College of the Mainland®

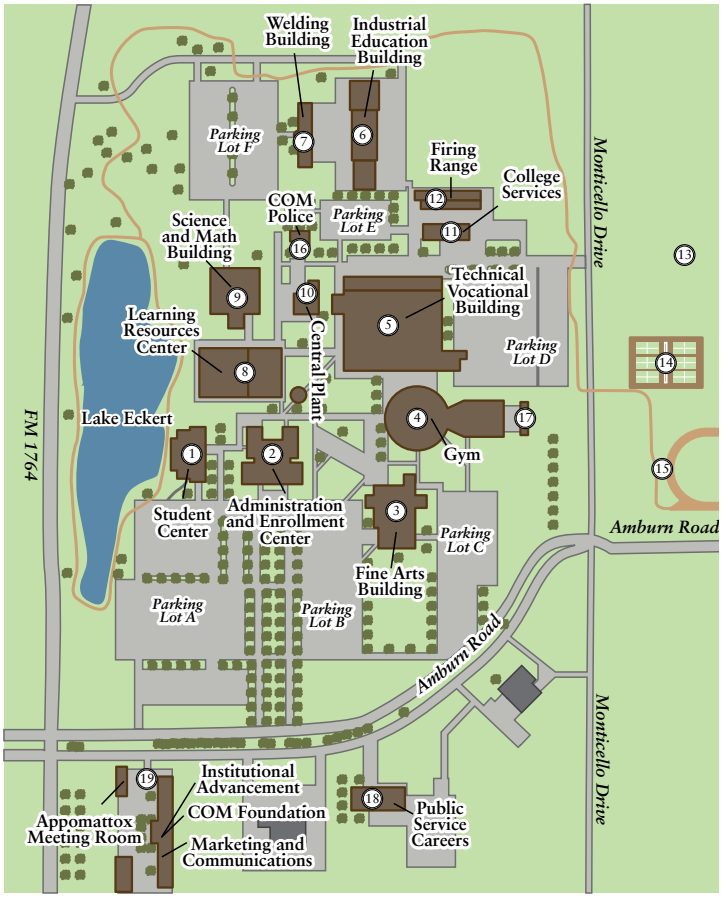
Achieving the Dream
LEADER COLLEGE

2015–2016 Catalog

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

College of the Mainland

Campus Map



CAMPUS OFFICES

MAIN CAMPUS

1. Student Center (SC)
1st Floor
- Student Government
- Student Clubs and Organizations
- Bookstore
- Cafeteria
- Student Lounge

2nd Floor:
- Dual Credit Department
- Human Resources / EEO Office
- Recruitment
- Student Success and Conduct
- TRiO Offices
  - Student Support Services
  - Upward Bound

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
- Career Services
- Transfer Center
- Testing Center
- Business Office/Cashiers
- Campus Switchboard
- Student Financial Services
- 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 Department Offices
- Collegiate High School Offices
- Child Development and Labs
- Innovations Computer Lab
- Computer Services Offices
- Continuing Education Offices
- Business and Computer Technologies/ Classrooms
- Instructional Assessment Lab
- Process Technology/Labs
- Math Classrooms
- Math Tutoring Lab
- Speaking, Reading and Writing Center
- Institutional Research and Effectiveness
- Information Technology Services Offices
- Switchboard

6. Industrial Education Building (AUD)
- Machinist Lab
- Mechanical Maintenance Lab
- Classrooms

7. Welding Building (WLD)

8. Learning Resources Center (LRC)
1st Floor:
- Library and Media Services
- Library Computer Lab
- Main Auditorium

Mezzanine:
- Study Rooms/Lounge
- Professional Development Academy

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
- Criminal Justice
- Classrooms/Labs

19. Offices located at Appomattox Square:
- Appomattox Meeting Room
- Marketing and Communications
- VP-Institutional Advancement
- COM Foundation

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

College of the Mainland

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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,

Beth Lewis, Ed.D.

College of the Mainland

ACADEMIC CALENDAR 2015 - 2016

FALL 2015

August 11	Fee Payment Deadline for Fall 2015 *FEE PAYMENT DUE AT THE TIME OF REGISTRATION AFTER THIS DATE
August 12	Application Deadline for Fall 2015 16-Week Session and 1st 8-Week Session
August 14	Last day of Monday-Friday Summer II 2015 Classes
August 15	Last day of Saturday Summer II 2015 Classes
August 17	Summer II 2015 Grades due in Admissions by noon
August 22	Last Day to Register for Fall 2015
August 24	Fall 2015 Monday-Friday Classes Begin
August 29	Fall 2015 Saturday Classes Begin
September 7	College Closed, Labor Day Holiday
September 9	Census Date for Fall 2015 16-Week Classes
September 9	Application Deadline for Fall 2015 12-Week Session
October 7	Application Deadline for Fall 2015 2nd 8-Week Session
November 1	Priority Deadline for Spring 2016 FAFSA
November 10	Spring 2016 Campus and Online Registration Begins *ALL ADMISSIONS REQUIREMENTS MUST BE COMPLETED 4 BUSINESS DAYS BEFORE REGISTERING.
November 23	"W" Day for Fall 2015 16-Week Classes
Nov. 26-29	College Closed, Thanksgiving Holidays
November 30	Classes Resume
December 11	Last Day of Monday-Friday Classes, Fall 2015
December 12	Last Day of Saturday Classes, Fall 2015
December 14	All Fall 2015 Grades Due in Admissions by noon
Dec. 19-Jan. 3	College Closed, Winter Holidays

FALL 2015 1ST 8-WEEK SESSION

August 22	Last Day to Register for Fall 2015 1st 8-Week Session
August 24	Classes Begin 1st 8-Week Session
August 31	Census Date for Fall 2015 1st 8-Week Session
October 7	"W" Day for Fall 2015 1st 8-Week Session
October 16	Last Class Day 1st 8-Week Session

FALL 2015 2ND 8-WEEK SESSION

October 16	Last Day to Register for Fall 2015 2nd 8-Week Session
October 19	Classes Begin 2nd 8-Week Session
October 26	Census Date for Fall 2015 2nd 8-Week Session
December 3	"W" Day for Fall 2015 2nd 8-Week Session
December 11	Last Class Day 2nd 8-Week Session

FALL 2015 12-WEEK SESSION

September 18	Last Day to Register for Fall 2015 12-Week Session
September 21	Classes Begin 12-Week Session
October 1	Census Date for Fall 2015 12-Week Session
November 30	"W" Day for Fall 2015 12-Week Session
December 11	Last Class Day 12-Week Session

WINTER 2015 MINI SESSION

December 11	Last Day to Register for Winter 2015 Mini Session
December 14	Winter 2015 Mini Session Classes Begin
December 15	Census Date for Winter 2015 Mini Session
December 30	"W" Day for Winter 2015 Mini Session
January 1	Last Day of Class for Winter 2015 Mini Session
January 4	Grades Due in Admissions by 5 p.m.

College of the Mainland

ACADEMIC CALENDAR 2015 - 2016

SPRING 2016

January 4	College Reopens, Campus Registration Resumes
January 6	Application Deadline for Spring 2016 16-Week Session
January 8	FEE PAYMENT DEADLINE FOR SPRING 2016 *FEE PAYMENT DUE AT TIME OF REGISTRATION AFTER THIS DATE
January 16	Last Day to Register for Spring 2016
January 18	College Closed, Martin Luther King Day Observed
January 19	Spring 2016 Monday-Friday Classes Begin
January 23	Spring 2016 Saturday Classes Begin
February 3	Application Deadline for Spring 2016 12-Week Session
February 3	Census Date for Spring 2016 16-Week Classes
March 2	Application Deadline for Spring 2nd 8-Week Session
March 14-20	College Closed, Spring Break
March 21	Classes Resume
March 25-27	College Closed, Spring Holiday
April 1	Deadline to Submit Graduation Application
April 5	Summer 2016 Campus and Online Registration Begin *ALL ADMISSIONS REQUIREMENTS MUST BE COMPLETED 4 BUSINESS DAYS BEFORE REGISTERING.
April 25	"W" Day for Spring 2016 16-Week Classes
May 1	Priority Deadline for Summer 2016 FAFSA
May 7	Last Day of Saturday Classes, Spring 2016
May 13	Last Day of Monday-Friday Classes, Spring 2016
May 13	Graduate Grades Due by 2 p.m.
May 14	Commencement Ceremony
May 16	All Spring 2016 Grades Due in Admissions by noon
May 24	FEE PAYMENT DEADLINE FOR SUMMER I 2016 5-, 8- AND 10-WEEK SESSIONS *FEE PAYMENT DUE AT TIME OF REGISTRATION AFTER THIS DATE.
May 25	Application Deadline for Summer I 2016, 5-, 8-, 10-Week Sessions
May 30	College Closed, Memorial Day Holiday

SPRING 2016 1ST 8-WEEK SESSION

January 16	Last Day to Register for Spring 2016 1st 8-Week Session
January 19	Classes Begin 1st 8-Week Session
January 26	Census Date for 1st 8-Week Session
March 2	"W" Day for Spring 2016 1st 8-Week Session
March 11	Last Class Day 1st 8-Week Session

SPRING 2016 2ND 8-WEEK SESSION

March 11	Last Day to Register for Spring 2016 2nd 8-Week Session
March 21	Classes Begin 2nd 8-Week Session
March 29	Census Date 2nd 8-Week Session
May 4	"W" Day for Spring 2016 2nd 8-Week Session
May 13	Last Class Day 2nd 8-Week Session

SPRING 2016 12-WEEK SESSION

February 12	Last Day to Register for Spring 2016 12-Week Session
February 15	Classes Begin 12-Week Session
February 25	Census Date 12-Week Session
April 28	"W" Day 12-Week Session
May 13	Last Class Day 12-Week Session

SPRING 2016 MINI SESSION

May 13	Last Day to Register for Spring 2016 Mini Session
May 16	Spring 2016 Mini Session Classes Begin
May 17	Census Date for Spring 2016 Mini Session
June 1	"W" Day for Spring 2016 Mini Session
June 3	Last Day of Class for Spring 2016 Mini Session
June 6	Grades Due in Admissions by 5 p.m.

ACADEMIC CALENDAR 2015 - 2016

SUMMER I 2016

June 1	Priority Deadline for Fall 2016 FAFSA
June 3	Last Day to Register for Summer I 2016, 5-. 8-, 10-Week Sessions
June 6	Summer I 2016 Monday-Friday Classes Begin
June 9	Census Date for Summer I 2016 5-Week Session
June 11	Summer I 2016 Saturday Classes Begin
June 13	Census Date for Summer I 2016 8-Week Session
June 14	Fall 2016 Campus and Online Registration Begins *ALL ADMISSIONS REQUIREMENTS MUST BE COMPLETED 4 BUSINESS DAYS BEFORE REGISTERING.
June 14	Census Date for Summer I 2016 10-Week Session
June 28	FEE PAYMENT DEADLINE FOR SUMMER II 2016 *FEE PAYMENT DUE AT TIME OF REGISTRATION AFTER THIS DATE
June 29	Application Deadline for Summer II 2016
July 1	"W" Day Summer I 2016 5-Week Session
July 4	College Closed, Independence Day
July 8	Last Class Day for Summer I 2016 Mon.-Fri. 5-Week Session Classes
July 9	Last Class Day for Summer I 2016 Session Saturday Classes
July 11	Summer I 2016 5-Week Session Grades Due in Admissions by noon
July 20	"W" Day for Summer I 2016 8-Week Session
July 29	Last Class Day for Summer I 2016 8-Week Session
August 1	"W" Day for Summer I 2016 10-Week Session
August 12	Last Class Day for Summer I 2016 10-Week Session
August 15	Grades Due in the Admissions Office for Summer I 2016 8- and 10-Week Sessions by noon

SUMMER I 2016 8-WEEK SESSIONS

June 3	Last Day to Register for Summer I 2016 8-Week Session
June 6	Summer I 2016 Monday-Friday Classes Begin 8-Week Session
June 13	Census Date for Summer I 2016 8-Week Session
July 4	College Closed, Independence Day
July 20	"W" Day for Summer I 2016 8-Week Session
July 29	Last Day of Summer I Classes 8-Week Session
August 15	Grades Due in the Admissions Office for Summer I 2016 8-Week Session by noon

SUMMER I 2016 10-WEEK SESSIONS

June 3	Last Day to Register for Summer I 2016 10-Week Session
June 6	Summer I 2016 Monday-Friday Classes Begin 10-Week Session
June 14	Census Date for Summer I 2016 10-Week Session
July 4	College Closed, Independence Day
August 1	"W" Day for Summer I 2016 10-Week Session
August 12	Last Day of Summer I 2016 10-Week Session
August 15	Grades Due in the Admissions Office for Summer I 2016 10-Week Session by noon

SUMMER II 2016

July 8	Last Day to Register for Summer II 2016
July 11	Summer II 2016 Monday-Friday Classes Begin
July 14	Census Date for Summer II 2016
July 16	Summer II 2016 Saturday Classes Begin
August 8	"W" Day for Summer II 2016
August 12	Last Day of Summer II 2016 Monday-Friday Classes
August 13	Last Day of Summer II 2016 Saturday Classes
August 15	Grades Due in the Admissions Office for Summer II 2016 by 12 Noon

COM FIGHTING
DUCKS

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

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)
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 (TCOLE)
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)

Council for Higher Education Accreditation (CHEA)

Hispanic Association of Colleges and Universities (HACU)

Instructional Technology Council (ITC)

National Alliance of College and University Business Officers (NACUBO)

National Alliance of Concurrent Enrollment Partnerships (NACEP)

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 CIO (Chief Information Officer) (TACC-CIO)

Texas Association of Community Colleges Telecommunications (TACC-Telecommunications)

Texas Administrators 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: Michelle Valdes @ mvaldes2@com.edu, 1200 Amburn Rd, Texas City, TX 77591, 409-933-8124.

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 six 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 enrichment of the diverse communities we serve.

Vision

College of the Mainland will be a valued and vital community partner by enriching our community and preparing our students to thrive in a diverse, dynamic and global environment.

Values

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

2014-2017 INSTITUTIONAL GOALS

1. College of the Mainland will develop processes and procedures to ensure that students have a successful start to their college experience.
2. College of the Mainland will eliminate obstacles from the student's pathway as they proceed on their academic journey.
3. College of the Mainland will enhance student engagement, keeping the students interested in staying on course.
4. College of the Mainland will provide high-quality instruction and instructional support services.
5. College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.
6. College of the Mainland will provide services/processes that connect the College to the community in a mutually growth-enhancing cycle.

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-feet 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: Rachel Delgado, Ralph E. Holm, Rosalie Kettler, Bennie Matthews, Roney G. McCrary, Wayne H. Miles, 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 INFORMACON 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)?

College of the Mainland is an Achieving the Dream (ATD) Leader College, a national designation awarded to community colleges that commit to improving student success and closing achievement gaps. ATD Leader Colleges practice data-informed decision-making to develop policies and practices which help community college students achieve their goals, resulting in improved skills, better employability, and economic growth for families, communities, and the nation as a whole.

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."

College of the Mainland

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

President
Dr. Beth Lewis
Ext. 8271

Campus Police, Ext. 8403
Human Resources, Ext. 8269
Information Technology Services, Ext. 8302
Internal Auditor, Ext. 8483
Telecommunications, Ext. 8500

Instructional

Vice President
Dr. Pamela Millsap
Ext. 8229

Adult Education, Ext. 8294
Business and Computer Technologies, Ext. 8311
Child Development/Education Ext. 8390
Collegiate High School, Ext. 8169
Continuing Education, Ext. 8586
Cosmetology, Ext. 8480
Dual Credit Program, Ext. 8679
Fine Arts, Ext. 8348
Humanities, Ext. 8214
Instructional Lab Department, Ext. 8364
Educational Technology, Ext. 8445
Library, Ext. 8448
Math/Science, Ext. 8244
Nursing, Ext. 8425
Occupational Safety and Health Technology, Ext. 8242
Physical Education, Ext. 8417
Process Technology, Ext. 8536
Public Service Careers, Ext. 8285/8224
50 Plus Program, Ext. 8226
Social & Behavioral Sciences, Ext. 8212
Speaking, Reading and Writing Center, Ext. 8703
Theater, Ext. 8345

Student Services

Vice President
Dr. Vicki Stanfield
Ext. 8619

Admissions and Records, Ext. 8264
Advising, Ext. 8379
Career Services, Ext. 8379
Counseling, Ext. 8379
Services for Students with Disabilities, Ext. 8524
Student Life/Clubs and Organizations, Ext. 8180
Student Conduct, Ext. 8131
Student Financial Services, Ext. 8274
Student Help Center, Ext. 8663
Student Recreation, Ext. 8180
Student Support Services, Ext. 8525
Testing Center, Ext. 8676
Upward Bound, Ext. 8525
Welcome Center, Ext. 8227
Veterans Center, Ext. 8455

College and Financial Services

Vice President
Clen Burton, Ph. D., CPA
Ext. 8268

Bookstore, Ext. 8239
Custodial Services, Ext. 8401
Facility Services, Ext. 8401
Financial Services, Ext. 8262
Grounds, Ext. 8203/8318
Institutional Research, Ext. 8232
Maintenance, Ext. 8401/8562
Purchasing, Ext. 8473/8474

Institutional Advancement

Vice President
Mary Ann Amelang, CFRE
Ext. 2674

COM Foundation, Ext. 8508/Ext. 8557
Grant Development, Ext. 8140
Marketing and Communications, Ext. 8243/Ext. 8438
Outreach and Special Projects, Ext. 8417

Matt Ball/ Jake Buffaloe

The novelty of a hands-on elective and the desire to learn a practical skill motivated them to enroll in a dual credit welding class at COM. Ball, then a student at Friendswood High School, and Buffaloe, then a student at Santa Fe High School, gained practical welding experience at COM welding classes five days a week.

"I was just wanting to learn. I wasn't planning a career," said Buffaloe. "I started getting good, and the job presented itself."

COM instructor Victor Woods, who taught both students, noticed their skill early on.

"They were determined to learn," said Woods.

After high school graduation, both returned to College of the Mainland to work toward an advanced certificate in welding. Woods then asked both to be lab assistants to help the program and other welding students.

Ball also represented COM in a SkillsUSA welding competition, making it to the state level. He later worked in COM's fabrication shop using his technical skills.

Then a golden opportunity presented itself. Ball and Buffaloe learned of an apprentice program for pipefitters/welders at the BP Texas City plant. They applied for the positions, and BP accepted them for two of the few dozen slots out of thousands of applicants.

They feel their training and work at COM gave them a chance to stand out.

"I think working here helped," said Ball.

Buffaloe added, "Having that experience [in high school] gave us a start."

The four-year BP apprenticeship program allows them to continue expanding their skills as they work at BP three days a week and train at COM one day a week.

"Jake and Matt are excellent employees and have performed well in our Department of Labor-approved apprentice program," said Terry Vowell, BP/USW Pipefitter Apprentice Coordinator.

Their work prepares them for a versatile career, and their training at COM also helps them gain further expertise in welding.

"They have good instructors," said Buffaloe. "A lot of it is hands-on. We're not studying a book; we're actually doing it."

They feel confident of continuing job prospects in the field.

"It's a trade that can be used anywhere in the world," said Buffaloe. "I know quite a few people who tell me they wish they'd done it in high school. They could have had a jump start on a career like we did."

ADMISSION PROCEDURES AND POLICIES

All students planning to enroll in credit courses for the first time must take the TSI Assessment exam or an approved alternative test prior to admission.

Placement decisions for enrollment in college-level courses are determined by scores on the ACT, SAT, COM's TSI Assessment, 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 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, 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) **All students must take a pre-assessment to be eligible to take the TSI exam** and must print the pre-assessment certificate and give to the testing center.
   http://www.com.edu/testing-center/tsi-assessment

Section Minimum Scores (Good thru 2016)

- Math 350*
- Reading 351
- Writing 5 or Essay 4 with Multiple Choice section of 363

- *Math scores required for college level math; not required for CHS acceptance.
- SAT scores*: Composite score of 1070 or higher with Verbal and Math scores of no fewer than 500 each for the test taken. A mathematics score of 520 or higher is required to enroll in college algebra.
- ACT scores*: Composite score of 23 or higher with individual Math and English scores of no fewer than 19. A mathematics score of 20 or higher is required to enroll in college algebra.
- *These scores must be provided to the Admissions Office directly from the testing company or must be identified on the official high school transcript.

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 and/or call the Collegiate High School Office at 409-933-8169 or visit the website at 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 and have a minimum of a "B" overall average.
2. Complete COM's application for admissions.
3. Comply with the state-mandated Texas success Initiative (TSI) program. All students must take a pre-assessment to be eligible to take the TSI exam and must print the pre-assessment certificate and give to the testing staff. http://www.com.edu/testing-center/tsi-assessment
4. See your high school counselor to receive your Dual Credit Enrollment Form, acquiring the appropriate school and parental signatures.
5. See 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 see the Dual Credit advisor at your high school or call 409-933-8679 for more information.

3. General Education Development (GED) certificate

A copy of an official GED certificate must be provided to the Admissions Office.

4. Home School Graduates

Official transcripts (notarized) signed by parents or person administering the home school curriculum must be provided to the Admissions Office. The transcripts must have the name of the home school curriculum followed, grade levels, dates, and grades.

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

Texas Success Initiative 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 s core 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 transferring from another Texas public institution of higher education identified on the incoming transcripts as "complete" for all or parts of TSI.

WHAT HAPPENS WHEN NOT TSI EXEMPT?

Developmental Courses

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

Participation in developmental education coursework is required for all TSI-obligated students. TSI obligated students must remediate all areas in which they are not TSI-complete each semester. Summer I and Summer II are considered to be one semester.

Developmental courses 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.

- 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, all students are required to enroll in all disciplines of developmental education until the standards are met. Both summer sessions will be considered a single semester.
- 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 System may be utilized by instructors within the first month of each semester to identify students who have poor attendance and/or unsatisfactory progress.

- 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.
- 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.

Criteria to be TSI-Complete

TSI obligation in math is met with any of the following criteria:

- A TSI score of 350+
- A grade of "C" or better in MATH 0320
- A grade of "C" or better in MATH 0308
  - ♦ According to the major, students may choose one of several math pathways. For the non-algebra intensive pathway (MATH 1332/ MATH 1342) the TSI obligation is met with a grade "C" or better in MATH 0308. MATH 0308 does not meet the TSI obligation for the other math pathway.
  - ♦ If you have a test score from an alternative testing instrument (i.e., SAT, ACT…), please see an advisor.
- Classified as college ready in math according to a college prep course completed at a high school district partnered with College of the Mainland.
  - ♦ The exemption is for a period of twelve (12) months from the date of high school graduation.

TSI obligation in reading is met with any of the following criteria:

- A TSI score of 351+
- A grade of "C" or better in IRW 0320
- A grade of "C" or better in READ 0370 (taken prior to fall 2014) or equivalent
  - ♦ If you have a test score from an alternative testing instrument (i.e., SAT, ACT…), please see an advisor.
- Classified as college ready in reading according to a college prep course completed at a high school district partnered with College of the Mainland .
  - ♦ The exemption is for a period of twelve (12) months from the date of high school graduation.

TSI obligation in writing is met with any of the following criteria:

- A TSI reading score of 351+ and Write Placer Essay 5+
- A TSI score of Reading 351 + and Write Placer Essay 4 and Writing 363+
- A grade of "C" or better in IRW 0320
- A grade of "C" or better in ENGL 0360 (taken prior to fall 2014) or equivalent
  - ♦ If you have a test score from an alternative testing instrument (i.e., SAT, ACT…), please see an advisor.
- Classified as college ready in writing according to a college prep course completed at a high school district partnered with College of the Mainland .
  - ♦ The exemption is for a period of twelve (12) months from the date of high school graduation.

When are Students Referred to Adult Basic Education?

Students falling into any of the criteria as presented in the following chart will be required to enroll in the Adult Basic Education College Success Academy.

