG 2406. INTERMEDIATE PIPE WELDING**

**(LECTURE 2, LAB 8). CREDIT 4. WECM.**

This is 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. Students will describe equipment and require pipe preparation. Students will perform 1G, 2G, 5G and 6G welds using various electrodes. Prerequisites or co-requisites: ~~The following TSI scores or equivalent developmental course - TSI Reading 346 and TSI Math 336. TSI Essay 3 or TSI Writing 346. CPT-Reading 62/READ-0340, CPT-Math 74/MATH-0305 and ENGL-0330 and~~ WLDG 1435.

## **WLDG 2413. WELDING USING MULTIPLE PROCESSES**

**(LECTURE 2, LAB 8). CREDIT 4. WECM.**

This course provides instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW) or any other approved welding process. Prerequisite or co-requisite: WLDG 2451 Advanced Gas Tungsten Arc (TIG) Student will identify proper safety equipment and tools and identify and select the proper welding process for a given application. Student will demonstrate skills training using more than one approved welding process; demonstrate ability to analyze situations and make decisions using skills as taught concerning safety and electrode selections; and select the most economic and practical welding process for the given task. 2G, 5G and 6G on stainless steel pipe gas tungsten arc (TIG) welding. Prerequisite or co-requisite: WLDG 2451.

## **WLDG 2451. ADVANCED GAS TUNGSTEN ARC (GTAW) WELDING**

**(LECTURE 2, LAB 8). CREDIT 4. WECM.**

Advanced GTAW welding, including welding in various positions and directions. Students will exhibit expertise in various welding positions; describe safety rules and equipment used; and describe the effects of welding parameters in GTAW. Students will weld various joint designs; diagnose welding problems; and perform visual inspection. Prerequisites or co-requisites: ~~The following TSI scores or equivalent developmental course - TSI Reading 346 and TSI Math 336. TSI Essay 3 or TSI Writing 346. CPT-Reading 62/READ-0340, CPT-Math 74/MATH-0305 and ENGL-0330 and~~ WLDG 1434.





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