Criteria for Adult Basic Education and Developmental Coursework 2014	
College Success Academy	TSI
CSAT 0600 Reading, writing, math and college and career readiness course	TSI Reading 310-341 or ABE Diagnostic= 1-4
	TSI Writing 310-349 or TSI WritePlacer=1 or ABE Diagnostic=1-4
	TSI Math 310-335 or ABE Diagnostic 1-4
IRW	TSI
IRW 0400: Integrated Reading and Writing	Reading: 342-345, or Writing: 350-356 and Essay 2 or 3, or READ 0300 or ENGL 0330 "C" or better

TSI Waived

- Students enrolled in Marketable Skills Achievement Award programs that are designed to be completed in two semesters or less and that consist of between 9 and 14 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.
- 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 between 15 and 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.
- 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.

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
English 2311-Technical and Business Writing
English 2322, 2323-British Literature
English 2327, 2328-American Literature
English 2342, 2343-Forms of Literature
History 1301, 1302-U.S. History

Reading (Reading intensive courses at College of the Mainland)

Arts 1301-Art Appreciation
Arts 1303-Art History I
Arts 1304-Art History II
Economics 2301-Principles of Macroeconomics
Economics 2302-Principles of Microeconomics
English 1302-Composition II
English 2311-Technical and Business Writing
English 2322, 2323-British Literature
English 2327, 2328-American Literature
English 2332, 2333-World Literature
English 2342, 2343-Forms of Literature
English 2351-Mexican-American Literature
Government 2305-Federal Government
Government 2306-Texas Government
History 1301, 1302-U.S. History
History 2301-Texas History
Music 1306-Music Appreciation
Music 1308-Music Literature I
Music 1309-Music Literature II
Music 1310-American Music
Psychology 2301-Introduction to Psychology
Psychology 2306-Human Sexuality
Psychology 2314-Lifespan Development
Sociology 1301-Introduction to Sociology
Sociology 1306-Sociology Problems
Sociology 2319-Multicultural Studies
Sociology 2336-Criminology

Math

Math 1314-College Algebra
Math 1316-Plane Trigonometry
Math 1324-Mathematics for Business & Social Sciences
Math 1325-Calculus for Business & Social Sciences
Math 1332-Contemporary Mathematics I
Math 1342-Elementary Statistical Methods
Math 2412-Pre-Calculus Math
Math 2413-Calculus I
Psychology 2317-Statistical Methods in Psychology

Nursing Students

Admission to the College does not ensure admission to either the Associate Degree Nursing program or to the Vocational Nursing program. Individuals interested in the Nursing programs should contact the Academic Advisor for Nursing/Allied Health, located in room 1102 of the Technical-Vocational Building (or call 409-933-8684, for an appointment). See the Nursing section for degree plan and 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. College of the Mainland is authorized under Federal law to enroll nonimmigrant students.

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 being 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 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.

EARNING CREDIT THROUGH PRIOR LEARNING EXPERIENCES

Credit for prior learning assessment (PLA) allows students, who have mastered academic or technical competencies, to demonstrate their knowledge for credit in a multitude of course content areas. Course credit is awarded when content mastered through an experience is comparable to the student learning outcomes of a COM course. This arrangement offers students an opportunity to lower costs, save time, and prevent repetition of mastered competencies. Students must meet the following criteria to earn credit through prior learning experiences:

- Enrolled in a COM certificate or degree program in the current semester
- Provide official documentation (transcripts, license/certification, etc.) supporting the request for credit
- Meet eligibility requirements specific to the PLA option
- Satisfactorily completed six (6) non-developmental credit hours at COM prior to application for PLA
- PLA credit must apply to the student's certificate or degree at COM
- No more than 24 credit hours may be earned through PLA applicable to a degree at COM; however, no more than 50% of a workforce certificate may be earned through PLA options

Before an associate's degree will be conferred, the student must have earned at least 25 percent of the credit hours toward any degree at COM. At least half of the required specialized courses for an Associate of Applied Science degree must have been taken at the College. Before a certificate will be conferred, a student must have completed at least half of the required certificate courses at COM.

Traditional Transfer

A student may transfer up to 75% of the credit hours needed toward any degree at COM; however, students seeking an Associate of Applied Science degree must take at least half of the required specialized courses at COM. Transfer credit must be from a college or university accredited by a nationally recognized accrediting agency. See the Student Information: Transfer of Credit to COM section of this catalog for policy on receiving credit through traditional transfer.

Credit by Examination

Students may receive credit for courses through external exams or local exams:

1. External exams: Students may receive credit by exam for CLEP, AP, and DSST exams. A handout is available online at www.com.edu/testing-center or in the Testing Center for those seeking credit through a CLEP exam. COM is a center for administering CLEP (College Level Examination Program) 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 transcripted at another college, it is the student's responsibility to determine which test is needed for credit for the desired course.

2. Internal Exams: Some departmental tests are available. Students should speak with the corresponding department before scheduling an internal exam.

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.

Credit for Prior Learning via Portfolio Assessment

Students will be required to enroll in an online course which helps the student develop a for-credit portfolio that reflects credit-worthy learning experiences and aligns the student experience and skills with the learning outcomes of specific courses. Students who are interested in portfolio assessment will be referred to the Council for Adult & Experiential Learning (CAEL) website: www.LearningCounts.org. Further information may be obtained by contacting a COM advisor. 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.

High School Articulated Credit

High School articulation is an agreement to match high school career and technical education (CTE) courses with college workforce courses included in a credit workforce certificate or Associate of Applied Science degree. COM participates in the state-wide Advanced Technical Credit (ATC) program which allows Teas high school graduates to receive college credit for high school ATC designated courses at any participating community college in Texas. COM credit is offered for ATC high school courses aligned with college-level workforce courses in the current edition of the catalog; however, college credit is only awarded for ATC courses taught by high school teachers meeting ATC requirements. Students should visit with their high school counselor to discuss opportunities for earning college credit for CTE courses available at their high school. A Petition for Award of Advanced Technical Credit form must be completed and signed by the appropriate college official and the Registrar before credit is granted. Certain fees may apply.

Petition for Credit for Non-Credit Courses

Credit for non-credit courses is only granted when those non-credit courses are taken at College of the Mainland. However, exceptions are made to this rule for non-credit courses taken elsewhere to be applied to the Law Enforcement and Fire Technology academies and Emergency Medical Services (EMS). Coursework must have been completed in the previous five years. Students must provide documentation of content and level of non-credit courses (non-credit course syllabus, including Student Learning Outcomes) to demonstrate credit course equivalency as well as documentation demonstrating that non-credit instructor credentials are equivalent to credit faculty requirements. Students petitioning for credit applicable to the Law Enforcement and Fire Technology Academies must be a certified peace officer or firefighter.

Law Enforcement, Fire Technology, and EMS Exception: For any non-credit 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 faculty, appropriate dean, and the chief academic officer.

Transfer Credit for National College Credit Recommendation Service (NCCRS)

Credit may be granted for training and education programs offered outside of the traditional college classroom setting through National College Credit Recommendation Service (NCCRS). Equivalent credit may be granted after the student applies for transcript evaluation through the Admissions and Records Office. 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.

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 on site, 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. 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 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. 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.

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.

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.

2015-2016 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

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

Testing Fees:

Complete TSI Assessment.....$29.00
Individual Sections.....$10.00
Proctoring Fee.....$29.00
Please go to www.com.edu for up-to-date GED testing fees.

Record Fees:

Duplicate Diploma or Certificate $15.00
Transcripting 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 EMSP 1160)..... $75.00/student
EMS (clinical fee EMSP 2169)..... $150.00/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)
AWS Entry Level Welder Exam Fee for WLDG 1435 .....$15.00
AWS Advanced Level Welding Exam Fee for WLDG 2413 .....$15.00
Welding Lab Fee.....$200.00/course

Associate Degree Nursing Program Fees:

EHR Tutor..... $45.00/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.....$49.00
HESI Custom Exams..... $86.00/semester (variable)
NCLEX-RN Review Course ..... approx. $290.00
Application Fees for Licensure Exam and FBI Background Check..... approx. $150.00

Additional student data management fees may apply.

Vocational Nursing Program Fees:

EHR Tutor..... $45.00/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.....$49.00
Standardized Tests ..... approx. $260.00
NCLEX-PN Review Course..... approx. $260.00
Application Fees for Licensure Exam and FBI Background Check..... approx. $150.00

Additional student data management fees may apply.

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. 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 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, under "Paying for College" located under "Future Students" and "Current Students" tabs.

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 under "Getting Started" located under "Future Students" tab. 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 as a regular student 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 an official college transcript from all institutions previously attended regardless of 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 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 (COM school code: 007096).

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* 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 one week prior to the start date of your classes, and up to the class census date.

   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 any balances due after all charges have been paid.
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.
4. 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.

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 **June 1 for Fall; November 1 for Spring; 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:

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

Types of Financial Aid

1. 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.
2. 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.
3. 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.
4. 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 (for renewal students only).
5. 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.
6. 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.
7. Texas College Work-Study is a state funded work program. The eligibility requirements are the same as the Federal Work-Study program.
8. 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.
9. 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.
10. 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. Click on Make a Plan, then click on For Military and Veterans, then click on Exemptions for Texas Veterans.
11. 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.

12. College of the Mainland Foundation 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.

    The COM Foundation scholarship application is available online at www.com.edu/com-foundation or at https://com.starsscholarshipsonline.com/stars/default.aspx. Click on "Go to STARS Online" on the COM Foundation web page, and this will take you to the STARS online application. 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 get started. By filling out one application, students will be considered for all scholarships for which they qualify, including those with special selection criteria. Only one Foundation scholarship will be awarded to any student. Most Foundation scholarships are $500 per fall and spring semesters and are awarded for the academic year. Textbook scholarships and summer scholarships are also available, and no additional application is necessary. The application deadline for scholarships will be posted on the above website.

    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. You must turn in or attach a signed degree plan if you are a current COM student. The signed degree plan should be turned in to the COM Foundation Office by the specified deadline date, or uploaded into STARS.

    If you have any questions or need assistance, contact the Foundation Office at 409-933-8508 or 409-933-8675.

    Additional departmental scholarships are available in various areas of the College including academic studies, technical and applied sciences, and fine arts. Students interested in such scholarships should contact their instructors.

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 tuition. 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. 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.

    ➢ **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.

15. College Access Loan (CAL) – The State of Texas provides this alternative loan for students who are unable to meet their cost of attendance.

    Students must:

    - Be a Texas resident
    - Be enrolled for at least six credit hours
    - Be making satisfactory academic progress
    - Demonstrate credit-worthiness or have a credit worthy co-signer

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) and:

- 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 all lender application 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 3549 Palmer Highway in Texas City and its telephone number is 409-949-9055 or 1-888-600-5936. 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.

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, except alternative loans if not required by the lender.

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 and transferred in 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 and transferred in for 31 or more hours.
2. The grade of "F" is included in the GPA. The student's financial aid GPA can be different from the school's GPA due to transfer and/or developmental courses.
3. Rate of Completion. A student is expected to successfully complete a minimum of 67 percent of all hours attempted at College of the Mainland.
4. 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 150 percent of the hours needed to complete the program, including developmental and transfer hours.
5. 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 of enrollment. 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 exceeded 150 percent of their program hours (see time frame) 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 or apply for an alternative loan.

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. If grades are transferred in they will become part of the GPA used for monitoring SAP.

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 the 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, federal, 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. Decisions of the Appeals Committee are final, and cannot be contested.

Ability-To-Benefit (ATB)

Due to the passage of the Consolidated and Further Continuing Appropriations Act of 2015, students who:

- pass an independently administered Department of Education approved ATB test,
- complete at least 6 credit hours that are applicable toward a degree or certificate

may use this alternative to establish Title IV eligibility.

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-Afghanistan 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 by the College's Business Office for collections.

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.

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. 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/veterans/resourses. 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 148. 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. All requests for certification should be submitted at least two weeks prior to the payment deadline.

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.

For more information on veterans benefits, go to the VA website at www.gibill.va.gov. You may also call COM at 409-933-8455. or email comvets@com.edu.

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 page 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. Veterans are exempt from the Texas Success Initiative (TSI). To receive the exemption, veterans must submit their DD-214 to the Admissions and Records Office. TSI requirements do apply to veterans' dependents.

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 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.

All Tuition Assistance (TA) request and documents should be submitted to the business office designated representative for processing.

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) or receives notification that a course(s) has been canceled, 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.
- Meet the GPA and excessive hour requirement of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy.

Hazlewood benefits may be transferable to children through the Legacy Program. Spouses of veterans may also be eligible for benefits. Go to www.tvc.texas.gov/Hazlewood -Act.aspx for more information regarding eligibility requirements and the application.

- Legacy recipients must meet the GPA and excessive hours requirement of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy.

  Legacy recipients will receive an exemption for the number of degree certified hours reported by the institution for that term or semester. Maximum degree certified hours awarded to the Legacy recipient will be dependent upon the degree or certificate program in which the student is enrolled for that term or semester and shall be consistent with the program length as defined within the school catalog as approved by the regional accreditation commission. "If a child to whom hours have been delegated fails to use all of the assigned hours, a Veteran may re-assign the unused hours that are available to another child. Only one child is eligible to use Hazlewood Legacy benefits at a time.

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. The Hazlewood Online Database Registration- to comply with the Federal Educational Rights and Privacy Act (FERPA) requirements, all applicants (Veteran and dependents) must register into the Hazlewood online database to use the Hazlewood Exemption at www.tvc.texas.gov/hazelwood-act.aspx.

Other documents, such as DD-214, birth certificates, IRS Tax Return and marriage licenses maybe required. A Certificate of Eligibility for federal GI Bill benefits- to verify eligibility for the veteran's, or dependent's federal education benefits. Certificates of eligibility may be obtained by completing an application on the Veterans Online Application (VONAPP) website at www.ebenefits.va.gov/ebenefits/vonapp.

* If the Veteran's final discharge is prior to 9/11/2001 the certificate of eligibility is not required.

All instructions and documentation requirements are listed in the packet available at www.com.edu under Financial Aid and Veterans Information. Only completed packets with all supporting documents attached will be accepted no earlier than one than one month prior to payment deadline. To ensure adequate processing time Hazlewood Application Packets should be received at least 2 weeks prior to payment deadline.

You may obtain information and download application packets from the Texas Veterans Commission Website at www.tvc.texas.gov/Hazlewood-act.aspx. If any additional information is required, further assistance may be provided by contacting the COM Veteran Affairs Office at 409-933-8455.

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. 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.
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 0310)

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.

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.

GRADES AND TRANSCRIPTS

Grade Reports

Students may review grades online at 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

The grade of "I" is a temporary grade given when the student has completed a majority of the assigned work for a course, is in good standing (passing the course), and has experienced unforeseen circumstances beyond the student's control which result in the student being unable to successfully complete the course within the timeframe of the semester.

An Incomplete Grade may be assigned only if, 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.

In addition, an Incomplete Grade may be assigned only under the following circumstances:

1) Only a single assignment (exam, paper, presentation, or project) is still outstanding

OR

2) No more than 25% of the points possible in the class are still outstanding.

In cases where an instructor agrees to assign an Incomplete Grade, the faculty member must complete a triplicate "I" Contract form for each student who receives a grade of "I" on the final grade sheet for the course. The Incomplete Grade contract will specify what course requirements must still be completed along with the due date (no later than one year from when grades were assigned) for the work to be submitted. The triplicate "I" Contract form should be distributed as follows: one copy to the student, one copy attached to the grade sheet submitted to the department, and one copy to the faculty member.

After the student has successfully completed the missing work, the faculty member should complete and submit a Change of Grade Form, changing the "I" to the appropriate permanent grade. If after one year the student fails to complete the required coursework, the Incomplete Grade will automatically be converted to an "F."

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 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

A grade appeal is a formal request brought by a student to change a grade. A request to change a grade must be made within 12 months of the grade assignment. The procedure for a grade appeal is outlined in the Student Handbook. An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal. Copies of the College policy are available on the college website.

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.

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.

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

Karelys Carreyo

When the green cards came after years of waiting, Karelys Carreyo, 20, left the university she attended to travel with her family from Venezuela to the U.S.

Once arrived, she and her mother, Libna Chang began taking English as a second language (ESL) classes at College of the Mainland so Carreyo could continue her studies in the US.

"It was great. You get to know people from all parts of the world," said Carreyo. "I knew some things (from watching English movies and high school English class in Venezuela). The COM ESL classes helped me with grammar and parts of speech."

Instructor Jan Wallis guided Carreyo and encouraged her after two eight-week sessions to take the GED.

"I pushed her. She was a very bright student," said Wallis. "I sent her home with additional information to get her ready. I gave her tips and what kinds of questions they might ask on the GED."

After passing the GED, Carreyo qualified to receive financial aid and now takes courses at the University of Houston-Downtown.

"Ms. Wallis talked to us about grammar, and then when I came to college it was helpful when I started writing essays," explained Carreyo.

Carreyo walked in COM's GED graduation this spring and looks forward to her graduation from UH-Downtown in 2016.

Her mother, Libna Chang, still takes COM ESL classes.

"I understand most of the class now," said Chang. "The teacher teaches grammar, but they focus on conversation and reading. Now I can see movies and understand when they're speaking."

COM ESL classes focus on reading, writing and conversational skills. Classes meet Monday through Thursday, and students may select morning or evening classes. Optional free tutoring is available on Friday.

For more information, visit www.com.edu/adulted.

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 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.

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 upkeep 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 Student Success Center at 409-933-8379.

Police Department (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 including electronic cigarettes or vaporizing devices is not permitted on COM property except in personal vehicles. Campus citations will be issued for violators.

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/complaint procedures are outlined in the student handbook.

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.

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 can be contacted at 409-933-8379 for an appointment.

Career Services

The purpose of Career Services is to assist students (both current and potential) 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
- Résumé Critique
- Interest inventories
- Access to a career resources
- Opportunities to practice interviewing skills
- On-campus recruiting events
- Access to job postings online

All services are free of charge. Contact 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 409-933-8379 or 409-933-8524.

TESTING SERVICES

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 Assessment. The TSI Assessment 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 Assessment interpretation. A fee is charged for the TSI Assessment test. The TSI Assessment is administered as published in the schedule available online at www.com.edu/testing-center or in the Testing Center.

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 for more information on the exams.

GED: The tests of General Education Development are administered on a regular basis. Interested candidates can: Register, Pay and Schedule to take their exam in the College of the Mainland Testing Center by logging onto: www.GED.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, got 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 for testing days and times.

For more information regarding the Credit by Examination program, contact the Testing Center at 409-933-8676 or visit www.com.edu/testing-center.

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 409-933-8676 and on the website at www.com.edu/testing-center.

The Testing 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-center.

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 Committee 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: Innovations

The Innovations Lab, located in Room T-1324 of the Technical Vocational Building, has been established to provide 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 a computer. www.com.edu/computer-labs

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. www.com.edu/computer-labs

Instructional Assessment Lab

The College of the Mainland Instructional Assessment Lab is located in the Technical Vocational Building Room 1528A. The computer lab offers all students the opportunity to test in a quiet monitored setting. Class scheduling requires an appointment with the Lab Assistants, (409) 933-8248. All others are available on a walk-in basis. Students must register with a valid photo ID. For more information contact Janis Cutaia, Supervisor (409) 933-8364. www.com.edu/computer-labs

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, Educational 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.

Educational Technology

Instructional resources available in Educational Technology Department 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 Educational 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 initiatives. 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
- Laptop Loan Program
- Financial Literacy

How to Apply

Visit the TRiO 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
- Financial Literacy

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

College of the Mainland's Speaking, Reading and Writing Center offers students, faculty members, alumni and staff a variety of academic and job preparation tutoring services.

Located in the Technical-Vocational Building, Room 1306, the center provides work space, up-to-date reference materials and trained tutors available Monday through Friday to work one-on-one with clients seeking to improve their public speaking, reading and writing skills.

Two soundproof speaking booths provide space to practice and record oral presentations, practice mock job interviews and work on group projects.

Tutors can provide feedback and assistance with:

- Brainstorming
- Pre-writing
- Organization
- Research
- Reading strategies
- Speech outlines
- Thesis statements
- Resumes and cover letters
- Grammar and punctuation
- MLA, APA and CMS formatting
- Writing and speaking for an audience
- PowerPoint
- Oral presentations
- Interview practice
- Applications

The SRWC also offers online tutoring that allows clients to schedule one-hour sessions through WC Online, a web-based program with real-time chat and whiteboard space for revision available at com.mywconline.com.

Additional services include workshops on formatting styles, writing strategies, group projects, speeches and resume writing. Workshops and classroom presentations are also available on other topics upon request.

Fall/Spring	Spring Mini/Summer
Monday	**Monday**
8 a.m. – 8:30 p.m.	8 a.m. – 5 p.m.
Tuesday	**Tuesday**
8 a.m. – 8:30 p.m.	8 a.m. – 5 p.m.
Wednesday	**Wednesday**
8 a.m. – 6:30 p.m.	8 a.m. – 5 p.m.
Thursday	**Thursday**
8 a.m. – 6:30 p.m.	8 a.m. – 5 p.m.
Friday	**Friday**
8 a.m. – 4 p.m.	8 a.m. – 4 p.m.

Appointments and walk-ins are welcome.

For more information or to schedule an appointment, contact us at 409-933-8703, 409-933-8702, or srwcenter@com.edu.

Math Lab

The Math Lab od located in the Technical/Vocational Building (TVB 1532). Free tutoring is available to students enrolled in developmental math courses. MATH 0308, 0310 or 0320 and all college-credit math courses. No appointment is needed. Available sessions and times will be posted outside Room TVB-1532 each semester.

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*.

STUDENT LIFE

Student Clubs and Organizations,

Student Center, Room 116, 409-933-8180

Student clubs and organizations allow students to socialize, gain skills and learn about leadership. 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 409-933-8180.

Student Government Association (SGA)

Advisors: Sean Skipworth, 409-933-8303, and
Doug Alvarez, 409-933-8435
Website: www.com.edu/sga
Email: sga@com.edu

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

Student Government Leadership Opportunities

Students are invited to serve on college councils, committees and task forces. Additional opportunities are available through Student Government Association. For more information, contact Sean Skipworth at 409-933-8303.

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 Association, 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.

Student club and organization leaders are included in strategic planning, College retreats and other planning activities. 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 trustees' monthly meeting has a standing invitation for students to present ideas and/or concerns. Also, the College administration meets with students in a public hearing several times every academic year in order to hear students' concerns.

Phi Theta Kappa (PTK, International Honor Society)

Advisors: Dr. Heather Brasher, 409-933-8502, and
Dalel Serda, 409-933-8497
Email: ptk@com.edu
Website: www.ptk.org (International) or
www.txptk.org (Texas)
Facebook: www.facebook.com/ptk.sigma.delta

Phi Theta Kappa is the official international honors society of community colleges. The purpose of Phi Theta Kappa is to recognize and encourage academic excellence among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, intellectual exchange of ideas and ideals, lively fellowship for the scholars and stimulation of interest in continuing academic excellence. To be eligible, you must complete 12 credit hours at College of the Mainland with a cumulative GPA of 3.5 or higher. You must maintain a GPA of 3.0 or higher after joining the society.

Pi Kappa Delta (PKD, Debate Team)
Email: debate@com.edu

Pi Kappa Delta (PKD) is a national honor society that promotes the practice and study of argumentation and debate through on and off-campus activities. Pi Kappa Delta is the oldest national collegiate forensic organization with over 80,000 alumni members. Participation and travel with the debate team in competitions are required for eligibility for Pi Kappa Delta membership.

Student Recreation and Club Sports
Website: www.com.edu/recreation
Email: tcornelius@com.edu

Student Recreation and Club Sports are other avenues for students to get involved at COM. Student recreation activities allow COM students of all skill levels to play sports throughout the semester. Club sports are competitive games for male and female students with structured practices overseen by a coach. Students commit to travel to games in the Houston area.

Veterans Organization
Advisors: Detra Levige, 409-933-8247, and Roger Mora, 409-933-8249
Email: veterans@com.edu

The veterans' organization ensures that veterans, active-duty personnel, reservists and their families receive all benefits entitled to them. This organization also provides readjustment resources and provides students and successful alumni a network for professional development.

American Society of Safety Engineers (ASSE) Student Section of the Gulf Coast chapter
Email: asse@com.edu

This club is for students who plan careers as safety professionals. It provides additional educational and leadership opportunities for students to learn more about their chosen area of study and to promote interaction between students and professionals in the field of safety.

Art Club
Email: artclub@com.edu

The Art Club provides artistic experiences for all students interested in works of the imagination and the cultures that produce them. The Art Club regularly visits museums, attends lectures and special exhibits, hosts workshops and offers drawing field trips to zoos and libraries.

Biology Club
Email: biology@com.edu

This club promotes awareness and appreciation of the natural sciences by providing a better understanding of them through field trips, presentations and other group activities. This club also offers members opportunities to work as a team and assume leadership roles and responsibilities.

Collegiate High School Student Club (Nu Psi)
Email: NuPsi@com.edu

Nu Psi offers community service projects, leadership opportunities and educational field trips for club members.

COM Cycling
Email: studentact@com.edu

College of the Mainland Cycling Club is an exciting group established to promote interest in and awareness of cycling. The goal of the club is to encourage leadership, challenge an individual's potential for success, offer tremendous health benefits and acquaint members with the scope and impact of a healthy and safe life-style that includes cycling.

COM Fit
Email: fitnessclub@com.edu

The COM Fit Club is for students interested in exercise, health and fitness. It provides an outlet to students who wish to exercise on a regular basis, learn about proper nutrition and become involved in community health events. It is also for those who have an interest in the fields of coaching, exercise science, recreation, personal training, physical therapy and/or nutrition. Find us on Facebook – College of the Mainland Physical Education, Sport and Recreation.

Comettes
Email: studentact@com.edu

Our mission as a dance team is to encourage and promote school spirit, showcase talents, and have fun.

The team performs at school sponsored activities, participates in community service, and works collaboratively to choreograph routines.

Computer Science Club
Email: compsci@com.edu

The purpose of the Computer Science Club is to promote an IT culture on campus and to engage students in computer science. This is accomplished through field trips such as to the Johnson Space Center and IT companies. This club also engages in activities such as application and game programming.

Cosmetology Club
Email: cosmetology@com.edu

The Cosmetology Club encourages leadership and unity among the members. Students work together, have fun and serve people in the community. As a club, students attend hair shows and work together as a family. Members mentor other members in big sister-little sister relationships.

Creative Literature
Email: creativelit@com.edu

The Creative Literature Club exists as a community of writers and readers. Students share ideas and resources, meet other writers, and socialize with people interested in literature and the literary arts. The Creative Literature Club is open to those writing in any genre or style. The club strives to help members improve their craft, build writing relationships and spread enthusiasm for and awareness of writing in all its forms.

Education Club
Email: educationclub@com.edu

This club is for all education students to conduct activities that center on children and families. Activities include informal teaching experiences, community service projects, guest lectures and field trips.

The Equestrian Colony of COM Bronies
Email: bronies@com.edu

The Equestrian Colony of COM Bronies (official name), or COM Bronies, is a club that promotes harmony, friendship, love and tolerance between students and as lifelong values. The club receives its ideas from the show My Little Pony: Friendship Is Magic. It is the only club on campus that is led by a prime minister. The club is often involved in activities on campus that revolve around its values and the land of Equestria. The club meets every Thursday of the semester during college hour (12:30-1:20 p.m.).

Florence Nightingale Organization (FNO)
Email: fno@com.edu

The Florence Nightingale Organization addresses the unique needs of sophomore Associate Degree Nursing students as they transition from the role of a student to the role of a member of the nursing profession. Members have opportunities to participate in service and professional development activities.

Gamer's Union
Email: GamersUnion@com.edu

The purpose of the Gamer's Union is promote the essence of competitive gaming, the fundamental belief of good sportsmanship and to enhance our daily lives by incorporating teamwork and leadership through the enjoyment of gaming. Students in this club participate in bi-weekly gaming sessions, hold workshops and organize tournaments.

Geology Club
Email: geology@com.edu

The Geology Club promotes the interest and understanding of geology. The club functions as a link to better understand the earth, its material properties, and their impact on society. The club organizes field trips, hosts speakers, sponsors college events, and performs outreach through educational and community activities.

Hispanic Student Organization
Email: hispanicstudents@com.edu

The Hispanic Student Organization (HSO) is a successor organization to the Dream Act Leadership Organization due to the legislative changes in the USA. The HSO aims to bring awareness about the Hispanic culture, history, and language to the college community through different cultural, educational, social, and political events and activities. Some of the activities that HSO sponsors include Spanish tutoring, Hispanic film and poetry events, Cinco de Mayo celebration, Hispanic Heritage Month events, and the International Festival. The HSO also focuses on the recruitment and success of students at College of the Mainland.

Japanese Culture Club
Email: japaneseculturecclub@com.edu

The Japanese Culture Club promotes knowledge and interest in all aspects of Japanese culture, particularly anime and literature. This club intends to encourage cultural awareness through discussion; watching films and anime; reading manga or other texts; taking field trips to conventions, festivals or museums (at least one a year); and inviting educational speakers.

Lesbian, Gay, Bisexual, Transgender (LGBT) Club
Email: lgbtclub@com.edu

This club strives to unite LGBT students by encouraging support, building awareness, advocating students and providing a safe environment to discuss LGBT topics. Students are also given opportunities to build leadership and teamwork skills by planning workshops and working on community projects with other clubs.

Organization of African American Culture (OAAC)
Email: studentact@com.edu

OAAC was established in 1978 as an organization that provides a venue for members to participate in leadership-skill-building activities and events reflecting life in a diverse society. Community outreach is a major focal point for the organization.

Photo Club
Email: photoclub@com.edu

This club provides club members with resources, inspiration, dialogue and a sense of community to help them improve their work and increase their knowledge of the medium.

Process Technology Student Organization (PTEC Club)
Email: PTEC@com.edu

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

Students for Christ
Email: studentsforchrist@com.edu

An interdenominational organization open to both Christians and non-Christians, this club invites all who are interested to attend with open hearts and minds. It offers a time to slow down and pray for the campus, the world and each other, and encourages growth and fellowship among students.

SO Psyched
Email: sopsyched@com.edu

The SO Psyched Club promotes interest in and knowledge of psychology and sociology and encourages support between students, faculty, staff and the community. The club provides opportunities such as community service projects, volunteer experiences, guest lectures, film showings, field trips and other activities related to the behavioral sciences.

Texas Nursing Students' Association (TNSA)
Email: tnsa@com.edu
Website: www.tnsa.org

The Texas Nursing Students' Association aids in the development of the whole person and promotes participation in professional organizations after graduation. Members model integrity and leadership in all educational and service activities and interactions. Members have opportunities to influence the nursing education legislation, program development, and technology use.

Three Dimensional Arts Club (3DA)

Email: studentact@com.edu

This club fosters a deeper understanding of ceramics and sculpture by offering students' experiences outside of the ceramic and sculpture courses. Public showings and demonstration of ceramic and sculpture process give students opportunities to connect with the public. Often 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 to discover what the market for their work may be.

Vocational Nursing Student Organization

Email: vocnursing@com.edu

The Vocational Nursing Student Organization addresses the unique needs of Vocational Nursing students as they transition from the role of a student to the role of a member of the nursing profession. Members have opportunities to participate in service and professional development activities.

Walter Prescott Historical Society

Email: historyclub@com.edu

The history club promotes the understanding and knowledge of history through guest lectures, film showings and field trips. This club also provides opportunities for community service projects that teach leadership skills and social responsibility.

Society of Leadership and Success

This program is designed to help students demonstrate leadership through volunteering for the greater good of school, community, and society. Our program is designed to help empower students to succeed. Our Leadership Program will help students discover and achieve their short-term and long-term goals through several different offerings. Certificates will be awarded to students that complete the program. For more information please contact the office of Student Life 409-933-8180.

Minority Men for Excellence Initiative

The Minority Men for Excellence is a one year mentorship program designed for male students of color. Students will meet within a group and individually with male faculty and staff members whom are part of the program. The program will assist its members in creating a foundation on College of the Mainland's campus through: opportunities for leadership and personal identity development, connecting students to college-wide resources and people, creating unity and a brotherhood among participants, and ultimately supporting the educational and personal success of minority men. For more information please contact the Student Life Office at 409-933-8180.

OTHER FACILITIES AND ORGANIZATIONS

Gym Facilities

The gym 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 and racquetball court. We also offer run/walk tracks, football/soccer fields and an exercise circuit.

Student Recreation

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

- Fitness
- Beach Day
- One Day Recreational Competitions
- Club Sports
- Sports Day

To find out more about these programs contact Student Life at 409-933-8422 or visit the website at 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 409-933-8544.

Art Gallery

The Art Gallery is located in the Fine Arts Building. Exhibitions are scheduled to aid students' study of art, and to increase awareness of contemporary visual arts. Exhibitions and events such as gallery talks are free and open to the students and public. www.com.edu/gallery

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.

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.

Tori Holiday

Graduating this December with an associate degree in natural science, Tori Holiday knows exactly what she wants to do: comfort others the way a nurse reassured her.

"I like seeing people get better," said Holiday. "In 2011 … I needed a blood transfusion. Just to know that (the nurse) was there calmed me down. I want to make someone's day better."

Holiday began her higher education journey as a La Marque High School sophomore. She applied to Upward Bound, an intensive program to help low-income, first-generation or disabled students succeed in college.

In Upward Bound she met with advisors and other students each Saturday for tutoring, social trips and help applying for college.

"(Staff) were there. They helped me fill out the FAFSA (Federal Application for Student Aid)," said Holiday. "They made the transition from high school to college very easy."

Once at COM, she received financial aid and segued to Student Support Services, the sister program of Upward Bound.

"We go on transfer trips (to universities) to see our options. We went to see 'Lion King' and 'Wicked.' It made us more cultured," said Holiday.

"It made me more adventurous."

Besides Student Support Services, Holiday jumped into involvement with Student Government Association (SGA), serving as parliamentarian responsible for enduring meetings follow rules of order.

There, she continued to flourish.

"SGA is an excellent experience. It opens your eyes," said Holiday. "We went to Austin (for an SGA conference) to see what other colleges are doing and to make new friends. To know you get to help your community get better is a really awesome experience."

Holiday plans to enter a nursing program and eventually work in anesthesiology, spurred on by help she received in Student Support Services and SGA.

"I'm still kind of shy, but (Upward Bound and Student Support Services) made me get out and meet people," said Holiday. "It made me want to work with people more."

TRANSFER PROGRAMS

The degrees that transfer to four-year colleges and universities are 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).

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.

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 an institution of higher education are required to complete before receiving an academic undergraduate degree." This component of undergraduate education is also known as General Education.

Core Components	Course Selection	Hours Required
COMMUNICATION		
2 courses:	ENGL 1301, 1302, 2311	6
MATHEMATICS		
1 course:	MATH 1314, 1316, 1324, 1325, 1332, 1342, 2312, 2413	3
LIFE and PHYSICAL SCIENCES		
2 courses:	BIOL 1406, 1407, 2401. 2402; CHEM 1405, 1407, 1411, 1412; GEOL 1403, 1404, 1405, 1447; PHYS 1401, 1402, 1403, 1404, 1410, 2425, 2426	8
LANGUAGE, PHILOSOPHY and CULTURE		
1 course:	ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, 2343, 2351; HUMA 1301, 1302; PHIL 1301, 1304, 2306; SPAN 2311, 2312	3
CREATIVE ARTS		
1 course:	ARTS 1301, 1303, 1304; DRAM 1310, 2366; ENGL 2307; MUSI 1301, 1304, 1306, 1307, 1308, 1309, 1310	3
AMERICAN HISTORY		
2 courses:	HIST 1301, 1302, 2301	6
GOVERNMENT/POLITICAL SCIENCE		
2 courses:	GOVT 2305, 2306	6
SOCIAL/BEHAVIORAL SCIENCES		
1 course:	ECON 2301, 2302; PSYC 2301, 2314; SOCI 1301	3
Additional Core Curriculum Requirements		
2 course:	*PSYC 1300 or *EDUC 1300 and PHED 1164	4
Total Core Curriculum Hours		**42**
Institutional Requirements		
	SPCH 1315 or SPCH 1318	3
Total Institutional Requirements		**3**

** PSYC 1300 and EDUC 1300 must be completed within the students first 12 hours attempted at College of the Mainland.*

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 credit-bearing 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 TSI 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	COURSE TITLE	SCH
PSYC 1300 or EDUC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
Mathematics	Select from Core Curriculum	3
HIST 1301	US History I	3
SPCH 1315 or 1318	Public Speaking/ Interpersonal Communication	3
Semester Total		**15**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
HIST 1302	US History II	3
GOVT 2305	Federal Government	3
Social/Behavioral Sciences	Select from Core Curriculum	3
Elective		3
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
Life and Physical Sciences	Select from Core Curriculum	4
Creative Arts	Select from Core Curriculum	3
Elective		3
Elective		3
Semester Total		**16**

SEMESTER #4

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture	Select from Core Curriculum	3
Life and Physical Sciences	Select from Core Curriculum	4
Elective		3
Elective		3
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**14**
DEGREE TOTAL		**60**

ASSOCIATE OF ARTS
Field of Study - Business

SEMESTER #1

COURSE	COURSE TITLE	SCH
PSYC 1300 or EDUC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
BCIS 1305	Business Computer Applications	3
ACCT 2301	Principles of Financial Accounting	3
Semester Total		**15**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
Life and Physical Sciences	Select from Core Curriculum	4
SPCH 1315	Public Speaking	3
ECON 2301	Principles of Macroeconomics	3
ACCT 2302	Principles of Managerial Accounting II	3
Semester Total		**16**

SEMESTER #3

COURSE	COURSE TITLE	SCH
GOVT 2305	Federal Government	3
HIST 1301	US History I	3
MATH 1325	Calculus for Business and Social Sciences	3
ECON 2302	Principles of Microeconomics	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**13**

SEMESTER #4

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture	Select from Core Curriculum	3
GOVT 2306	Texas Government	3
Life and Physical Sciences	Select from Core Curriculum	4
HIST 1302	US History II	3
*Approved Business Elective		3
Semester Total		**16**
DEGREE TOTAL		**60**

* Approved Business Elective: Academic Transfer: BUSI 1301 Business Principles, BUSI 2301 Business Law, BUSI 2304 Business Communications.

ASSOCIATE OF ARTS
Field of Study - Criminal Justice

SEMESTER #1

COURSE	COURSE TITLE	SCH
PSYC 1300 or EDUC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
Mathematics	Select from Core Curriculum	3
HIST 1301	US History I	3
CRIJ 1301	Introduction to Criminal Justice	3
Semester Total		**15**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
ENGL 1302 or ENGL 2311	Composition II Technical Writing	3
HIST 1302	US History II	3
SPCH 1315 or 1318	Public Speaking/ Interpersonal Communication	3
Social/Behavioral Sciences	Select from Core Curriculum	3
CRIJ 1306	Court Systems and Practices	3
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	SCH
GOVT 2305	Federal Government	3
Life and Physical Sciences	Select from Core Curriculum	4
Creative Arts	Select from Core Curriculum	3
CRIJ 1310	Fundamentals of Criminal Law	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**14**

SEMESTER #4

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture	Select from Core Curriculum	3
GOVT 2306	Texas Government	3
Life and Physical Sciences	Select from Core Curriculum	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	COURSE TITLE	SCH
PSYC 1300	Psychology for Success	
or EDUC 1300		3
ENGL 1301	Composition I	3
MUSI 1211	Music Theory I	2
MUSI 1216	Sight Singing and Ear Training I	2
MUAP Applied Major Inst.		2
**MUSI 1181	Class Piano	1
MUEN Ensemble		1
Semester Total		**14**

SEMESTER #2

COURSE	COURSE TITLE	SCH
MUSI 1212	Music Theory II	2
MUSI 1217	Sight Singing and Ear Training II	2
MUSI 1307	Music Literature	3
MUAP Applied Major Inst.		2
MUSI 1182	Class Piano II	1
MUEN Ensemble		1
SPCH 1315	Public Speaking	
or SPCH 1318	Interpersonal Communication	3
HIST 1301	US History I	3
Semester Total		**17**

SEMESTER #3

COURSE	COURSE TITLE	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 III	1
MUEN Ensemble		1
GOVT 2305	Federal Government	3
HIST 1302	US History II	3
Semester Total		**14**

SEMESTER #4

COURSE	COURSE TITLE	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 IV	1
MUEN Ensemble		1
Life and Physical Sciences		
Select from Core Curriculum		4
GOVT 2306	Texas Government	3
Semester Total		**15**
DEGREE TOTAL		**60**

Total hours for Associate of Arts Degree (Field of Study Music) 60 Credits Music courses run in sequence and should be taken, as recommended, certain music courses are not offered every semester. 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. This degree does not include all of the College of the Mainland Core Classes and a student transferring to a 4 year university will be required to complete all core classes.

** Piano majors should substitute MUAP in minor instrument or voice 11XX, 11XX, 21XX, 21XX.

ASSOCIATE OF ARTS
Emphasis in Theater

SEMESTER #1

COURSE	COURSE TITLE	SCH
PSYC 1300 or EDUC 1300	Psychology for Success	3
ENGL 1301	Compostion I	3
Mathematics	Select from Core Curriculum	3
DRAM 1351	Acting I	3
DRAM 1310 or DRAM 2366	Introduction to Theater Introduction to Cinema	3
DRAM 1120	Rehearsal & Performance I	1
Semester Total		**16**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
SPCH 1315 or SPCH 1318	Public Speaking/Interpersonal Communications	3
HIST 1301	US History I	3
DRAM 1352 or DRAM 1330	Acting II Stagecraft I	3
MUAP 1181	Applied Voice	1
DRAM 1121	Rehearsal and Performance II	1
Semester Total		**14**

SEMESTER #3

COURSE	COURSE TITLE	SCH
HIST 1302	US History II	3
GOVT 2305	Federal Governement	3
Life and Physical Sciences	Select from Core Curriculum	4
Language, Philosophy and Culture	Select from Core Curriculum	3
DRAM 2351	Acting III	3
Semester Total		**16**

SEMESTER #4

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
Life and Physical Sciences	Select from Core Curriculum	4
Social/Behavioral Science	Select from the Core Curriculum	3
DRAM 2352	Acting IV	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**14**
DEGREE TOTAL		**60**

ASSOCIATE OF ARTS
Emphasis in Visual Arts

SEMESTER #1

COURSE	COURSE TITLE	SCH
PSYC 1300 or EDUC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
Mathematics	Select from Core Curriculum	3
ARTS 1311	Design I	3
Life and Physical Sciences	Select from Core Curriculum	4
Semester Total		**16**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
ARTS 1316	Drawing I	3
ARTS 1303 or ARTS 1304	Art History I Art History II	3
HIST 1301	US History I	3
SPCH 1315 or 1318	Public Speaking/ Interpersonal Communication	3
ENGL 1302	Composition II	3
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	SCH
ARTS Elective		3
Life and Physical Sciences	Select from Core Curriculum	4
Language, Philosophy and Culture	Select from Core Curriculum	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
GOVT 2305	Federal Government	3
Semester Total		**14**

SEMESTER #4

COURSE	COURSE TITLE	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	COURSE TITLE	SCH
EDUC 1300 or PSYC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
BCIS 1305 or COSC 1301	Business Computer Applications / Microcomputer Applications	3
PHED 1164	Introduction to Physical Fitness & Wellness	1
Semester Total		**13**

SEMESTER #2

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
HIST 1301 or HIST 2301	US History I / Texas History	3
MATH 1350	Fundamentals of Mathematics I	3
SPCH 1315	Public Speaking	3
Creative Arts	Select from Core Curriculum	3
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	SCH
EDUC 1301	Introduction to the Teaching Profession	3
GOVT 2305	Federal Government	3
Life and Physical Sciences	Select from Core Curriculum	4
Social/Behavioral Sciences	Select from Core Curriculum	3
HIST 1302	US History II	3
Semester Total		**16**

SEMESTER #4

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture	Select from Core Curriculum	3
GOVT 2306	Texas Government	3
Life and Physical Sciences	Select from Core Curriculum	4
EDUC 2301	Introduction to Special Populations	3
Elective		3
Semester Total		**16**
DEGREE TOTAL		**60**

See an advisor to determine the most appropriate academic transfer coursework for your teaching field/choice of upper level university.

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

SEMESTER #1

COURSE	COURSE TITLE	SCH
ENGL 1301	Composition I	3
HIST 2301 Texas History/US History I or 1301		3
COSC 1301 or BCIS 1305	Introduction to Computing/Business Computer Applications	3
EDUC 1300 or PSYC 1300	Psychology for Success	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**13**

SEMESTER #2

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
HIST 1302	US History II	3
MATH 1314	College Algebra	3
Creative Arts	Select from Core Curriculum	3
SPCH 1315	Public Speaking	3
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	SCH
GOVT 2305	Federal Government	3
Life and Physical Sciences	Select from Core Curriculum	4
Social/Behavioral Science	Select from the Core Curriculum	3
MATH 1350	Fundamentals of Mathematics I for Middle Grad Teacher Certification	3
EDUC 1301	Introduction to the Teaching Profession	3
Semester Total		**16**

SEMESTER #4

Course	Course Title	SCH
Language, Philosophy and Culture	Select from Core Curriculum	3
GOVT 2306	Texas Government	3
Life and Physical Sciences	Select from Core Curriculum	4
EDUC 1301	Introduction to Special Population	3
Elective		3
Semester Total		**16**
DEGREE TOTAL		**60**

See an advisor to determine the most appropriate academic transfer coursework for your teaching field/choice of upper level university.

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

SEMESTER #1

COURSE	COURSE TITLE	SCH
EDUC 1300 or PSYC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
BCIS 1305 or COSC 1301	Business Computer Applications Microcomputer Applications	3
PHED 1164	Introduction to Physical Fitness & Wellness	1
Semester Total		**13**

SEMESTER #2

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
HIST 1301 or HIST 2301	US History I Texas History	3
EDUC 1301	Introduction to the Teaching Profession	3
SPCH 1315	Public Speaking	3
Creative Arts	Select from Core Curriculum	3
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	SCH
GOVT 2305	Federal Government	3
Life and Physical Sciences	Select from Core Curriculum	4
Social/Behavioral Sciences	Select from Core Curriculum	3
HIST 1302	US History II	3
Content Area Elective		3
Semester Total		**16**

SEMESTER #4

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture	Select from Core Curriculum	3
GOVT 2306	Texas Government	3
Life and Physical Sciences	Select from Core Curriculum	4
EDUC 2301	Introduction to Special Populations	3
Content Area Elective		3
Semester Total		**16**
DEGREE TOTAL		**60**

See an advisor to determine the most appropriate academic transfer coursework for your teaching field/choice of upper level university.

ASSOCIATE OF SCIENCE DEGREE

Requirements:

1. Completion of 60 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 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	COURSE TITLE	SCH
ENGL 1301	Composition I	3
HIST 1301	US History I	3
COSC 1301	Introduction to Computing	3
ARTS 2313	Design Communication I	3
MATH 2413	Calculus I	4
Semester Total		**16**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	
or ENGL 2311	Technical Writing	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	COURSE TITLE	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 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**14**

SEMESTER #4

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
COSC 2336	Programming Fundamentals III	3
COSC 2425	Computer Organization and	
	Machine Language	4
PHYS 2426	University Physics II	4
Semester Total		**14**
DEGREE TOTAL		**60**

ASSOCIATE OF SCIENCE
Emphasis in Mathematics

SEMESTER #1

COURSE	COURSE TITLE	SCH
PSYC 1300 or EDUC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
MATH 2312	Precalculus Math	3
GOVT 2305	Federal Government	3
HIST 1301	US History I	3
Semester Total		**15**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
HIST 1302	US History II	3
SPCH 1315 or 1318	Public Speaking/ Interpersonal Communication	3
GOVT 2306	Texas Government	3
MATH 2413	Calculus I	4
Semester Total		**16**

SEMESTER #3

COURSE	COURSE TITLE	SCH
Life and Physical Sciences	Select from Core Curriculum	4
Creative Arts	Select from Core Curriculum	3
Social/Behavioral Sciences	Select from Core Curriculum	3
MATH 2414	Calculus II	4
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**15**

SEMESTER #4

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture	Select from Core Curriculum	3
Life and Physical Sciences	Select from Core Curriculum	4
*Approved Math Course		4
MATH 1324 or MATH 1342	Mathematics for Business and Social Science Elementary Statistic Methods	3
Semester Total		**14**
DEGREE TOTAL		**60**

* Approved Math Courses: MATH 2415, 2418, 2420

ASSOCIATE OF SCIENCE
Emphasis in Natural Science

SEMESTER #1

COURSE	COURSE TITLE	SCH
PSYC 1300 or EDUC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
MATH 1316	Plane Trigonometry	3
HIST 1301	US History I	3
Life and Physical Sciences	Select from Core Curriculum	4
Semester Total		**16**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	3
HIST 1302	US History II	3
Life and Physical Sciences	Select from Core Curriculum	4
MATH 2312	Precalculus Math	3
Semester Total		**13**

SEMESTER #3

COURSE	COURSE TITLE	SCH
PHED 1164	Introduction to Physical Fitness and Wellness	1
Social/Behavioral Sciences	Select from Core Curriculum	3
GOVT 2305	Federal Government	3
Life and Physical Sciences	Select from Core Curriculum	4
Life and Physical Sciences	Select from Core Curriculum	4
Semester Total		**15**

SEMESTER #4

COURSE	COURSE TITLE	SCH
Language, Philosophy and Culture	Select from Core Curriculum	3
GOVT 2306	Texas Government	3
Life and Physical Sciences	Select from Core Curriculum	4
Creative Arts	Select from Core Curriculum	3
SPCH 1315 or 1318	Public Speaking/ Interpersonal Communication	3
Semester Total		**16**
DEGREE TOTAL		**60**

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 semester credit hours, with at least 50 percent from technical specialty courses.
2. The 60 hour total must have a minimum of 15 hours of general education courses, which must include one course in each of the following three areas:
   - Language, Philosophy and Culture/ Creative Arts
   - American History/Government-Political Science/Social-Behavioral Sciences
   - Math/Natural Sciences
3. Business and industry experts should provide substantial input into the curriculum design of a workforce education program, including profession-specific knowledge, skills, and abilities and general skills as appropriate, such as oral and written communication, mathematics, computer literacy, and industry-related workplace practices
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.

WORKFORCE EDUCATION 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/Education Classroom Teacher Track; Child Development/Education Classroom Leadership Track)

Computer Information Systems and Networking (Certificate: Programming; Marketable Skills Achievement Award: Networking Fundamentals; 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; 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: 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 one 18 credit hour certificate and a 60 credit hour Associate of Applied Science (AAS) degree.

CERTIFICATE*
Professional Bookkeeper

The certificate offers workplace-relevant courses in accounting, payroll, tax preparation, business, and accounting-related computer software applications. This certificate will help one to get an entry-level job in an accounting clerical field.

SEMESTER #1

COURSE	COURSE TITLE	SCH
BCIS 1305	Business Computer Applications	3
ACNT 1331	Federal Income Tax: Individual	3
ACNT 1303	Introduction to Accounting I	3
Semester Total		**9**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
ACNT 1313	Computerized Accounting Applications	3
POFT 1321	Business Math	3
BUSI 2301	Business Law	3
Semester Total		**9**
DEGREE TOTAL		**18**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

ASSOCIATE OF APPLIED SCIENCE
Business Administration with Emphasis in Accounting

Students desiring a more comprehensive program should consider the AAS degree. The AAS Degree offers workplace-relevant courses in accounting, payroll, tax preparation, business, and accounting-related computer software applications. The additional business and accounting course work will allow one to recognize financial and ethical dilemmas and to make more use of critical-thinking skills. This AAS Degree will help one to get a supervisory-level job in the accounting field.

SEMESTER #1

COURSE	COURSE TITLE	SCH
BUSI 1301	Business Principles	3
BCIS 1305 or COSC 1301	Business Computer Applications/ Introduction to Computing	3
BUSI 2304 or ENGL 1301	Business Report Writing and Correspondence Composition I	3
POFT 1321	Business Math	3
ACNT 1303	Introduction to Accounting I	3
Semester Total		**15**

SEMESTER #2

COURSE	COURSE TITLE	SCH
HPRO 1311	Human Relations	3
BMGT 1327	Principles of Management	3
ACCT 2301	Principles of Financial Accounting	3
MATH 1332 or MATH 1314	Quantitative Reasoning or College Algebra	3
BUSG 1315	Small Business Operations	3
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	SCH
ACCT 2302	Principles of Managerial Accounting II	3
BMGT 1341	Business Ethics	3
BUSI 2301	Business Law	3
ECON 2301 or ECON 2302	Principles of Macroeconomics Principles of Microeconomics	3
ACNT 1331	Federal Income Tax: Individual	3
Semester Total		**15**

SEMESTER #4

COURSE	COURSE TITLE	SCH
ITSC 1309	Integrated Software Applications I	3
ACNT 1313	Computerized Accounting Applications	3
Language, Philosophy and Culture/Creative Arts or Arts 2313	Design Communications I	3
POFT 1300 or ACNT 1382	Career Exploration/Planning 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	COURSE TITLE	SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 2304	Business Report Writing and Correspondence	3
POFT 1321	Business Math	3
Semester Total		**12**

SEMESTER #2

COURSE	COURSE TITLE	SCH
ARTS 2313	Design Communications I	
or Business Elective from		
	ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses	3
ACNT 1303	Introduction to Accounting I	3
MRKG 1311	Principles of Marketing	3
BUSG 1315	Small Business Operations	3
Semester Total		**12**
DEGREE TOTAL		**24**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

ASSOCIATE OF APPLIED SCIENCE
Business Administration with Emphasis in Entrepreneurship

SEMESTER #1

COURSE	COURSE TITLE	SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 2304	Business Report Writing and Correspondence	
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	COURSE TITLE	SCH
ARTS 2313	Design Communications I	
or Business Elective from		
ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses		3
ACCT 2301	Principles of Financial Accounting/	
or ACNT 1303	Introduction to Accounting I	3
MRKG 1311	Administering SQL Server	3
ARTS 2314	Design Communications I I	3
BUSG 1315	Small Business Operations	3
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	SCH
BMGT 1327	Principles of Management	3
BMGT 1341	Business Ethics	3
BUSI 2301	Business Law	3
Math 1332	Quantitative Reasoning/	
or MATH 1314	College Algebra	3
Language, Philosophy and Culture/Creative Arts		
	Select from Core Curriculum	3
Semester Total		**15**

SEMESTER #4

COURSE	COURSE TITLE	SCH
HRPO 2301	Human Resource Management	3
ACNT 1313	Computerized Accounting Applications	3
ARTC 1302	Digital Imaging I	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	COURSE TITLE	SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 2304	Business Report Writing and Correspondence	3
POFT 1321	Business Math	3
Semester Total		**12**

SEMESTER #2

COURSE	COURSE TITLE	SCH
ARTS 2313	Design Communications I	
or Business Elective from		
	ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses	3
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**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

ASSOCIATE OF APPLIED SCIENCE
Business Administration with Emphasis in Management

SEMESTER #1

COURSE	COURSE TITLE	SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 2304	Business Report Writing and Correspondence	
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	COURSE TITLE	SCH
ARTS 2313	Design Communications I	
or Business Elective from		
ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses		3
ACCT 2301	Principles of Financial Accounting/	
or ACNT 1303	Introduction to Accounting I	3
HRPO 2301	Human Resources Management	3
BMGT 1327	Principles of Management	3
Math 1332	Quantitative Reasoning/	
or MATH 1314	College Algebra	3
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	SCH
BMGT 1301	Supervision	3
BMGT 1341	Business Ethics	3
BUSI 2301	Business Law	3
HRPO 1311	Human Relations	3
Language, Philosophy and Culture/Creative Arts		
	Select from Core Curriculum	3
Semester Total		**15**

SEMESTER #4

COURSE	COURSE TITLE	SCH
MRKG 1311	Principles of Marketing	3
ARTS 2314	Design Communication I/	
or ARTC 1302	Digital Imaging	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	COURSE TITLE	SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 2304	Business Report Writing and Correspondence	3
POFT 1321	Business Math	3
Semester Total		**12**

SEMESTER #2

COURSE	COURSE TITLE	SCH
ARTS 2313	Design Communications I	
	or Business Elective from ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses	3
ACNT 1303	Introduction to Accounting I	3
MRKG 1311	Principles of Marketing	3
ARTS 2314	Design Communications I	
	or Business Elective from ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses	3
Semester Total		**12**
DEGREE TOTAL		**24**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

ASSOCIATE OF APPLIED SCIENCE
Business Administration with Emphasis in Marketing

SEMESTER #1

COURSE	COURSE TITLE	SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 2304	Business Report Writing and Correspondence	
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	COURSE TITLE	SCH
ARTS 2313	Design Communications I	
	or Business Elective from ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses	3
ACCT 2301	Principles of Financial Accounting/	
or ACNT 1303	Introduction to Accounting I	3
MRKG 1311	Principles of Marketing	3
ARTS 2314	Design Communications I	
	or Business Elective from ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses	3
Math 1332	Quantitative Reasoning/	
or MATH 1314	College Algebra	3
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	SCH
BMGT 1301	Supervision	3
BMGT 1341	Business Ethics	3
BUSI 2301	Business Law	3
HRPO 1311	Human Relations	3
Language, Philosophy and Culture/Creative Arts	Select from Core Curriculum	3
Semester Total		**15**

SEMESTER #4

COURSE	COURSE TITLE	SCH
ARTC 1302	Digital Imaging/	
	or Business Elective from ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses	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 include 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

The Administrative Support program provides training for those students wishing to develop marketable skills for immediate employment, as well as individuals wishing to upgrade their skills. This certificate is taken over two semesters.

SEMESTER #1

COURSE	COURSE TITLE	SCH
POFT 2301	Intermediate keyboarding	3
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 2304	Business Report Writing and Correspondence	3
Semester Total		**12**

SEMESTER #2

COURSE	COURSE TITLE	SCH
BMGT 1327	Principles of Management	3
ACNT 1303	Introduction to Accounting I/	3
POFT 1319	Records & Information Management I	3
ARTS 2313	Design Communications I	
or Business Elective from		
ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses		3
Semester Total		**12**
DEGREE TOTAL		**24**

CERTIFICATE*
Executive Assistant

By adding a third semester after the Administrative Support certificate, the Executive Assistant certificate program offers additional depth in core business functions. This will enable the student to provide support to a wider array of businesses and organizations, or to aid senior executives in managing the technological aspects of a modern offices.

SEMESTER #1 and #2 (See Certificate-Administrative Support above)

SEMESTER #3

COURSE	COURSE TITLE	SCH
POFT 1321	Business Math	3
HRPO 1311	Human Relations	3
BMGT 1341	Business Ethics	3
Semester Total		**9**
DEGREE TOTAL		**33**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

CERTIFICATE*
Medical Administrative Support

The three semester Administrative Support certificate focuses on the medical field rather than more general businesses. The focus is on administration of technology to support organizations such as medical offices and doctor groups, while providing a solid base of business knowledge and skills.

SEMESTER #1

COURSE	COURSE TITLE	SCH
MDCA 1309	Anatomy and Physiology for Medical Assistants	3
COSC 1301 or BCIS 1305	Business Computer Applications/ Microcomputer Applications	3
HITT 1305	Medical Terminology	3
POFT 2301	Intermediate Keyboarding	3
Semester Total		**12**

SEMESTER #2

COURSE	COURSE TITLE	SCH
POFT 1321	Business Math	3
MDCA 1443	Medical Insurance	4
MDCA 1321	Administrative Procedures	3
POFT 1319	Records & Information Management I	3
ACNT 1303	Introduction to Accounting	
Semester Total		**16**

SEMESTER #3

COURSE	COURSE TITLE	SCH
POFT 1300 or POFM 1380	Career Exploration/Planning/ Cooperative Education - Medical Admin/Executive Assistant	3
BUSI 2304	Business Report Writing and Correspondence	3
BMGT 2347	Critical Thinking and Problem Solving	3
Semester Total		**9**
DEGREE TOTAL		**37**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

ASSOCIATE OF APPLIED SCIENCE
Business Administration with Emphasis in Office Management

The AAS with Office Management emphasis is the degree which can enable students to gain the breadth of business technology management skills and knowledge to achieve immediate success in the workplace. This 2 year program prepares students for new careers or to upgrade existing skills for solving problems in office administration in modern business settings.

SEMESTER #1

COURSE	COURSE TITLE	SCH
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 2304 or ENGL 1301	Business Report Writing and Correspondence Composition I	3
POFT 1321	Business Math	3
POFT 2301	Intermediate keyboarding	3
Semester Total		**15**

SEMESTER #2

COURSE	COURSE TITLE	SCH
ACCT 2301 or ACNT 1303	Principles of Financial Accounting/ Introduction to Accounting I	3
BMGT 1327	Principles of Management	3
POFT 1319	Records & Information Management I	3
MATH	Select from Core Curriculum	3
ARTS 2313	Design Communications I	
or Business Elective from ACCT, ACNT, BMGT, BUSI, HRPO, MRKG or POFT courses		3
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	SCH
BMGT 1301	Supervision	3
BMGT 1341	Business Ethics	3
BUSI 2301	Business Law	3
ECON 2301 or ECON 2302	Principles of Macroeconomics/ Principles of Microeconomics	3
HRPO 1311	Human Relations	3
Semester Total		**15**

SEMESTER #4

COURSE	COURSE TITLE	SCH
ITSC 1309	Integrated Software Applications	3
MRKG 1311	Principles of Marketing	3
POFT 1309	Administrative Office Procedures	3
Language, Philosophy and Culture/Creative Arts	Select from Core Curriculum	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. Some course offerings may transfer to upper-level universities, depending on the student's choice of upper level institution and degree choice. 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, and TECA 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.) 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	COURSE TITLE	SCH
CDEC 1319	Child Guidance	3
TECA or CDEC 1318	Wellness of the Young Child	3
Semester Total		**6**

SEMESTER # 2

COURSE	COURSE TITLE	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	COURSE TITLE	SCH
CDEC 2326	Administration of Programs for Children I	3
TECA or CDEC 1318	Wellness of the Young Child	3
CDEC 1319	Child Guidance	3
Semester Total		**9**

SEMESTER # 2

COURSE	COURSE TITLE	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		**22**

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.)

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

CERTIFICATE*
Child Development Associate Caregiver

SEMESTER #1

COURSE	COURSE TITLE	SCH
CDEC 1319	Child Guidance	3
TECA or CDEC 1318	Wellness of the Young Child	3
Semester Total		**6**

SEMESTER # 2

COURSE	COURSE TITLE	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.)

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

ASSOCIATE OF APPLIED SCIENCE
Child Development/Education - Classroom Teacher Track

SEMESTER #1

COURSE	COURSE TITLE	SCH
CDEC 1319	Child Guidance	3
CDEC or TECA 1318	Wellness of The Young Child	3
EDUC 1300 or PSYC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
BCIS 1305 or COSC 1301	Business Computer Applications Microcomputer Applications	3
Semester Total		**15**

SEMESTER # 2

COURSE	COURSE TITLE	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	COURSE TITLE	SCH
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 1358	Creative Arts for Early Childhood	3
Life & Physical Sciences		3
MATH 1332 or MATH 1314	Quantitative Reasoning College Algebra	3
GOVT 2305	Federal Government	3
Semester Total		**15**

SEMESTER #4

COURSE	COURSE TITLE	SCH
Language, Philosophy, and Culture/Creative Arts	Select from Core Curriculum	3
CDEC 2266	Practicum-Child Care Provider/Assistant	2
CDEC 2307	Math & Science for Early Childhood	3
CDEC Elective	Choose from CDEC 1359 (offered Spring only) OR CDEC 1321 (offered Fall only)	3
GOVT 2306	Texas Government	3
Semester Total		**14**
DEGREE TOTAL		**60**

TECA courses and several education courses may articulate toward one or more of the Associate of Arts in Teaching degrees. (See information in this catalog.)

ASSOCIATE OF APPLIED SCIENCE
Child Development/Education - LeadershipTrack

SEMESTER #1

COURSE	COURSE TITLE	SCH
CDEC 1319	Child Guidance	3
CDEC or TECA 1318	Wellness of The Young Child	3
EDUC 1300 or PSYC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
BCIS 1305 or COSC 1301	Business Computer Applications Microcomputer Applications	3
Semester Total		**15**

SEMESTER #2

COURSE	COURSE TITLE	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	COURSE TITLE	SCH
CDEC1356	Emergent Literacy for Early Childhood	3
MATH 1332 or MATH 1314	Quantitative Reasoning College Algebra	3
Life & Physical Sciences		3
CDEC 2326	Administration of Programs for Children I	3
GOVT 2305	Federal Government	3
Semester Total		**15**

SEMESTER #4

COURSE	COURSE TITLE	SCH
Language, Philosophy, and Culture/Creative Arts	Select from Core Curriculum	3
CDEC 2266	Practicum-Child Care Provider/Assistant	2
CDEC 2328	Administration of Programs for Children II	3
GOVT 2306	Texas Government	3
CDEC 2307	Math & Science for Early Childhood	3
Semester Total		**14**
DEGREE TOTAL		**60**

TECA courses and several education courses may articulate toward one or more of the Associate of Arts in Teaching degrees. (See information in this catalog.)

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	COURSE TITLE	SCH
COSC 1301	Introduction to Computing	3
COSC 1336	Programming Fundamentals I	3
ITSW 1307	Introduction to Database	3
ITSE 1311	Beginning Web Programming	3
Semester Total		**12**

SEMESTER #2

COURSE	COURSE TITLE	SCH
ITSE 2309	Database Programming	3
ITSE 2302	Intermediate Web Programming	3
COSC 1337	Programming Fundamentals II	3
IMED 1316	Web Design	3
Semester Total		**12**

SEMESTER #3

COURSE	COURSE TITLE	SCH
COSC 2336	Programming Fundamentals III	3
ITSE 1380	Cooperative Education - Computer Programming/ Programmer, General	3
Semester Total		**6**
DEGREE TOTAL		**30**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

MARKETABLE SKILLS ACHIEVEMENT AWARD
SQL Server Database Fundamentals

The SQL Server Database Fundamentals Marketable Skills Achievement Award teaches the student the fundamentals of Microsoft SQL Server database administration. Upon completion of this award, the student will be equipped to pass the Microsoft Technology Associate (MTA) SQL Server Database Fundamentals Certification Exam.

SEMESTER #1

COURSE	COURSE TITLE	SCH
COSC 1301	Introduction to Computing	3
COSC 1336	Programming Fundamentals I	3
ITSW 1307	Introduction to Database	3
Semester Total		**9**
DEGREE TOTAL		**9**

MARKETABLE SKILLS ACHIEVEMENT AWARD
Networking Fundamentals

Upon completion of the Networking Fundamentals Marketable Skills Award, the student will be equipped to pass both COMPTIA A+ exams and be certified in PC operating systems and PC hardware. The COMPTIA A+ certificate is recognized by the IT industry and positions the student to find employment in this area. Additionally, the student will have the ability to gain two Microsoft certifications as well as completion of prerequisites for many of the courses found in the Networking Certificate.

SEMESTER #1

COURSE	COURSE TITLE	SCH
ITNW 1308	Implementing and Supporting Client Operating Systems 3	
ITNW 1354	Implementing and Supporting Servers	3
ITSC 1305	Introduction to PC Operating Systems	3
ITSC 1325	Personal Computer Hardware	3
Semester Total		**12**
DEGREE TOTAL		**12**

CERTIFICATE*
Networking Certificate

The Networking Certificate is designed to provide the student with a well-rounded education for obtaining employment as a Network or Systems Administrator. Each course in this certificate is associated with an industry exam, and in most cases, with an industry certificate. Students are also provided a co-op opportunity with local organizations. Most of the courses comprising the Networking Certificate are included in one or more Networking Fundamentals Marketable Skills Awards. So, in addition to obtaining a Networking Certificate, a student can obtain up to four Marketable Skills Awards. Additionally, the courses in this certificate may transfer to a 4-year university which offers applied science bachelor's degrees. This is a Level One Certificate.

SEMESTER #1

COURSE	COURSE TITLE	SCH
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1354	Implementing and Supporting Servers	3
ITSC 1305	Introduction to PC Operating Systems	3
ITSC 1325	Personal Computer Hardware	3
ITC 1316	Linux Installation and Configuration	3
Semester Total		**15**

SEMESTER #2

COURSE	COURSE TITLE	SCH
ITSC 1391	Special Topics in Computer and Information Sciences, General Linux	3
ITNW 1325	Foundations of Network Technology	3
ITNW 2312	Routers	3
ITNW 1345	Implementing Network Directory Services	3
ITNW 1353	Supporting Network Infrastructure	3
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	SCH
ITSY 1300	Fundamentals of Information Security	3
ITNW 2305	Network Administration	3
ITNW 1380	Cooperative Education - Computer Systems, Networking and Telecommunications	3
Semester Total		**9**
DEGREE TOTAL		**39**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

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 and clock 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 will allow the student to acquire the credit and clock 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 and clock 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. Students must be registered by the College of the Mainland counselors.

2. Transfer applicants will be permitted according to space available. To be permitted into the Certificate program, applicants must:
   A. Have all transcripts from college and private schools attended sent to the Cosmetology Department.
   B. Students must meet with the College of the Mainland counselors to verify acceptance into the program.
   C. 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.

SEMESTER #1

COURSE	COURSE TITLE	SCH
CSME 1435	Orientation to the Instruction of Cosmetology	4
CSME 1534	Cosmetology Instructor I	5
CSME 2414	Cosmetology Instructor II	4
Semester Total		**13**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
CSME 2515	Cosmetology Instructor III	5
CSME 2445	Instructional Theory and Clinic Operation	4
CSME 2544	Cosmetology Instructor IV	5
Semester Total		**14**
DEGREE TOTAL		**27**

This is a suggested course of study for students beginning the program in the fall.

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

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.

SEMESTER #1

COURSE	COURSE TITLE	SCH
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
Semester Total		**16**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
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
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	SCH
CSME 1491	Special Topics in Cosmetology	4
CSME 2343	Salon Development	3
CSME 2441	Preparation for the State Licensing Exam	4
Semester Total		**11**
DEGREE TOTAL		**42**

This is a suggested course of study for student beginning the program in the fall.

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

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. The following is a suggested course of study for students beginning the program in the fall.

SEMESTER #1

COURSE	COURSE TITLE	SCH
CSME 1420	Orientation to Facial Specialist	4
CSME 1447	Principles of Skin Care/Facials and Related Theory	4
CSME 2343	Salon Development	3
Semester Total		**11**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
CSME 1445	Principles of Facial Esthetic Technology II	4
CSME 2431	Principles of Facial Esthetic Technology III	4
CSME 2244	Preparation for the State Licensing Exam	2
Semester Total		**10**
DEGREE TOTAL		**21**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

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.

This is a suggested course of study for the high school student beginning in the fall of their junior year.

SEMESTER #1

COURSE	COURSE TITLE	SCH
CSME 1401	Orientation to Cosmetology	4
CSME 1451	Artistry of Hair, Theory and Practice	4
Semester Total		**8**

SEMESTER # 2

COURSE	COURSE TITLE	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	COURSE TITLE	SCH
CSME 1405	Fundamentals of Cosmetology	4
CSME 1443	Manicuring and Related Theory	4
Semester Total		**8**

SEMESTER #4

COURSE	COURSE TITLE	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**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

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	COURSE TITLE	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	COURSE TITLE	SCH
CSME 2414	Cosmetology Instructor II	4
CSME 2515	Cosmetology Instructor III	5
HRPO 1311	Human Resources Management	3
ENGL 1302	Composition II	
or ENGL 2311	Technical and Business Writing	3
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	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	COURSE TITLE	SCH
MATH	Select from Core Curriculum	
or MATH 1332	Contemporary Mathematics I	3
American History/Government-Political Science/ Social-Behavioral Sciences	Select from Core Curriculum.	3
Humanities/Creative Arts		3
Approved Elective		3
Approved Elective		3
Semester Total		**15**
DEGREE TOTAL		**60**

CRIMINAL JUSTICE

ASSOCIATE OF APPLIED SCIENCE
Criminal Justice

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	COURSE TITLE	SCH
ENGL 1301	Composition I	3
HIST	Select from Core Curriculum	3
COSC 1301	Introduction to Computing	3
Select 1 Course:	CRIJ 1301, 1306,1307 or 2313	3
Semester Total		**12**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
ENGL 1302	Composition II	
or ENGL 2311	Technical and Business Writing	3
SPCH 1315	Public Speaking/	
or SPCH 1318	Interpersonal Communication	3
Life and Physical Sciences		
	Select from Core Curriculum	4
GOVT 2305	Federal Government	3
Semester Total		**13**

SEMESTER #3

COURSE	COURSE TITLE	SCH
GOVT 2306	Texas Government	3
PSYC 2301	Introduction to Psychology	3
Select 1 Course:	CRIJ 1301, 1306,1307 or 2313 (not previously taken)	3
Language, Philosophy, Culture/Creative Arts		3
CJSA 1382	Criminal Justice Cooperative	3
Semester Total		**15**

SEMESTER #4

COURSE	COURSE TITLE	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**

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 Program offers three certificates and an Associate of Applied Science degree. The certificates range includes a 15 credit hour CAD certificate, a 26 credit hour 2D/3D Modeling certificate, and a 38 credit hour Industrial Drafting certificate. The Associate degree is a 60 credit hour degree that provides students with an intermediate skill level in the use of Computer Aided Design (CAD) software.

CERTIFICATE*
CAD Drafting

The 15 credit hour CAD certificate provides an introductory level of skill using CAD software. Students completing this certificate often begin work in the field or may continue in the program to complete a higher level certificate.

SEMESTER #1

COURSE	COURSE TITLE	SCH
DFTG 1305	Technical Drafting	3
DFTG 1409	Basic Computer-Aided Drafting	4
Semester Total		**7**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
DFTG 2419	Intermediate Computer-Aided Drafting	4
POFT 1300	Career Exploration/Planning	3
DFTG Elective**		4
Semester Total		**11**
DEGREE TOTAL		**18**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

**A drafting elective is a 4 credit DFTG or ARCE course other than those courses specifically identified as requirements for the certificate. (See Drafting course descriptions)

CERTIFICATE*
2D/3D Modeling

The 26 credit hour 2D/3D Modeling certificate provides an introductory level of skill using CAD software for both two dimensional and three dimensional drafting and modeling. Students completing this certificate either join the workforce or continue toward a higher level certificate or the Associate Degree.

SEMESTER #1

COURSE	COURSE TITLE	SCH
DFTG 1305	Technical Drafting	3
DFTG 1409	Basic Computer-Aided Drafting	4
Semester Total		**7**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 2440	Solid Modeling/Design	4
Semester Total		**8**

SEMESTER #3

COURSE	COURSE TITLE	SCH
DFTG 2432	Advanced Computer-Aided Drafting	4
DFTG 2381	Cooperative Education - Drafting	
or POFT 1300	Career Exploration/Planning	3
DFTG Elective**		4
Semester Total		**11**
DEGREE TOTAL		**26**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

**A drafting elective is a 4 credit DFTG or ARCE course other than those courses specifically identified as requirements for the certificate. (See Drafting course descriptions)

CERTIFICATE*
Industrial Drafting

The 38 credit hour Industrial Drafting certificate provides students with an introduction to many different discipline specific drafting types including: Architectural, Civil, Electrical, Piping, and Structural. Students completing this certificate either join the workforce or continue toward a higher level certificate or the Associate Degree.

SEMESTER #1

COURSE	COURSE TITLE	SCH
DFTG 1305	Technical Drafting	3
DFTG 1409	Basic Computer-Aided Drafting	4
Semester Total		**7**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
DFTG 2430	Civil Drafting	4
DFTG 2428	Architectural Drafting-Commercial	4
DFTG 2419	Intermediate Computer Aided-Drafting	4
Semester Total		**12**

SEMESTER #3

COURSE	COURSE TITLE	SCH
ARCE 1452	Structural Drafting	4
DFTG 2407	Electrical Drafting	4
DFTG 2423	Pipe Drafting	4
Semester Total		**12**

SEMESTER #4

COURSE	COURSE TITLE	SCH
DFTG 2381	Cooperative Education-Drafting Capstone Course	
or POFT 1300	Career Exploration/Planning	3
DFTG Elective**		4
Semester Total		**7**
DEGREE TOTAL		**38**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

**A drafting elective is a 4 credit DFTG or ARCE course other than those courses specifically identified as requirements for the certificate. (See Drafting course descriptions)

ASSOCIATE OF APPLIED SCIENCE DEGREE
Drafting

The Associate of Applied Sciene degree in Drafting provides students with an intermediate level of computer aided drafting (CAD) skills. In addition, the students have completed studies in core curriculum courses: English, Humanities, and Mathematics.

SEMESTER #1

COURSE	COURSE TITLE	SCH
DFTG 1305	Technical Drafting	3
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		**13**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
TECM 1343	Technical Algebra and Trigonometry	3
DFTG 2430	Civil Drafting	4
DFTG 2428	Architectural Drafting-Commercial	4
DFTG 2419	Intermediate Computer Aided-Drafting	4
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	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	COURSE TITLE	SCH
Language, Philosophy, Culture/Creative Arts		3
MATH 1314	College Algebra	3
BUSI 2304	Business Report Writing and Correspondence	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 Intermediate and Paramedic levels.

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 instructor prior to registration.

CERTIFICATE**
Paramedic

SEMESTER #1

COURSE	COURSE TITLE	SCH
EMSP 1501	Emergency Medical Technician-Basic	5
EMSP 1160	Clinical-Emergency Medical Technology/Technician	1
Semester Total		**6**

SEMESTER # 2

COURSE	COURSE TITLE	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	COURSE TITLE	SCH
EMSP 2444	Cardiology	4
EMSP 2306	Emergency Pharmacology	3
EMSP 2461	Clinical - Emergency Medical Technology/ Technician (EMT Paramedic)	4
EMSP 2434	Medical Emergencies	4
Semester Total		**15**

SEMESTER #4

COURSE	COURSE TITLE	SCH
EMSP 2330	Special Populations	3
EMSP 2143	Assessment-Based Management	1
EMSP 2169	Practicum-Emergency Medical Technology/ Technician (EMT Paramedic)	1
EMSP 2135	Advanced Cardiac Life Support	1
Semester Total		**6**
DEGREE TOTAL		**34**

**Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level Two Certificate.

ASSOCIATE OF APPLIED SCIENCE DEGREE
Emergency Medical Services

SEMESTER #1

COURSE	COURSE TITLE	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
SPCH 1315 or SPCH 1318	Public Speaking Interpersonal Communication	3
Semester Total		**13**

SEMESTER # 2

COURSE	COURSE TITLE	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
PSYC 2301	Introduction to Psychology	3
Semester Total		**17**

SEMESTER #3

COURSE	COURSE TITLE	SCH
EMSP 2444	Cardiology	4
EMSP 2306	Emergency Pharmacology	3
EMSP 2434	Medical Emergencies	4
EMSP 2461	Clinical - Emergency Medical Technology/Technician	4
PSY 2314 or SOCI 2319	Lifespan Development Multi-cultural Studies	3
Semester Total		**15**

SEMESTER #4

COURSE	COURSE TITLE	SCH
ENGL 2311	Technical and Business Writing	3
Language, Philosophy, and Cultural/Creative Arts		3
EMSP 2143	Assessment-Based Management	1
EMSP 2169	Practium - Emergency Medical Technology/Technician	1
EMSP 2330	Special Populations	3
EMSP 2135	Advanced Cardiac Life Support (ACLS)	1
Semester Total		**15**
DEGREE TOTAL		**60**

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 25 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, FIRS 1103, 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 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	COURSE TITLE	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
FIRS 1103	Firefighter Agility and Fitness Preparation	1

Semester Total **25**

DEGREE TOTAL **25**

CERTIFICATE*
Fire Officer

SEMESTER #1

COURSE	COURSE TITLE	SCH
FIRT 2111	Incident Safety Officer	1
FIRT 1353	Legal Aspects of Fire Protection	3
FIRT 1443	Fire Officer II (TCFP Fire Officer I & II)	4
FIRT 1450	Fire Investigator	4
FIRT 2309	Fire Fighting Strategies and Tactics I	3
FIRT 2407	Fire Instructor II (TCFP Fire Instructor I & II)	4

Semester Total **19**

DEGREE TOTAL **19**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

ASSOCIATE OF APPLIED SCIENCE
Fire Technology

SEMESTER #1

COURSE	COURSE TITLE	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
FIRS 1103	Firefighter Agility and Fitness Preparation	1

These classes make up the Basic Fire Academy

Semester Total **25**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
FIRT 2309	Fire Fighting Strategies and Tactics	3
FIRT 2407	Fire Instructor (TCFP Fire Instructor I & II)	4
GOVT 2305	Federal Government	3
or GOVT 2306	Texas Government	
MATH 1314	College Algebra	
or MATH 1342	Elementary Statistical Methods	
ENGL 1301	Composition I	3

Semester Total **16**

SEMESTER #3

COURSE	COURSE TITLE	SCH
FIRT 2111	Incident Safety Officer	1
FIRT 1443	Fire Officer (TCFP Fire Officer I & II)	4
CHEM 1406	Introductory Chemistry I	
or Chem 1411	General Chemistry	4

Semester Total **9**

SEMESTER #4

COURSE	COURSE TITLE	SCH
FIRT 1353	Legal Aspects of Fire Protection	3
FIRT 1450	Fire Investigator	4
Language, Philosophy, and Cultural/Creative Arts		3

Semester Total **10**

DEGREE TOTAL **60**

GRAPHIC ARTS

CERTIFICATE*
Graphic Design

This is a level one certificate comprised of concentrated classes designed to prepare students to enter the workforce as a Graphic Design Production Assistant

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	COURSE TITLE	SCH
ARTS 2313	Design Communications I	3
ARTS 2314	Design Communications II	3
ARTC 1302	Digital Imaging I	3
IMED 1316	Web Page Design I	3
BUSI 2304	Business Report Writing and Correspondence	3
Semester Total		**15**

SEMESTER #2

COURSE	COURSE TITLE	SCH
ARTC 1349	Art Direction	3
ARTC 1353	Computer Illustration	3
Semester Total		**6**

Semester #3

COURSE	COURSE TITLE	SCH
ARTC 1327	Typography	3
GRPH 2309	Digital Pre-Press	3
Semester Total		**6**
DEGREE TOTAL		**27**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

CERTIFICATE*
Web Design

This is a Level One Certificate comprised of concentrated classes designed to prepare students to enter the workforce as Web Design Assistant.

A plan 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 and development including, site planning, P.T.O. information, architecture, navigation systems, preparing images for the web and typography for the screen. Students will develop responsive web sites using HTMLs, CSS, and Java Script. CMSs well be utilized in the development of blogging and internet commerce sites.

SEMESTER #1

COURSE	COURSE TITLE	SCH
ARTS 2313	Design Communications I	3
ARTS 2314	Design Communications II	3
ARTC 1302	Digital Imaging I	3
IMED 1316	Web Page Design I	3
BUSI 2304	Business Report Writing and Correspondence	3
Semester Total		**15**

SEMESTER #2

COURSE	COURSE TITLE	SCH
IMED 2315	Web Design II	3
IMED 1301	Introduction to Digital Media	3
Semester Total		**6**

Semester #3

Course	Course Title	SCH
IMED 2309	Internet Commerce	3
IMED 1345	Interactive Digital Media I	3
Semester Total		**6**
DEGREE TOTAL		**27**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

ASSOCIATE OF APPLIED SCIENCE
Graphic Design/Web Design

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.

SEMESTER #1

COURSE	COURSE TITLE	SCH
ARTS 2313	Design Communications I	3
ARTS 2314	Design Communications II	3
ARTC 1302	Digital Imaging I	3
IMED 1316	Web Page Design I	3
ENGL 1301	Composition I	3
Semester Total		**15**

SEMESTER #2

COURSE	COURSE TITLE	SCH
IMED 1301	Introduction to Digital Media	3
IMED 2315	Web Design II	3
ARTC 1349	Art Direction	3
ARTC 1353	Computer Illustration	3
SPCH 1315	Public Speaking	
or SPCH 1318	Interpersonal Communications	3
Semester Total		**15**

SEMESTER #3

COURSE	COURSE TITLE	SCH
IMED 1345	Interactive Digital Media I	3
ARTC 1327	Typography	3
GRPH 2309	Digital Pre-Press	3
IMED 2309	Internet Commerce	3
MATH	Select for Core Curriculum	3
Semester Total		**15**

SEMESTER #4

COURSE	COURSE TITLE	SCH
ARTC 2388	Internship: Commercial and Advertising Art	3
ARTC 2335	Portfolio Development for Graphic Design	3
American History/Government-Political Science/Social-Behavioral Sciences		
	Select from Core Curriculum	3
Language, Philosophy and Culture/Creative Arts		
	Select from Core Curriculum	3
BUSI 1301	Business Principles	
or BUSI 2304	Business Report Writing and Correspondence	
or HRPO 1311	Human Relations	
or MRKG 1311	Principles of Marketing	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 in a variety of systems, hospitals, clinics and other health care settings.

The Associate Degree, Health Information Management Program at COM is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Students that successfully complete the AAS degree are eligible to sit for a national exam through the American Health Information Management Association (AHIMA) to become a Registered Health Information Technician (RHIT).

The program has a 100 percent graduate satisfaction rate.

Upon completion of the Medical Coding Certificate, students may sit for the Certified Coding Association (CCA) exam sponsored by AHIMA and the Certified Professional Coder (CPC) sponsored by the American Academy of Professional Coders (AAPC).

CERTIFICATE**
Medical Coding

Students taking the AAS or Medical Coding Certificate are required to meet or obtain the following:

- Maintain a "C" (75 percent average in HITT related courses)
- Satisfactory 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 and Influenza vaccine series
- Drug Screening
- Hospital scrubs and student identification badge

PREREQUISITE SEMESTER

COURSE	COURSE TITLE	SCH
HITT 1305	Medical Terminology I	3
BIOL 2401	Human Anatomy and Physiology Part I	4
Semester Total		**7**

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	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	COURSE TITLE	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	COURSE TITLE	SCH
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 1260	Clinical: Health Information/Medical Records	2
HITT 1311	Health Information Systems	3
Semester Total		**8**

SEMESTER #4 (SPRING)

COURSE	COURSE TITLE	SCH
HITT 2346	Advanced Medical Coding	3
Semester Total		**3**
DEGREE TOTAL		**37**

**Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level Two Certificate.

ASSOCIATE OF APPLIED SCIENCE
Health Information Management

PREREQUISITE SEMESTER

COURSE	COURSE TITLE	SCH
HITT 1305	Medical Terminology I	3
BIOL 2401	Human Anatomy and Physiology Part I	4
Semester Total		**7**

SEMESTER #1 (FALL)

COURSE	COURSE TITLE	SCH
ENGL 1301	Composition I	3
HITT 1301	Health Data Content and Structure	3
BIOL 2402	Human Anatomy and Physiology Part II	4
PSYC 1300	Psychology for Success	
or PSYC 2301	Introduction to Psychology	
or SOCI 1301	Introduction to Sociology	3
Semester Total		**13**

SEMESTER # 2 (SPRING)

COURSE	COURSE TITLE	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	COURSE TITLE	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	Health Information Systems	3
Language, Philosophy and Culture/Creative Arts		3
Semester Total		**14**

SEMESTER #4 (SPRING)

COURSE	COURSE TITLE	SCH
HITT 2339	Health Information Organization and Supervision	3
HITT 2266	Practicum: Health Information Technician	2
HITT 2346	Advanced Medical Coding	3
ENGL 2311	Technical and Business Writing	3
Semester Total		**11**
DEGREE TOTAL		**60**

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. Applicants must pass a criminal history background check and meet state requirements for entry.
3. Applicants must have a high school diploma or a GED.

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	COURSE TITLE	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**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

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) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

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	COURSE TITLE	SCH
MDCA 1309	Anatomy and Physiology for Medical Assistants	3
MDCA 1302	Human Disease/Pathophysiology	3
HITT 1305	Medical Terminology I	3
MDCA 1443	Medical Insurance	4
Semester Total		**13**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
MDCA 1417	Procedures in a Clinical Setting	4
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	COURSE TITLE	SCH
MDCA 1205	Medical Law Ethics	2
MDCA 1254	Medical Assisting Credentialing Exam Review	2
MDCA 1460	Clinical: Medical Assistant	4
Semester Total		**8**
DEGREE TOTAL		**34**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

NURSING

Associate of Applied Science Degree

The Associate Degree Nursing (ADN) prepares the graduate to care for patients as a registered nurse (RN) in four major nursing roles:

- Member of the Profession
- Provider of Patient-Centered Care
- Patient Safety Advocate
- Member of the Health Care Team

The Bureau of Labor Statistics (BLS) reports that the middle RN salary in 2012 was $65,470. The BLS also reports that RN employment between 2012 and 2022 is expected to grow 19 percent, which is faster than the average (www.bls.gov).

The program is approved by the Texas Board of Nursing (BON) and accredited by the Accreditation Commission for Education in Nursing (ACEN). These organizations can be contacted at:

Texas Board of Nursing
333 Guadalupe #3-460, Austin, TX 78701
1-512-305-7400
www.bon.texas.gov

Accreditation Commission for
Education in Nursing (ACEN)
3343 Peachtree Road, NE, Suite 850
Atlanta, GA 30326; 404-975-5000

There are two tracks in the **ADN** program. The **pre-licensure track** is a four semester plan of study designed for unlicensed applicants. New pre-licensure students are admitted in the fall and spring semesters.

The **LVN-RN transition** track is a three semester plan of study designed for Licensed Vocational Nurses (LVNs). New transition students are admitted in the first summer session.

Both tracks include general education and nursing courses. The degree plan consists of 24 credit hours of non-nursing courses in the humanities and psycho-biological sciences and 27-36 credit hours in nursing science. Program graduates are eligible to apply to the Texas BON to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Admission to the college does not guarantee admission to the ADN program. Students must apply for admission to the ADN program once all prerequisite courses and admission criteria are met. For admission and program information, contact the Nursing Department staff at 409-933-8425 or the Nursing/Allied Health Advisor at 409-933-8684.

NURSING

ASSOCIATE OF APPLIED SCIENCE
Nursing

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 (Pre-Licensure Track or LVN-RN Transition Track) 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.

PREQUISITE SEMESTER

COURSE	COURSE TITLE	SCH
ENGL 1301	Composition I	3
BIOL 2401	Human Anatomy & Physiology Part I	4
BIOL 2402	Human Anatomy and Physiology Part II	4
BIOL 2420	Microbiology	4
PSYC 2301	Introduction to Psychology	3
Semester Total		**18**

SEMESTER #1

COURSE	COURSE TITLE	SCH
PSYC 2314	Lifespan Development	3
RNSG 1215	Health Assessment	2
RNSG 1205	Nursing Skills I	2
RNSG 1209	Introduction to Nursing	2
RNSG 1260	Clinical I	2
Semester Total		**11**

SEMESTER #2

COURSE	COURSE TITLE	SCH
RNSG 1441	Common Concepts of Adult Health	4
RNSG 1361	Clinical II	3
RNSG 2213	Mental Health	2
RNSG 2261	Clinical III	2
Semester Total		**11**

SEMESTER #3

COURSE	COURSE TITLE	SCH
RNSG 1251	Care of the Childbearing Family	2
RNSG 2260	Clinical IV	2
RNSG 2101	Care of Children and Families	1
RNSG 1262	Clinical V	2
Language, Philosophy and Culture/Creative Arts	Select from Core Curriculum	3
Semester Total		**10**

SEMESTER #4

COURSE	COURSE TITLE	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
Semester Total		**10**
DEGREE TOTAL		**60**

TRANSITION TRACK CURRICULUM SCHEDULE

PREQUISITE SEMESTER

COURSE	COURSE TITLE	SCH
ENGL 1301	Composition I	3
BIOL 2401	Human Anatomy & 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
Semester Total		**21**

SEMESTER #1

COURSE	COURSE TITLE	SCH
RNSG 1327	Transition from Vocational to Professional Nursing	3
RNSG 1162	Transition Clinical	1
RNSG 1215	Health Assessment	2
RNSG 2213	Mental Health Nursing	2
RNSG 2261	Clinical III	2
Semester Total		**10**

SEMESTER #2

COURSE	COURSE TITLE	SCH
RNSG 1251	Care of the Childbearing Family	2
RNSG 2260	Clinical IV	2
RNSG 2101	Care of Children and Families	1
RNSG 1262	Clinical V	2
Language, Philosophy and Culture/Creative Arts		
	Select from Core Curriculum	3
Semester Total		**10**

SEMESTER #3

COURSE	COURSE TITLE	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
Semester Total		**10**
DEGREE TOTAL		**51**

VOCATIONAL NURSING CERTIFICATE

The Vocational Nursing program prepares successful graduates to function as Licensed Vocational Nurses (LVN). The LVN provides nursing care to patients in a variety of situations and health care settings under the supervision of 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 experiences 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 (DECs) of Graduates of Texas Nursing Programs. Upon successful completion of all program requirements, the graduate will receive a Certificate in Vocational Nursing and may apply to take a National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The Vocational Nursing Program is approved by the Texas Higher Education Coordinating Board and Texas Board of Nursing (BON). The BON can be contacted at:

Texas Board of Nursing
333 Guadalupe #3-460, Austin, TX 78701
1-512-305-7400
www.bon.texas.gov

Interested individuals should contact the Nursing Department staff at 409-933-8425 or the Nursing/Allied Health Advisor at 409-933-8684.

Transfer Requirements

Admission of transfer students is based upon student eligibility, an individual review of previous course work and space availability. Contact the Nursing Department staff at 409-933-8425 or the Nursing/Allied Health Advisor at 409-933-8684.

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.

PREREQUISITE SEMESTER

COURSE	COURSE TITLE	SCH
BIOL 2404	Anatomy and Physiology	4
Semester Total		**4**

SEMESTER #1

COURSE	COURSE TITLE	SCH
VNSG 1122	Vocational Nursing	1
VNSG 1227	Essentials of Medication Administration	2
VNSG 1323	Basic Nursing Skills	3
VNSG 1226	Gerontology	2
VNSG 2331	Advanced Nursing Skills	3
VNSG 1260	Introductory Clinical - Practical Nurse	2
Semester Total		**13**

SEMESTER #2

COURSE	COURSE TITLE	SCH
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

COURSE	COURSE TITLE	SCH
VNSG 1219	Professional 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		**44**

**Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level Two Certificate.

OCCUPATIONAL SAFETY AND HEALTH TECHNOLOGY

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.

Graduation Requirements

To be eligible for either a Certificate or an Associate of Applied Science degree in Occupational Safety and Health Technology, students must have completed the prescribed courses listed in this catalog with an overall grade point average of 2.0 or better, and pass each class listed in the prescribed course of study with a grade of "C" or better.

CERTIFICATE*
Occupational Safety and Health Technology

SEMESTER #1

COURSE	COURSE TITLE	SCH
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

COURSE	COURSE TITLE	SCH
OSHT 2305	Ergonomics and Human Factors in Safety	3
OSHT 1305	OSHA Regulations - Construction Industry	3
OSHT 1309	Physical Hazards Control	3
EPCT 1313	Contingency Planning	3
Semester Total		**12**

SEMESTER #3

COURSE	COURSE TITLE	SCH
OSHT 2309	Safety Program Management	3
EPCT 1341	Principles of Industrial Hygiene	3
OSHT 2401	OSHA Regulations - General Industry	4
Semester Total		**10**
DEGREE TOTAL		**34**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

ASSOCIATE OF APPLIED SCIENCE
Occupational Safety and Health Technology

SEMESTER #1

COURSE	COURSE TITLE	SCH
MATH 1314	College Algebra	3
ENGL 1301	Composition I	3
ENGL 1302, BMGT 2309, BMGT 2347, BUSI 2304, COSC 1301 or SPCH 1315	Composition II, Leadership, Critical Thinking and Problem Solving, Business Report Writing and Correspondence, Introduction to Computing or Public Speaking	3
OSHT 1301	Introduction to Safety and Health	3
OSHT 1313	Accident Prevention, Inspection and Investigation	3
Semester Total		**15**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
CHEM 1411	General Chemistry I	4
Language, Philosophy and Culture/Creative Arts	Select from Core Curriculum	3
OSHT 1305	OSHA Regulations - Construction Industry	3
OSHT 1309	Physical Hazards Control	3
EPCT 1313	Contingency Planning	3
Semester Total		**16**

SEMESTER #3

COURSE	COURSE TITLE	SCH
Life and Physical Sciences	Select from Core Curriculum	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	COURSE TITLE	SCH
OSHT 2309	Safety Program Management	3
OSHT 2305	Ergonomics and Human Factors in Safety	3
EPCT 1341	Principles of Industrial Hygiene	3
PSYC 2301 or SOCI 1301	Introduction to Psychology Introduction to Sociology	3
Semester Total		**12**
DEGREE TOTAL		**60**

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, Hepatitis B 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 Apply to the college at www.com.edu/apply.
3. Completion of the Pharmacy Technician Program Application at www.com.edu/pharmacytechnician and mail or return to:
   College of the Mainland
   Public Service Careers Building
   1205 Amburn Rd.,
   Texas City, TX 77591.
4. Approved Criminal Background Check
5. Approved Drug Screen
6. Must be either TSI met or have a TSI score of 343 or above

Students may be required to take any necessary remedial courses before entering the Pharmacy Technician program.

CERTIFICATE**
Pharmacy Technician

SEMESTER #1

COURSE	COURSE TITLE	SCH
PHRA 1301	Introduction to Pharmacy	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1441	Pharmacy Drug Therapy and Treatment	4
PHRA 1449	Institutional Pharmacy Practice	4
Semester Total		**14**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
PHRA 1347	Pharmaceutical Mathematics II	3
PHRA 1404	Pharmacotherapy and Disease Process	4
PHRA 2360	Clinical: Pharmacy Technician	3
PHRA 1445	Compounding Sterile Preparations and Aseptic Technique	4
PHRA 1243	Pharmacy Technician Certification Review	2
Semester Total		**16**
DEGREE TOTAL		**30**

**Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level Two Certificate.

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, Hepatitis B and varicella immunization/ history.

SEMESTER #1

COURSE	COURSE TITLE	SCH
PHRA 1301	Introduction to Pharmacy	3
PHRA 1309	Pharmaceutical Mathematics I	3
PHRA 1449	Institutional Pharmacy Practice	4
PHRA 1441	Pharmacy Drug Therapy and Treatment	4
Semester Total		**14**

SEMESTER #2

COURSE	COURSE TITLE	SCH
PHRA 1347	Pharmaceutical Mathematics II	3
PHRA 1404	Pharmacotherapy and Disease Process	4
PHRA 2360	Clinical - Pharmacy Technician/Assistant	3
PHRA 1445	Compounding Sterile Preparations and Aseptic Technique	4
PHRA 1243	Pharmacy Technician Certification Review	2
Semester Total		**16**

SEMESTER #3

COURSE	COURSE TITLE	SCH
HITT 1305	Medical Terminology I	3
ENGL 1301	Composition I	3
BIOL 2401	Human Anatomy and Physiology Part I	4
PHRA 1102	Pharmacy Law	1
BCIS 1305	Business Computer Applications	
or COSC 1301	Microcomputer Applications	3
Semester Total		**14**

SEMESTER #4

COURSE	COURSE TITLE	SCH
BIOL 2402	Human Anatomy and Physiology Part II	4
American History / Government Political Science / Social/Behavioral Science		
	Select from Core Curriculum	3
BMGT 1327	Principles of Management	3
Language, Philosophy and Culture/Creative Arts		
Select from Core Curriculum		3
SPCH 1315	Public Speaking	
or SPCH 1318	Interpersonal Communications	3
Semester Total		**16**
DEGREE TOTAL		**60**

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	COURSE TITLE	SCH
ENGL 1301	Composition I	3
MATH 1314	College Algebra/	
or TECM 1343	Technical Algebra and Trigonometry	3
PTAC 1302	Introduction to Process Technology	3
PSYC 1300	Psychology for Success/	
or PSYC 2301	Introduction to Psychology	
or SOCI 1301	Introduction to Sociology	3
Semester Total		**12**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
CHEM 1405	Introductory Chemistry I	4
PTAC 1310	Process Technology I: Equipment	3
PTAC 1308	Safety, Health and Environment	3
Semester Total		**10**

SEMESTER #3

COURSE	COURSE TITLE	SCH
PHYS 1401	College Physics/	
or 1410	Applied Physics	4
PTAC 1332	Process Instrumentation I	3
PTAC 1350	Industrial Economics	3
PTAC 2314	Quality	3
Semester Total		**13**

SEMESTER #4

COURSE	COURSE TITLE	SCH
PTAC 2420	Process Technology II: Systems	4
PTAC 1354	Industrial Processes	3
SPCH 1315	Public Speaking/	
or BUSI 2304	Business Report Writing and Correspondence (Sophomore-level version)	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
Semester Total		**11**

SEMESTER #5

COURSE	COURSE TITLE	SCH
PTAC 2346	Process Troubleshooting	3
PTAC 2438	Process Technology III: Operations	4
CTEC 2445	Unit Operations	4
Language, Philosophy and Culture/Creative Arts		3
Semester Total		**14**
DEGREE TOTAL		**60**

CTEC 2286 and CTEC 2486 (Internship - Chemical Technology/ Technician) are optional electives.

WELDING TECHNOLOGIES

CERTIFICATE*
Entry Level Welding

After completing the Entry Level Welding certificate, students will take a certification test on QC10. Upon passing the exam, students will receive a Certified Entry Level Welding certification from the American Welding Society (AWS). The AWS certificate is verification of workplace competencies in the area of Entry Level Welding.

SEMESTER #1

COURSE	COURSE TITLE	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 (GTAW) Welding	4
WLDG 1430	Introduction to Gas Metal Arc (GMAW) Welding	4
Semester Total		**16**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
WLDG 1435	Introduction to Pipe Welding	4
Semester Total		**8**
DEGREE TOTAL		**24**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

CERTIFICATE*
Advance Level Welding

After completing the Advanced Level Welding certificate, students will take a certification test on QC11. Upon passing the exam, students will receive am Advanced Certification from the American Welding Society (AWS). The AWS certificate is verification of workplace competencies in the area of Advanced Level Welding.

SEMESTER #1

COURSE	COURSE TITLE	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 (GTAW) Welding	4
WLDG 1430	Intro to Gas Metal ARC (GMAW) Welding	4
Semester Total		**16**

SEMESTER # 2

COURSE	COURSE TITLE	SCH
WLDG 1412	Introduction to Flux Cored Arc (FCAW) Welding	4
WLDG 1457	Interm. Shielded Metal Arc Welding (SMAW)	4
WLDG 1435	Introduction to Pipe Welding	4
WLDG 2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
Semester Total		**16**

SEMESTER #3

COURSE	COURSE TITLE	SCH
WLDG 2406	Intermediate Pipe Welding	4
WLDG 2413	Welding Using Multiple Processes	4
Semester Total		**8**
DEGREE TOTAL		**40**

*Denotes a certificate that is recognized by the Texas Higher Education Coordinating Board as a Level One Certificate.

Hal Pollack

For Hal Pollock, of Dickinson, and sons Michael and Richard, the College of the Mainland Process Technology is a family affair.

At 49, Hal was the first in his family to discover the program. He had held several jobs in sales with a degree in business administration but when a friend told him about the COM Process Technology Program, it sparked his interest.

"I enrolled and took the first two classes. I made A's in both of them. I thought I can do this," said Hal. "Nights, weekends, holidays I knew where I'd be:– at COM or studying."

Now Hal is a degreed chemical process operator at Dow Chemical Co. in Freeport.

"This is the best-kept secret there is," said Hal. "This year I'll probably make $125,000 (with overtime). For about $10,000 you can get a degree making that kind of money."

Sons Michael and Richard Pollock saw how the program benefited their father and enrolled after high school. Michael now works for FMC Corp. as a process operator, and Richard works for Pasadena Refining.

"The money's good, but (the job's) fulfilling. You're in charge of millions or billions of dollars of equipment," said Michael.

"You form lifelong relationships with coworkers. You form a lot of life skills."

Hal and Michael now return as adjunct instructors, teaching final-semester students in the 40-hour run how to operate, troubleshoot and document processes.

"A lot of people helped me finish the program and get hired," said Michael. "Coming back to the college is one way of giving back. We try to come in as industry reps and give them a little bit of field experience."

"My goal is to have 100 percent of the students have a job," said Hal. "In two to three years, students have potential to get where I am. It's up to them. You get serious and study. The college teaches you the basics so you have the tools you can take with you to whatever company you decide to work for."

The three anticipate continuing opportunities in the field.

"We actually enjoy what we do, so it's almost like it's not work. I'm proud to say I graduated from (COM). It's the best thing that's ever happened," said Richard. "With this degree you can work anywhere, whether a power plant, chemical plant or refinery. Anything that has a process, the PTEC program allows you to do it and realize your dreams."

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.

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 http://edtech.com.edu/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 (http://edtech.com.edu/online-student-handbook). 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.

Blackboard Support Blog

Students can find information on Blackboard system issues at http://bbsupport.com.edu/. This site is used to communicate any known issue that may impact the ability to access or use common features in Blackboard. Actual requests for support should be made at http://com.parature.com.

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. 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. 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*:

- 1.5 GHz single core CPU (Dual core preferred)
- 16 Megabytes RAM (2 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*:

- 1.5 GHz single core CPU (Dual core preferred)
- 1-Gigabyte RAM (2 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: http://edtech.com.edu/bc.

  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

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

Galveston County's economic growth and prosperity is attributable to a highly skilled, well-trained workforce. To compete in the global economy and meet the demands of rapidly advancing technology, Galveston county businesses both big and small have come to rely on College of the Mainland to help their organizations drive deliverables and improve bottom line performance.

College of the Mainland offers a full range of training programs customized to fit the needs of our local business partners. At College of the Mainland, we are proud to work on behalf of your organization to acquire training dollars via state and federal grants to help offset your organization's cost of training.

COM offers:

- Needs assessment
- Connection with necessary training resources
- Curriculum development
- Training delivery
- Instruction at your location or ours
- Room rental
- Specialized seminars
- College credit, CEU's and certificates
- Ability to partner and share cost with other businesses

When you need a reliable resource to help you move your company forward and are ready to call in assistance with your project, call College of the Mainland at 409-933-8586.

VOCATIONAL

Business
Certified Nursing Assistant
Child Care Provider
Computer Training
Dental Assistant
Desktop Publishing
ECG Technician
Electrical Trades
Emergency Medical Services
Firefighter-Fire Technology
Graphic Arts
Heating/Air Conditioning and Ventilation
Law Enforcement
Machinist
Mechanical/Maintenance Technician
Medical Billing and Coding
Medication Aide
Occupational Safety and Risk Management
Phlebotomy Technician
Real Estate
Security Officer
Welding Technology

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.

AVOCATIONAL

College of the Mainland offers a variety of avocational courses and other learning opportunities, such as:

Acting
Aerobics
Civilian Firearms
Computer Technologies
Dance
Drawing/Painting
Floral Design
Music Lessons
Photography
50 Plus Program
Spanish
Special Interests
Writing Novels

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.

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 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 fitness, 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 fitness 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 community program also provides an opportunity to participate in our volleyball and basketball leagues. We also offer youth basketball, soccer, and volleyball camps. Contact Memberships and Community Recreation at 409-933-8190 or visit the website at www.com.edu/recreation.

50 Plus Program (for Ages 50+)

In addition to a tuition discount for some Continuing Education courses, a senior adult (50 years or older) may enjoy a variety of courses and trips. 50 Plus Program courses are included in the Continuing Education Schedule located online at www.com.edu/ce. Limited copies are available at the Senior Adult Program Office. The 50 Plus Program Office 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.

THE ADULT EDUCATION PROGRAM

Adult Education programs are tuition free. Funding for these classes is provided through the Texas Workforce Commission in collaboration with Gulf Coast Workforce Solutions and 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 offers Adult Basic Education/Adult Secondary Education (ABE/ASE), English as Second Language (ESL) and College Preparation classes. Adult Education courses are designed for students seeking to improve their reading, writing and mathematics skills, including those students who are interested in preparing for a high school equivalency or advancing to higher education and better employment.

Classes are offered during morning, afternoon and evening hours at many locations including College of the Mainland, and partner sites throughout Galveston and Chambers Counties

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 who have academic skills below the high school level, including those without a high school diploma, or equivalent, 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 work, at home, and in the community.

College Success Academy

Whether you've just graduated from high school, are getting ready to complete your high school equivalency, or have been out of school and are preparing for a new career, the College Success Academy could be right for you. This intensive eight week course prepares students to identify and select high skilled careers and learn the academic skills as well as the college readiness and career awareness skills to take the next step toward their successful futures. The course covers academic reading, writing, and mathematics skills essential to training for you higher paying career. Students must apply and qualify for this free course. Successful completion of this course can be used for partial fulfillment of Texas Success Initiative requirements at College of the Mainland (see page 18).

Accelerate Texas: Vocational Training and Basic Skills Integration

Funded in cooperation with the Texas Workforce Commission, the Texas Higher Education Coordinating Board, and College of the Mainland, the Accelerate Texas Program provides support in reading, writing, mathematics, and study skills while providing scholarships and other supports to students interested in high demand, high wage careers such as welding, HVAC repair, and mechanical maintenance. More careers are added each semester. Contact the Adult Education Department to find out more.

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 receive proof of enrollment after the first day of class. Adult education instructors will certify when a student is prepared to take the examinations as well as provide referrals and documentation for scholarship assistance for the GED fees, if required. Verification of Enrollments (VOE) for the Texas Department of Public Safety have specific rules and these VOEs must be issued and signed by the Director for Adult Education.

Adult Education 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, ESL, or the College Success Academy call the Adult Education Office at 409-933-8294 or visit http://www.com.edu/adulted

Wesley Kuykendall

The rewards of work for Wesley Kuykendall are measured in the smiles on the faces of the children he treats.

A registered nurse at Clear Lake Regional Hospital in the pediatrics ward, Kuykendall, 35, of League City, cares for patients from newborns to 17-year-olds.

"I like working with kids," said Kuykendall. "Even when they're sick, seeing smiles on their faces makes my day better."

Kuykendall revels in the job that is his passion after 10 years in the restaurant business.

"I think I was stuck," said Kuykendall. "I've always wanted to work in health care."

Kuykendall determined to make a change and enrolled in the College of the Mainland Associate Degree Nursing Program.

In the rigorous program, Kuykendall learned in classes, labs and clinicals at University of Texas-Medical Branch, Mainland Medical Center and St. Joseph's Medical Center.

Receiving a COM Foundation scholarship and financial aid assisted him as he worked part-time and attended class full-time.

"My teachers … always pushed me. I had a bond with all of them I feel like," said Kuykendall.

"When I see them today they still try to push me toward my goals."

Now as a registered nurse he daily uses skills he learned in the challenging two-year program.

"I don't know what else I could have done that made me happy," said Kuykendall. "It was definitely worth it. I can always fall back on my degree. It was the best decision I ever made."

GENERAL INFORMATION

Each course description identifies a course, the weekly lecture time and lab time in hours and prerequisites to the course. 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.

PREREQUISITE INFORMATION

At present, some course descriptions specify that a grade of "C" or better must be earned in a prerequisite course. Starting in the Spring 2016 semester, students must earn a grade of "C" or better in all prerequisite courses to satisfy the prerequisite requirement.

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.

ART

Faculty: Bowes, Greenwalt, Peet

All studio art courses require three hours of additional independent study per week for which studios will be available.

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.

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.

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.

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.

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.

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.

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 2313. DESIGN COMMUNICATIONS I
(LECTURE 2, LAB 4). CREDIT 3. ACGM.
Communication of ideas through processes and techniques of graphic design and illustration.

ARTS 2314. DESIGN COMMUNICATIONS II
(LECTURE 2, LAB 4). CREDIT 3. ACGM.
Communication of ideas through processes and techniques of graphic design and illustration.

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 or co-requisite: ARTS 1316. Prerequisite: ARTS 2316.

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.

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.

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.

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.

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, Bieszke, Brasher, Kish-Molina, Orr, Jemison-Williams

BIOL 1322. NUTRITION & DIET THERAPY (LECTURE 3, LAB 0). CREDIT 3. ACGM.
This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. Prerequisite: TSI Reading 351 or IRW 0320 grade "C" or better. This course is also offered as a distance learning course.

BIOL 1406. BIOLOGY FOR SCIENCE MAJORS 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 IRW 0320 grade "C" or better. Successful completion of College Algebra or a higher-level mathematics is recommended.

BIOL 1407. BIOLOGY FOR SCIENCE MAJORS 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 IRW 0320 grade "C" or better. Successful completion of Biology 1406 and College Algebra or higher-level mathematics is recommended, grade "C" or better.

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. Grade "C" or better.

BIOL 1408. BIOLOGY FOR NON-SCIENCE MAJORS I (LECTURE 3, LAB 3). CREDIT 4. ACGM.
A survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Prerequisite: TSI Reading 351 or IRW 0320 grade "C" or better.

BIOL 1409. BIOLOGY FOR NON-SCIENCE MAJORS II (LECTURE 3, LAB 3). CREDIT 4. ACGM.
A survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Prerequisite: TSI Reading 351 or IRW 0320 grade "C" or better. Successful completion of BIOL 1408 with a grade of "C" or better is recommended.

BIOL 2401. ANATOMY & PHYSIOLOGY I (LECTURE 3, LAB 3). CREDIT 4. ACGM.
Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Prerequisite: TSI Reading 351 or IRW 0320 grade "C" or better. BIOL 1406 grade "C" or better is strongly recommended as a prerequisite, but is not required.

BIOL 2402. ANATOMY & PHYSIOLOGY II (LECTURE 3, LAB 3). CREDIT 4. ACGM.
Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Prerequisites: TSI Reading 351 or IRW 0320 grade "C" or better and BIOL 2401 ("C" or better).

BIOL 2404. ANATOMY & PHYSIOLOGY (LECTURE 3, LAB 3). CREDIT 4. ACGM.
Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Prerequisite: TSI Reading 351 or IRW 0320 grade "C" or better.

BIOL 2420. MICROBIOLOGY (LECTURE 3, LAB 3). CREDIT 4. ACGM.
This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. Prerequisites: Two lab-based courses (eight credit hours) selected from biology or chemistry core curriculum courses, grade "C" or better.

BUSINESS ADMINISTRATION

Faculty: Glover, Rahman, Williams

ACCT 2301. PRINCIPLES OF FINANCIAL ACCOUNTING (LECTURE 3, LAB 1). CREDIT 3. ACGM.
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Prerequisite: Meet TSI college-readiness standard for Mathematics; or equivalent. Recommended co-requisite: MATH 1324 Mathematics for Business & Social Science.

ACCT 2302. PRINCIPLES OF MANAGERIAL ACCOUNTING (LECTURE 3, LAB 1). CREDIT 3. ACGM.
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Prerequisite: ACCT 2301 Principles of Financial Accounting.

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.

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.

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: Completion of 12 credit hours or equivalent work experience.

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.

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.

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.

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: Completion of 12 credit hours or equivalent work experience.

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 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.

BUSI 1301. BUSINESS PRINCIPLES (LECTURE 3, LAB 0). CREDIT 3. ACGM.
This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

BUSI 2301. BUSINESS LAW (LECTURE 3, LAB 0). CREDIT 3. ACGM.
The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. Prerequisite: High school coursework in U.S. history and government, or equivalent.

BUSI 2304. BUSINESS REPORT WRITING AND CORRESPONDENCE (LECTURE 3, LAB 0). CREDIT 3. ACGM.
Theory and applications for technical reports and correspondence in business.

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.

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.

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.

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: Completion of 12 credit hours or equivalent work experience.

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.

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.

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: Keyboarding proficiency. Prerequisite or co-requisite: BCIS 1305, or COSC 1301.

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.

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: Completion of 12 credit hours or equivalent work experience.

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.

CHEMISTRY

Faculty: G. Johnson, T. Johnson

CHEM 1405. INTRODUCTORY CHEMISTRY I (LECTURE 3, LAB 3). CREDIT 4. ACGM.
Survey course introducing chemistry. Not designed for students in science or pre-professional programs. Prerequisites: TSI Math 350 (or equivalent developmental course) and TECM 1343 grade "C" or better or MATH 1314 grade "C" or better and TSI Reading 351 or IRW 0320 grade "C" or better.

CHEM 1406. 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 allied health students and for students who are not science majors. Prerequisites: TSI Math 350, MATH 0308 or MATH 0320 grade "C" or better and TSI Reading 351 or IRW 0320 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 IRW 0320 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 2423. ORGANIC CHEMISTRY I (LECTURE 3, LAB 4). CREDIT 4. ACGM.
Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Prerequisites: CHEM 1412 grade "C" or better.

CHEM 2425. ORGANIC CHEMISTRY II (LECTURE 3, LAB 4). ACGM.
Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Prerequisites: CHEM 2423 grade "C" or better.

CHILD DEVELOPMENT/EDUCATION

Faculty: Napoli

CDEC 1303. FAMILIES, SCHOOLS, AND COMMUNITY (LECTURE 3, LAB 1). CREDIT 3. WECM.
This course is a study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Students will analyze parenting styles and techniques; identify interrelated issues between families, and communities; examine characteristics of diverse cultures and lifestyles; practice ways to communicate and interact with parents and families; identify signs of abuse and neglect; and choose strategies and resources for supporting children and families in abusive and neglectful situations. 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 1318. WELLNESS OF THE YOUNG CHILD (LECTURE 3, LAB 1). CREDIT 3. WECM.
This course is a study of the factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Students will identify principles of nutrition, health, and safety; conduct a nutritional, health, and safety assessment; examine regulatory requirements for nutrition, health, and safety. 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 prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. Students will describe theories related to child guidance; explain how guidance promotes autonomy, self-discipline, and pro-social skills; identify familial and cultural influences on child guidance; and apply guidance techniques.

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. Students 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.

CDEC 1356. EMERGENT LITERACY FOR EARLY CHILDHOOD (LECTURE 3, LAB 0). CREDIT 3. WECM.
This course is an exploration of principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight. Students will define literacy and emergent literacy; analyze theories of language development; describe the teacher's role in promoting emergent literacy; and create literacy environments and experiences for children. Prerequisite: TSI Reading 342 or equivalent developmental course.

CDEC 1358. CREATIVE ARTS FOR EARLY CHILDHOOD (LECTURE 3, LAB 0). CREDIT 3. WECM.
This course is an exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight. Students will define the creative process; describe developmental sequences of creative arts; analyze teacher roles in enhancing creativity; describe concepts taught through the creative arts; identify components of creative environments; and assess creative arts activities.

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. Students 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; identify legislation and legal mandates and their impact on practices and environments; explain the role of advocacy for children with special needs and their families; and identify materials and resources, including current technology, to support learning in all domains for each and every child. Prerequisite: TSI Reading 342 or equivalent developmental course.

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 birth through age eight. Students will define developmentally appropriate practices; describe the process of child-centered curriculum development; develop guidelines for creating learning environments; describe 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 is a study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight. Students will as outlined in the 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 and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Prerequisite: 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 is an exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play. Students will align the sequence of cognitive development to the acquisition of math and science concepts; explain the scientific process and its application to early care and education environments; develop strategies which promote critical thinking and problem-solving skills in children; plan discovery experiences using observation and assessment; and evaluate 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.

CDEC 2326. ADMINISTRATION OF PROGRAMS FOR CHILDREN I (LECTURE 3, LAB 0). CREDIT 3. WECM.
This course is an application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Students will develop an initial operational plan; identify the functions of an administrator. Evaluate an early care and education program.

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, technical applications in programs and planning parent education/ partnerships. Students will discuss codes of ethical conduct; explain the administrator's role in advocacy; describe interpersonal management skills; explain legal issues; and evaluate parent involvement strategies.

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 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.
Overview of computer systems-hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. (These courses are no longer cross-listed as BCIS 1301 and 1401).

COSC 1336. PROGRAMMING FUNDAMENTALS I (LECTURE 3, LAB 1). CREDIT 3. ACGM.
Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. This course is included in the Field of Study Curriculum for Computer Science.

COSC 1337. PROGRAMMING FUNDAMENTALS II (LECTURE 3, LAB 1). CREDIT 3. ACGM.
This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.) Prerequisite: COSC 1336 Programming Fundamentals I.

COSC 2425. COMPUTER ORGANIZATION (LECTURE 3, LAB 1). CREDIT 3. ACGM.
The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced. This course is included in the Field of Study Curriculum for Computer Science. Prerequisite: COSC 1336 Programming Fundamentals I.

COSC 2336. PROGRAMMING FUNDAMENTALS III (LECTURE 3, LAB 1). CREDIT 3. ACGM.
Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. Prerequisite: COSC 1337 Programming Fundamentals II.

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 or equivalent work experience.

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. 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. This course leads to the Microsoft Industry certification for Windows Operating System Fundamentals.

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. This course leads to a Cisco Industry certification.

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. This course leads to the first exam for the Microsoft Industry certification Installing and Configuring Windows Server Prerequisites: 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. This course leads to the second exam for the Microsoft Industry certification for Administering Servers. Prerequisite or co-requisite: ITNW 1354.

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. This course leads to the Windows Microsoft Industry certification for Server Administration Fundamentals.

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: Completion of 12 credit hours or equivalent work experience.

ITNW 2312. ROUTERS.
(LECTURE 2, LAB 4). CREDIT 3. WECM.
Router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols. Prerequisite or co-requisite: ITNW 1325.

ITNW 2305. NETWORK ADMINISTRATION.
(LECTURE 2, LAB 3. CREDIT 3. WECM.
This course focuses on the components of a local area network and their relationships, the creation and administration of user accounts and groups, planning and setting up of network file systems, creation of effective file system security, and implementation and administration of network printing. This course leads to the Microsoft Certified Industry certification for Configuring Advanced Windows Server. Prerequisites: ITNW 1353.

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. This course leads to the CompTia Linux+ Part 1 Certification Exam.

ITSC 1391. SPECIAL TOPICS IN COMPUTER AND INFORMATION SCIENCES, GENERAL LINUX.
(LECTURE 2, LAB 4). CREDIT 3. WECM.
This course covers shells, scripting and data management, user interfaces and desktops, administrative tasks, essential system services, networking fundamentals and security. Prerequisite: ITSC 1316. This course leads to the CompTia Linux+ Part 2 Certification Exam.

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. This course leads to the Microsoft certification in SQL Server Database Administration Fundamentals.

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: ITNW 1308 and ITNW 1354.

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. This course leads to the CompTia A+ Part 1 certification.

ITSC 1325. PERSONAL COMPUTER HARDWARE (LECTURE 2, LAB 3). CREDIT 3. WECM.
Current personal computer hardware including assembly, upgrading, setup, configuration and troubleshooting. Prerequisite: ITSC 1305. This course leads to the CompTia A+ Part 2 certification.

ITSE 1311. BEGINNING WEB PROGRAMMING (LECTURE 2, LAB 4). CREDIT 3. WECM.
This is a beginning course in web programming. It provides students with the skills to create web pages in HyperText Markup Language and to write JavaScript programs.

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. Prerequisite: ITSE 1311.

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. This course will transfer into certain baccalaureate programs.

COSMETOLOGY

Faculty: Baker, Davis, Edmonston, Hunsucker

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.

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.

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.

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 work-place competencies related to haircutting and finishing techniques. Demonstrate use of implements and various sectioning, haircutting and finishing skills.

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. 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. 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.

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 or co-requisites: 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. This course is required for Esthetic Specialty; Operators will enroll in CSME 1348. Prerequisite or co-requisite: CSME 1420, 1445.

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.

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.

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. Prerequisites or co-requisites: CSME 1435 or with instructor approval.

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.

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.

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. Prerequisites: Must be a Licensed Cosmetology Operator. Prerequisites or co-requisites: CSME 1435 and CSME 1534 or with instructor approval.

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 or Corequistes: 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, 1401, 1405, 1410, 1443, 1451 and 2401. Prerequisites or co-requisites: 1491, 2343, 1348 and 1453 or with instructor approval.

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. Prerequisites: Must be an active Licensed Cosmetology Operator, CSME 1435, 1534 and 2414. Co-requisites: CSME 2515 and 2544 or with instructor approval.

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. Prerequisite: Must be an active Licensed Cosmetology Operator. CSME 1435, 1534 and 2414. Co-requisites: CSME 2445 and 2544 or with instructor approval.

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. Prerequisite: Must be an active Licensed Cosmetology Operator. CSME 1435, 1534, 2414 and 2515. Co-requisites: CSME 2445 and 2515 or with instructor approval.

CRIMINAL JUSTICE

Faculty: Anderson

CRIJ 1301. INTRODUCTION TO CRIMINAL JUSTICE (LECTURE 3, LAB 0). CREDIT 3. ACGM.
This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. Prerequisite: TSI Reading 351 or equivalent developmental course. This is an academic transfer course.

CRIJ 1306. COURT SYSTMS AND PRACTICES (LECTURE 3, LAB 0). CREDIT 3. ACGM.
This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law. Prerequisite: TSI Reading 351 or equivalent developmental course. This is an academic transfer course.

CRIJ 1307. CRIME IN AMERICA (LECTURE 3, LAB 0). CREDIT 3. ACGM.
American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. Prerequisite: TSI Reading 351 or equivalent developmental course.

CRIJ 1310. FUNDAMENTALS OF CRIMINAL LAW (LECTURE 3, LAB 0). CREDIT 3. ACGM.
This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability. Prerequisite: TSI Reading 351 or equivalent developmental course. This is an academic transfer course.

CRIJ 2313. CORRECTIONAL SYSTEMS AND PRACTICES (LECTURE 3, LAB 0). CREDIT 3. ACGM.
This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues. Prerequisite: TSI Reading 351 or equivalent developmental course.

CRIJ 2328. POLICE SYSTEMS AND PRACTICES (LECTURE 3, LAB 0). CREDIT 3. ACGM.
This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority. Prerequisite: TSI Reading 351 or equivalent developmental course.

CJSA 1382. CRIMINAL JUSTICE COOPERATIVE EDUCATION (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 work experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: TSI Reading 351 or equivalent developmental course. This course will transfer into certain baccalaureate programs.

DRAFTING

Faculty: Gregory

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 1305 and DFTG 1409 or instructor approval.

DFTG 1305. TECHNICAL DRAFTING (LECTURE 2, LAB 2). CREDIT 3. 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.

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.

DFTG 2430. CIVIL DRAFTING (LECTURE 3, LAB 3). CREDIT 4. WECM.
An in-depth study of drafting methods and principles used in civil engineering. Prerequisites: DFTG 1305 and DFTG 1409 or instructor approved.

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 1305 and DFTG 1409 or instructor approved.

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 1305 and DFTG 1409 or instructor approved.

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 1305 and DFTG 1409 or instructor approved.

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 1305 and DFTG 1409 or instructor approved.

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 1305 and DFTG 1409 or instructor approved.

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 1305 and DFTG 1409 or instructor approved.

DRAMA

Faculty: Meyer

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.

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.

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.

DRAM 1342. INTRODUCTION TO COSTUME (LECTURE 3, LAB 0). CREDIT 3. ACGM.
Principles and techniques of costume design and construction for theatrical productions.

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.

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.

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.

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 2366. INTRODUCTION TO CINEMA
(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. 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. 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 and TSI Reading 351.

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 and TSI Reading 351.

EDUCATION

Faculty: 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. Also listed as PSYC 1300. Credit will not be given for both PSYC 1300 and EDUC 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 provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and the course must include a minimum of 16 contact hours of field experience 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 provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301.

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 must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experiences. 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. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Assessment of Educational Progress position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences. 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, language, and cognitive factors impacting growth and development of children through adolescence.

EMERGENCY MEDICAL SERVICES

Faculty: Chappell, 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. Clinical experiences are unpaid external learning experiences under the guidance of site professionals. Co-requisite: EMSP 1501.

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 Complete. 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 Complete. 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 Complete. Co-requisite: EMSP 1160.

EMSP 2135. ADVANCED CARDIAC LIFE SUPPORT (LECTURE 0, LAB 2). CREDIT 1. WECM.
Theory and skills necessary for the management of cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. This course was designed to be repeated multiple times to improve student proficiency.

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. For the paramedic level - Co-requisite: EMSP 2169.

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. Clincal experiences are unpaid external learning experiences under the guidance of site professionals. Co-requisites: EMSP 2169.

EMSP 2169. PRACTICUM – EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (EMT PARAMEDIC). (LECTURE 0, LAB 9). CREDIT 1. WECM.
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Site placement is the responsibility of College faculty. The student will be assigned a single paramedic preceptor for the duration of the class. This is an unpaid external learning experience. The Medical Director may, at his discretion, require additional experience beyond the minimum requirement. Co-requisite: EMSP 2143.

EMSP 2306. EMERGENCY PHARMACOLOGY. (LECTURE 2, LAB 2) CREDIT 3. WECM.
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. This comprehensive course covers the utilization of medications in treating emergency situations. Instruction is designed to integrate with the other classes in the paramedic curriculum: Cardiology, Medical Emergency, and Special Populations. Prerequisite: TSI Complete. Co-requisite: EMSP 2444.

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. Prerequisite: TSI Complete.

EMSP 2434. MEDICAL EMERGENCIES (LECTURE 3, LAB 2). CREDIT 4. WECM.
Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology and other related topics. At completion, students will integrate pathophysiological assessment findings to formulate a field impression; implement a treatment plan; and integrate multiple determinates of medical conditions into clinical care. Co-requisite: EMSP 2444.

EMSP 2444. CARDIOLOGY (LECTURE 3, LAB 2). CREDIT 4. WECM.
This course provides knowledge and skills necessary for the assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. Co-requisites: EMSP 2306, EMSP 2434 and EMSP 2461.

EMSP 2461. CLINICAL - EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (EMT PARAMEDIC). (LECTURE 0, LAB 16). 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. Clinical rotations are unpaid external learning experiences. The Medical Director may, at his discretion, require additional experience beyond the minimum requirement. Co-requisite: EMSP 2444.

ENGLISH

Faculty: Anderson, Burleson, Childs, Gentry, Hammett, McDavid, Remollino, Serda, Smiley, Tabor, Walton, White

The following courses are designed to prepare students for college-level coursework and do not result in degree or transferable credit.

IRW 0300. INTERMEDIATE INTEGRATED READING AND WRITING (LECTURE 3, LAB 1.5). CREDIT 3.
This course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic assignments. Students placed in IRW 0300 who successfully complete this course ("C" or better) will then take IRW 0320. Placement: (1) TSI Essay 2-3 with TSI Writing multiple choice score of 350-356 or (2) TSI Reading – score of 342-345 or (3) Successful completion ("C" or better) of READ 0300 prior to 8/31/2014.

IRW 0320. ADVANCED INTEGRATED READING AND WRITING (LECTURE 3, LAB 1.5). CREDIT 3.
This course integrates more advanced preparation than IRW 0300 regarding academic reading skills and skills in writing a variety of academic assignments. Topics include critical reading and writing skills. Students will be expected to write compositions similar to those assigned in ENGL 1301. Placement: (1) TSI Essay – score of 4 with TSI Writing multiple choice of 357-362 or (2) TSI Reading – score 346-350 or (3) Successful completion ("C" or better) of READ 0340 or ENGL 0330 prior to 8/31/2014 or (4) Successful completion ("C" or better) of IRW 0300.

The following are approved courses for general academic degrees or transfer to public universities in Texas.

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 with TSI Essay 4 and TSI Writing 363.

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 2342. FORMS OF LITERATURE I: POST-APOCALYPTIC AND ALTERNATIVE REALITIES GENRES. (LECTURE 3, LAB 0). CREDIT 3. ACGM.
The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Prerequisite: ENGL 1301 with a grade of "C" or better.

ENGL 2343. FORMS OF LITERATURE II: THE UNDEAD IN FILM AND LITERATURE. (LECTURE 3, LAB 0). CREDIT 3. ACGM.
The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. 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 1103 FIREFIGHTER AGILITY & FITNESS PREPARATION. (LECTURE 1, LAB 1). CREDIT 1. WECM.
Physical ability testing methods. Rigorous training in skills and techniques needed in typical fire department physical ability tests.

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 1450 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 2111 INCIDENT SAFETY OFFICER (LECTURE 1, LAB 1), CREDIT 1, WECM
The course satisfies the Texas Commission on Fire Protection curriculum requirements for Incident Safety Officer. Students successfully completing the course will be eligible for the TCFP certification examination for ISO. Topics cover the curriculum in the TCFP Curriculum Manual for ISO, which include the duties and responsibilities of the ISO in emergency and non-emergency situations. Note: The TCFP charges additional testing and certification fees, which is the responsibility of the student.

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:

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.

GEOLOGY

Faculty:

GEOL 1403. PHYSICAL GEOLOGY (LECTURE 3, LAB 3) CREDIT 4. ACGM.
Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Prerequisite: The following TSI scores or equivalent developmental course: TSI Reading 351, and TSI Math 350 or Math 0320 grade "C" or better, or IRW 0320 grade "C" or better.

GEOL 1404. HISTORICAL GEOLOGY (LECTURE 3, LAB 3) CREDIT 4. ACGM.
A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Prerequisite: GEOL 1403 grade "C" or better.

GEOL 1405. ENVIRONMENTAL SCIENCE (LECTURE 3, LAB 3) CREDIT 4. ACGM.
A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. Prerequisite: The following TSI scores or equivalent developmental course: TSI Reading 351 and TSI Math 350 or Math 0320 grade "C" or better, or IRW 0320 grade "C" or better.

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: TSI Reading 351 or IRW 0320 grade "C" or better, and TSI Math 350 or Math 0320 grade "C" or better. A prior course in Physics and MATH 1314 strongly recommended.

GOVERNMENT

Faculty: Goldman, Layton, Presnall, Skipworth, Wakao

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.

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.

GRAPHIC ARTS

Faculty: Jackson, O'Connor

ARTC 1302. DIGITAL IMAGING I (LECTURE 2, LAB 4). CREDIT 3. WECM.
Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

ARTC 1327. TYPOGRAPHY (LECTURE 2, LAB 4). CREDIT 3. WECM.
A study of letterforms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards. Prerequisites: ARTS 2314 or Instructor Approval.

ARTC 1349. ART DIRECTION I (LECTURE 2, LAB 4). CREDIT 3. WECM.
Creation of projects in art direction for advertising graphic campaigns for products, services, or ideas. Topics include all campaign procedures from initial research and creative strategy to final execution and presentation of a comprehensive project. Prerequisites: ARTC 1353 or Instructor Approval.

ARTC 1353. COMPUTER ILLUSTRATION (LECTURE 2, LAB 4). CREDIT 3. WECM.
Use of the tools and transformation options of an industry-standard vector drawing program to create complex illustrations or drawings.

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. This course was designed to be repeated multiple times to improve student proficiency. Prerequisites: ARTC 2314 or Instructor Approval.

ARTC 2335. PORTFOLIO DEVELOPMENT FOR GRAPHIC DESIGN (LECTURE 2, LAB 4). CREDIT 3. WECM.
Preparation of a portfolio comprised of completed graphic design projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study. Prerequisites: GRPH 2309 or IMED 2315, Instructor Approval.

ARTC 2388. INTERNSHIP: COMMERCIAL AND ADVERTISING ART (LECTURE 0, EXT 18). CREDIT 3. WECM.
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. Prerequisites: Instructor Approval.

GRPH 2309. DIGITAL PRE-PRESS (LECTURE 2, LAB 4). CREDIT 3. WECM.
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: ARTS 2314, ARTC 1302, or Instructor Approval.

ARTS 2313. DESIGN COMMUNICATIONS I (LECTURE 2, LAB 4). CREDIT 3. ACGM.
Communication of ideas through processes and techniques of graphic design and illustration.

ARTS 2314. DESIGN COMMUNICATIONS II (LECTURE 2, LAB 4). CREDIT 3. ACGM.
Communication of ideas through processes and techniques of graphic design and illustration.

IMED 1301. INTRODUCTION TO DIGITAL MEDIA (LECTURE 2, LAB 4). CREDIT 3. WECM.
A survey of the theories, elements, and hardware/software components of digital media. Emphasis on conceptualizing and producing digital media presentations.

IMED 1316. WEB DESIGN I (LECTURE 2, LAB 4). CREDIT 3. WECM.
Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers.

IMED 1345. INTERACTIVE DIGITAL MEDIA I (LECTURE 2, LAB 4). CREDIT 3. WECM.
Exploration of the use of graphics and sound to create interactive digital media applications and/or animations using industry standard authoring software. Prerequisites: IMED 1301.

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. Prerequisites: IMED 2315 or Instructor Approval.

IMED 2315. WEB DESIGN II (LECTURE 2, LAB 4). CREDIT 3. WECM.
A study of mark-up language and advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites, according to accessibility standards, cultural appearance, and legal issues. Prerequisites: IMED 1316, and Pre or Corequisite IMED 1302, or Instructor Approval.

HEALTH INFORMATION MANAGEMENT

Faculty: Frieze, Pannell

HITT 1260. CLINICAL INTERNSHIP: HEALTH INFORMATION/MEDICAL RECORDS (LECTURE 0, LAB 6). CREDIT 2. WECM.
A health-related, work-based learning experience that enables the 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 including 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.
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HITT 1311. HEALTH INFORMATION SYSTEMS (LECTURE 3, LAB 1). CREDIT 3. WECM.
Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health.

HITT 1341. CODING AND CLASSIFICATION SYSTEMS (LECTURE 3, LAB 1). CREDIT 3. WECM.
Fundamentals of coding rules, conventions, and guidelines using clinical classification systems. Prerequisite: HITT 1305 and BIOL 2401. Prerequisite or co-requisite: HITT 1349 and BIOL 2402.

HITT 1345. HEALTH CARE DELIVERY SYSTEMS (LECTURE 3, LAB 0). CREDIT 3. WECM.
Examination of delivery systems including organization, financing, 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. 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 privacy, security, 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.
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 Health Information Technology (HIT) competencies, skills, and knowledge.

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.
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.

HITT 2343. QUALITY ASSESSMENT AND PERFORMANCE IMPROVEMENT (LECTURE 3, LAB 0). CREDIT 3. WECM.
Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems. Prerequisite: HITT 1301.

HITT 2346. ADVANCED MEDICAL CODING (LECTURE 3, LAB 1). CREDIT 3. WECM.
Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting. Prerequisite: HITT 1341. Prerequisite or co-requisite: HITT 2335.

HISTORY

Faculty: Ovesny, Smith, 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. Prerequisite: TSI Reading 351 or equivalent developmental course.

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. Prerequisite: TSI Reading 351 or equivalent developmental course.

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. Prerequisite: TSI Reading 351 or equivalent developmental course.

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. Prerequisite: TSI Reading 351 or equivalent developmental course.

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. Prerequisite: TSI Reading 351 or equivalent developmental course.

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.

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.

MARKETING

(See Business Administration)

MATHEMATICS

Faculty: Allison, Bigos, English, Glover, Larsen, Morawski, Ravandi, Richardson, Shirey

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.

The following courses are designed to help students prepare for College-level coursework and do not result in degree or transferable credit.

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.

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.

MATH 0308. FOUNDATIONS OF MATHEMATICAL REASONING. (LECTURE 4.5, LAB 0). CREDIT 3.

This course prepares students for a college level courses in Statistical Reasoning and Quantitative Reasoning. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios, and proportions; percentages; solving equations; linear models; data interpretations, including graphs and tables; verbal, algebraic and graphical representations of functions; exponential models. Prerequisite: TSI Math 336. Prerequisite or corequisite: PYSC 1300 or EDUC 1300. 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. Additional prerequisite for Modular Format: TSI Reading 342 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. Prerequisite: TSI Math 343-349 or MATH 0310 grade "C" or better. Additional prerequisite for Modular Format: TSI Reading 342. This course does not transfer.

The following are approved academic courses for credit, transferable to public universities in Texas.

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 MATH 0320 grade "C" or better.

MATH 1316. PLANE 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: TSI Math 350 or MATH 0320 grade "C" or better.

MATH 1324. MATHEMATICS FOR BUSINESS & SOCIAL SCIENCES (LECTURE 3, LAB 0) CREDIT 3. ACGM.
The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Prerequisite: TSI Math 350 or MATH 0320 grade "C" or better.

MATH 1325. CALCULUS FOR BUSINESS & SOCIAL SCIENCES (LECTURE 4, LAB 0) CREDIT 3. ACGM.
This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. Prerequisite: MATH 1314 grade 'C' or better or COM Math Placement Test.

MATH 1332. QUANTITATIVE REASONING (LECTURE 3, LAB 0). CREDIT 3. ACGM.
Topics include Number, Ratio, and Proportional Reasoning; Modeling; Probability and Statistics. Prerequisite: TSI Math 350 or MATH 0308 or MATH 0320 grade "C" or better. Contact Counseling to determine which math course satisfies requirement of desired baccalaureate program.

MATH 1342. ELEMENTARY STATISTICAL METHODS (LECTURE 4, 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 MATH 0320 or MATH 0308 grade "C" or better.

MATH 1350. FUNDAMENTALS OF MATHEMATICS I (LECTURE 3, LAB 0). CREDIT 3 ACGM.
Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems 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.
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. This course may also be appropriate for early childhood education majors. Prerequisite: MATH 1350 grade "C" or better.

MATH 2312. PRE-CALCULUS MATH (LECTURE 4, LAB 0). CREDIT 3 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 2312 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 2414 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, MDCA 1352 and MDCA 1348.

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.

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.

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.

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.

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 1460. CLINICAL-MEDICAL ASSISTANT (LECTURE 0, LAB 22). 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 2, LAB 6). 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. 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, 1122, 2121, 2122. 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.

MUEN 1125, 1126, 2125, 2126 . 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.

MUEN 1131, 1132, 2131, 2132. 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.

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.

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.

MUEN 1135, 1136, 2135, 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.

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.

MUEN 1139, 1140, 2139, 2140. 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.

MUEN 1141, 1142, 2141, 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.

MUEN 1153, 1154, 2153, 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.

MUEN 1155, 1156, 2155, 2156. 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.

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.

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.

MUSI 1183, 1184. 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.

MUSI 1192, 1193. 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.

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.

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.

MUSI 1307. MUSIC LITERATURE (LECTURE 3, LAB 0) CREDIT 3. ACGM.
Survey of the principal musical form and cultural periods as illustrated in the literature of major composers. Prerequisite: TSI 346 reading or equivalent developmental course.

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.

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.

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.

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.

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.

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.

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. 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.

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 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.

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 mediants and early 20th Century and twelve tone technique. Concurrent enrollment in MUSI 2217 is required. Prerequisites: TSI 346 reading or equivalent developmental course 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 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 and MUSI 2216.

NETWORKING

(See Computer Information Systems and Networking)

NURSING

Faculty: Anderson, Aulds, Biscoe-Ingram, Davis, Glynn, Gundermann, Gwin, Hall, Hammer, Jones, Lovett, Lowry, Machula, McCreight, Rondeau

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.

RNSG 1162. TRANSITION 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, BIOL 2420, PSYC 2301, PSYC 2314. TSI Math 350 or equivalent developmental course. 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 2420 PSYC 2301. TSI Math 350 or equivalent developmental course. Prerequisites or co-requisites: PSYC 2314, RNSG 1209, RNSG 1215.

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 2420, RNSG 1215 PSYC 2301. Prerequisites or co-requisites: PSYC 2314, RNSG 1205, RNSG 1215. TSI Math 350 or equivalent developmental course.

RNSG 1215. HEALTH ASSESSMENT (LECTURE 1, LAB 2). CREDIT 2. 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 2420, PSYC 2314. TSI Math 350 or equivalent developmental course. Prerequisites or co-requisites: PSYC 2314, RNSG 1205, RNSG 1209.

RNSG 1251. CARE OF THE CHILDBEARING FAMILY (LECTURE 2, LAB 0). 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 1441, RNSG 1361. Co-requisites: RNSG 2260. Prerequisites or co-requisites: Language, Philosophy and Cultural/Creative Arts.

RNSG 1260. CLINICAL I
(LECTURE 0, EXT 6). CREDIT 2. 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 2420, PSYC 2301. TSI Math 350 or equivalent developmental course. Prerequisites or co-requisites: PSYC 2314, RNSG 1205, RNSG 1209, RNSG 1215.

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 1441, RNSG 1361. Co-requisites: RNSG 2101.

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, BIOL 2420, PSYC 2301, PSYC 2314. TSI Math 350 or equivalent developmental course. Co-requisite: RNSG 1162. Prerequisite or co-requisite: RNSG 1215.

RNSG 1343. COMPLEX CONCEPTS OF ADULT HEALTH
(LECTURE 2, LAB 3). CREDIT 3. (8-WEEK COURSE). WECM.
This course integrates previous knowledge and skills related to common adult heath 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: RNSG 1361, RNSG1441. Co-requisites: RNSG 2262. Prerequisites or co-requisites: Language, Philosophy and Culture/ Creative Arts.

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: RNSG 1260. Co-requisite: RNSG 1441.

RNSG 1441. COMMON CONCEPTS OF ADULT HEALTH
(LECTURE 3, LAB 4). 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: RNSG 1260. Co-requisites: RNSG 1361,

RNSG 2101. CARE OF CHILDREN AND FAMILIES (LECTURE 1, LAB 1). CREDIT 1. (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 1441, RNSG 1361. Co-requisites: RNSG 1262. Prerequisites or co-requisites: Language, Philosophy and Cultural/Creative Arts.

RNSG 2213. MENTAL HEALTH NURSING (LECTURE 2, LAB 0). 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 1441, RNSG 1361. Co-requisites: RNSG 2261.

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 1441, RNSG 1361. Co-requisites: RNSG 1251. Prerequisites or co-requisites: Language, Philosophy and Cultural/Creative Arts.

RNSG 2261. CLINICAL III (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. Co-requisites: RNSG 2213. Prerequisites or co-requisites: RNSG 1441, RNSG 1361.

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: Language, Philosophy and Cultural/Creative Arts, RNSG 1441, RNSG 1361. Co-requisites: RNSG 1343.

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: RNSG 1343, RNSG 2262, Co-requisites: RNSG 2331.

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: RNSG 1343, RNSG 2262. Co-requisites: RNSG 2263.

VOCATIONAL NURSING

Faculty: Huey, Robinson, Roney, Smith

VNSG 1122. VOCATIONAL NURSING CONCEPTS (LECTURE 1, LAB 1). 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. Prerequisites: BIOL 2404 or equivalent.

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. Prerequisites: BIOL 2404 or equivalent.

VNSG 1219. PROFESSIONAL DEVELOPMENT (LECTURE 2, LAB 1). 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 1429, VNSG 1261.

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. Prerequisites: BIOL 2404 or equivalent.

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 2431, VNSG 1260.

VNSG 1260. CLINICAL – PRACTICAL NURSING I (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. Prerequisites or co-requisites: VNSG 1122, BIOL 2404, VNSG 1227, VNSG 1423, VNSG 1226, VNSG 2431.

VNSG 1261. CLINICAL- PRACTICAL NURSING II (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 1260. Prerequisites or co-requisites: VNSG 1331, VNSG 1236, VSNG 1429.

VNSG 1330. MATERNAL NEONATAL NURSING (LECTURE 3, LAB 1). 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 place 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 1261. Prerequisites or co-requisites: VNSG 1219, VNSG 1432, VNSG 2460, VNSG 1334.

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 2431, VNSG 1260.

VNSG 1334. PEDIATRICS (LECTURE 3, LAB 1). 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 1261.

VNSG 1323. BASIC NURSING SKILLS (LECTURE 1, LAB 7). 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.

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 1260. Prerequisites or co-requisites: 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 1429, VNSG 1261. Prerequisites or co-requisites: VNSG 1219, VNSG 1330, VNSG 1334, VNSG 2460.

VNSG 2331. ADVANCED NURSING SKILLS (LECTURE 1, LAB 7). 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. Prerequisites or co-requisites: VNSG 1122, VNSG 1227, VNSG 1226, VNSG 1260, VNSG 1320.

VNSG 2460. CLINICAL: PRACTICAL NURSE III (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 1261. Co-requisites: VNSG 1219, VNSG 1330, VNSG 1334, VNSG 1432.

NUTRITION

Faculty: G. Johnson, Kish-Molina

BIOL 1322. NUTRITION & DIET THERAPY (LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. Prerequisite: TSI Reading 351 or equivalent developmental course. This course is also offered as a distance learning course.

OCCUPATIONAL SAFETY AND HEALTH

Faculty: Handwerk, Oakley

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.

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.

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.

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.

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.

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.

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.

OSHT 1305. OSHA REGULATIONS-CONSTRUCTION INDUSTRY (LECTURE 3, LAB 0). CREDIT 3. WECM
A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry.

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.

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. (Capstone course: Take in last semester or faculty approved.)

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.

PHARMACY TECHNICIAN

Faculty: Homburg

PHRA 1102. PHARMACY LAW
(LECTURE 1, LAB 0). CREDIT 1. WECM.
Overview of federal and state laws governing the practice of pharmacy. The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects.

PHRA 1243. CERTIFICATION REVIEW
(LECTURE 2, LAB 0) CREDIT 2. WECM.
An overview of major topics covered on the National Pharmacy Technician Certification Exam.

PHRA 1301. INTRODUCTION TO PHARMACY
(LECTURE 3, LAB 1). CREDIT 3. WECM.
This course in an overview of the qualifications, operational guidelines, and job duties of the pharmacy technician.

PHRA 1309. PHARMACEUTICAL MATH I
(LECTURE 3, LAB 1). CREDIT 3. WECM.
This course covers pharmaceutical calculation problems encountered in the preparation and distribution of drugs.

PHRA 1347. PHARMACEUTICAL MATH II
(LECTURE 3, LAB 0) CREDIT 3. WECM.
This course will cover advanced concepts of Pharmaceutical Math I.

PHRA 1449. INSTITUTIONAL PHARMACY
(LECTURE 3, LAB 3). CREDIT 3. WECM.
This course covers the fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. Topics will include in-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control.

PHRA 1404. PHARMACOTHERAPY AND DISEASE PROCESS.
(LECTURE 4, LAB 0). CREDIT 4. WECM.
This course is the study of disease states and the therapeutic properties of drugs used in pharmaceutical therapy.

PHRA 1441. PHARMACY DRUG THERAPY AND TREATMENT
(LECTURE 4, LAB 1). 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.

PHRA 1445. INTRAVENOUS ADMIXTURE AND STERILE COMPOUNDING
(LECTURE 3, LAB 2) CREDIT 4. WECM.
This course is a study of the process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards.

PHRA 2360. CLINICAL PHARMACY TECHNICIAN INTERNSHIP-HOSPITAL AND COMMUNITY
(LECTURE 0, LAB 10). CREDIT 3. WECM.
This course consists of 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.

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.

PHED 1304. PERSONAL/COMMUNITY HEALTH
(LECTURE 3, LAB 0). CREDIT 3. ACGM.
This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

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.

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.

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.

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 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 redirecting 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.

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 1164. INTRODUCTION TO PHYSICAL FITNESS & WELLNESS (LECTURE 1, LAB 2). CREDIT 1. ACGM.
This course will provide an overview of the lifestyle necessary for fitness and health. Students will participate in physical activities and assess their fitness status. Students will be introduced to proper nutrition, weight management, cardiovascular health, flexibility, and strength training.

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.
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. For pre-medical, pre-dental, pre-physical therapy, pre-veterinary medicine, prepharmacy, pre-optometry and technology students. Prerequisite: MATH 1314, and MATH 1316 or MATH 2312/2412, grade "C" or better. Prior physics strongly recommended.

PHYS 1402. COLLEGE PHYSICS II (LECTURE 3, LAB 3). CREDIT 4. ACGM.
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Prerequisite: PHYS 1401, grade "C" or better.

PHYS 1403. STARS AND GALAXIES (LECTURE 3, LAB 3). CREDIT 4. ACGM.
Study of stars, galaxies, and the universe outside our solar system. A laboratory consisting primarily of night-time viewing. Prerequisite: TSI 351 Reading or IRW 0320 grade "C" or better.

PHYS 1404. SOLAR SYSTEM. (LECTURE 3, LAB 3). CREDIT 4. ACGM.
Study of the sun and its solar system, including its origin. A laboratory consisting primarily of night-time viewing. Prerequisite: TSI 351 Reading or IRW 0320 grade "C" or better.

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 1343 and MATH 0320 or MATH 1314 grade "C" or better.

PHYS 2425. UNIVERSITY PHYSICS I (LECTURE 3, LAB 3). CREDIT 4. ACGM.
Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Prerequisite: MATH 2413 grade "C" or better. This is an academic transfer course.

PHYS 2426. UNIVERSITY PHYSICS II (LECTURE 3, LAB 3). CREDIT 4. ACGM.
Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Prerequisites: PHYS 2425, MATH 2414 grade "C" or better.

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), 2.5 GPA, PTAC 1302, PTAC 1310, PTAC 1308, CHEM 1419, PHYS 1401 or PHYS 1410, MATH 1314 or TECM 1343, 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 plot 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 1308, PTAC 1310, PTAC 1332, 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), 2.5 GPA, PTAC 1302, PTAC 1310, PTAC 1308, CHEM 1419, PHYS 1401 or PHYS 1410, MATH 1314 or TECM 1343, 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: TSI Reading 351 or equivalent developmental course.

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 1343.

PTAC 1308. SAFETY, HEALTH, AND ENVIRONMENT I
(LECTURE 3, LAB 1). CREDIT 3. 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.

PTAC 1310. PROCESS TECHNOLOGY I: EQUIPMENT
(LECTURE 2, LAB 3). 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.

PTAC 1332. PROCESS INSTRUMENTATION I
(LECTURE 2, LAB 4). CREDIT 3. 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.

PTAC 1354. INDUSTRIAL PROCESSES
(LECTURE 2, LAB 4). CREDIT 3. 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 1308, PTAC 1310, PTAC 1332, 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: TSI Math 343 or equivalent developmental course. PTAC 1302.

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 1308, PTAC 1310, PTAC 1332, 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 1308, PTAC 1310, PTAC 1332, PTAC 2420, CHEM 1419, PHYS 1410 or PHYS 1401.

PTAC 2346. PROCESS TROUBLESHOOTING (LECTURE 2, LAB 4). 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 1308, PTAC 1310, PTAC 1332, PTAC 2420, CHEM 1419, PHYS 1410 or PHYS 1401.

TECM 1343. TECHNICAL ALGEBRA AND TRIGONOMETRY. (LECTURE 2 LAB 2) CREDIT 3. WECM.
Algebraic and trigonometric applications used in technical/industrial settings Prerequisite: TSI Math 350 or equivalent developmental course. Solve linear, quadratic, and simultaneous equations used in technical/industrial applications; manipulate exponents; solve right and oblique triangles; convert polar and rectangular vectors; and add and subtract vectors. TSI Math 350 or equivalent developmental course.

PSYCHOLOGY

Faculty: Alvarez, Avery, Ennis, Franks, Henderson

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. 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. GENERAL PSYCHOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.
General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. Prerequisites: ENGL 1301 or TSI Reading 351 or equivalent developmental course. This is an academic transfer course.

PSYC 2306. HUMAN SEXUALITY (LECTURE 3, LAB 0). ACGM.
This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. Prerequisite: TSI Reading 351 or equivalent developmental course. This is an academic transfer course.

PSYC 2308. CHILD PSYCHOLOGY (LECTURE 3, LAB 0). ACGM.
This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development. Prerequisite: ENGL 1301 or TSI Reading 351 or equivalent developmental course. This is an academic transfer course.

PSYC 2314. LIFESPAN GROWTH & DEVELOPMENT (LECTURE 3, LAB 0). ACGM.
Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

PSYC 2315. PSYCHOLOGY OF ADJUSTMENT (LECTURE 3, LAB 0). ACGM.
Study of the processes involved in adjustment of individuals to their personal and social environments. Prerequisite: TSI Reading 351 or equivalent developmental course. This is an academic transfer course.

PSYC 2316. PSYCHOLOGY OF PERSONALITY (LECTURE 3, LAB 0). ACGM.
Study of various approaches to determinants, development, and assessment of personality. 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. This is an academic transfer course.

PSYC 2319. SOCIAL PSYCHOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.
Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Prerequisite: PSYC 2301 or SOCI 1301. This is an academic transfer course.

SOCIOLOGY

Faculty: Sabido

SOCI 1301. INTRODUCTION TO SOCIOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.
The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. Prerequisite: TSI Reading 351 or equivalent developmental course.

SOCI 1306. SOCIAL PROBLEMS (LECTURE 3, LAB 0). CREDIT 3. ACGM.
Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems. Prerequisite: TSI Reading 351 or equivalent developmental course.

SOCI 2301. MARRIAGE & THE FAMILY (LECTURE 3, LAB 0). CREDIT 3. ACGM.
Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society. Prerequisite: TSI Reading 351 or equivalent developmental course.

SOCI 2319. MINORITY STUDIES (LECTURE 3, LAB 0). CREDIT 3. ACGM.
This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion. Prerequisite: TSI Reading 351 or equivalent developmental course. This is an academic transfer course.

SOCI 2336. CRIMINOLOGY (LECTURE 3, LAB 0). CREDIT 3. ACGM.
The course surveys various theories of crime, with an emphasis on understanding the social causes of criminal behavior. The techniques for measuring crime as a social phenomenon and the characteristics of criminals are examined. This course addresses crime types (such as consensual or white-collar crimes), the criminal justice system, and other social responses to crime. Prerequisite: TSI Reading 351 or equivalent developmental course.

SPANISH

Faculty: Naranjo

SPAN 1411. BEGINNING SPANISH I (1ST SEMESTER SPANISH, 4 SCH VERSION) (LECTURE 4, LAB 0). CREDIT 4. ACGM.
Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.

SPAN 1412. BEGINNING SPANISH II (2ND SEMESTER SPANISH, 4 SCH VERSION) (LECTURE 4, LAB 0). CREDIT 4. ACGM.
Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level . Prerequisite: SPAN 1411 or one or more credits in high school Spanish.

SPAN 2311. INTERMEDIATE SPANISH I (3RD SEMESTER SPANISH) (LECTURE 3, LAB 0). CREDIT 3. ACGM.
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 1412.

SPAN 2312. INTERMEDIATE SPANISH II (4TH SEMESTER SPANISH) (LECTURE 3, LAB 0). CREDIT 3. ACGM.
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 2311.

SPAN 2313. SPANISH FOR NATIVE/HERITAGE SPEAKERS I (LECTURE 3, LAB 0). CREDIT 3. ACGM.
Builds upon existing oral proficiencies of heritage speakers of Spanish. Enhances proficiencies in the home-based language by developing a full range of registers including public speaking and formal written discourse. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

SPEECH

Faculty: Davis, Garcia, Hackett,

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 with TSI Essay 4 and TSI Writing 363.

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 with TSI Essay 4 and TSI Writing 363.

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.

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 with TSI Essay 4 and TSI Writing 363.

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.

WLDG 1425. INTRODUCTION TO OXY-FUEL WELDING AND CUTTING (LECTURE 2, LAB 7). 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.

WLDG 1430. INTRODUCTION TO GAS METAL ARC (GMAW) 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.

WLDG 1434. INTRODUCTION TO GAS TUNGSTEN ARC (GTAW) 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.

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. Prerequisite or co-requisite: WLDG 1457.

WLDG 1457. INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW) (LECTURE 2, LAB 7). 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. Prerequisite or co-requisite: WLDG 1421.

WLDG 1412. INTRODUCTION TO FLUX CORED ARC (FCAW) WELDING (LECTURE 3, LAB 4). CREDIT 4. WECM.
An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using Flux Cored Arc Welding(FCAW) equipment. Demonstrate equipment safety checks; identify Flux Cored Arc Welding (FCAW) equipment parts; demonstrate the procedures for running a continuous bead in the flat position; demonstrate the procedures for welding a butt joint, a T-joint, a lap joint, and an outside corner joint in the flat, horizontal, and overhead positions; and demonstrate the procedures for making an open butt v-groove weld. Prerequisites or co-requisites: 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: 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: WLDG 1434.

Lacey Foster

With her catchphrase "from stilettos to steel toes," Lacey Foster doesn't seem a like stereotypical process technology graduate.

Before enrolling in the College of the Mainland program, Foster worked as an administrative assistant and in marketing – and owned more than 100 pairs of heels.

Motivated to find a job with more stability since marketing is often the first branch sacrificed in cutbacks, she decided to pursue process technology.

"We pass by these plants all day every day," the 2013 graduate said. "It caught my interest. I said, 'I'm going to do it,' and I did it."

While at COM, she landed an internship at LyondellBasell, which after graduation became a job offer that she accepted. She loved the experience, though working sometimes 60 hours a week while taking five classes wasn't easy.

"I don't know how I did it, but I did. I enjoyed every bit of it," she said.

"They treated me like a full-time employee with the same respect. I got to see a lot of things veterans haven't experienced."

As president of the COM PTEC club, she also coordinated a panel for female process technology students to ask questions of female operators, which helped her mentally prepare for a job in a male-dominated field.

"I am the only female on my shift, which is cool that I get the whole restroom to myself," she joked.

Foster plans to stay in touch with her friends from the program and involved with the club. She especially wants to return and share with other women in the program about her experiences.

She feels that her classes at COM, especially one in which students worked on the glycol-separation unit, prepared her for the real world of plant operations.

"You're having hands-on experience with the unit in school," she added. "COM has an excellent reputation for graduating very knowledgeable people. The teachers can tell you that they've lived it, they've experienced it."

A self-described people person who loved marketing, the shift from a business suit to blue suit may seem drastic, but to Foster it's still about interacting with co-workers.

"Everybody gets frustrated, but at the end of the day, you're family," she said. "You form a very tight bond. You help each other out. You do everything you can to make sure everybody's safe."

Though challenging, she knows she made the right decision.

"The salary is great," she noted. "It was excellent career choice for me. I love what I do."

College of the Mainland

PROFESSIONAL PERSONNEL

Earl Alexander
College Connections Advisor
A.A.S., College of the Mainland
B.A., University of Houston

Kody Allred
College Connections Advisor
A.S., Salt Lake Community College
B.S., Brigham Young University
M.A., University of Houston-Clear Lake

Mary Ann Amelang
Vice President for Institutional Advancement & Executive Director of Foundation
B.A., University of Houston – Central
M.S., University of Houston – Clear Lake

Robert Arenas
Academic Advisor
B.S., University of Texas at El Paso

Danny Bacot
Associate Director of Contract Training, Continuing Education
A.A.S., College of the Mainland

Holly Bankston
Counselor
A.S., College of the Mainland
B.A., University of Houston – Clear Lake
M.S., University of Houston – Clear Lake

Laura Baumgartner
Director, Continuing Education Industrial Workforce Programs
B.S., University of Houston – Clear Lake

Sandra Belcher
Principal of Collegiate High School, Continuing Education
B.A., Sam Houston State University
M.E., Sam Houston State University

Christina Bergvall
Director of Continuing Education Allied Health Programs
B.S., University of Texas Medical Branch

Amanda Bezemek
Costumer
B.S., Texas Women's University
M.A., University of Houston

Terri Bledsoe
Child Development Lead Teacher
B.S., University of Houston – Clear Lake

Sonja Blinka
Director of Purchasing
A.A., College of the Mainland
B.S., University of Houston – Clear Lake

Carla Boone
Dean of Workforce & Continuing Education
B.S., University of Texas Medical Branch - Galveston
M.S., University of Houston - Clear Lake
Ed.D., Texas Tech University

Doreen Bridges
Dual Credit Advisor
B.S., University of Houston – Clear Lake

Christopher Bruce
Blackboard Administrator
B.S., University of Houston – Clear Lake

Clayton Burton
Vice President for Fiscal Affairs
B.A., Louisiana State University and A&M College
M.S., Louisiana State University and A&M College
Ph.D., Louisiana State University and A&M College

Matthew Busby
Institutional Advancement Officer
B.A., Baylor University

Lonica Bush
Director of Diversity and Equity
B.A., University of Houston - Central Campus
J.D., South Texas College of Law

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B.S., Clayton State University
M.P.A., Ashford University

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Lesli Carroll
Academic Advisor
B.A., University of Houston

Gina Castro
Coordinator of Publications
A.A., College of the Mainland

Robert Castro Jr.
Lab School Director/
Coordinator of Child Dev. Education Programs
A.A., College of the Mainland
B.S., University of Houston - Clear Lake
M.S., University of Houston – Clear Lake

Sylvia Chapa
Chief of Police
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Alicia Devoy O'Neill

Alicia Devoy O'Neill, assistant district attorney for Harris County, originally planned a career on the stage, not in the courtroom.

After completing her basic courses at College of the Mainland, O'Neill was studying theater at the University of Texas at Austin when she got the call.

One of her best friends, Jessica Cain of Tiki Island, was missing. She and many others volunteered to aid in the search.

"That summer I was working hand in hand with the police," said O'Neill.

Despite the diligent efforts of law enforcement assigned to the case, Cain has never been found. The experience changed O'Neill's focus and gave her a passion to speak out for other victims.

"I wanted to pursue advocacy with my speaking ability," O'Neill said.

Though not a conventional pre-law track, her theater experience at College of the Mainland helps her in the courtroom today.

"COM Community Theatre gave me the opportunity to speak in front of people and to be persuasive. So many people fear public speaking. If you are able to master it, it is an asset in the courtroom."

"Mark was a huge mentor and someone who's always believed in me and inspired me," she said.

Adams vividly remembers her as a student.

"She was very talented in the theater. I've been very proud to follow her career," he said. "Alicia is one of the sweetest people you'd meet, but I wouldn't want to be on the opposing side of her prosecution. She has a strong sense of justice."

She went on to earn a law degree at the University of Texas at Austin and has worked in the Harris County District Attorney's office for nearly a decade.

O'Neill currently handles forensic testing and exonerations for the district attorney's office. Under Texas law, inmates may file a motion requesting post-conviction DNA testing. O'Neill investigates the claims and determines what testing is needed. Her work results not only in exonerations but sometimes also in proof of who really committed the crime.

One investigation resulted in the exoneration and release of Michael Green, a man who was wrongly convicted and served 27 years in prison. Green now owns a home and has a child.

"He's definitely rebuilding his life," said O'Neill.

Her experience both performing and taking classes at COM laid the foundation for her future success, O'Neill said.

"The things I learned and professors I had formed the basis of everything," she said. "I learned how to prioritize. Those studying skills were skills I used at UT and at law school."

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